



Recruitment Waiver Procedure

OVERVIEW:

A Recruitment Waiver is the process for hiring a renewable employee through an administrative review and must be approved by the Dean/Director, Budget Office, Affirmative Action office, Vice Chancellor of the department or unit, Chancellor, and the Director of Human Resources. Recruitment is waived and the appointee will not be required to go through a recruitment process.

Recruitment Waivers are not typical. They are used only after a careful review on a case-by-case basis.

Considerations of a Recruitment Waiver:

- The requesting departments level of direct impact on students
- The waiver serves the interest of Affirmative Action and Equal Opportunity Employment
- The department/division may be undergoing a realignment or restructure
- The recruitment process may create multiple domino effect recruitments, prolonging optimal staffing requirements within a department or division
- The open position(s) may have a history of unsuccessful searches (failed or low candidate pool consisting of 10 or less qualified candidates)

This is not an exhaustive list of situations that might be suitable for a Recruitment Waiver, but serve to illustrate the rationale.

Requirements of a Recruitment Waiver:

- Must meet the minimum requirements put forth in a current or revised position description
- Must be an existing position/title. Newly created position/titles within the last year, are not eligible
- Must be a current UW-Superior employee and currently holds a position in which the individual has been through a full recruitment search process
- Must have an established performance record of meeting expectations and not have been on a performance action plan for the last two (2) years
- Must be a Limited, University Staff or Non-Instructional Academic Staff title

PROCEDURES:

The approval of a direct hire is completed through the Authorization to Waive Recruitment Form. The Hiring Manager should consult with the Budget Office, Affirmative Action Office, Dean/Division Head/Director, Divisional Chancellor's Staff member, and the Chancellor to obtain initial support for process. During this initial period, the hiring manager will work directly with the Human Resource Office to determine proper salary/hourly rate.

Initial support is obtained please follow these steps:

- 1-** A letter should be completed by the hiring manager outlining the rationale behind the recruitment waiver request
- 2 –** A copy of the department Organization chart should be presented showing the current and proposed movement(s)
- 3-** Draft Position Description(s) must be completed outlining any changes from the incumbent position description(s)
- 4-** A current CV or Resume
- 5-** Transcript(s) for highest degree earned of employee (if not already on file)
- 6-** A transition plan for the department is required. This may include a mentorship and expectations of duties. During the transition period additional compensation such as Overload/Stipend or Temporary Base Adjustment are prohibited. Overtime may be allowable for University Staff positions, and only if previously approved as part of the written transition plan that includes a timeline

Items 1-6 must be presented with a completed Recruitment Waiver Form. The Recruitment Waiver Form must have all signatures listed and in the order listed on the form.

Effective Date:

Will be determined on an individual basis by the Hiring department, in consultation with Human Resources.