**University Staff Waiver Process**

Search waiver requests for existing staff may take place in position management during the approval phase of the hiring process in and action. Waiver information and the University Staff Waiver Request Form may be found at <http://www.uidaho.edu/human-resources/equal-emplyment-opportunity-affirmative-action/waivers>

Faculty waiver information may be found at <http://www.uidaho.edu/provost/policy-guidelines/appointment>

under University Faculty/University Faculty Waiver Request Form.

* Identify the need for a position and the scope of work. Consider the qualifications that will be required. How does this position contribute to the goals of the unit, college and university? Why does the unit need this position? What is the impact of the work this position will conduct?
* Create or modify a position and vacancy announcement in PeopleAdmin, entering the points above in the appropriate sections of the system.
* A search should usually be conducted to fill a vacant position. Refer to the Waiver criteria provided by the EEO Office at <http://www.uidaho.edu/human-resources/equal-emplyment-opportunity-affirmative-action/waivers> if you are going to request a waiver from the search process.
* Enter the waiver request information in the waiver section of the action. Fill out the waiver information in the staff waiver request form, and then print, obtain signatures, and upload the form and a resume for the requested person into the position documents section of the action.
* Follow the PeopleAdmin position action workflow.
* When the action reaches the Executive Approver, the Executive Approver will route the request to EEO, if a waiver is requested.
* EEO will notify the department of the waiver request decision and move it forward.
* If a waiver is granted, he or she may be seated directly into their new position in PeopleAdmin. Other appropriate processes, such as background checks must also be completed. If the person waived into the position is not a current U of I employee, a posting must also be initiated and posted, as an internal/invite only, for the waived applicant to enter his/her demographic information. A hiring proposal is not necessary.

**University Staff Waiver Request Form**

**STAFF WAIVER REQUEST FORM –** type into fields; print and sign; scan and upload

|  |  |  |  |
| --- | --- | --- | --- |
| Hiring Department: |  | Date of Request |  |
| Hiring College: |  |
| Hiring Unit AAC: |  | Phone #: |  | Email: |  |
| Hiring Contact Person: |  | Phone #: |  | Email: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of person waived: |  | Highest degree earned: |  | Year: |  |
| Previous employment with the UI: | Yes |  |  | No |  |  | Last date of employment (if applicable): |  |
| Is this person an employee in your department: | Yes |  |  | No |  | V Number (if applicable): |  |

**Description of Position**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| AY |  |  |  | FY |  |  | FTE |  |  | Classified |  |  | Exempt |  |  | Salary | $ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position Info | Begin Date: |  |  | PCN: |  |
| Brief & General Description of Responsibilities: |  |

**Reason for Waiver**

Explain how your request meets one or more of the following criteria. Select all that apply:

|  |  |
| --- | --- |
| x | Explain in the applicable boxes below how your request meets one or more of the following criteria. Select all that apply: |
|  | Candidate is uniquely qualified (explain in detail here) |
|  | Recent failed search for this position demonstrates a lack of available qualified candidates (include posting number of failed search and brief narrative explaining what happened/why the search failed here) |
|  | Unit faces emergency circumstances that cannot be resolved effectively through other means (describe the emergency and any other methods/appointees you considered here) |
|  | Other compelling circumstances (provide details, background information, consequences of another decision, etc. here) |

|  |  |
| --- | --- |
| **x** | If a waiver meets one or more of the criteria above, EEO may give additional positive consideration when one or more of these factors are also present. Explain in the applicable boxes below. Select all that apply: |
|  | Hire advances Affirmative Action Goals (explain how here) |
|  | Hire supports dual-career employment policy (describe situation here, provide name/dept/position title of partner or spouse already employed) |
|  | Hire allows continued employment of UI employee who would otherwise lose her/his position (describe circumstances here) |
|  | Hire is needed to retain a valued employee or provides and advancement opportunity for a valued employee (describe circumstances here; does the person have an offer from another employer?)  |

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| --- |
| Provide detailed information for the waiver below. Answer all questions:  |
| Detailed reason(s) for requesting the waiver of search (see waiver criteria above) |
| Context information/history leading to the request |
| Other options you considered and why they were deemed unacceptable |
| Consequences if you were to conduct a search, such as timing, implications for the work, potential applicant pool (qualification, demographics, interest/qualifications of others in the unit), etc. |
| Other information to help EEO understand the circumstances of your request |

**Submission Directions:** In the position documents section of the People Admin action created or modified for this position and vacancy announcement, upload this form and the individual’s current CV. **Be sure to enter the upload date in the Description Field and Waiver Request (i.e. 1/31/2017 Waiver Request).** If applicable, upload any previous email correspondence about the waiver you may have had with HR, EEO, Provost’s Office, etc. (full exchange with dates/authors/text, not just the final message in the thread).

|  |  |  |
| --- | --- | --- |
| Hiring Department Chair, Head, or Director |  | Date |
| Hiring College/Unit Dean |  | Date |
| **AAC** |  | Date |