

STAFF AND FACULTY

Frequently Asked Questions (FAQs)

Hiring Pause and Travel Restrictions

Last Updated 6/17/25. Please check back regularly for updates.

GENERAL REQUESTS

1. What about grant-funded positions?

Yes, all hiring, including positions funded by external grants, must obtain approval through the exception process. Approval is required before initiating any grant-supported recruitment or appointment processes.

2. What about recruitments submitted but not completed before June 1, 2025?

HR will send a list of pending recruitments to each department/college so they can determine if they want to cancel the recruitment or finish it, depending on what stage of the process it is in with recommendations.

- If a recruitment continues (because it is at the point of no-return or potential reputational risk), but the candidate declines the offer, the recruitment will end and may be required to go back through the exception process.

3. What about external consultants?

External consultants should not be hired to avoid the hiring pause for regular employees and approval for external consultants must be obtained through the exception process.

4. Do I need any additional approvals if I have already initiated the interview process?

It's likely, yes. Given the ambiguity of the current funding and budget environment, we want to be very thoughtful about the need for current positions. We have a commitment to both the campus and any candidate we hire to ensure that the position is still needed and can be funded for the expected term of the position.

5. Do I need any additional approvals if I have already extended an offer?

It's likely, yes. Given the ambiguity of the current funding and budget environment, we want to be very thoughtful about the commitment we're making to the candidate/new employee and to the college.

- Have you carefully reassessed your funds for your role? Are you confident they will remain available for the term of this position? These are important questions to answer before moving forward with offer completion.

6. Does the hiring pause include reclassifications?

Yes, all internal movements must obtain approval through the exception process.

7. How can I determine if the position is considered mission critical?

You will want to work with your area leadership to make that determination. It's helpful to think of the following items during your assessment:

- Reinforce the College's mission and priorities approved by the Board of Trustees
- Advance the health and safety of students and employees
- Generate revenue or net surplus
- Address urgent operational support that cannot be otherwise accomplished

8. What is the approval process for new stipend requests for staff taking on additional duties as a result of the hiring pause?

All stipend requests must obtain approval through the exception process.

- Exceptions for stipends indicated in employment contract

TRAVEL RESTRICTION REQUESTS

1. Does the College-wide travel restriction policy apply to grant-funded travel?

Yes. All grant-funded travel must also follow the College's travel policy.

2. Are there any exceptions to the travel policy for grant-funded travel?

No. Even if travel is supported by external grant funds, it must still comply with the College's travel approval process and restrictions. Adherence to institutional policies is required regardless of the funding source.

3. Do faculty still need to complete their school-level approval process for faculty development funded travel?

Yes. All faculty travel requests must first complete the existing approval process within the academic school or unit. Once internal approvals are secured, the request will then be reviewed under the College-wide travel policy.

After reviewing the guidelines and FAQs please feel free to reach out to the Office of Human Resources at hr@stmarys-ca.edu if you have any additional questions.