Waiver of Recruitment Implementing Procedures

University of California Personnel Policy requires open recruitment for career positions. The UCOP Chief Human Resources Officer, or designee, may grant exceptions to the recruitment policy by authorizing a waiver of recruitment in accordance with Personnel Policy 20.

Waivers may be granted under special circumstances as listed below:

- career University employee uniquely qualified for a position
- highly qualified external candidate with evidence of past recruitment difficulty for the position
- contract or limited employee recruited though an open recruitment process
- career employee who has completed a training program for development
- career employee who is scheduled for layoff

How to submit your waiver request

The Hiring Manager should discuss the waiver request with their designated UCOP HR Business Partner or Associate Business Partner. A request for a waiver of recruitment is made on a Recruitment Waiver form (attached), and a position description is created in CATS to be classified. Once the position is classified, a requisition can be created in CATS. If the recruitment waiver is approved, upload the signed waiver form and the supporting documentation to the requisition and mark the requisition “approved for waiver”. If the Recruitment Waiver is denied, the denied waiver form should be uploaded and the requisition should be cancelled.

Completing the Recruitment Waiver Form

The request form is endorsed by the department head and submitted to the Human Resources Office with the following attachments:

- detailed explanation of selected business need list on waiver form (This should include a description of the special circumstance and the department’s rationale for making the request.)
- classified Position Description
- organization chart which shows how the position interfaces structurally
- a resume of the individual proposed for selection
- open recruitment supporting documentation (job requisition number, advertisement/outreach information, interview questions, members of the interview panel, and applicant/candidate pool information)

UCOP Human Resources will process the request, including:

- employment review for candidate eligibility, qualifications, and approval of hire in CATS
- Affirmative Action & Diversity review for EEO policy and legal compliance
- final review by UCOP Chief Human Resources Officer

This process normally takes 5-7 working days to complete. The effective date of hire is usually the day the waiver is approved. An informal or formal offer of employment may not be made prior to the approval of a waiver request.

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