



OFFICE OF THE PRESIDENT

MEMORANDUM

CALIFORNIA STATE UNIVERSITY, LONG BEACH  
1250 BELFLOWER BOULEVARD  
LONG BEACH, CA 90840-0115

562/985-4121

December 22, 2003

To: Gary W. Reichard, Provost and Senior Vice President, Academic Affairs  
William H. Griffith, Vice President, Administration and Finance  
Douglas W. Robinson, Vice President, Student Services  
Robert M. Bersi, Vice President, University Relations and Development  
William Shumard, Executive Director, Athletics

From: Robert C. Maxson, President *RCM*

Subject: Hiring and Expenditure Freeze – General Fund Support Budget

As California continues to experience significant imbalances between revenues and expenditures, Governor Schwarzenegger has imposed hiring and expenditure restrictions on all of state government (Executive Orders S-3-03 and S-4-03). Although the University has been operating under a general hiring freeze for almost two years, the Chancellor has now instructed campuses to comply with the freeze at a more prescriptive level. Campuses are expected to effect a freeze on all hiring that is not essential to educational mission.

Effective immediately, the University's hiring freeze is revised to be consistent with the Chancellor's new directives. In addition, again as directed by the Chancellor, the University must exercise heightened restrictions on other non-personnel expenditures and travel.

Consistent with the provisions of the previous policy, these personnel and expenditure restrictions apply only to the General Fund Support Budget and excludes all non-general funds such as Housing, Parking, Continuing Education, Lottery, Reimbursed Activities, Trust and Auxiliary Organizations.

These restrictions will continue until otherwise rescinded.

## I. PERSONNEL RESTRICTIONS

### **A. Rescission of Hiring Authority**

The Chancellor's Office has directed the campus to rescind any current delegation of hiring authority below the vice president level. Therefore, only the appropriate vice president can extend future employment offers (of faculty and/or staff), which are supported by the General Fund.

### **B. Exemptions to the Hiring Freeze**

All appointments (faculty, staff, management, and student assistants) are covered by this hiring freeze, *except for the following*:

1. Reinstatements, for which the University has made a prior contractual commitment, e.g. return from an approved leave of absence. Documentation supporting this prior commitment must be on file in either Academic Personnel or Staff Personnel.
2. Appointment of a new hire where the employment offer was extended before December 19, 2003. Appropriate documentation supporting this commitment must be on file in either Academic Personnel or Staff Personnel.
3. Emergency hires of 30 days or less. Automatic renewals will not be permitted. An individual justification for exception must be made for renewal of any temporary appointment.
4. Overtime for non-exempt employees, stipends, and shift differential pay.
5. Student work-study workers.

### **C. Justifications for Exceptions to the Hiring Freeze**

Exceptions to the hiring freeze may be considered if the request is essential to the educational mission of the University, or is an operational necessity, i.e. critical to instruction, basic services or significant campus priorities. The appropriate Vice President must also certify that the exception will not prevent the division from meeting its current and prospective budget reductions. Requests for exception must be submitted on the prescribed University Hiring Freeze Exception form (attached and at [www:// http://daf.csulb.edu/forms/bhfr/](http://daf.csulb.edu/forms/bhfr/)). Such requests are initiated at the department/college level and require a recommendation from the appropriate Vice President as well as final authorization from the President.

#### ***C.1 – Individual Justification for an Exception to the Hiring Freeze***

The following employment actions require individual justification and approval before commitments to individuals are made:

- a. New appointments of Faculty, Librarians, Coaches, Teaching Associates, Graduate Assistants, Student Services Professional/Academic Related, Staff

- and Management. (Permanent and temporary, full and part time).  
Individual justification is required for all temporary reappointments.
- b. Changes in staff employee classification or skill level, including temporary reassignments.
  - c. Promotions or market equity adjustments.
  - d. Increases in time base for Staff and MPP employees.
  - e. Additional employment (Special Consultants).

*C.2 – Group Justification for an Exception to the Hiring Freeze*

To facilitate the hiring and exception processes, the following employment actions may be processed as a group justification.

- a. Temporary faculty appointed in a department for a specific term. A case statement will be initiated by the academic department, which certifies that courses are scheduled for the specified term and students are enrolled. Attached to the justification will be the Temporary Faculty Appointment Spreadsheet, listing the individual faculty to whom a contract has been awarded. This same process will also apply to Teaching Associates. Academic Personnel is responsible for certifying that University approvals are completed prior to final processing of temporary faculty appointments.
- b. Student Assistants. A case statement that describes the scope of work and sets a maximum expenditure for a specific time period must be approved through the exception process prior to authorizing student employment.
- c. Hourly intermittent employees. A case statement describing the scope of work and establishing a maximum expenditure level for a specified time period must be approved through the exception process prior to authorizing any new and continuing hourly intermittent employment for peak workload cycles or special events, e.g. registration, graduation, etc.

## II. OPERATING EXPENSE AND TRAVEL RESTRICTIONS

### A. Operating Expense

All non-essential General Fund purchases should be curtailed. Only those purchases necessary to the educational mission or operational needs of the University should be awarded. Documentation of the essentiality is required for all General Fund purchases over \$2,000 using the prescribed University Justification for Purchasing Essentiality form (attached and at [www:// http://daf.csulb.edu/forms/financial/](http://daf.csulb.edu/forms/financial/)). The justification must accompany the requisition when submitted to Purchasing (for hard copies or separately if electronic requisitioning is used) and signed by the appropriate authority as follows:

<u>Requisition Value</u>	<u>Approval Required</u>
Under \$2,000	No exception form and additional approval required
\$2,001 - \$20,000	Dean or Associate Vice President
\$20,001 - \$100,000	Vice President
Over \$100,000	President

**B. Travel**

All non-essential General Fund travel (seminars, conferences, training, etc.) should be curtailed. Generally, business travel is allowable, whereas “professional development” travel is not, unless the traveler is a presenter or officer at the event. Travel which was requested and approved prior to December 19, 2003, and which is occurring after this date **must be re-authorized**. The University’s Travel Office will facilitate this re-authorization process. (These new authorization procedures do not apply to mileage reimbursements of 25 miles or less.)

Effective immediately, travel requests will require the following review and approval:

<u>Type of Travel</u>	<u>Authorization Required on Travel Form</u>
In-State or Out-of-State	Dean, Associate Vice-President, or Vice President
International	President (after recommendation of Vice President)

Thank you for your continued cooperation in these difficult budget times. I know I can count on each of you to conserve our resources in order to put ourselves in the best position to respond to whatever budget reductions may be imposed upon us for the coming fiscal year.

Any questions regarding this hiring freeze and expenditure approval process should be directed to the appropriate Vice President or the Office of Administration and Finance, at extensions 5-5578 and 5-1658.

RCM/rm

Attachments

[www://http://daf.csulb.edu/forms/bhr/](http://daf.csulb.edu/forms/bhr/)

[www://http://daf.csulb.edu/forms/financial/](http://daf.csulb.edu/forms/financial/)

c: President’s Cabinet

Deans, Directors, Department Heads

Wayne Dick, Academic Senate Chair

David Hood, Financial Affairs Chair

Sharon Olson, Staff Council Chair

President, Associated Students, Inc.

Presidents, Local Chapter Faculty and Staff Unions

CSULB Auxiliary Organizations



# California State University, Long Beach

## Request for Exception to 2001 - 2004 Hiring Freeze (revised December 22, 2003)

This form is required to request an exception from the General Fund hiring freeze. Once completed with the college/area, the exception is to be submitted to the appropriate Vice President.

This form can be obtained at <http://daf.csulb.edu/forms/bhr/index.html>

**Nature of the Request** \_\_\_\_\_

Department/College/Division \_\_\_\_\_

Position Classification \_\_\_\_\_

Working Title \_\_\_\_\_

PeopleSoft Position Number \_\_\_\_\_ Time Base \_\_\_\_\_

Type of Appointment \_\_\_\_\_

Recruiting/Hiring for \_\_\_\_\_ New Position \_\_\_\_\_ Existing Position \_\_\_\_\_ Reappointment \_\_\_\_\_

Estimated Annual Salary \_\_\_\_\_ Duration of Appointment \_\_\_\_\_

**Justification for Exception (attach additional sheet if necessary):**

**College/Area Requesting Exception**

\_\_\_\_\_  
Name Signature Date

**Decision of the Vice President** Approval of this exception from the hiring freeze certifies that the position is essential to the university's educational mission, or is an operational necessity, i.e. critical to instruction, basic basic services, or significant campus priorities. This exception will not prevent the Division from participating in its current year or future year reductions.

\_\_\_\_\_  
Vice President Date

**Decision of the University President** Approval of this exception certifies that the above information is correct and that the transaction has been reviewed and determined to meet the criteria warranting an exception to the campus hiring freeze as directed by Chancellor Reed in response to the Governor's Executive Order S.4.03.

\_\_\_\_\_  
President Date

Exception Log # \_\_\_\_\_



## California State University, Long Beach

### Request to Justify General Fund Purchase Over \$2,000.

This form is required to justify General Fund purchases over \$2,000. Approval of this request certifies that the expense has been reviewed and determined to meet the criteria directed by the Chancellor's Office and President Maxson's Memorandum dated December 22, 2003 (Governor's Executive Order S-4-03). Once completed with the recommendation from the requesting department/area, the request is to be forwarded with the requisition to the appropriate approval authority.

This form can be obtained at <http://daf.csulb.edu/forms/financial/index.html>

Nature of the Request	_____
Requesting Department/Area	_____
Contact Person	_____ Telephone _____
Requisition Number	_____
Amount	_____

**Justification (attach requisition):** Describe how the purchase is essential to the University's educational mission, or is an operational necessity.

<b>Approval of Dean/Assoc. Vice President</b>	<b>\$2001 TO \$20,000</b>
_____	_____
Dean/Associate Vice President	Date
<b>Approval of the Vice President</b>	<b>\$20,001 to \$100,000</b>
_____	_____
Vice President	Date
<b>Approval of the University President</b>	<b>Over \$100,000</b>
_____	_____
President	Date