

Summary of Spending Freeze Requirements January-June 2009

Non-personnel Spending Freeze:

- Expenditures over \$1,000 require AVP or VP approval.
 - Onetime expenses over \$1,000 and
 - Recurring expenses that cumulatively exceed \$1,000 by June 30
- Departments with facilities maintenance: for only facilities maintenance expenses, the freeze applies to expenses over \$5,000, onetime or cumulative by June 30
- You can prepare an itemized list of critical and recurring expenses showing the estimated total cost through June 30 for blanket approval
 - Utilities, insurance, contractual obligations, etc.

Personnel Spending Freeze:

- Freeze applies to:
 - Vacant positions including non-student temporary
 - Appointing new or current employees to vacant positions including non-student temporary
 - Increasing FTE of existing employees
 - Changing non-student temporary to regular line
 - Extending non-student temporary appointments
 - Salary increases or bonuses
 - Classification changes unless those changes reduce workforce or consolidate areas or duties
- Exceptions:
 - Hiring, reclassification, FTE increases, etc. approved by HR and in process on 1/23/09 when freeze was announced
 - 100% contract or grant funded
 - Student temporary positions
 - Note- Students who do not take classes over the summer but intend to return under student status in the Fall will be exempt from the freeze
 - Federal Work Study Program appointments
- Approval Process: AVP, VP, President
 - When requesting, allow time for approval process
 - Remember to complete your freeze exception request anticipating that it may be reviewed by persons unfamiliar with your operation

Travel Expenditure Freeze:

- All travel, regardless of cost, including TARs submitted prior to freeze but travel not yet taken, requires:
 - Completed freeze form
 - Approval: AVP, E-Team, VP Meningall
 - When preparing for travel authorization, be sure to allow ample time for approval process
 - For more detailed information, see accompanying Travel Expenditure Freeze Exception Form and Student Affairs Travel Exception Policy