

WAIVER OF RECRUITMENT IMPLEMENTING PROCEDURES

The University of California, Merced is committed to hiring a talented workforce through recruitment practices that are fair and consistent and that comply with all applicable laws and regulations. Conducting competitive recruitments for staff positions is the normal and expected method for identifying and hiring staff personnel at the University. Under special circumstances and in accordance with local procedures, the Associate Vice Chancellor - Human Resources may grant exceptions to the recruitment policy by authorizing a waiver of recruitment in accordance with Personnel Policy for Staff Members 20, Recruitment Section C.

Waivers of recruitments are an exception to the normal recruitment process and should only be proposed in limited circumstances. Repeated requests for waivers from the same department or unit may be an indication that the recruitments overall are not being well-managed. The department or unit should consult with Human Resources to obtain assistance with its recruitment efforts.

Special circumstances that might justify a waiver include, but are not limited to:

- the position requires unique skills, knowledge, and abilities and the probability of a competitive recruitment yielding a qualified candidate is low;
- past recruitment difficulties for the same position have been documented;
- due to unusual or exigent circumstances, there is a time constraint, funding condition, or other demonstrated business necessity;
- there are special appointment conditions, *e.g.*, an organizational entity or program is moving to the location, along with specific current employees;
- contract employee was hired for the same position through an open recruitment;
- health and safety considerations; or
- a career employee meeting the minimum qualifications for the position, who has met or exceeded performance expectations, is scheduled for layoff.

A request for a waiver of recruitment must be made on a Waiver of Recruitment request form (attached). The "basis for the request" must describe the unusual or special nature of the situation.

The request form must be approved by the department head and submitted to the Employment unit of the Human Resources Office **with the following attachments:**

- a completed, signed Position Description form
- an organization chart which shows how the position interfaces structurally
- a resume of the individual proposed for selection
- documentation of past recruitment difficulties or unusual or exigent circumstances, if the basis for the request
- documentation of how the department is meeting its affirmative action goals

The Employment unit will process the request, including:

- compensation/employment review of the position and proposed candidate
- review and comment by Director of Compliance (EEO/Affirmative Action)
- final review by the Assistant Vice Chancellor - Human Resources

This process normally takes five to seven working days to complete. An informal or formal offer of employment may **not** be made prior to the review and approval of a waiver request.

Please work with your business officer to initiate this process. For further assistance, contact [Staff Employment Services](#).



WAIVER OF RECRUITMENT REQUEST FORM

Direct Questions and Form Submission to HR Staff Employment Services ucmjjobs@ucmerced.edu

209-228-8247

Section 1: Position Details

SMG

MSP

PSS

Title Code: _____

Payroll
Title:

Date Submitted
to HR:

Division/
Department:

Bargaining
Unit:

Contact
Person:

Phone
Number:

Name of
Candidate:

Section 2: Special Circumstances

Please include any special circumstances that might justify a waiver:

Original recruitment conducted on _____ for contract position. Please include ad and sources used.

Candidate scheduled for layoff on (date) _____ Current classification: _____

Are there other employees in department at same/lower level who are qualified for this position?

No Yes (explain): _____

Section 3: Analysis and Recommendation

Comments:

Approve Deny _____
Dean/Vice Chancellor of Requesting Department Date

Comments:

Approve Deny _____
Affirmative Action / Equal Employment Opportunity Date

Comments:

Approve Deny _____
Assistant Vice Chancellor for Human Resources Date