

TO: Dean, Directors, and Department Heads

FROM: Eric Algoe  
Vice President for Finance and Support Services

SUBJ: Information Regarding the Governor's Hiring Freeze

On January 31<sup>st</sup>, the Governor directed state agencies and institutions of Higher Education to institute an immediate hiring freeze on positions funded through funds appropriated by the Legislature through the end of the fiscal year (August 31, 2017). Working with the Offices of Human Resources; Budgeting, Financial Planning and Analysis; and The Texas State University System, we have developed the following guidelines for implementing the freeze at Texas State University.

All positions that are funded with funds that are not appropriated by the Legislature are not subject to the freeze and you may proceed with filling those positions. This includes all fund numbers starting with 2, 3, 4, and 8, except for 2000011017.

Positions, other than those directly related to public safety, that are paid from fund numbers starting with 1 and fund number 2000011017 may be subject to the freeze.

Account managers for positions that may be subject to the freeze will have to request waivers through their vice president for final approval. Waiver requests are encouraged where appropriate. The waiver request should take the form of an email providing clear justification for why the position should be filled despite the freeze and include, at a minimum, the following information:

1. Job Title, Job Classification, and Position Number,
2. Anticipated salary,
3. A complete breakdown of the funding for the position if a combination of funds is to be used,
4. If applicable, a justification as to how the position directly impacts public safety, and
5. An explanation of why hiring for the position prior to September 1, 2017, is essential to maintaining the core functions of the University.

Questions regarding the waiver process as well as completed waiver requests should be sent to [budget@txstate.edu](mailto:budget@txstate.edu). The Budget Office can also be reached at 512-245-2376. Additional information may be requested after review.

There are a few exceptions to the hiring freeze as listed here:

- a. All searches for positions where the first pay period that will be paid is after September 1, 2017, are not affected by the freeze. **For example, faculty searches for the 2017-2018 academic year may continue and faculty contracts beginning September 1, 2017, may continue to be signed.**

- b. Temporary contracted employment is not subject to the freeze (“temps”), although the savings to appropriated funds from frozen positions may not be used for other purposes, including to hire temporary or contracted employees.
- c. The freeze does not apply to job positions where an offer of employment was already made prior to noon on January 31, 2017.
- d. Currently employed faculty and students in graduate assistantships who hold spring appointments and who will be assigned responsibilities with compensation for the summer are also not covered by the freeze.

Other than positions that have a direct impact on public safety and the exceptions noted above, all other positions funded by state appropriations are covered by the freeze. Please note that a waiver request is already being developed to continue hiring new student workers, new summer instructors, and new Graduate Assistants through the remainder of the current fiscal year that are funded from state appropriated funds.

Thank you as we continue to nail down details and put processes in place to ensure that we are in compliance with the Governor’s Executive Order.

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