

LSUHSC – NO HIRING FREEZE

EXCEPTION REQUEST FORM

Directions:

Effective April 20, 2020, all full- and part-time new and vacant positions are subject to a hiring freeze. If you are requesting an exception to the hiring freeze, you are required to complete this form. Department heads should complete all required information on the form and obtain approval from their Dean or Vice Chancellor.

Completed forms should be submitted directly to Human Resources.

* If the position is Faculty or Unclassified Staff, it should be uploaded with a Position Request in PeopleAdmin.
* If the position is Classified, it should accompany the PER-1.
* All other position types (Interns, Fellows, Student Workers, Graduate Assistant, Gratis) require the Exception Request Form.

**Exception Request are not authorized until approved in writing on this form by the Vice Chancellor of Administration and Finance and the Chancellor.**

**Section 1 – Position Information**

|  |  |  |  |
| --- | --- | --- | --- |
| School: |  | Department Name: |  |
| Department Number: |  | Position Title: |  |
| Position Number: |  | % Effort: |  |
| Supervisor Name: |  | Supervisor Title: |  |
| Proposed Salary: |  | Source of Funds: |  |

Type of Position: [ ]  Full-time (100%) [ ]  Part-time (99 – 5%)

 [ ]  Fiscal [ ]  Period of Appointment

Check all that apply [ ]  Faculty [ ]  Unclassified [ ]  Classified [ ]  Intern [ ]  Fellow [ ]  Gratis (PSA)

 [ ]  Graduate Assistant [ ]  Student Worker

Exception for: [ ]  Promotion/Reclassification [ ]  New Position [ ]  Replacement

If Replacement, input the name of the incumbent and date the position was vacated:

**Section 2 – Justification for Patient Care Positions**

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| I certify this position has direct patient care responsibilities or otherwise performs duties that are critical to patient care delivery by checking “Yes” for **either** question 1 or 2. |
| 1. This position directly interacts with patients as a primary part of the assigned duties.
 | [ ]  Yes [ ]  No |
| 1. This position works in a clinic or hospital setting and serves as an integral and direct supporting role in patient care.
 | [ ]  Yes [ ]  No |
| If the answer to questions 1 **or** 2 is “Yes,” obtain the Dean or Vice Chancellor approval and submit with position request or PER-1. If the answers to both questions 1 and 2 are “No,” complete section 3 below. |

**Section 3 – Justification for All Other Positions**

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| Select the category that most accurately identifies the reason for the exception request: |
| 1. University contractual obligations, including federally or privately funded research.
 | [ ]  Yes  |
| 1. Faculty needed to meet program requirements for accreditation.
 | [ ]  Yes  |
| 1. Critical campus-wide administrative operations or compliance with federal or state laws or regulations.
 | [ ]  Yes |
| 1. Position is fully-funded from external grants or contracts.
 | [ ]  Yes |
| 1. Essential patient care responsibilities not addressed in Section 2.
 | [ ]  Yes |
| 1. Offer was made and documented prior to April 20, 2020.
 | [ ]  Yes |
| 1. Request for Gratis employee, Student worker, graduate assistant, fellows, or house officer.
 | [ ]  Yes |
| 1. Other (specify)
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**(Complete Sections B and C; Complete section A if applicable)**

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| 1. **Is the position critical to the functioning of the unit? If so, check the appropriate box(es) below:**

[ ]  There are no other options available through reassignment or reconfiguration.[ ]  The position is legally mandated and a decision not to fill the position would result in penalties to the school or University.[ ]  Failure to fill the position would result in a loss of funding from sources other than contracts and grants.[ ]  There would be financial or reputational damage if the search were suspended.**Provide a brief explanation of why you have checked one or more of the above:**      |
| **b. Explain succinctly how eliminating the position or a delay in filling the position would jeopardize the core mission of the university.**      |
| **c. Explain your efforts to restructure or cluster staffing or to change business processes in order to reduce the number of positions needed.**      |

**Section 4 – Approvals**

**Approved Denied**

[ ]  [ ]  Department Head \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  Dean / Vice Chancellor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  Human Resources \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  Vice Chancellor for A&F \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  Chancellor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

Upload to position request in PeopleAdmin or forward with PER-1 (if applicable), including approval signatures from Department Head and Dean or Vice Chancellor, to the Office of Human Resource Management.



**LSUHSC New Orleans Hiring Freeze**

As you may realize, the COVID-19 pandemic is having an enormous negative impact on Louisiana tax revenues as the result of voluntary and mandated business closures across the state. When combined with increased state spending to fight the pandemic, rising unemployment benefits costs and the drop in petroleum prices, Louisiana is expected to have a revenue shortfall by the end of the fiscal year and will need to adjust its spending going into fiscal year 2020-21. Funding reductions will likely affect all sectors of state government including higher education. Recognizing that LSUHSC-NO funding is tied not only to state appropriations, but also to service agreements with our affiliated hospital partners and sponsored research, ours is a complex revenue model with several dimensions of potential risk from the state’s economic downturn.

Out of an abundance of caution and fiscal responsibility, it is imperative that we begin planning now to make changes in our business model and adjust our spending wherever possible to insure that the institution is positioned to meet the looming funding changes.

Effective April 20, 2020, we are instituting a freeze on establishing new positions and filling vacant positions, regardless of the source of funding. Recruitments already underway with candidates where the selection process has been completed, and offers are in the process of being extended or have already been extended may continue to move forward. Likewise, spending through the remainder of the fiscal year should be curtailed wherever possible with the expectation that FY 2020-21 budgets will be less than those of the current year.

The Office of the Vice Chancellor for Administration and Finance will be providing guidance shortly on the budget approach for FY 2020-21 in anticipation of these funding reductions. Keep in mind that due to the nature of the COVID-19 disruption, the legislature may convene in mid-May to adopt a budget as required by law and then convene a special session later in the summer to adopt a revised and amended FY 2020-21 state budget. Thus, there is still substantial uncertainty regarding the actual status of funds.

Your support is greatly appreciated as together, with our resilience and fortitude, the LSUHSC-NO family will meet the challenge and will continue to lead the state in educating the healthcare professionals of tomorrow, advancing groundbreaking research and caring with compassion for the people of Louisiana.

Sincerely,

Larry Hollier, MD

Chancellor