



CALIFORNIA STATE UNIVERSITY, LONG BEACH

DIVISION OF ADMINISTRATION AND FINANCE

July 7, 2004

To: Gary W. Reichard, Provost and Senior Vice President, Academic Affairs
Douglas W. Robinson, Vice President, Student Services
Aristide J. Collins, Vice President, University Relations and Development
William S. Shumard, Executive Director, Athletics

From: William H. Griffith, Vice President, Administration and Finance

Subject: Hiring and Expenditure Freeze – General Fund Support Budget
Revised procedures for permanent personnel actions

A handwritten signature in black ink, appearing to read "W. H. Griffith".

The hiring and expenditure freeze that we have been operating under for 2003/04 included an automatic sunset clause effective 6/30/04. The Governor has not acted to extend the Executive Order and we have also received no directive from the Chancellor's Office. Therefore, the hiring and expenditure freeze is discontinued except for certain limited provisions that relate to permanent salary commitments because of the University's continued dependence on temporary budget resources.

Therefore, effective immediately, the University will operate under revised personnel authorization procedures applying to the General Fund Support Budget. Non-general funds such as Housing, Parking, Continuing Education, Lottery, Reimbursed Activities, Trust and Auxiliary Organizations are excluded.

Operating Expense and Travel Freeze

The operating expense and travel restrictions are completely rescinded.

Revised Personnel Freeze for Permanent Faculty, Staff, and MPP Employees

1. Permanent Appointments and salary adjustments. Only the appropriate vice president may authorize new recruitments, new hires, promotions, reclassifications, in-range progressions, or other base salary commitments/adjustments with indefinite effective dates.

While the University has eliminated the requirement to complete the University Hiring Freeze Exception Form, the appropriate vice president's signature will be required on the official personnel documents for permanent faculty, staff, and MPP transactions before Academic Personnel or Staff Personnel can proceed with the requested action. The vice president's approval certifies that the personnel action is essential to operations and that there are sufficient permanent funds available within the division's current base budget.

Over ...

2. Temporary personnel actions. All special freeze-related approvals are rescinded and the delegation of authority for all temporary personnel actions is returned to the appointing authorities that were in place prior to December 22, 2003.

Exemptions to the Revised Hiring Freeze effecting permanent salary commitments

1. Reinstatements, for which the University has made a prior contractual commitment, e.g. return from an approved leave of absence, are exempted from this revised hiring freeze. Documentation supporting this prior commitment must be on file in either Academic Personnel or Staff Personnel.
2. Base salary adjustments mandated by collective bargaining agreements, e.g. service-based salary adjustments, are exempted from this revised hiring freeze.

Any questions regarding this revised hiring freeze should be directed to the appropriate division office or the Office of Administration and Finance, at extension 5-5578 or 5-1658.

WHG:rm

- c: Robert Maxson, President
President's Cabinet
Deans, Directors, Department Heads
Margaret Merryfield, Academic Senate Chair
David Hood, Financial Affairs Council Chair
Sharon Olson, Staff Council Chair
President, Associated Students, Inc.
Presidents, Local Chapter Faculty and Staff Unions
CSULB Auxiliary Organizations