

UNIVERSITY of **HOUSTON**
HUMAN RESOURCES

March 19, 2020

To UH College and Division Administrators,

The Office of Human Resources remains open and continues to provide services during this critical time. Due to the unprecedented events surrounding COVID-19 (coronavirus), and keeping in mind our fiscal responsibilities for the University, effective immediately, we are placing all open positions on hold for 30 days. By placing positions on hold status, we will stop any recruitment efforts and further advertisement for positions. Additionally, any employment offers already extended will move forward in the onboarding process as planned. In regards to positions already offered with a set hire date, we plan to have an online new employee orientation, instead of the traditional face-to-face classroom orientation.

Similarly, pending promotions, reclassifications, and salary adjustments will be placed on hold for 30 days.

Please keep in mind these parameters are put into practice to address the current unprecedented situation.

As we continue to provide a service to the University community, please feel free to contact our office should you need any further clarification regarding the recent changes listed above.

Thank you.

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