

## Temporary Hiring Suspension

March 23, 2020

**Effective immediately, and until further notice, all vacant unfilled faculty and staff positions at UAB are subject to a temporary hiring suspension. Positions that already have documented offers are not affected by this action.**

### **Temporary Hiring Suspension**

The temporary hiring suspension applies to all faculty and staff positions, including temporary and part-time positions. Positions fully funded by a granting agency or foundation accounts are excluded from the hiring suspension, but are subject to dean or vice president approval prior to job posting. **Student workers and work study students are not subject to this action.**

### **Exceptions under the Hiring Suspension**

If a position is determined to be critical to business operations, this Exception Request Form must be completed and submitted along with the appropriate PAR/CRF to Human Resources (HR). The Form will be reviewed by HR for accuracy and then submitted to the appropriate leaders for endorsement and final approval. Each request will be reviewed along with supporting rationale for approval or denial. The determination will be communicated to the requestor/hiring manager by Human Resources.

Human Resources will take no action until the request for exception has been reviewed and approved.

Exception Request Form for Temporary Hiring Suspension  
*To be attached with all PAR/CRF requests*

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**REASON FOR EXCEPTION** (select box that applies):

- Clinical personnel in areas of demonstrated shortage (e.g., nursing)
- Research faculty, if substantially and durably funded
- Specialized research personnel needed to fulfill extramural grant/contract obligations that cannot be met by existing or redeployed personnel
- Specialized personnel needed to provide critical online training and/or instruction when these needs cannot be met by existing or redeployed personnel
- Specialized personnel in critical areas of safety or compliance that cannot be delayed or met by existing or redeployed personnel
- Other personnel with topical or technical expertise that is deemed mission critical and cannot be met by existing or redeployed personnel

**CRITERIA/RATIONALE FOR EXCEPTION REQUEST:**

- Explain the specific reason for the exception, including the function of this position and the direct impact on core and essential business operations. Attach supporting documentation as needed, i.e. academic accreditation.
- Explain the negative impact on essential or critical business operations from the suspension or delayed recruitment of this position.
- Explain other options and/or methodologies that have been explored and exhausted to avoid the exception request.
- Explain how the job responsibilities are currently being fulfilled and whether the responsibilities can be performed by other staff. Attached organization charts as needed.
  - N/A

## SOM Supplemental Questions for Exception Request

### SOM Review Committee Questions

- Is this a request to post the position?
- Has the department identified a candidate?
- What is the anticipated start date?
- Can the position be filled when the hiring suspension is lifted?
- Can this activity be covered by existing faculty?
- Is the position being recruited to help build a new type of service line in the department?
- Does the candidate require visa sponsorship? If so, what kind of Visa sponsorship is required?
  - If the candidate does not require visa sponsorship, Departments need to identify if the candidate is international graduate and provide a list of countries and airports the candidate traveled to or through for the last 60 days before their expected arrival to UAB.

### Attachments Required for Submission

- ✓ Comprehensive org chart including employees for various entities if applicable to exception
- ✓ Business Plan
- ✓ Any other pertinent items

### Additional Comments:

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