

This memo includes important information about the hiring freeze and the process for requesting exceptions. Guidance is also provided for other personnel actions.

The COVID-19 pandemic and resulting economic and societal consequences constitute unprecedented times for the State of Nevada and the nation. As we navigate through this situation for faculty, staff, and students, UNLV and its sister NSHE institutions are implementing measures to conserve resources to help mitigate anticipated financial challenges. One such measure is a hiring freeze for all state agencies as directed by Governor Steve Sisolak on March 15, 2020. This was followed by guidance from the State of Nevada, Division of Human Resource Management, on March 16, 2020, and (Memorandum HR#19-20) and from Chancellor Thom Reilly On March 18, 2020. This message summarizes the current guidance.

Hiring Freeze: What You Should Know

- Employment offers that were made, approved and accepted through March 16, 2020 will be honored.
- Exceptions to the hiring freeze may only be requested by cabinet members and deans. All positions currently in or planned for recruitment should be reviewed to determine whether an exemption request should be initiated, regardless of funding source. ***Be judicious in submitting requests for exceptions.***
- The Provost Office will work directly with college deans to prepare requests for exceptions associated with the instruction mission academic faculty, PTIs and GAs.
- All other exceptions will be submitted through an electronic form. Specific instructions will be communicated to cabinet members and deans.
- Requests for exceptions will be submitted by the respective cabinet member or dean through Interim Executive Vice President & Provost Chris Heavey or Senior Vice President for Business Affairs/CFO Jean Vock.
- Both President Meana and Chancellor Reilly must approve all exceptions.
- Human Resources must receive approval from the president and chancellor prior to resuming an active search or initiating a new search.
- Active recruitments that are not approved for an exception will be “frozen” within Workday by your [senior recruitment specialist](#).

Exception: *Recruitment for the delivery of critical health care services or public safety positions may be filled without prior authorization from the president and the chancellor.*

Other Personnel Actions: What You Should Know

The State Division of Human Resource Management memo provided the following guidance regarding other personnel actions.

- Caution should be exercised when reassigning duties that could result in reclassification, special salary adjustments or require authorization of overtime to maximize the cost savings from maintaining vacant positions.

We understand the challenges the hiring freeze creates – including its effect on employee morale – as we manage through the economic effects of the COVID-19 pandemic. Human Resources is available to partner with you to adjust to these changes. If you have additional questions, please review the frequently asked questions, or do not hesitate to reach out to your respective senior recruitment specialist or compensation analysts.

Be healthy and stay safe.

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