

Suspension of non-essential hiring,

Updated April 9, 2020

Source: <https://hr.uw.edu/coronavirus/workforce-reduction-strategies/suspension-of-non-essential-hiring/>

Departments are encouraged to use sound judgement in recruitment and hiring during the COVID-19 emergency. This guidance applies to all recruitments for regular and limited term classified non-union, contract covered, and professional staff, student hourly employees, temporary staff (including direct hire and UTemp) positions, regardless of funding source and work location.

Current recruitments

In general, recruitments that already underway as of March 24, 2020 may continue if the department considers the position necessary for successful operational continuity. Hiring managers should continue to follow their department's normal hiring process protocol.

New recruitments

Departments are encouraged to not open new recruitments unless it is determined that the position is necessary for successful operational continuity or meets one or more of the following "critical hire" criteria:

- Enables medical centers and clinics to maintain safe operations and are critical to public safety.
- Ensures student, patient or staff health or safety.
- Maintains access to learning.
- Maintains information technology and systems access for students or staff who are required to stay off campus.
- Enables University research to continue.
- Enables research units or laboratories to fulfill commitments under research grants or contracts.
- Ensures compliance with state, federal or local laws or regulations.
- Performs analysis to enable the University to access state or federal funds, including but not limited to special funding related to the COVID-19 outbreak.

If you are uncertain if a recruitment should move forward, please seek guidance from your HR administrator and/or your unit's dean, vice president, vice provost or chancellor.

Guidance on Submitting Staffing Requests during the UW Hiring Freeze

The university is encouraging departments to ramp down on hiring. If you feel that your program needs to hire please follow the following process.

1. Prepare the staffing need supporting documentation as per the department standard procedure:
 - a. Please confirm availability of funding with finance
 - b. Prepare applicable staffing form: the undergraduate and graduate student staffing request forms are found at <https://jsis.washington.edu/intranet/finance/>
Please do not have anyone start work before confirming with JSIS Payroll the approval of your position and the confirmed start date.
2. With the staffing need, please include an approved waiver (please ask George Lovell glovell@uw.edu to approve) that includes the following:
 - a. What funding source will be used
 - b. Describe how the work will be done remotely only
 - c. Explanation of why the funding source cannot be deferred
 - d. Explain how the funding source becomes out of compliance if this staffing need is not approved
 - e. Expand on the risk of losing future funding if this position is not approved
3. Please submit the staffing need form and the approved waiver to Payroll for processing. Please do not have anyone start work before confirming with JSIS Payroll the approval of your position and the confirmed start date.

Q&A and Guidance on UW hiring Freeze

Student Hires

Q: Can we hire a student hourly?

A: Please refer to the hiring freeze guidance on page 1: <https://hr.uw.edu/coronavirus/workforce-reduction-strategies/suspension-of-non-essential-hiring/> and to the *Guidance on Submitting Staffing Requests during the UW Hiring Freeze (page 2)*

Q: Related, for existing student assistant positions, may they be extended?

A: Active hourly student employees / appointments at JSIS may be extended. Please submit your request for extension to Kaitlyn Li and to Dvorah Oppenheimer at least 2 weeks prior to the end date of the current appointment. This will ensure that the hourly appointment will not end prior to the extension being approved by ISC. Please also refer to: <https://hr.uw.edu/coronavirus/policy-updates/managing-student-hourly-employment/>

Q1: Can we really not hire if we have non-UW outside funding for the position when it is clear that the position is temporary and will last only as long as the funding?

A: Please refer to the hiring freeze guidance on page 1: <https://hr.uw.edu/coronavirus/workforce-reduction-strategies/suspension-of-non-essential-hiring/> and to the *Guidance on Submitting Staffing Requests during the UW Hiring Freeze (page 2)*

Q: Distinctions between filling recently vacated positions and filling newly created ones?

A: In both cases new hires need to be initiated. A: Please refer to the hiring freeze guidance on page 1: <https://hr.uw.edu/coronavirus/workforce-reduction-strategies/suspension-of-non-essential-hiring/> and to the *Guidance on Submitting Staffing Requests during the UW Hiring Freeze (page 2)*

Q: HOURLY. Hourly student workers (work-study or otherwise) are written into grant budgets. Students in these positions perform regular administrative/clerical work for centers.

A: Work Study students are also student hourly employees. Please refer to the hiring freeze guidance on page 1: <https://hr.uw.edu/coronavirus/workforce-reduction-strategies/suspension-of-non-essential-hiring/> and to the *Guidance on Submitting Staffing Requests during the UW Hiring Freeze (page 2)*.

Q: My current graduate student hourly graduates in June. I cannot extend her appointment. I plan to hire a grad or undergrad student in Summer 2020. What is the proper procedure to follow?

A: A: Please refer to the hiring freeze guidance on page 1: <https://hr.uw.edu/coronavirus/workforce-reduction-strategies/suspension-of-non-essential-hiring/> and to the *Guidance on Submitting Staffing Requests during the UW Hiring Freeze (page 2)*

Q: What is the text of the exemption that permits students to receive summer RAships? Is there a rationale why new RA appointments are allowable but new student program assistant (hourly) appointments are not allowable at this time?

A: Summer RA and summer TA appointments are permitted at this time as long as appropriate funds can be applied to these types of appointments. We don't have more details on the rationale at this time. Please refer to the available link for summer RAships only: <https://grad.uw.edu/wp-content/uploads/2019/08/2019-Summer-Hourly-GRSA.pdf>

Q: I plan to hire 6 students in June 2020 to perform specific project based work relevant to my center. What is the correct procedure to follow? All of these hires are time sensitive. They do not have current work day appointments and are located at the UW Seattle, Bothell, and Tacoma campuses.

A: Please refer to the hiring freeze guidance on page 1: <https://hr.uw.edu/coronavirus/workforce-reduction-strategies/suspension-of-non-essential-hiring/> and to the *Guidance on Submitting Staffing Requests during the UW Hiring Freeze (page 2)*

Work Study Student Employees

Q: Has the federal government revised the Work Study Program?

A: We are not aware of revisions in the Work Study Program.

Q: Work Study is a form of financial aid. If hiring is frozen, does this cut off aid to students?

A: Work Study funding continues for the active hourly student employees (student employees with active appointments in Workday). There is no Work Study information for the new school year which begins summer quarter. It's on hold for now. Eligible students who couldn't work and needed additional assistance received a specific grant aid.

Q: Can we hire work study students if written into our budget or do work-study also fall under the hiring freeze?

A: Workstudy students are **student hourly employees** and yes, they fall under the student hourly employee group. A: Please refer to the hiring freeze guidance on page 1: <https://hr.uw.edu/coronavirus/workforce-reduction-strategies/suspension-of-non-essential-hiring/> and to the *Guidance on Submitting Staffing Requests during the UW Hiring Freeze (page 2)*

Faculty Hires

Q: Can we hire a UW professional staff to teach one course in fall (in our grant)?

A: For an active pro-staff, given any unforeseen circumstances, we would be able to pay the person if the staff member has not taught within the last 12 months. A faculty appointment is needed, please consult with the business office for details. Please confirm with payroll that a faculty appointment is first approved before having the new hire or rehire start work.

Q: Can we hire someone off campus to teach a course in 2020-21 (in our grant)?

A: Yes, a temporary JSIS faculty appointment needs to be initiated and approved in Workday before any faculty can start working / teaching at JSIS. Please confirm with payroll that the faculty appointment is first approved before having the new hire or rehire start work.

Documentation for Hires

Q: What JSIS paperwork is required in order to make a full-time appointment for the following: lecturer, Pre Doctoral Student Instructor, and who is the contact in the JSIS Business Office overseeing this?

Lecturers can be part-time or a full-time appointments and the documentation can be found at: <https://admin.artsci.washington.edu/> and see the Academic Personnel link.

Pre-Doctoral appointments are ASE appointments and the documentation is on the intranet / finance forms: <https://jsis.washington.edu/business/>

Funding

Q: Clarification on rules/ restrictions using government, endowments and private monies.

Please refer to the hiring freeze guidance on page 1: <https://hr.uw.edu/coronavirus/workforce-reduction-strategies/suspension-of-non-essential-hiring/> and to the *Guidance on Submitting Staffing Requests during the UW Hiring Freeze (page 2)*

Q: Our grant budget requires that funds be expended within 12 months, with no carryovers allowed. Does this constitute a special situation that would permit hiring? Or should we send the money back?

A: A: Please refer to the hiring freeze guidance on page 1: <https://hr.uw.edu/coronavirus/workforce-reduction-strategies/suspension-of-non-essential-hiring/> and to the *Guidance on Submitting Staffing Requests during the UW Hiring Freeze (page 2)*

Q: Can already employed staff move from one position funded from one source to the same task funded by a different source without that being a new hire?

A: For active JSIS employees, it depends on the funding sources considered, finance can advise what sources can be applied on active JSIS appointments.

Q: What is the rationale for a freeze on hiring supported by non-state funded budgets, such as federal budgets, endowments, contracts, etc.?

A: From the above policy, all funding sources are affected: “This guidance applies to all recruitments for regular and limited term classified non-union, contract covered, and professional staff, student hourly employees, temporary staff (including direct hire and UTemp) positions, **regardless of funding source** and work location.” (<https://hr.uw.edu/coronavirus/workforce-reduction-strategies/suspension-of-non-essential-hiring/>)

Q: Can we pay a student a stipend for a training/research experience using faculty research funds?

A: More details are needed to understand and answer this need.

Q: Can we hire personnel using US/ED approved grant funds during a UW imposed hiring freeze? Below are the NRC Funds: Allowable Categories of Student Funding

A: A: Please refer to the hiring freeze guidance on page 1: <https://hr.uw.edu/coronavirus/workforce-reduction-strategies/suspension-of-non-essential-hiring/> and to the *Guidance on Submitting Staffing Requests during the UW Hiring Freeze (page 2)*

Q: Can we pay an honorarium to a speaker that is from the UW? To a speaker not from the UW? To a speaker that is also a UW student? This is written into our grant.

A: If a UW employee has been separated for a minimum of 12 months and has not performed the same job duties as a former UW employee, an honorarium can be paid. We cannot pay an honorarium to current / active UW employee. Please consult with the JSIS payroll office.

Q: Can current student hourly appointments for Title VI Centers be extended beyond August 14, 2020 before the center receives its GAN for the next fiscal year? If not, once the GAN is received, can a student hourly appointment be extended to June 30, 2021?

A: The NRC GAN is expected to be received by the university sometimes in June of 2020. We will have time before August 14 to extend active student appointments.

Student Employee Flat Fees

Q: Specific scenario for a Title VI NRC: I have an online outreach event planned this summer. I have identified a graduate student who would be ideally qualified to present. Their home department is outside of the Jackson School, and they do not have a JSIS appointment in Workday. We would traditionally pay the student for their presentation via student fixed fee (approx \$200). I have the funding, this is an approved line for our grant (ie. pre-approved by the US Department of Education) and we therefore have a mandate to deliver this outreach activity within a specific time period. How do I proceed?

A: Student flat fees can be paid to active JSIS student employee appointments. Please refer to the hiring freeze guidance on page 1: <https://hr.uw.edu/coronavirus/workforce-reduction-strategies/suspension-of-non-essential-hiring/> and to the *Guidance on Submitting Staffing Requests during the UW Hiring Freeze (page 2)*

Q: FIXED/FLAT FEE. Students in this category perform irregular, short-term service for a center generally tied to a specific event or activity. Examples are a one-time payment to students to give presentations, make a video, or produce a product. These are short-term and activity-specific assignments.

A: Student flat fees can be paid to active JSIS student employee appointments. Please refer to the hiring freeze guidance on page 1: <https://hr.uw.edu/coronavirus/workforce-reduction-strategies/suspension-of-non-essential-hiring/> and to the *Guidance on Submitting Staffing Requests during the UW Hiring Freeze (page 2)*

Q: Centers and programs have frequently used this SFF method of payment in the past. Is this still allowable?

A: Student flat fees can be paid to active JSIS student employee appointments. Please refer to the hiring freeze guidance on page 1: <https://hr.uw.edu/coronavirus/workforce-reduction-strategies/suspension-of-non-essential-hiring/> and to the *Guidance on Submitting Staffing Requests during the UW Hiring Freeze (page 2)*

Q: When do student fixed fee payment requests require temporary appointments in order to process? If a temporary appointment is needed in connection with a student fixed fee, would that be considered a new hire and therefore subject to the hiring freeze?

A: Student flat fees can be paid to active JSIS student employee appointments. Please refer to the hiring freeze guidance on page 1: <https://hr.uw.edu/coronavirus/workforce-reduction-strategies/suspension-of-non-essential-hiring/> and to the *Guidance on Submitting Staffing Requests during the UW Hiring Freeze (page 2)*

Policies and Procedures

Q: As a department, will the Jackson School make a determination that continuing the practice of hiring graduate student assistants for centers and programs on a student hourly basis is necessary for the successful operational continuity of those centers and programs which in turn is necessary for the successful operational continuity of JSIS?

A: All JSIS staff members are expected to follow the University of Washington policies, procedures and guidelines. We are not informed that as a department we can initiate independent decisions, outside of the current policies, procedures and guidelines.

Q: I do not see that there have been any updates on the HR website since April 9th. Are we sure this policy applies to hiring students during Summer Sessions and Fall Quarter?

A: At this writing, May 28, 2020, the April 09, 2020 is the latest update we have at this time.

Other

Q: What are the restrictions that are JSIS specific?

A: The Jackson School of International Studies adheres to the federal, state, city, University of Washington as well as to the College of Arts and Sciences employment laws, policies procedures and guidelines. Applicable communication is shared with staff to ensure transparency, establish best practices, set expectations and to ensure compliance.

Q: Does the University actively want us to downsize or does it just want us not to expand?

A: The university is encouraging departments to ramp down on hiring. If you feel that your program needs to hire please follow the *Guidance on Submitting Staffing Requests during the UW Hiring Freeze (page 2)*.