

New Hire, Rehire UCSC Local Procedures

(A.3) Rev. 3/28/2007

I. Policy Summary

The selection and employment of an individual who has never been on UC payroll is termed a **"New Hire"**.

The selection and employment of an individual who was previously on the UC payroll, but is separated (i.e., there has been a break in service) is termed a **"Rehire"**.

II. Related Policies, Contract Articles and References

A. Personnel Policies for Staff Members (PPSM) - employees not covered by a collective bargaining agreement:

- [PPSM 3-Types of Appointment](#)
- [PPSM 12-Nondiscrimination in Employment](#)
- [PPSM 14-Affirmative Action](#)
- [PPSM 20-Recruitment](#)
- [PPSM 21-Appointment](#)
- [PPSM 60-Layoff and Reduction in Time from PPSM Career Positions](#)
- [PPSM 66-Medical Separations](#)
- [PPSM 30-Salary](#)

B. [Contract Articles](#) - employees covered by a collective bargaining agreement

C. [Fair Hiring Guide](#)

III. Authority

The Unit Head is delegated the authority to recruit, select and hire limited and career employees for which funding exists and to approve moving expenses.

- A. For limited appointments, the Unit Head may determine salary rate upon appointment from the minimum to the maximum of the range.
- B. For career appointments, salary rate upon appointment must be approved by the Principal Officer or Unit Head that has responsibility for decentralized funding, in accordance with divisional procedures and the appropriate personnel policy or collective bargaining agreement.

IV. Criteria

Appointment salary rate for New Hires/Rehires:

Factors to consider when determining an appointment salary above the minimum of the salary range:

- the candidate's current salary;
- the employee's proposed new salary compared to other employees in the same classification in the unit or to employees across campus in comparable positions, depending on the level of the position. The manager may also need to compare with employees' salaries in other classifications in the unit, depending on the structure of the organization;
- the extensive experience and/or special skills the candidate possesses (e.g., the degree of training/development needed vs. having an extensive background);
- the degree to which the proposed increase will set a precedent for future actions;
- strength of a second choice candidate, and
- availability of funding.

Re-employment from Indefinite Layoff and Special Re-employment:

If the re-employment action is a "transfer" from the previous position, the employee will be hired in at the same salary and/or step they were at when their employment ended, unless unusual circumstances warrant a change. If the re-employment action results in a "demotion" from the previous position, the unit is encouraged to hire the employee at a salary as close to the old salary as possible, but no more than the maximum of the new salary range.

V. Process Overview

The process for establishing the salary for a New Hire or Rehire action is as follows:

- A. **The Hiring Manager (HM)/Certified Hiring Manager (CHM)**, with assistance of the [HR Service Team Representative](#) (HRSTR), reviews policy and/or collective bargaining agreements to determine appropriate salary to offer selected candidate.
- B. **The HRSTR** reviews proposed salary for compliance with federal and state regulations, university policy and/or applicable collective bargaining agreements.
- C. **The Recruitment Specialist (RS)** reviews proposed salary for compliance with federal and state regulations, university policy and/or applicable collective bargaining agreements. If an issue needs to be resolved the job offer is returned to the HRSTR for resolution.