



FLORIDA STATE UNIVERSITY  
OFFICE OF HUMAN RESOURCES  
282 Champions Way  
PO Box 3062410  
Tallahassee, FL 32306-2410  
Phone: (850) 644-6034  
Fax: (850) 645-4670

## MEMORANDUM

**TO:** Deans, Directors, and Department Heads

**FROM:** Renisha Gibbs  
Associate Vice President for Human Resources/  
Finance & Administration Chief of Staff

**DATE:** March 18, 2020

**SUBJECT:** Hiring Freeze Effective Immediately Until Further Notice

Our main focus as a campus community is to mitigate the potential spread of COVID-19 Coronavirus as the University remains open and operational.

In response to the continuously changing circumstances involving COVID-19, the University is suspending all hiring, with the exception of 9-month faculty, effective immediately and until further notice. This includes E&G, Auxiliary, and C&G funded appointments.

Existing job openings, excluding 9-month faculty positions, currently being advertised will be removed from the FSU Jobs website as of **Wednesday, March 18, 2020**. We will provide communication when job openings are able to be re-posted.

Current searches in which an offer has not been extended are also included in the hiring freeze. If an OMNI-HR job offer was submitted prior to Wednesday, March 18, 2020, that commitment should be honored.

In the event there is a unique circumstance in which an exception is warranted to fill a critical position, the appropriate approval process must be followed. Reasons for exception may include positions critical to:

- Campus and personal health and safety
- Compliance with federal, state, and local laws and regulations
- Delivery of essential University services
- Courses necessary for timely graduation
- Advancement of the academic mission

To request an exception, the hiring manager must email the request for approval, including the rationale for the request, to Renisha Gibbs, Associate Vice President for Human Resources for review and consideration.

If approved for recruitment, job openings will be advertised in accordance with the University's normal recruitment process.

**Questions?** Contact Shelley McLaughlin at (850) 644-7935 or [sscopoli@fsu.edu](mailto:sscopoli@fsu.edu).

cc: President John Thrasher  
Provost Sally McRorie  
Vice President Kyle Clark  
Vice President Amy Hecht  
Vice President Tom Jennings  
Vice President Janet Kistner  
Vice President Gary Ostrander  
Associate Vice President Kathleen Daly  
Athletic Director David Coburn  
General Counsel Carolyn Egan  
Elizabeth Hirst  
Department Human Resources Representatives