

Northern Kentucky University
Temporary Hiring Restrictions through 6/30/09

Effective 12/2/08, all hiring is limited to faculty positions, student employment, and positions that can demonstrate a significant impact on:

- Public Safety
- Regulatory Compliance
- Mission Critical Services
- Long-term cost savings through reorganization

Allowances may be given to use budgeted personnel dollars for student employment to perform a portion of / all of the job functions of a vacant position.

There is no change in process for faculty positions and student employment.

For all other employment, the following additional steps must be followed before posting any position, hiring on contract, or contracting for temporary employment. Positions currently in process must follow these steps before an offer is made.

1. Once the VP has approved the position, send an email to Kim Schave in the Budget Office which includes the position title and answers to the following questions in specific detail:
 - What are the primary job functions of this position and do we need to continue to perform these functions?
 - Could this function or a portion of this function be performed through student employment?
 - If you were not able to fill this position until next fiscal year, how would you manage and what would be the impact?
 - How will this position be funded?

Alternatively, we have created a form outlining this information that you may use.

2. Once the Budget Office has reviewed the position request and finds that it adequately addresses these questions, the position will be released for hiring.
3. The appropriate VP Area will be notified by email of the position's release.
4. The President will subsequently review positions that have been approved by VPs.

Transfers out of the administrative staff pool (501100) are frozen under these restrictions.

Please contact the Budget Office if you have any questions.