



April 16, 2020

Good afternoon,

As many of you are aware, on Friday, April 10, 2020, Governor Larry Hogan announced a statewide hiring freeze for all State Agencies. As a matter of clarification, the hiring freeze does not specifically apply to UMB. However, in the next few weeks, the University System of Maryland will be provided with budget reduction targets, and UMB will be called upon to determine ways to mitigate fiscal losses on its campus. Furthermore, Interim President Jarrell's Update on Episodic Telework last week called upon us all to be good stewards of university resources as we begin to plan for a longer period of remote work. These realities require us to consider what to do about positions that are not capable of being performed off campus and are not essential to university operations during this pandemic.

1. C1s and C2s who are designated as Pandemic Circumstances Level 4: Over the past month, several departments have reached out to Human Resources asking whether they would be required to continue to fund positions for C1s and C2s whose jobs are categorized as Not Essential for Pandemic Purposes and not capable of being performed remotely (Level 4). These employees are currently receiving Administrative Leave.

At this time, all supervisors who have C1 and C2 employees falling into this category (Level 4) *should* give those employees notice of separation in accordance with the terms of those contracts. A template [Notice Letter](#) is attached which also provides employees with information about hiring opportunities at UMMS. The standard notice provision is two weeks; supervisors may give this letter to C1s and C2s immediately, *but no later than Monday, April 20, 2020*. If a unit seeks to retain a C1 or C2 employee who is currently receiving Administrative Leave, a written justification, using the [attached form](#), must be provided to Human Resources along with the acknowledgement and recommendation of the appropriate Dean/AVP/VP. These exceptions require approval of Human Resources.

2. C1s and C2s who are designated as Pandemic Circumstances Levels 1-3: Supervisors are asked to review each of their C1 and C2 employees to determine their relative productivity and efficiency within the unit. Where it makes sense to do so, supervisors may elect to provide C1s and C2s notice of separation in accordance with the terms of those contracts. The attached template Notice Letter can be used for this purpose.
3. Hiring Considerations: Moving forward, Human Resources will be proactively working with supervisors to hire only those essential employees – either On Campus (Level 1) or Off Campus (Level 2) who can work from home and become immediately productive.

Questions about C1s and C2s should be directed to Employee Labor Relations and copies of all notices should be sent to [HRComp@umaryland.edu](mailto:HRComp@umaryland.edu) so that we can track the fiscal impact of these efforts. Questions about hiring considerations should be directed to Staffing.

Thank you,

**Matt Lasecki, SPHR**

*Associate Vice President and  
Chief Human Resources Officer*