

Department of Human Resources
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Hiring Exception Process

Effective November 28, 2016, UMBC implemented a hiring freeze for all vacant regular and contingent II exempt and non-exempt staff positions. This communication provides additional information about the freeze and the categories of actions that will be included in the review process.

The hiring freeze process applies to all state-supported and unrestricted non-state-supported (auxiliary, DRIF, revolving) exempt, non-exempt and contingent II positions. The hiring freeze does not apply to graduate assistants, students, contingent I, faculty or 100 percent restricted funded (i.e., grants and contracts) positions.

Hiring on Vacant Positions

In light of anticipated need for a few critical/essential hires during the remainder of the fiscal year, the UMBC Hiring Exception Committee will be reinstated, consisting of the Provost, the Vice President for Administration and Finance, and the Associate Vice President for Human Resources. As in the past, the Hiring Exception Committee will review justifications for exceptions to the freeze. The justifications must include:

- Critical/essential nature of the work to be performed; and
- Impact of delaying the hire until FY 2018.

Review of Hiring Requests

Department representatives must submit requests for hiring freeze exceptions to the appropriate vice president or dean for initial review and approval. The deans must submit their requests to the Provost. The Provost or vice president may in turn submit requests deemed highly critical/essential to the Department of Human Resources (HR), Attention: Kim Harris in person, or by transmitting scanned copies of the form with the required approvals to herequests@umbc.edu. The UMBC Hiring Exception form can be found at: <http://hr.umbc.edu/forms/employment-forms/>. The HR representative will present the requests received at the Hiring Exception Committee meeting.

The Hiring Exception Committee will meet every two to four weeks, depending on the volume of requests received. The Hiring Exception Committee will review the requests and the HR representative will notify the dean or vice president of the decision via email.

If you have any questions about the hiring exception process, please contact Kim Harris at kimh@umbc.edu, 5-2911 or Sandy Vance 5-2912 at svance@umbc.edu.

Cc: Payroll Preparers and Approvers & HR Hiring Liaisons