Instructions for Budget Execution for FY 2008-2009 and implementation of Budget Freeze

**Background:** In light of the recent information regarding the Governor's budget restrictions, we are providing guidelines on UHH's approval process at this time. The restrictions from President McClain are regarding general funds. In view of the local, national, and international financial situation, we are asking that careful prioritization of all spending including the filling of vacant positions take place to ensure we are cautious in our permanent budget investments. Please note that there may be adjustments to this process regarding restrictions, as more information is made available to us by the state and the UH system. We will keep you updated on any developments.

**Requested Actions:** Anyone who wants to fill a vacant position needs to review these instructions carefully. Verification of funding source for the position shall be conducted by emailing (lfujiyos@hawaii.edu) or contacting (933-1944) Lois Fujiyoshi, UHH Budget Director. For most general funded positions, except for certain types of instructional positions, and for most civil service positions regardless of funding source, further steps will be required. This approval process requires requesting an exception, as described in more detail below.

**For all positions except instructional faculty and teaching assistants:** All positions need to continue to be approved by the Fiscal Officer, Vice Chancellor, and Chancellor. However, additional scrutiny and approvals will be required for positions other than instructional faculty positions and teaching assistants. These include temporary and permanent non-instructional faculty and non-faculty positions such as APT’s, civil service, casual hires, executives, and emergency (89 day) hires. This also includes extending positions beyond originally approved time frames. A new form, entitled “Application for
Exception to Budget Freeze to Fill Vacant Position" shall be completed, discussed with your respective Dean/Director and approved by your vice chancellor and chancellor.

**Special instructions pertaining to Civil Service Positions:** All civil service position requests, for all appropriated funds (general, special and revolving), to be filled through a broader recruitment via DHRD, shall be approved as an “exception”, processed through the new application for exception form, and will require the Governor's approval. If there is an internal recruitment for a civil service position, it will still require to be approved as an exception, but will not need Governor’s approval.

**Positions other than Civil Service Positions:** If you are requesting to fill a position other than civil service, and it is normally funded through Tuition and Fees, no request for exception is necessary. However, reducing expenses is strongly emphasized, so conservative filling of these positions is expected. Each vice chancellor is expected to carefully review positions in their respective units to ensure cautionary spending and that spending is within budget allocations. This freeze applies to Graduate Assistant positions, who are hired through People Soft, other than teaching assistants. The freeze does not apply to student assistants, who are not hired through People Soft. The freeze applies to any casual hire/emergency appointment funded through general funds.

For the positions in which the freeze applies, if it is deemed critical to fill, then it needs to be processed through this exception process and the form needs to be completed. Any position funded through **general funds** (permanent or temporary), with the exception of instructional faculty and teaching assistants, must be processed as an exception, processed through the exception form, and ultimately approved by Chancellor.
**Mission Critical:** If the position you are filling requires an exception, it must deemed to be **mission critical** in order for you to make the request. Please work with your respective vice chancellor regarding guidance in defining “mission critical” in your unit. Permanent G funded positions can be established and not filled at this time, however, you will still need to use the form indicated.

**Approvals on Application for Exception Form Required:** Discussion regarding justification of the position needs to take place between vice chancellor and requesting department **prior** to requesting an approval for the exception by the Chancellor. Form entitled “Application for exception to budget freeze for filling vacant position” needs to be filled out, and stapled to the front of SF-1/HRD-1/Job Order/Form 25 form so that it can get approved by vice chancellor and chancellor. The approval forms will follow the same process as the SF1/HRD 1/Job Order/Form 25 forms. Human Resources, after receipt of the above from Chancellor, will compile a report each Friday morning and email electronically to Cabinet. Chancellor’s Office will email it to President’s Office each Monday, to meet reporting requirements of general fund exceptions to the President as requested.

If you have any questions, please do not hesitate to contact Lois Fujiyoshi at ext. 31944, Debra Fitzsimons at ext. 47550, Kerwin Iwamoto at ext. 47449, or JoAnn Nishioka at ext. 47404.

*We appreciate your cooperation during this time period of budget uncertainty. We will commit to keep you updated on a regular basis. Please ensure that this information is shared with appropriate persons in your school/department (s). Together, we can manage this budget situation. Mahalo for your continued leadership and assistance!*