FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES
282 Champions Way
PO Box 3062410
Tallahassee, FL 32306-2410
Phone: (850) 644-6034
Fax: (850) 645-4670

MEMORANDUM

TO: Deans, Directors, and Department Heads

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

DATE: May 6, 2020

SUBJECT: Start Dates for Approved Vacancies for Hire

In response to the continuously changing circumstances involving COVID-19 and to ensure a meaningful onboarding experience during this time, the University is enforcing a start date of August 3, 2020, or later for any vacancies that are approved for hire. This includes all appointments effective immediately, with the exception of Graduate Assistant and Adjunct appointments for summer semester. This includes E&G, Auxiliary, and C&G funded appointments.

If an OMNI-HR job offer was submitted **prior to Wednesday, May 6, 2020**, the requested start date will be honored. Appointments that have an approved hiring exception form and are requesting a start date prior to August 3, 2020, will be required to request an exception for an earlier start date.

In the event there is a unique circumstance in which an exception is warranted to fill a critical position earlier than August 3, 2020, 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 department must complete the hiring exception form and submit through DocuSign to Renisha Gibbs, Associate Vice President for Human Resources, for review and consideration. Ensure the Approved/Denied checkboxes on the form are enabled in DocuSign.

Questions? Contact Amy Espinosa at amy.espinosa@fsu.edu.