

Recruitment Management Systems (RMS) Worksheet Waiver of Recruitment

This worksheet is used by the hiring unit to fill a staff vacancy through waiver of recruitment (i.e., a non-competitive process in which the hiring manager identifies a candidate for hire into a career or contract appointment in lieu of the position being posted and advertised). Refer to RMS Request Types for more details and to ensure appropriate use of RMS Worksheets.

The completed worksheet, job description, and waiver justification should be e-mailed to newrmswork@ucsc.edu after appropriate divisional approvals have been obtained. Your HRSTR is available to assist you in completing this form.

General	-Non-Recruitment Procedure	-Supplemental Job Offer Worksheet
Section 4	-Definitions (page 2 -- Job Description Addendum PDF) of terms for Employee Relations Coding (EREL)	
Section 5	-Critical Functions Guide	-Designated Official

Unit Information

Division/Organization: _____		
Department/Unit: _____		
Hiring Supervisor's Name: _____	Phone Number: _____	E-mail: _____
Certified Hiring Supervisor's Name: _____	Phone Number: _____	E-mail: _____
Divisional Approver's Name(primary): _____	Phone Number: _____	E-mail: _____
Divisional Approver's Name(backup): _____	Phone Number: _____	E-mail: _____
Responsible HR Partner's Name: _____	Phone Number: _____	E-mail: _____

Position Information

E-mail copies of old and new job descriptions when requesting a replacement

Name of Incumbent(s): _____
Job # Incumbent(s) were hired from: _____

Job Description Information

E-mail job description(s) and justification letter when submitting RMS worksheet

Proposed Job Title: _____
Proposed Classification: _____
Special Notation(s): (e.g., worksite location, physical requirements, occasional nights and weekends required.) _____

Job Description Addendum--Applicable to managerial, supervisor and confidential positions only.

Information provided in this section will be used to determine appropriate Employee Relations Coding (EREL). See definitions of terms (page 2 - Job Description Addendum PDF) for explanations of terms used in this section, as needed.

Hiring?	<input type="checkbox"/> Independent/Regular Authority	<input type="checkbox"/> Effectively Recommend	<input type="checkbox"/> N/A
Determines Work Assignments?	<input type="checkbox"/> Independent/Regular Authority	<input type="checkbox"/> Effectively Recommend	<input type="checkbox"/> N/A
Determines transfers, work classification, salary increases?	<input type="checkbox"/> Independent/Regular Authority	<input type="checkbox"/> Effectively Recommend	<input type="checkbox"/> N/A
Writes performance evaluations?	<input type="checkbox"/> Independent/Regular Authority	<input type="checkbox"/> Effectively Recommend	<input type="checkbox"/> N/A
Performs discipline and dismissal actions?	<input type="checkbox"/> Independent/Regular Authority	<input type="checkbox"/> Effectively Recommend	<input type="checkbox"/> N/A
Performs complaint and grievance resolution?	<input type="checkbox"/> Independent/Regular Authority	<input type="checkbox"/> Effectively Recommend	<input type="checkbox"/> N/A
Duties are substantially similar to subordinate duties?	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Supervisory duties are performed on a temporary basis?	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Please list all positions (excluding students) supervised directly by this position: _____			
Please list all positions (excluding students) supervised indirectly by this position: _____			

Recruitment Management Systems (RMS) Worksheet Waiver of Recruitment

Manager Coding

■ Significant responsibilities for formulating or administering policies and programs?
If yes, state responsibilities explicitly in the job description Yes No

Confidential Coding

■ Involved in developing or presenting management positions for collective bargaining?
If yes, state responsibilities explicitly in the job description Yes No

■ Access to information, which contributes significantly to management positions for collective bargaining?
If yes, state responsibilities explicitly in the job description Yes No

Critical Position Designation *Complete this section to determine Critical Position Designation*
This position will: *Refer to the Critical Functions Guide for expanded definitions of the criteria*

Have Master Key access to residence and other facilities? Yes No

Have direct responsibility for the care, safety, and security of human life? Yes No

Have direct responsibility for the safety and security of University property? Yes No

Have direct access to or responsibility for cash or cash equivalents in excess of \$500 per week or more than \$1500 a week during peak periods? Yes No

Have extensive authority for committing the financial resources of the University? Yes No

Have direct access to or responsibility for controlled substances? Yes No

Have responsibility for operating vehicles, machinery, or toxic systems that could cause accidental death, injury, or health problems? Yes No

Have direct access to and/or responsibility for information affecting national security? Yes No

Require a professional license, certificate or degree, the absence of which could expose the University to legal liability? Yes No

Is this a critical position?
Choose "yes" here if you answered "yes" to any of the above Yes No

If yes please check required background investigations.

- Criminal History Review
- DMV Record Review
- Post-Offer Drug Test
- Post-Offer Physical Exam
- Proof of Negative TB
- Verification of License, Certificate, or Degree

If you selected "license, certificate, or degree" above, specify the type: _____

Is an E-Verify check required? If unknown, consult your business manager or budget analyst. Yes No

Will the employee be required to participate in the DMV Pull Notice Program? Yes No

Is this position considered a designated official? Yes No

Appointment Information:

Appointment Start Date: _____

<p>Appointment Type:</p> <p><input type="checkbox"/> Career</p> <p><input type="checkbox"/> Partial Year Career</p> <p><input type="checkbox"/> Limited to Career</p> <p><input type="checkbox"/> Contract</p>	<p>Appointment Duration:</p> <p><input type="checkbox"/> Indefinite (sub 1 career)</p> <p><input type="checkbox"/> With an end date End Date: _____</p> <p style="padding-left: 40px;">With possibility of extension? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> With an end date for budgetary purposes only (sub 2 career)</p> <p style="text-align: right;">End Date: _____</p>
--	---

Recruitment Management Systems (RMS) Worksheet Waiver of Recruitment

Appointment Information (Continued) :

Percentage of Time: _____

Fixed Number **OR** Variable Percent

Set number of hours weekly If number of hours to be worked weekly varies, enter minimum percent time worked each week above

Shift Differential? Yes No If yes, percentage of time: _____

Furlough? Yes No If yes, time period (date range, # weeks/months, or TBD) _____

Schedule Information:

Full Time Part Time -- anything less than 40 hrs/wk By Agreement (BYA) -- no hours reported

Shift: Evenings Weekends Days Nights Swing Shift

Days per Week: _____ Average Hours Per Week: _____ Average Hours Per Day: _____ Days of the Week: _____

Position Funding:

LOC	Account	Cost Center	Fund(xxxxx)	Project Code (Activity Code)	SUB	FTE	Distribution Percentage	Distribution Begin mm-dd-yyyy	Distribution End mm-dd-yyyy
7	_____	_____	_____	_____	_____	_____	_____	_____	_____
7	_____	_____	_____	_____	_____	_____	_____	_____	_____
7	_____	_____	_____	_____	_____	_____	_____	_____	_____
7	_____	_____	_____	_____	_____	_____	_____	_____	_____

Selected Hire/Job Offer Information

Need to hire more than one individual off this non-recruitment? Complete and submit the Supplemental Job Offer Worksheet.

Name: _____ Phone: _____ Email: _____

Salary To Offer: _____

Preferred Hire Date: _____

Worksite Location: _____ Phone Number: _____

All background checks complete? Yes No N/A

Does this individual have any limited appointment hours that count towards career status? Yes No

Does this individual have any limited appointment hours that count towards benefits eligibility? Yes No

Is this a returning retiree? Yes No

Informal offer extended to candidate? Yes No

Campus Check Address: _____ Home Department Code: _____

Additional instructions for Recruitment Specialist regarding the job offer, including informal offer details, as appropriate:

Consider this recruitment closed with acceptance of this job offer? Yes No

Form Completion & Approval

E-mail completed RMS Worksheet, job description(s) and justification letter to newrmswork@ucsc.edu.

RMS Worksheet completed by: _____ Phone: _____ Date: _____

Recruitment approved by (Division/Unit Director): _____ Date: _____