



April 7, 2020

### **Hiring Pause Procedure and Exception Process**

As we continue to work together during this challenging time, we must consider all aspects of campus life and how we need to adjust in the short term to assure the welfare and future of our community. Because the vast majority of our community is working remotely, it is clear that this would not be an appropriate time to bring new employees on board. In almost all cases, we would not have the ability to orient and supervise new staff members. In addition, we are cognizant of the potential need to manage our budgets and spending in a more conservative manner given the unknown fiscal impacts to our State's economy at this time.

Therefore, effective immediately, UMCES is implementing a hiring process pause for all vacant faculty, regular and contingent I and II exempt and non-exempt staff positions. This temporary hiring pause is consistent with practices put in place across the entire USM as a result of the State of Maryland's Stay at Home Directive. This communication provides additional information about the pause/exceptions and the categories of actions that will be included in the review process.

The hiring pause process applies to all state-supported and unrestricted non-state-supported (auxiliary, DRIF, revolving) faculty, exempt, non-exempt and contingent I and II positions. The hiring pause does not apply to graduate assistants, students, or 100 percent restricted funded (i.e., grants and contracts) positions. We will reassess the need to continue the hiring pause by June 30, 2020, and will determine if it can be retracted, modified, or extended at that time.

### **Accepted and Approved Offers**

Candidates who have received a written offer and accepted may proceed through the hiring process as planned. If a written offer has not already been made, you will need to suspend the hiring process. We suggest you contact the finalist(s) directly and let him/her know of the current hiring pause. You may express your interest in the candidate and let him/her know you will contact him/her with updates.

### **Current Searches in Process**

Searches that are currently in process should be evaluated and either cancelled or put on hold. If the position is considered critical/essential, please submit a hiring exception request to your Unit Director and the Director of Human Resources (Lisa Ross, [lross@umces.edu](mailto:lross@umces.edu)). HR will work with the Unit Director to determine the status of each pending position.

### **Hiring on Vacant Positions**

Vacant positions that are considered critical/essential will need to be submitted as a hiring exception request. Appropriate justification to warrant a critical/essential hire will need to be submitted by email providing that justification. The email will be sent to the Unit Director, with copy to Lisa Ross at [lross@umces.edu](mailto:lross@umces.edu).

The justification must include:

- Job Title and Department Name
- Status of the position (already posted or new vacancy request)

- Critical/essential nature of the requirement to conduct a search at this time
- Impact of delaying the hiring process

If you have any questions about hiring or the Hiring Pause Procedure and Exception Process, please contact Lisa Ross at [lross@umces.edu](mailto:lross@umces.edu).