

FY09 Freeze Policies and Procedures, through June 30, 2009

To lighten the work load from now until June 30, the following changes (shown below in ***bold, italics*** will be implemented immediately.

Travel:

Out-of-state travel on non-state funds does not need to be entered in the freeze system.

We are still under the legislated freeze on state-funded, out-of-state travel through 6/30/09. No expenditures on state funds may be made for the remainder of this fiscal year for out-of-state travel, even if the travel dates are after 7/1/09, except for the following:

- ***Mileage and parking costs associated in a single day's travel to Oregon, Idaho, or British Columbia need not be requested through the freeze system***
- ***Travel out of the Portland airport for business within this state does not need to be entered into the freeze system.***

Out-of-state travel on proviso funds still needs to be requested via the freeze system. WSU does not expect to request exemptions for other state-funded, out-of-state travel.

Hiring:

Enrolled students, graduates and undergraduates, can be hired without a request, even on state funds.

All other FY09 hiring on state funds still needs approval via the freeze system.

Permanent hires, on any fund, must be entered into the Position and Travel Exemption Request System and approved by the Executive Vice President before a search begins. Changes in appointment status from temporary to permanent also need to be approved through the system.

All other non-state hiring need not be requested.

Salary Increases:

Salary increases are not allowable under the law, until Feb 18, 2010. The law allows two exceptions:

1. Retention increases to critical faculty
2. Retention increases to other critical personnel who are paid from non-state sources.

Exemptions must be requested via the freeze system and approved by the Executive Vice President before being offered.

FY10 Freeze Policies and Procedures, From July 1, 2009 – June 30, 2010

Currently, the state-imposed hiring and travel freeze is planned to be lifted on July 1, 2009, assuming no additional action or budget reductions are implemented by the legislature. The following procedures will be adopted:

Travel:

Approval for all travel will be at the discretion of the Deans, Chancellors and Vice Presidents. The freeze system will be available for area use, if so desired. No Presidential or EVP approval will be necessary. The Budget Office will monitor travel expenditures throughout the year.

Hiring:

All permanent employee hires, on any fund, will require the approval of the Provost/Executive Vice President, through the Position and Travel Exemption Request System, before a search begins. Changes in appointment status from temporary to permanent also need to be approved through the system.

Salary Increases:

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1. Retention increases to critical faculty
2. Retention increases to other critical personnel who are paid from non-state sources.

Exemptions must be requested via the freeze system and approved by the Executive Vice President before being offered.