



Hiring Freeze Exemption Request Procedure

Exemption Procedures:

1. The requesting department will compile a packet of information to include the following:
 - a.) Job description (reviewed by Compensation if needed).
 - b.) Organizational Chart - current and proposed.
 - c.) Rationale for the exemption, which should include the requested salary and funding/budget. This should be no longer than one page and must reflect why the position should be exempted.
2. The requesting department obtains approvals up through and including the divisional VP, Dean or Provost who will sign the Hiring Freeze Exemption form. The form will be completed and the packet of information including the approvals will be sent to your appropriate HR Consultant/Specialist.
3. HR will assemble documentation for Presidential review.
4. Dr. Postel will indicate his approval or denial on the excel spreadsheet and return to AVP of Human Resources/CHRO. The spreadsheet will be forwarded to Compensation, who will update the share point site.
5. Upon approval or denial, the HR Consultant/Specialist will communicate the decision to the affected parties (originating department, business manager, and all supervisors up to and including the vice president) via email. Additionally, all positions that are approved for the Hiring Freeze Exemption will proceed with the posting process.



The University of Toledo Hiring Freeze Exemption Form

Check that the following items are attached: Job Description ____ Org Chart ____ Statement of Rationale ____

Title of position requested: _____

PCN (if not a new position): _____

Funding source identified. Yes or No

If yes, index and account numbers? _____

Requestor

Requesting Department/College Name: _____

Printed Name: _____ Signature: _____ Date: _____

Next Levels of Supervision

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Recommended ____ Not Recommended ____

Vice President, Dean or Provost Signature: _____ Date: _____

Positions Exempt from the Hiring Freeze

- 100% grant-funded positions
- Clinical positions (UTMC)

Please email form and all supporting documentation to your appropriate HR Consultant/Specialist