

Non-Recruitment UCSC Local Procedures

(A.2) Rev. 6/20/2008

I. Policy Summary

It is the policy of the university to recruit and employ the most qualified candidates and to ensure that the recruitment process facilitates the attainment of affirmative action goals and objectives. If certain [criteria](#) are met, Non-Recruitment can be used to fill limited (temporary) and by agreement (BYA) appointments without conducting a recruitment.

A limited appointment is an appointment during which the employee is expected to be on pay status for less than 1,000 hours in a 12-month period. An employee holding a limited appointment will convert to career status when they have attained 1,000 hours of qualifying service in any 12 consecutive months without a break in service of at least 120 calendar days.

It is inappropriate for a limited appointee who has filled a position via non-recruitment to convert to career status. Conversion to a career appointment conveys to the employee expanded conditions of employment such as grievance rights, leaves of absence, preferential rehire and recall rights if laid off, and other privileges such as credit toward the probationary period.

Note: A Temporary Agency Employee may be used to fill a temporary assignment. See [Temporary Staff](#) for additional information.

II. Related Policies, Contract Articles and References

- A. Personnel Policies for Staff Members (PPSM) - employees not covered by a collective bargaining agreement:
 - [PPSM 20-Recruitment](#)
- B. [Contract Articles](#) - employees covered by a collective bargaining agreement
- C. [Fair Hiring Guide](#)
- D. [Non-Recruitment Process](#)
- E. [Filling a Vacancy](#)

III. Authority

The Unit Head is delegated the authority to select and hire appointees for limited positions, and to determine salary appointment rates above the minimum of the range for limited positions.

The employment of near relatives within the same unit requires approval of the Staff HR Director. See [Employment of Near Relatives - Employment Actions](#).

IV. Criteria

Hiring managers are strongly encouraged to fill positions through [Recruitment](#); however, Non-Recruitment may be used if the position:

- Will not exceed 800 hours, and
- Will not exceed 6 months in duration, and
- Has a definite end date, and
- The individual does not have a bank of limited appointment hours that would cause the appointment to convert to career status.

V. Process Overview

Non-Recruitment is a non-competitive process in which the hiring manager identifies the candidate for hire in lieu of the position being posted and advertised.

Hiring managers are **strongly encouraged** to fill positions through [Recruitment](#). However, in special circumstances, [Non-Recruitment](#) can be used to fill limited (temporary) and by agreement (BYA) appointments.

A **Certified Hiring Manager (CHM)** interacts directly with the Recruitment Management System (RMS) to initiate requests, status applications and begin the job offer process. A **Hiring Manager (HM)** works through their Human Resources Service Team Representative (HRSTR) to accomplish these activities. A Hiring Manager who is interested in becoming a Certified Hiring Manager should contact the [RMS](#)

[System Administrator](#) for information on the process.

Process Overview:

- A. **The Hiring Manager (HM)** initiates a non-recruitment request using a [RMS Worksheet: Non-Recruitment](#) and, when requesting multiple hires, a [RMS Worksheet: Supplemental Job Offers - Non-Recruitment or Waiver of Recruitment](#). The **Certified Hiring Manager (CHM)** initiates a non-recruitment request in RMS.
 - a. The [HR Service Team Representative](#) (HRSTR) reviews the request.
 - b. The [Recruitment Specialist](#) (RS) reviews the request.
 - c. The Divisional Approver (DA) approves the request, including salary to offer.
 - d. The Classification Analyst (CA) classifies the position.
 - e. CHM, HRSTR, DA, & RS receive RMS generated e-mail titled, "Approved To Fill: Non-Rec/Waiver".
- B. **The RS** creates the non-recruitment:
 - a. [Quick Link](#) and [hidden posting](#) are generated.
 - b. CHM, HRSTR & DA receive RMS generated e-mail titled, "Non-Rec/Wavier Posted".
- C. **The CHM, HM or HRSTR:**
 - Provides the hidden posting Quick Link to the selected hire(s).
 - Template communication including Quick Link is available in the "Non-Rec/Waiver Posted" e-mail. Quick Link can also be found in RMS under the Rec Details tab.
- D. **The Selected Hire(s)** use the Quick Link to access the hidden posting, then submit their application and any supplemental documents (e.g., cover letter, resume).
 - CHM & HRSTR receive RMS generated e-mail titled, "Time To Initiate Non-Rec/Waiver Job Offer".
- E. **The CHM or HRSTR** submits a job offer request via RMS for each selected hire.
- F. **The RS** makes a formal job offer to the selected hire.
- G. **Employment** conducts sign up if the selected candidate is a new hire, rehire, or interlocation transfer.
- H. **The HRSTR** conducts On-Boarding.
- I. **Employment** completes Personnel Payroll System (PPS) On-Line Entry Update (OEU).