

## UC ANR Hiring Freeze Implementation Guide

Effective April 1, 2025, a systemwide hiring freeze was announced. We recognize the importance of staffing and will take a measured approach to prioritize critical positions. In order to ensure UC ANR is strategically considering all hiring requests during the freeze, the following standards will be put into place.

All positions are subject to the hiring freeze, with automatic exceptions for:

- Positions approved through position management process prior to April 1, 2025
- Positions approved as part of the 2023-24 academic position call process
- Positions fully funded by a contract or grant

These listed exceptions will proceed through the standard recruitment process without approvals above and beyond that which is normal.

Please note that all other centrally funded staff and academic positions will require exceptional review and approval. This includes:

- Positions that were approved in the 24-25 budget that have not yet been routed and approved through the position management process
- Backfilling vacancies created by resignations and/or retirements
- All new positions not previously approved in the 24-25 budget cycle

Position Management Forms for these positions will require their respective Associate Vice President's approval/signature. AVPs may grant approvals for positions that are mission-critical where there are no other employees who can fill that role on an interim basis.

Note that all position requests submitted with the 2025-26 budget call will be reviewed by leadership through the normal budget review process.

### **Staff Position Review Process**

Position management forms have been updated to reflect the new exception requirements for centrally funded staff. The workflow for the position management process is as follows:

- Statewide Program: Initiator -> Supervisor -> Director-> Financial Control -> Statewide Program Director -> AVP Brent Hales -> Resource Planning and Management -> Human Resources
- Research and Extension Center: Initiator -> Supervisor -> Director-> Financial Control -> Director for Research and Extension Center System -> AVP Hales-> RPM -> HR
- Administrative Units (New): Initiator -> Supervisor -> Director-> Financial Control -> Interim AVP Jennifer Bunge or Interim AVP Kathy Eftekhari -> RPM -> HR

- All Others: Initiator -> Supervisor -> Financial Control -> Director-> AVP Hales -> RPM -> HR

**Academic Position Review Process:**

There are no changes to approvals needed for positions already approved through the [Academic Position Call](#) process or those leveraging contracts and grants funding. However, the following centrally funded academic positions *will* require exceptional review and AVP Hales' approval:

- New positions that have not gone through the position call process
- Backfill for positions that have gone through the position call process

Position management forms have been updated to reflect the appropriate exception requirements.

Additional information may also be found in the FAQs [\[insert link\]](#). Please feel free to reach out to [Human Resources](#) with any questions you may have.