July 1, 2020

**DEPARTMENT OF HUMAN RESOURCES**

University of Maryland, Baltimore County

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**Hiring Exception Process**

A hiring pause was implemented on March 25, 2020 for all staff positions. Effective July 1, 2020, UMBC will be converting the hiring pause to a hiring freeze for all vacant regular and contingent I and 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 I and II positions. The hiring freeze does not apply to graduate assistants, students, faculty, or 100 percent restricted funded (i.e., grants and contracts) positions.

Positions that have previously been granted hiring exception approval during the hiring pause may continue the search process and do not need to reapply for hiring freeze exception approval.

**Hiring Exception Committee**

The Hiring Exception Committee, consisting of the Provost, the Vice President for Administration and Finance, and the Associate Vice President for Human Resources, will review justifications for exceptions to the freeze. Exception requests should only be submitted when the need is deemed critical to continued operations.

**Hiring for Vacant Positions**

A [Hiring Exception Request form](https://umbc.box.com/s/epy8vkwwb9rwbf4lkvjzub3j24eafhax) will need to be completed for all state-supported and unrestricted non-state-supported exempt, nonexempt, and contingent I and II positions.

**Review of Hiring Exception 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. Each area vice president should electronically sign the Hiring Exception Request form. The Provost or vice president may in turn submit requests deemed highly critical/essential to the Department of Human Resources.

Requests to fill vacant positions should be emailed to the attention of Kim Harris at hrrecruitment@umbc.edu.

An HR representative will present the requests received to the Hiring Exception Committee. 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 or Sandy Vance at svance@umbc.edu.

Cc: Payroll Preparers and Approvers & HR Hiring Liaisons