**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. An open and competitive search should normally be conducted; however, if the need for a waiver exists, 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.

Waiver Process:

* 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.
* 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, if a waiver is requested the Executive Approver will route the request to the AAEEO queue.
* After the waiver is reviewed, an email with the decision will be sent to the unit requesting the waiver, and the action will be routed to HRS Final Review.
* If a waiver is granted in an action, and the waived individual is a current employee who has already filled out employment paperwork with HR, he or she may be seated directly into their new position in PeopleAdmin without the need for a posting. Other appropriate processes, such as background checks must also be completed.

**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 EO/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:

|  |  |
| --- | --- |
|  | 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) |

If a waiver meets one or more of the criteria above, AA/EEO may give additional positive consideration when one or more of these factors are also present. Select all that apply:

Provide detailed information for the waiver below:

|  |
| --- |
| 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 AA/EEO understand the circumstances of your request |

Upload any previous email correspondence about the waiver you may have had with HR, AA/EEO, Provost’s Office, etc. (full exchange with dates/authors/text, not just the final message in the thread)

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**Print, sign, date, and upload this form into PeopleAdmin in the position documents page in the action created for this PCN. Also upload the proposed appointee’s resume or C.V. into the position documents page.**

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