



From: Human Resources, Health, Safety and Environment

Date: Dec. 17, 2024

To: University Hiring Managers

SUBJECT: Hiring Restrictions and Approval Process

This email has been sent to Directors, CGMs, FGMs, Chiefs of Staff. Please distribute to anyone in your area responsible for hiring.

The university is implementing a hiring freeze effective Jan. 1, 2025, and remaining in place until further notice. All posting requests as of Dec. 16, 2024 will require approval from the VP (University Services, Operations & Finance) and Provost and VP (Academic) to proceed. All current hiring processes that have not yet reached the verbal offer stage by December 31, 2024 are paused and will also require approval to proceed.

As you know, the university continues to experience a constrained budget environment with no foreseeable increases in funding and continued cost pressures. In light of this, the university is taking a proactive approach to resource management where the majority of our budgets are dedicated to our people.

This is not an easy restriction to implement. All of our people across the university perform important and valuable work. We are looking to all leaders to be very thoughtful and keep our people at the forefront of your decisions. We cannot do more with less, but as leaders we can carefully prioritize the work that we can reasonably accomplish within a resource-constrained environment, and decide what work will be streamlined, delayed, or simply not completed.

Approval Process:

To facilitate the approval process, hiring managers will need to complete this [Hiring Approval Form](#) and confirm approval from their Dean, Associate Vice-President, or Executive Director. It is expected that hiring managers and their leaders review each proposed hire with a critical lens, and prior to requesting approval, consider opportunities to rebalance workload, redistribute accountabilities, or put non-urgent tasks and projects on hold or even cancel that work altogether.

Approval will only be considered for budgeted positions that have clear connections to the university's strategic priorities and key initiatives, to positions that are critical to our mandate, operations, or compliance, and to positions where significant impacts or risks to the university or our reputation will result if they are not filled.



Decisions will be communicated by email each Friday for hiring approval forms received by noon each Wednesday. If your hiring is approved, please follow the normal steps for recruitment.

Exemptions:

There are limited exemptions to this process. The following positions do not require VP USOF and PVPA approval, and therefore do not require the hiring approval form to be submitted:

- Positions required by legislation (under the PSLA, the following positions must be filled: Registrar (s. 20(1)); President (s. 81(1)); and a dean for each faculty (s. 21(1)))
- The position is funded from restricted funds (e.g., endowment, research or other special purpose grant).
 - Postdoctoral Fellows
 - Trust Research Academic Staff (TRAS)
 - Non-Academic Staff Association (NASA) Trust
- Academic Teaching Staff (ATS)
 - With appointments less than 12 months
 - Reappointment of T12 and Term Recurring
- All graduate student assistantships under the GSA collective agreement

Supporting our people:

This freeze is not about doing more with less. Supporting our people is a key commitment for the university. This is a proactive, preventative step to control our expenditures and protect our commitment to our people.

Questions on implementing this change should be directed to your HR Partner. Further detailed hiring guidance will be available through your HR and Finance Partners in January.

Thank you for your understanding and leadership in this challenging fiscal environment.

Marcie Chisholm,
Associate Vice-President, Human Resources, Health, Safety and Environment