



WEBER STATE UNIVERSITY

WAIVER OF STANDARD EMPLOYMENT POLICY

Weber State University's Policies and Procedures Manual 3-5 describes the normal procedures for hiring salaried faculty and staff positions. That policy also sets out circumstances that justify modifying those standard procedures, on occasion. Modifications include limiting the recruiting area or, under specific circumstances totally by-passing advertising and selection requirements.

Individual Requesting Waiver _____

Title of Individual Requesting Waiver _____

Department _____

Waiver Position Title _____

1. Limit Recruiting area to:

- On-Campus-Department Only: May be used for all types of positions with the advance approval of HR and OEO when there is a suitably diverse and qualified pool of candidates in the department and when employment of a non-department candidate would result in the displacement of a salaried employee in the department. This requires a minimum posting period of 5 calendar days.

(Any search can be limited to a 5-day on-campus only search without need of a waiver. This requires approval of HR, OEO, and the appropriate Vice President/Provost. (See PPM 3-5))

Justification for waiver limiting recruiting area:

2. Make a direct appointment without any advertising or competition:

Whom do you wish to appoint? _____

An exception may be granted only when the candidate possesses all qualifications required by the vacancy. In order to ensure that hiring normally follows regular recruitment and selection procedures, exceptions should be granted infrequently. (Weber State University Policy 3-5 Exceptions).

Check the box that applies to your exception:

- A. A truly exceptional candidate widely recognized for outstanding achievement in a needed area of expertise is requested by the President or supervising vice president.
- B. The hiring of a spouse or significant other of an individual identified above is requested by the supervising vice president and the hire helps to meet important institutional needs.
- C. The President approves a direct appointment after consultation with the HR and OEO to meet an important institutional need for which the individual is highly qualified.

President

Date

- D. The vacancy is temporary because it ends within one year. HR and OEO may allow a vacancy to be filled temporarily provided an open search is conducted within that time.
- E. Reorganization generated by budget considerations or strategic necessity that creates a vacancy which, if filled by anyone other than a particular current salaried employee, will necessitate terminating that salaried employee.
- F. An approved job evaluation of existing job duties generates a recommendation for a change in title, grade, or classification that also results in a change in position.

Explanation:

- G. A lateral transfer of an employee to a position at the same or lower grade. Individuals must meet the minimum requirements of the new position.
- H. A position is changed from hourly to salaried within a department, and (1) the position for which the hourly employee was originally hired was listed and filled through HR, and (2) the new benefits-eligible staff position is logically relevant to that original assignment.
- I. Transfer or re-employment of an employee in accordance with PPM 3-34, American's with Disabilities Act and Section 504 Request for Accommodation and PPM 3-29a, Family and Medical Leave.
- J. Hiring members of an athletic coaching staff by the head coach of that sport provided recruitment efforts are consistent with the University's approved hiring plan.
- K. The recall of an employee who had been laid off, or placement of an employee with preference for re-employment or transfer per PPM 3-10b.

Dean/Supervisor

Date

Human Resource Department

Date

Office of Equal Opportunity

Date

Vice President or Equivalent Administrator

Date