

## Hiring Freeze FAQ: Student Employment

**Q: What if it is a renewal from winter and/or fall semester?**

A: Do not fill out the Hiring Freeze Exemption Form; proceed as normal.

**Q: What if I need to refill a vacancy and need the new student to work more hours than the previous incumbent?**

A: Fill out exemption form and send it to [eku.human.resources@eku.edu](mailto:eku.human.resources@eku.edu) or drop off/mail to the Student Employment Office in the Jones Building room 203. You will receive an approval or denial email from HR by the following Friday.

**Q: What if it is a new student filling a recent vacancy in my department?**

A: Fill out exemption form and send it to [eku.human.resources@eku.edu](mailto:eku.human.resources@eku.edu) or drop off/mail to the Student Employment Office in the Jones Building room 203. You will receive an approval or denial email from HR by the following Friday.

**Q: What if I have an outstanding requisition in OES?**

A: If the requisition was submitted on or before January 4, 2018, then do not fill out the exemption form; proceed as normal. If the requisition was not submitted until January 5<sup>th</sup>, please fill out the Hiring Freeze Exemption Form and send to [eku.human.resources@eku.edu](mailto:eku.human.resources@eku.edu).

**Q: Can I submit a new requisition for posting?**

A: First you'll need to submit a Hiring Freeze Exemption Form and receive confirmation of approval from HR. Then, you may submit a new requisition.

**Q: What if I am hiring out of a pool that was already posted?**

A: Fill out the Hiring Freeze Exemption Form and send it to HR before creating the "dummy" requisition.

**Q: How long does it take for the committee to make a decision?**

A: The committee will be making decisions weekly. Expect to receive notice by the next Friday following your exemption request.

**Q: How should I send the Hiring Freeze Exemption Form and who do I send it to?**

A: You may send it via email, fax, campus mail or drop it off in person to Human Resources. Please do not duplicate submission; choose one delivery method. Email: [eku.human.resources@eku.edu](mailto:eku.human.resources@eku.edu) Fax: 859-622-6667 Campus Mail: Coates CPO24A Drop Off: Jones Building room 203

**Q: What if it is only a Federal Work Study position?**

A: Please contact April Harris ([april.harris@eku.edu](mailto:april.harris@eku.edu)) in the Financial Aid office for approval.

**Q: What if the position is funded by a grant?**

A: Please complete the Hiring Freeze Exemption Form and send to HR.

*\*\*For any further questions, please contact an HR Specialist:*

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