



# 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 duration of a search, 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-Campus Wide: May be used for all types of positions with the advance approval of HR and AA/EEO when there is a suitably diverse and qualified pool of candidates on campus with skills, knowledge, and abilities not generally available within a reasonable recruiting area.

On-Campus-Department Only: May be used for all types of positions with the advance approval of HR and AA/EEO 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.

**Justification for waiver limiting recruiting area** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Reduce the recruiting time period: (refer to Weber State University Policy 3-5)

On Campus-Campus Wide-7 calendar day minimum

On Campus-Department Only-5 calendar day minimum

**Justification for waiver limiting recruiting time. Describe how potential applicants will be notified of opening in time to apply.** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. 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 insure that hiring normally follows regular recruitment and selection procedures, no department may create a pattern of exceptions. (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 supervising vice president.

B. A highly qualified candidate from an under-represented protected class is requested by the supervising vice president for purposes of meeting Affirmative Action and programmatic needs.

- C. The hiring of a spouse or significant other of an individual is requested by the supervising vice president in order to meet important institutional needs.
- D. The President approves a direct appointment after consultation with the AVP of HR and the Director of AA/EO to meet an important institutional need for which the individual is highly qualified.

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

- E. The vacancy is temporary because it ends within 1 year. The AVP of HR and Director of AA/EO may allow a vacancy to be filled temporarily provided an open search is conducted within that time.
- F. 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.
- G. An approved job evaluation of existing job duties generates a recommendation for a title and/or salary change

Explanation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- H. A lateral transfer of an employee.
- I. Internal promotions pursuant to a Career Ladder that was pre-approved by the Director of AA/EO and the AVP of HR, provided they are consistent with the university's Affirmative Action Plan.
- J. 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.
- K. Hiring members of an athletic coaching staff by the head coach of that sport provided recruitment efforts are consistent with the university's Affirmative Action Plan.
- L. 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

\_\_\_\_\_  
Affirmative Action/EEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President or Equivalent Administrator

\_\_\_\_\_  
Date