

## Hiring Freeze Exception Form

The hiring freeze applies to all academic and staff (career, contract, and limited appointment) recruitment and hiring and retiree, contract, and limited appointment renewals. *Student appointments are exempt from this process.* Please submit exception requests to Flori Ramos using this form and include a copy of the job description, an organizational chart for the department, and approved Recruitment Form (for recruitment and hiring requests) or Job Change Form (for appointment renewal requests).

All requests will be reviewed by the Lawrence Director and Administration Executive Director in consultation with the Executive Director/Heads of the hiring Group for appropriateness. This process could take up to two weeks.

<b>Hiring Manager:</b>	<b>Employee's Name:</b>
<b>Position Working Title:</b>	<b>Payroll Title:</b>
<b>Appointment Type:</b>	<b>Status of Position:</b>
<b>Appointment %:</b>	<b>Annual Salary:</b>
<b>Position Funding Type:</b>	<b>Action Status:</b>
<b>Chart string:</b>	
<b>Exception Rationale:</b> Exceptions must comply with all of the following three (3) criteria: 1. Not filling the position would result in significant business disruption and/or a significant compliance risk; 2. The role is mission critical and/or essential to business operations; and 3. No qualified current staff is available to take on additional duties on an interim basis. Please type your rationale in the box below (<500 characters) or provide a link to a google doc (1 page or less) with the rationale text. If the disruption is a loss of revenue, please provide approximate loss of revenue generation.	

**What, if any, departmental or campus-wide risks will be incurred if this hire is not made? How would you manage those risks?**

**What is the alternative plan if this request is not approved?**

**Additional Comments**