

## MUS Hiring Moratorium

Human Resource Services <HRSCcommunications@umontana.edu>

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To: CampusCommunications@umontana.edu <CampusCommunications@umontana.edu>

Dear Supervisors,

As you know, the entire Montana University System (MUS) is under a hiring moratorium. The hiring moratorium is for all positions - classified staff, crafts, faculty, adjuncts, contract professionals, students, and temporary staff - regardless of funding type. **All requests for hires, including Letter of Appointment reappointments, are subject to UM Administration approval and approval by the Office of the Commissioner of Higher Education (OCHE).** No offers of employment can be extended to candidates prior to receiving approval from UM Administration **and** OCHE. HRS Recruitment will not approve offers or recruitments without OCHE approval. Information on requesting approval to hire is below. No requests are guaranteed to be approved. Very few exemptions will be granted.

### Letters of Appointment

- Letters of Appointment (LOA) reappointments are subject to this moratorium.
- LOA reappointments are not guaranteed to be approved.
- **Employees on LOAs should not continue working if their current LOA has ended, and the reappointment has not been fully approved in U-Approve.**
- Please submit LOAs in U-Approve at least 4-6 weeks prior to the current LOA ending.
  - For example, if the LOA ends on 6/30/2020, submit the reappointment in U-Approve no later than 5/30/2020.
  - This will give you time to inform the employee if they need to stop working after 6/30/2020.
- Employees on LOAs that have not been approved for reappointment will be placed on "leave without pay with benefits" status until a termination form is submitted to HRS or the LOA is approved.

### What to do if your department has a hiring need during the moratorium?

The department director must discuss the need with the department's dean or leader (Vice Provost, Associate Vice President, etc.) on supporting a request to the sector's Vice President for an exemption from the moratorium. However, the request ultimately must go to the President and then OCHE.

### If your director/dean supports the request and has approval from the sector Vice President, do the following:

1. Write up a justification for the exemption to the moratorium.
2. Attach the justification and any other support documentation (i.e., emails from Dean/Director and/or Provost/Vice President) to the Electronic Hiring Form (EHF) in U-Approve.
3. Complete and submit the EHF in U-Approve with appropriate sector and university required approvals.

The U-Approve will go through the approval process, including the sector vice president and Vice President of Operations and Finance Paul Lasiter. If the hire is approved by all levels of the university, it will be submitted to OCHE for final approval. HRS will be notified of the approval and process the EHF. If the request is for a recruitment, the HRS Recruitment Team will contact the department to begin or resume the recruitment.

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