

YOSEMITE COMMUNITY COLLEGE DISTRICT

HIRING FREEZE – EXCEPTION REQUEST FORM

☐ Columbia College

☐ Modesto Junior College

☐ Central Services

*If a position is determined by the department/college to be critical to the operations of the College, a Hiring Freeze Exception Request Form must be completed and submitted to Human Resources (HR)*

Position Title: \_\_\_\_\_ Department: \_\_\_\_\_

Requestor (Hiring Manager): \_\_\_\_\_ Date: \_\_\_\_\_

**POSITION INFORMATION:**

This Position is: \_\_\_\_\_ New \_\_\_\_\_ Replacement

Is this Position Grant-Funded: \_\_\_\_\_ Yes \_\_\_\_\_ No

Salary Schedule Range: \_\_\_\_\_ Management \_\_\_\_\_ Classified

Salary Range in Dollars (Monthly): \_\_\_\_\_ High \_\_\_\_\_ Low

**REASON FOR EXCEPTION** (select box that applies):

Position is critical to: \_\_\_\_\_ Campus and personal health and safety  
\_\_\_\_\_ Compliance with federal, state and local laws and regulations  
\_\_\_\_\_ Delivery of essential college services

**CRITERIA/RATIONALE FOR EXCEPTION REQUEST:**

Explain the specific reason for the exception, including the function of this position and the direct impact on core and essential business operations:

Explain the negative impact on essential or critical business operations of suspending, delaying or freezing the position:

Explain other options or methodologies and/or options that have been explored and exhausted to avoid the exception request:

Explain how the job responsibilities are currently being fulfilled and whether the responsibilities can be performed by other staff:

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**For Human Resources Use Only:**

Salary and Position Information Verified by HR: \_\_\_\_\_ (HR Signature)

Request for Hiring Freeze Exception is: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Chancellor Signature: \_\_\_\_\_

## **Hiring Freeze Guidelines**

Effective October 2, 2019, and until further notice, all vacant classified, faculty and management positions of the District are subject to a hiring freeze. Positions that have already been approved and are currently in open recruitment are not affected by this action.

### **Hiring Freeze**

The hiring freeze applies to **all** classified, faculty and management positions, including temporary and part-time positions. Provisional positions **fully** funded by a granting agency are excluded from the hiring freeze, but are subject to the standard Request to Announce approval process. Student workers and work study students are not subject to this action.

### **Exceptions under the Hiring Freeze**

If a position is determined by the department and colleges to be **critical** to the operations of the College, a **Hiring Freeze Exception Request Form** must be completed and submitted to Human Resources (HR). The Form will be reviewed by HR for verification of position information and accuracy and then submitted to the Chancellor. The Chancellor/Board will review all requests, supporting rationale, and approve or deny the request. The determination will be communicated to the colleges and departments by Human Resources.

Human Resources will take no action without the completion and documentation of this process.

Attach the signed Request to Announce Form to the Hiring Freeze Exception Request Form.