
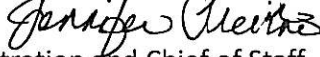




UNIVERSITY of NORTH TEXAS
HEALTH SCIENCE CENTER at Fort Worth
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Education, Research,
Patient Care and Service

To: All UNTHSC Department Heads, Faculty and Staff

From: Michael B. Mueller, MBA 
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Memo: Hiring and Travel Freeze for FY 2011

The UNTHSC is sensitive to the difficult challenges Texas is facing in this current economic climate and we have accepted our responsibility to reduce our general revenue appropriation by 5% for the 2010-11 biennium as part of the statewide across-the-board reduction. We made every effort to find a workable solution to the 5% cut that would not impact UNTHSC families while still supporting our missions. In doing so we froze all state travel, reduced M&O budgets, reevaluated and optimized all open staff positions, and reduced the costs of several other non-personnel areas.

Looking forward to this fiscal year, the economic future remains uncertain. Therefore, effective September 1, 2010, we are continuing our efforts to minimize any potential impact to the UNTHSC if additional budget reductions are necessary. As a result, we are continuing the following actions:

1. A freeze on new positions not already approved in the FY 2011 Operating Budget,
2. A freeze on all state-funded travel, and
3. A freeze on staff salary increases except those approved as a part of reorganization.

Exceptions to the Hiring Freeze

When a department believes the creation of a new unbudgeted position is critical, written approval from the appropriate Vice President/Executive Vice President and the President must be obtained. The required Exception to Hiring Freeze Form is available on the HRS web site. The exception form must be submitted through HRS when a proposed new unbudgeted position is being requested.

Vacant and Budgeted Positions:

Except for UNT Health, departments are not required to request an approval to fill funded, vacant positions. For example, an exception form is not required in the following circumstances:

1. A budgeted faculty or staff position becomes vacant and all or part of the salary was funded from a state source.
2. A budgeted faculty or staff position is funded from a source of revenue other than state funds.

Again, departments are not required to submit exception forms if the above circumstances apply.

Salary Increases:

Salary adjustments in the form of promotions or base rate adjustments approved as a part of the recent reorganizations or as specified in grants or contracts will be implemented. Other non-critical salary adjustments (i.e. merits, permanent and temporary base rate adjustments, market adjustments) will be delayed until we have a clearer picture of any future budget reductions. Salary adjustments deemed critical will be allowed but a documented request must follow the established institutional processes, be reviewed by HRS, and receive approval from the appropriate VP/EVP.

Travel Freeze on State Funds

Staff travel on state funds is not permitted. However, Academic Departments may use new investment funds received in FY 2011 for travel and reimbursement costs related only to the recruitment of new faculty. In addition, Admission Offices may use their state funds for travel only related to recruitment of potential students. All travel for reasons outside of the above criteria (faculty and student recruitment) must be expensed to a local source of funds.

Travel through UNTHHealth requires approval from the President/CEO of UNTHHealth and is based on budget and departmental financial performance.

As always, we will make every effort to guide and assist you throughout the travel and hiring freeze. Should you have any specific questions regarding the hiring or travel freeze, please contact the Budget Office, Human Resource Services, or the Travel Office. An FAQ section is also posted on the Budget Office website to help answer questions.

Thank you for your cooperation and compliance.