

## MEMORANDUM

DATE: September 3, 2008

TO: Executive Council



FROM: Matthew J. Ceppi  
Chief of Staff

SUBJECT: Clarification and Revised Guidelines Regarding Hiring and Purchasing

The Governor's February 19, 2008 executive order to achieve additional savings did not apply to the California State University. However, the Chancellor's February 20, 2008 memo asked campuses to act in the spirit of the Governor's executive order by continuing to make prudent hiring decisions for tenure-track faculty and, while not imposing a hiring freeze, making every effort to defer other hiring. It also requested the President to closely monitor all hiring actions and required President's approval for international travel. These recommendations and requirements remain in effect.

Different interpretations of earlier communications have occurred and divisions are following different guidelines. The below guidelines are to be applied uniformly across divisions for hiring decisions, travel and purchasing:

### Hiring

- Posting of a position requires approval by the Division Vice President. The Vice President's signature is required on the Personnel Requisition Form to approve posting of a position.
- Approval for offers of employment will be based on division procedures. HR&EO will not require the Vice President's approval to make an offer. The Vice President's signature is required on the Personnel Action Notice.
- MPP position postings and offers require approval by the President. The President signature is required on the Personnel Requisition and Personnel Action Notice. The Vice President will consult with the President prior to offering the position.

- Vice Presidents will closely monitor all hiring made within their Divisions, and defer hiring where possible. HR&EO will provide the President with a monthly report of purchase requisitions and hires.

**Travel**

- Out of state travel must be approved by the Division Vice President.
- International travel must be approved by the President.

**Purchasing (approval form attached)**

- All purchases over \$10,000 must be approved by the Division Vice President.
- All purchases over \$25,000 must be approved by the President.

c: Bella Newberg  
Ellen Cardoso