



# Hiring Freeze Exception Request Form

**Note: If your request is for a position which reports to Academic Affairs division, please use the Faculty Exception form for all work groups (Faculty/A&P/USPS/OPS).**

**Request for Exception to Advertise**

**Request for Exception to Hire**

Position Title:

Work Group:

Position Number/OPS Job Code:

Department/College:

Division:

Submitted by:

Contact Number:

**Reason for Exception:** (Select any that apply)

Position is 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

Funding Source:

# of Positions:

**Criteria:** (Please use attachments if necessary)

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 requested action.

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

Explain how the job responsibilities of the position are currently being fulfilled.



## Hiring Freeze Exception Request Form

**(continued):**

Detail the responsibilities that cannot be performed by other staff.

Explain the funding sources that support the position and the proposed funding distribution.

Explain the stage of the hiring process for the position requested (if applicable).

**Approval Signatures:**

Vice President's Signature Date

Misty Shepherd, Interim Chief Operating Officer Date  
Approved      Denied

Maureen Binder, Associate Vice President, CHRO Date  
Approved      Denied

**Comments:**

Please submit form to [HRexceptions@ucf.edu](mailto:HRexceptions@ucf.edu). For questions regarding the form please contact Renee Grigor. **Note: If your request is for a position which reports to Academic Affairs division, please use the Faculty Exception form.**