



OFFICE of HUMAN RESOURCES

SUSPENSION OF NON-ESSENTIAL HR ACTIONS

March 27, 2020

TO: VCs, Deans, AVCs, HR Liaisons

FROM: Liz Grimes, AVCHR

In order to focus on the response to COVID-19, each UNC institution has been asked to temporarily suspend certain Human Resources actions. This includes:

- Salary adjustments
- Position actions, including creating new positions or modifications to existing positions
- New hires

Exceptions may be granted by the Chancellor or his designees only under the following specific circumstances:

- When necessary to support COVID-19 response, including any healthcare or clinical operations
- When necessary to support or augment other clearly essential University operations at the discretion of the chancellor without ability to delay
- When mandated by law or policy, including critical compliance obligations, without ability to delay
- When required by employment contract without ability to delay
- As otherwise directed by the Chancellor or his designee

This suspension of HR activity is not designed to be a total hiring freeze but does intend for the chancellor or his designees to carefully evaluate each position proposed for continued recruitment and/or hiring to assure that the position is either related to COVID-19 response or otherwise necessary for the continued effective functioning of the University. **It is understood that certain administrative, operational, and faculty positions will fall within this category and may still need to be filled despite a pause for other more discretionary human resources actions.** Additionally, this pause is not intended to delay faculty promotions and related promotional increases.

Actions involving acting or interim appointments and associated pay actions may be approved when such an assignment is deemed necessary for the conduct of the University's operations.

Institutions are authorized to proceed with graduate student and teaching assistant hires or extensions for upcoming terms when determined necessary for the continued conduct of instructional activities, including online classes.

Adherence to all regular University salary increase and position approval protocols and procedures remain in effect for those actions that must continue.

These temporary guidelines are intended to assure that extra care and discretion is exercised for all human resources actions that are accomplished for the duration of this event.

Specific guidance and direction about the status of HR actions that were in process and future HR actions that may be considered for an exception by the Chancellor will be forthcoming from your Divisional leadership as follows:

Academic Affairs:	Nate Miner, AVC for Academic Affairs
Business Affairs:	Dana Harris, AVC for Business Affairs
Chancellor's Division:	Bradley Ballou, Chief of Staff
Student Affairs:	Eric Simon, AVC for Student Affairs
University Advancement:	Claire Stanley, AVC for University Advancement

Your Divisional Business Officer will be the point of contact for HR actions that require Chancellor approval.