MEMORANDUM

To: Executive Council
From: Harris Pastides
Subject: FY2011 Budget Development – Hiring Freeze

June 22, 2010

As part of our strategic effort to address unprecedented reductions in state appropriations for the next fiscal year, I am announcing system-wide hiring restrictions beginning August 1, 2010 and effective until further notice.

The restrictions apply to all FTE hiring regardless of the source of funds, and all positions supported by “A Funds.” This includes temporary and student positions. Exceptions are possible only for mission critical vacant positions with time being of the essence to fill the vacancies. Exceptions require approval of the Provost for Columbia academic units, the Vice President for Finance and Planning for Columbia service units, or respective Chancellors at USC Aiken, USC Beaufort and USC Upstate. The Office of Human Resources cannot accept requests without appropriate approval. Searches may continue for positions currently advertised.

It is my expectation that these requests will be limited, and no exceptions will be granted in the absence of adequate recurring funds. In the event you request an exception, please submit the attached form to the appropriate approval authority.

Thank you for your cooperation and understanding.

c: Miles Loadholt
Chair, USC Board of Trustees
Mission Critical Position Request Form

Department Name: 

Position: State Classification
Internal Title
Anticipated Salary and Fringe Cost
Funding Source (Dept/Fund) 

Briefly explain why this position is mission critical to your department and the institution and why it is necessary to meet any essential academic or regulatory/compliance functions.

Briefly describe the impact if this position is not filled.

Does recurring funding exist currently to support this position? Yes No

What specific adjustments will be made in the future to enable this position to be sustained if resources levels further decline?

Other comments:

__________________________________________
APPROVAL

Department Head Signature  Date _________

Dean/AVP/Director Signature  Date _________

Budget Office  Date _________

Budget Office Comments:

__________________________________________
Vice President/Chancellor  Date _________