



Office of the Vice-President (Administration, Finance and Advancement)


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## MEMORANDUM

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**DATE:** December 19, 2024

**TO:** Senior Leadership Council

**FROM:** Lisa Browne, Vice-President (Administration, Finance and Advancement) 

**SUBJECT:** Limited Hiring Program – Non-Academic Appointments

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As previously communicated, as part of the new initiatives to address the university's projected budgetary shortfalls, the Board of Regents approved a limited hiring program on December 5, 2024. This program will be reviewed on April 30, 2025, at which point it will be evaluated.

The limited hiring program essentially includes every appointment that is not a contractual extension. It means that appointments to new and/or vacant roles will require another layer of approval to be exempt from the hiring pause.

The limited hiring program will call on leaders to exercise their best stewardship in considering all hiring decisions through an institutional lens that considers the best interests of the university. As always, the physical and psychological health and safety of all Memorial employees must be paramount. The factors of critical importance for a position are as follows:

- 1) Health and safety, and/or other legislative and compliance obligations.
- 2) Teaching and learning and services/supports provided directly to students.
- 3) Operations of the University that directly support critical operational needs that cannot be deferred.
- 4) Revenue generation or cost containment including reorganization that results in cost savings.

### Exemptions to the Limited Hiring Program

**Any position that is grant-funded (minimum 80 per cent through external sources) is exempt from this program.**

Staff positions such as instructional assistants, lab demonstrators and lab assistants, and Marine Institute research and technical personnel will also be exempt. This exemption will be limited to contractual hires to address immediate needs, versus permanent hiring.

### Revised Process

To make a new/vacant permanent or contractual appointment of any duration, a unit will need to submit the Request to Fill and Justification for Hire forms to their portfolio VP/President. If approved at this level, the portfolio VP/President will bring forward the request to the President's Executive Council (PEC) for review/approval. Once reviewed by PEC, the request is returned to the unit and, if it is approved, the unit will forward the documents to the Department of Human Resources for processing. Please note the Justification to Hire form has been updated to reflect this revised process. PEC will review these requests weekly.

The following table applies to operationally funded permanent and contractual positions (including backfills for all leave types). It demonstrates which recruitment situations will follow the limited hiring program in terms of requiring PEC approval to proceed:

<b>Scenario</b>	<b>PEC Approval Required</b>	<b>Current Process (with extra diligence)</b>
New or vacant permanent or contract appointment (any duration)	√	
Extension of contractual hire (any duration)		√
Temporary Assignment (employee keeps present job AND performs duties of a vacant higher position)		√
Student hiring (e.g., MUCEP)		√
Student hiring (graduate)		√
Student hiring (work term)		√

### Other Considerations

1. Temporary assignments (when an employee maintains their current position and takes on additional duties) are paid a premium of five to ten per cent as governed by collective agreements and policy.
2. Overtime for eligible employees should not be used in excess to fill the void of a vacant position.

### Outstanding Requests – New/Vacant Permanent and Contractual Hiring

Hiring requests submitted to HR prior to the announcement of the limited hiring program will need to be reconsidered by the originating unit to determine whether they meet the factors of critical importance outlined above.

### Ongoing Communication

A reminder that FAQs and additional information will be continuously updated at [www.mun.ca/budget](http://www.mun.ca/budget). With any new processes, there will, no doubt, be a lot to learn from and we recognize that continuous evaluation and flexibility will be required. Thank you for your patience as we work together to implement this initiative.

- c. Jennifer Batten  
Michael Kielly  
Michelle Osmond  
Sandy Woolfrey-Fahey