



FLORIDA STATE UNIVERSITY

OFFICE OF HUMAN RESOURCES

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MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Renisha Gibbs
Associate Vice President for Human Resources/
Finance & Administration Chief of Staff

DATE: March 18, 2020

SUBJECT: Hiring Freeze Effective Immediately Until Further Notice

Our main focus as a campus community is to mitigate the potential spread of COVID-19 Coronavirus as the University remains open and operational.

In response to the continuously changing circumstances involving COVID-19, the University is suspending all hiring, with the exception of 9-month faculty, effective immediately and until further notice. This includes E&G, Auxiliary, and C&G funded appointments.

Existing job openings, excluding 9-month faculty positions, currently being advertised will be removed from the FSU Jobs website as of **Wednesday, March 18, 2020**. We will provide communication when job openings are able to be re-posted.

Current searches in which an offer has not been extended are also included in the hiring freeze. If an OMNI-HR job offer was submitted prior to Wednesday, March 18, 2020, that commitment should be honored.

In the event there is a unique circumstance in which an exception is warranted to fill a critical position, the appropriate approval process must be followed. Reasons for exception may include positions critical to:

- Campus and personal health and safety
- Compliance with federal, state, and local laws and regulations
- Delivery of essential University services
- Courses necessary for timely graduation
- Advancement of the academic mission

To request an exception, the hiring manager must email the request for approval, including the rationale for the request, to Renisha Gibbs, Associate Vice President for Human Resources for review and consideration.

If approved for recruitment, job openings will be advertised in accordance with the University's normal recruitment process.

Questions? Contact Shelley McLaughlin at (850) 644-7935 or sscopoli@fsu.edu.

cc: President John Thrasher
Provost Sally McRorie
Vice President Kyle Clark
Vice President Amy Hecht
Vice President Tom Jennings
Vice President Janet Kistner
Vice President Gary Ostrander
Associate Vice President Kathleen Daly
Athletic Director David Coburn
General Counsel Carolyn Egan
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Department Human Resources Representatives