I. State-Funded Positions Subject to Hiring Freeze (effective December 17, 2010)

A. Application of the Hiring Freeze
1. Unless exempted as a result of circumstances identified in section B. below, a hiring freeze applies to all state-funded EPA non-faculty and SPA staff positions, whether permanent, temporary, or time-limited, effective December 17, 2010.

2. Promotions are not subject to the hiring freeze, and therefore, state-funded EPA non-faculty and SPA staff positions may be posted for internal recruitment only (positions for which only current UNCG employees are eligible) without additional justification.

3. Reappointment of EPA term-limited appointees are not subject to the hiring freeze.

4. Faculty positions are not subject to the hiring freeze.

B. Exceptions to the Hiring Freeze on State-Funded Positions
1. Any EPA position for which a written or verbal offer was extended before December 22, 2010, shall be exempted from the hiring freeze. (See section D.1. below.)

2. State-funded positions deemed “critical” may be exempted from the freeze, upon approval of the Chancellor. (See section C. and D.2. below.)

C. Definition of “Critical” Positions Exempt from the Hiring Freeze
Any state-funded position deemed “critical” and thus, exempt from the hiring freeze, must satisfy one of the following requirements:

1. The position must be directly related to the fulfilling of the UNCG Strategic Plan 2009-2014 (click on link to view the strategic plan - [UNCG_StrategicPlan_2009-2014.pdf](#))

2. Any position not directly related to the UNCG Strategic Plan 2009-2014, must qualify as a support position that is mission critical OR directly provides support to classroom instruction OR is related to law enforcement or public safety.

“Mission Critical” is defined as follows: Any activity, service, or system support position where failure or disruption will result in a significant financial, legal or business disruption or liability to the ongoing operations of the University.

D. Process for Attaining an Exception to the Hiring Freeze

1. Written or Verbal Offer extended prior to the hiring freeze:
   a. For EPA non-faculty positions: The hiring department must include in the comments section of the Personnel Action Form (PD7 or EPAF) a request for hiring exception and indicate the date when the job offer was extended.
   b. For SPA staff positions: Employment offers made prior to December 17, 2010

2. Requests for classification of EPA or SPA staff positions as critical:
   a. Role of Department Heads:
      i. Ensure that the identified position meets the “critical” position definition...
ii. Complete relevant portion of the Critical Position Request Form

iii. Sign Form and forward to Dean, Director, AVC, or AVP, as appropriate

b. Role of Deans, Directors, AVCs or AVPs:
   i. Review request from department head
   ii. Ensure the request meets the “critical” position definition
   iii. Sign form and forward to VC/Provost for approval

c. Role of Provost/Vice Chancellor:
   i. Review request from Dean, Director, AVC or AVP
   ii. Ensure the request meets the “critical” position definition
   iii. Sign form and forward to EPA-HR (for EPA posts) or HRS (for SPA posts) for approval

d. Role of EPA-HR and HRS Offices:
   i. Review request for appropriateness of position exemption
   ii. Ensure all appropriate signatures are on the form
   iii. Add written comments for Chancellor’s review & forward to Chancellor

e. Role of Chancellor:
   i. Following review, Chancellor will approve the position, request additional information/justification, or decline the request.
   ii. Chancellor will forward her decisions, as indicated on the completed forms, to the appropriate HR office (HR staff will inform the departments of actions taken).

II. EPA & SPA Staff Compensation Guidelines

A. SPA Reclassifications of state-funded positions are limited to increased higher level responsibilities where there is clear documentation that a department will have recurring savings by eliminating one or more positions.

B. SPA Career Progression or other salary adjustments of any kind for SPA state-funded positions are not allowed at this time.

C. EPA non-faculty salary adjustments must conform to the requirements established in the August 9, 2010, compensation policy approved by the Chancellor and Executive Staff (posted on UNCG Budget Central Website).