Hiring Criteria and Guidance for Vice Presidents for Staff Positions in Response to COVID-19

CRITERIA FOR HIRING AND RECRUITMENT EFFORTS INVOLVING STAFF POSITIONS:

New staff hires, including independent contractors and temporary positions, must meet the following minimum criteria to be considered for approval:
• No qualified current staff is available to assume the additional duties on an interim basis, and either,
• The position is critical to the university’s core operations, or
• Not filling the position would incur significant health, safety or compliance risk.

When considering whether a vacant staff position should be filled, the following criteria will be used:
• Is the position critical to the academic, research or administrative mission of the college/department?
• Does the position contribute directly to the needs of our students?
• Are the duties associated with the position necessary to keep the essential academic, research and administrative operations and/or infrastructure of the university running?
• Are the duties of the position unable to be temporarily assigned to another employee?

What is the process for requesting a staff hiring exception?
The form to request an exception is being created and is forthcoming. You will need to include position details and a justification as to why the position is critical/essential. The document will route from the vice president of the requesting CSU to central Human Resources and then to the Senior Vice President and CFO.

What if I have already extended an offer of employment, but the person has not yet started?
If an offer letter has been extended as of April 14, 2020, you may proceed with the hire.

I have an active recruitment in process (e.g., posting, interviewing candidates, etc.). May I continue with the process?
No. All recruitment, selection and hiring activities should stop and be placed on hold. Only positions identified as essential and approved through the hiring authorization process will be allowed to continue through the hiring process.

Who does this apply to?
The pause in hiring applies to all staff vacancies, new positions, reclassifications (of filled and vacant positions), including all positions currently posted, but for which a written job offer has not been made by April 14. An exception for positions paid 100% from restricted grants/sponsored projects is mentioned below.

Does the pause in hiring apply to non-benefits eligible positions?
Yes, the pause in normal hiring applies to all new independent contractors, part-time, full-time, benefits- and non-benefits eligible positions and temporary positions (e.g., UTemps), including non-academic title student employment positions.
Are there any exceptions to the pause in hiring?
Exceptions are positions paid 100% from restricted grants/sponsored projects.

Can temporary additional duties pay be paid to staff who must assume additional duties due to the pause in hiring?
Temporary additional duties pay may be awarded to individuals who must assume additional duties due to significant staffing shortages. CSUs should contact their CSU-level HR executive for guidance. Using this askus article, log into Workday and follow the instructions in the article to find your CSU-level HR executive.

Does the pause in hiring apply to internal transfers or internal recruiting efforts?
Yes. If the transfer or recruiting effort is within the same CSU and results in a salary increase, additional approval is required. If the transfer or recruiting effort is between CSUs, regardless of a change in salary, additional approval is required.

Can staff positions be reclassified?
If there is a salary increase associated with a reclassification, the reclassification is subject to the additional review. The initial approval should utilize the normal CSU-level approval routing. The additional review document should then route from the vice president of the requesting CSU to central Human Resources, and then to the Senior Vice President and CFO. Reclassifications without a salary increase may proceed at the CSU-level following the CSU’s normal approval routing.

Can I give a recurring salary increase, such as permanent additional duties or equity adjustment, to a staff employee?
Yes, however, all proposed salary increases will require additional review. The initial review should utilize the normal CSU-level approval routing. The additional review document should then route from vice president of the requesting CSU to central Human Resources, and then to the Senior Vice President and CFO.

With the new hiring authorization process in place, does that mean I lose my budgeted staff vacancy?
No, budgeted positions already approved prior to the COVID-19 pandemic remain approved. However, if they are not an essential position to the ongoing operation of the university at this time, the recruitment will be delayed until further notice.

If you have additional questions or need further guidance, please contact your CSU-level HR Executive. Using this askus article, log into Workday and follow the instructions in the article to find your CSU-level HR Executive. In addition, central HR Strategic Workforce Solutions (SWS) and Academic Personnel Services (APS) is available for consultation.