Office of Human Resources · 216 North Hall · (715) 425-3518 · Fax 425-3365 · www.uwrf.edu/HumanResources

UW – River Falls
Recruitment Waiver Reasons

It is the policy of the University of Wisconsin System that merit-based principles are used in the recruitment and selection process. Recruitment shall be an active process consistent with sound personnel management practices and in a manner that assures a diverse, highly qualified group of applicants. Selection shall be made according to merit-based principles through a competitive process. As appropriate, recruitment waivers may be utilized if consistent with equal employment and affirmative action objectives as well as institutional practices (UPS Operational Policy: TC 1).

All UWRF waivers for a recruitment must be approved by the Human Resources Office, which includes the Office of Equity, Diversity, and Inclusion and the appropriate Division Head prior to a position being offered. Typically, recruitment waivers are approved in situations where a) the position duration is temporary; b) the department has an emergency need to fill the vacancy; and c) the duties of the position require a very specialized skill set such that there would be no value in recruiting for the position. Open recruitments for academic staff are potentially not required if one of the following criteria are met:

1. **Appointment of 25% or less**
   Used for non-instructional academic staff positions that are 25% FTE or less. The candidate does not need to be a current UW employee.

2. **Fixed-term Terminal position with a duration of one year or less**
   Used for academic staff positions that are not expected to extend over one year.

3. **Temporary acting appointments**
   Used for academic staff appointments that require an interim hire for up to two years. Typically reserved for high-level positions. Used to fill a gap while a recruitment takes place.

4. **Dual Role**
   Used to hire a current fixed-term renewable academic staff employee into a second, concurrent, fixed-term renewable academic staff appointment consisting of teaching/instructional work. The purpose of this is to provide an existing employee an opportunity to increase FTE. This is not to be used in excess of 100% FTE.

5. **Official internship or competitive fellowship programs**
   Used to hire an intern/fellow into an academic staff position after completion of a one or more-year internship in similar role.

6. **Veteran**
   Used when hiring any veteran with a documented 30 percent or more service-connected disability. This waiver requires early consultation with the Office of Human Resources to ensure that the appropriate documentation has been received and validated by The Office of Veterans Services.

7. **Reemployment of Individuals Impacted by Layoff**
   Used to employee current or former employees who have been impacted by layoff within the timeframe specified on their official layoff notifications.
8. **Conversion**
   Used to convert a current academic staff fixed-term terminal contract to an academic staff fixed-term renewable contract. The determination will be based on continuing need for the position, funding source, length of continuous service, FTE, and quality of employee’s performance.

9. **Other**
   Used in other situations when a direct hire waiver is approved by Human Resources (e.g., reassignment due to reorganization, employee who qualifies for transfer as disability accommodation, etc.).

**Process:** The hiring manager is responsible for entering the position into PeopleAdmin. A position description must be uploaded to the posting. Under posting details: *Specific Recruitment Information*, add the Waiver Reason and name of intended hire to the *Other Appt. Details* section. Once the posting is complete, route the posting forward for approvals (Dean/Director Budget, Provost/Chancellor, HR).

Human Resources will provide an active link directly to the hiring manager to provide to the intended hire. After the candidate applies (must submit resume), the hiring manager will inform Human Resources. Human Resources will move the candidate to “Recommend for Hire”. The hiring manager will then complete the hiring proposal.