

1. Are we allowed to move forward with new non-state-funded actions not covered in last year's budget?

No. Restrictions apply regardless of funding. There might be an exception for certain actions that are mandated by specific grant contract language. Feel free to reach out to Keith Dupuis with any case-by-case issues.

2. Do we need to stop any actions that have already been pre-approved prior to the email communication sent out by System Office HR on July 21, 2023, and are already in the payroll pipeline?

Yes, if it is possible to stop the actions, you should stop them. We acknowledge that there is always a "point of no return" in each payroll process, but if it's reasonably possible to stop actions not permitted under the pause, you should.

3. We currently have requests for new positions in our queue. These requests are not associated with new money but are tied to last year's remaining budget funds. Can we proceed?

Yes. You may proceed with actions clearly budgeted under FY22-23 funds.

4. Is it permissible to hire new students and/or increase student wages?

The restrictions apply to all permanent and non-permanent roles and all fund sources. This includes students. You should not raise student wages unless it falls under an essential reason, and you should not hire student workers into new roles that weren't previously covered by an FY22-23 budget. You may hire students into vacant roles budgeted in FY22-23.

5. We have a set budget for student hires, though the total number of students hired may change. If the total planned dollar allocation remains the same, can we hire more students?

Yes. The key issue here is that the total money budgeted under last year's budget isn't increasing.

6. Are newly assigned faculty stipends/special payments paused as well? (These are not interim assignments or additional duties for vacant positions. These are duties related to administrative assignments.)

Yes, you may fill any *existing*, vacant secondary administrative assignments. Please use the utmost discretion here. Campuses should not be creating any new secondary roles during the time the Continuing Resolution is in effect.

7. For our faculty that are being paid for summer work, will the pause affect their payouts for July or August, etc.?

The Continuing Resolution shouldn't impact the budgeted roles you've already planned for summer work, and we should make sure they're being paid for the work they've done. If you have concerns about any *unbudgeted* summer work currently being performed, please reach out to Keith Dupuis for further discussion.

8. Are we able to hire mission-critical new positions to staff our student services and to hire faculty to teach fall courses to prevent course cancellation and to make sure we have enough staff to assist students? These would be both new and current positions.

You can fill any critical, vacant, established role. You can also proceed with actions tied specifically to last year's budget. However, as long as we're operating under the Continuing Resolution, we should not be creating new, unbudgeted roles. If you have concerns with a particular essential function, please consult Keith Dupuis for a possible exception.

9. Is it acceptable to move forward with providing Faculty members additional pay for teaching additional courses in their department as well as teaching additional courses in another department for the Fall Semester?

Essential course overload payments for the Fall should be permitted, yes. This is a unique scenario tied to Faculty. You should not be *increasing* budgeted pay for course overloads, but we acknowledge that staffing vacant faculty assignments is essential for our mission.

10. We have colleges that have pooled positions in which a number of faculty are hired in the pool to teach one or two courses during the semester. They are not assigned position numbers as they are temporary teaching positions.

As long as your hiring doesn't exceed your existing budgeted amount for these positions, you can proceed. If the amount is unbudgeted but still considered critical, you should contact Keith Dupuis for a possible exception. We understand that making sure we have faculty assigned to all courses is essential.

11. Campus Enterprises supports all of campus with student dining services. In order to properly staff dining services on campus, we hire many temporary positions, both student and non-student, for the fall and spring semesters. These positions are supported through auxiliary funds and student fees. A pause on hiring these positions will create a critical service issue for our students in the fall.

If these hires are covered by your total existing budget for the area, you can proceed. The source of funds is irrelevant. Please do not exceed your budgeted planned hiring amount without consulting the System Office, however. The spirit of a pause like this is to prevent us from exceeding our normal, planned expenditures – not to deprive the universities of hiring in areas where money is regularly allocated.

12. For staff or faculty hires where we are repurposing a different position, I assume that we would not consider those "new" funds.

Based on how the question is worded, it appears the role is already existing and budgeted, so you can proceed. That said, no reclassification should be considered that is connected to a salary adjustment for an incumbent unless the funds were clearly allocated for it in FY22-23.

13. Are we able to continue to convert vacant SHRA positions into EHRA ABF?

Yes, if the current role is vacant and budgeted. If the role is not vacant, a reclassification should not be considered if there is a salary increase associated with it.

14. During past pauses, we have been able to move forward with equity increases when there is a documented verifiable inequity for a member of a protected class. Is that the case now, or would these also be prohibited under the pause?

You should only move an equity increase forward if it's tied to an actual EEO investigation, or a legal or contractual settlement. We recommend avoiding any "equity adjustments" where they're not the result of official actions such as these, however.

15. The pause doesn't restrict increases related to "promotions," but what about lateral transfers or voluntary reassignments with an accompanying proposed increase? While these are very rare, they do happen, and for good reason.

For now, we'll ask that we keep these as case-by-case examinations but largely prohibit increases caused by lateral transfers within the same class that happen outside a specific promotional or competitive event. Please consult Keith Dupuis with any specific questions.

16. Is it acceptable to proceed with our Faculty Rank Promotion salary increases? These were approved by our Board of Trustees in April with an effective date of August for their new rank.

Yes. Academic rank promotions are permitted for existing, budgeted roles.

17. Is it acceptable to move forward with supplemental payments for individuals serving as Staff/Faculty Chairs for the upcoming year?

Yes, assuming it's allotted by prior agreement. We would consider this a contractual obligation. We wouldn't increase what you've previously agreed to pay, but we consider this an expected, essential expense.

18. Would you clarify "critical retention" increases? Are these for outside offers, or does it apply to internal promotions?

Bona fide retentions are considered essential actions and may be considered. This generally means there is a written outside offer (for SHRA roles) or documented recruitment activity (for EHRA roles). Pre-emptive retentions are not permitted while we operate under a Continuing Resolution.

19. Is anything else paused, such as exception requests, documented processes, reporting standards to the System Office, or monthly reports?

No other regular reporting requirements are paused.

20. We have pending requests for moving reimbursements (some paid from discretionary funds); these are not considered bonuses but are not discussed in the current guidance.

If this is part of a formal agreement or hiring contract with employees, you should honor that agreement.

21. Will we be able to authorize retroactive payments once the Continuing Resolution ends?

That has yet to be decided, but yes, the System Office generally argues for retroactivity. The final decision will largely depend on how long we operate under a Continuing Resolution and on the legislative language as authorized in the enacted budget.

22. Are FTE changes or appointment conversions permitted?

Only if the total budgeted pay is covered by the previous year's budget.

23. Does the Continuing Resolution affect our ability to use the SHRA and EHRA Bonus and Retention Programs?

During the continuing resolution, you may not issue any new sign-on, retention, or performance bonuses, regardless of funding source, for either SHRA or EHRA employees. However, you should continue to pay any bonus payments that were part of a signed agreement from June 30, 2023, or earlier. Additionally, you have the option of sharing an official memo with employees you wish to recruit or retain to let them know that they will be eligible for a bonus as soon as the Continuing Resolution has been lifted, so long as they meet the requirements listed on the memo. A [sample Word version of this memo](#) and a [sample repayment agreement](#) are available on our website as a resource. If you choose to share a memo indicating your intent to award a sign-on or retention bonus, we recommend that you also share the sample repayment agreement with the employee at the same time.