



## Office of the Executive Vice Chancellor and Provost

**To: Deans, Directors, Department Chairs, and Administrative Officers**

Dear Colleagues:

The challenges we face as a result of the COVID-19 pandemic are unprecedented in our time, requiring us to make difficult decisions to ensure the continuity of UCLA's teaching and research missions, and to protect the health and safety of our community. These include significant challenges with our overall and unit-specific budgets that will impact our work going forward.

UCLA is seeing losses in both current and anticipated revenue in many areas, including the cancellation of housing and dining contracts as well as conferences, athletic and cultural events. We are expecting additional financial challenges as the state prepares its final budget. Meanwhile, expenses around technology upgrades and training have sharply increased.

As the current situation persists, most likely into the summer, our revenue losses will only increase and the potential impacts on our budget will become even more profound. Without relief, UCLA faces an impact of hundreds of millions of dollars in lost revenues through the end of summer.

As the university continues to operate in these extraordinary times, and in anticipation of the continued financial challenges we will face due to the current pandemic, I am enacting the following measures to protect the health of UCLA's resources, both human and financial.

### **Pause in Hiring**

Beginning immediately, there will be a pause in recruitment activities to ensure that priority needs are met. The pause in hiring applies to the following actions, position types, and categories:

- All career, contract, limited, and rehired retiree staff positions
- Newly created positions
- Open positions for which recruitment has been initiated but offers have not been made
- Positions for which offers have been made but have not been accepted

UCLA Health System positions and faculty positions are exempt from the pause in hiring at this time.

### **Review Process for Exemptions**

During this pause, a new review process has been implemented and is effective immediately, allowing requests for hiring exceptions to be submitted. All requests for career, limited, and contract positions at Professional Support Staff (PSS) 4 and below require submission of [this form for new hire or recruitment \(DOCX\)](#). All requests for career and

contract PSS 5 and above, as well as all Advancement Officer, Information Technology Professional, and Management and Senior Professional positions require submission of [this decision memo \(DOCX\)](#).

The review process will be overseen by a committee with representation from Campus Human Resources (CHR), Academic Planning & Budget, and the Chancellor's Office, reporting directly to the chancellor and me in consultation with CHR.

Criteria for hiring decisions for new positions include:

- Financial resources exist to support position
- Position is mission critical
- Deferral would result in greater fiscal costs or compliance risks
- Potential contributions to equity, diversity, and inclusion
- Deployment of staff from other areas is not an option
- Coordination with other departments/units with similar functions is not feasible
- Position would still be essential despite anticipated budget cuts

Criteria for open positions include:

- Position is mission critical
- Deferral would result in greater fiscal costs or compliance risks
- Position is historically difficult to fill
- Leaving the position unfilled would result in unsustainable workload for existing staff
- Lack of availability of other staff within the unit or across the campus to fill in (demonstrate that the position can't be filled by others in units where workloads may have decreased)
- Deployment of staff from other areas or retiree recall is not an option
- Coordination/collaboration with other departments/units with similar functions is not feasible
- Position would still be essential despite anticipated budget cuts

### **Individual Salary Actions**

To support UCLA's efforts to minimize the impact that the current COVID-19 crisis will have on the university's financial future, the following actions have been implemented effective immediately:

- Contract extensions up to the policy limit of four years will be submitted to CHR for review and forwarded to the committee for a comprehensive analysis and recommendation to me for final approval.
- Contract extensions that exceed the four-year limit will require the same review process as those that are less than the four years described above.
- Staff Appreciation and Recognition (STAR) awards have been postponed until January 15, 2021. Fiscal year 2019–20 performance will be eligible for consideration when the program is reinstated, subject to the availability of funding to support STAR awards within each department or organization.
- Equity adjustments for staff or managers, including any retention proposals, as well as increases upon reclassification or transfer, will require submission of a [form for individual salary actions \(DOCX\)](#) to CHR for review and forwarded to the committee for a comprehensive analysis and recommendation to me for final approval.

Answers to [frequently asked questions about new protocols for hiring and compensation actions \(PDF\)](#) can be found online.

If you have additional questions regarding this information, please contact Lubbe Levin, associate vice chancellor, Campus Human Resources, at [llevin@chr.ucla.edu](mailto:llevin@chr.ucla.edu) or Linda Gaddie, director, Compensation, Benefits & Employment Services, at [lgaddie@chr.ucla.edu](mailto:lgaddie@chr.ucla.edu). You may also contact the review committee directly via Yolanda Gorman, senior advisor to the chancellor and chief of staff, at [ygorman@conet.ucla.edu](mailto:ygorman@conet.ucla.edu). We are working through this complex situation as it evolves, and we will continue to issue guidance, recommendations, and assistance to support the needs of the campus. Thank you for your patience and understanding during these times of unprecedented challenge.

Sincerely,

**Emily A. Carter**

Executive Vice Chancellor and Provost