

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: _____

Department: _____

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 suitable diverse and qualified pool of candidates on campus with skills, knowledge, or 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)

- Off Campus-Statewide-15 calendar day minimum
- Off Campus-Local-10 calendar day minimum
- On Campus-Campus Wide-7 calendar day minimum
- On Campus-Department Only-5 calendar day minimum

Justification for reducing time period: _____

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 rely on these exceptions for two consecutive hires or 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 of an individual identified in A or B above is requested by the supervising vice president in order to facilitate the hiring of the individual being sought in A or B. The spouse must also be qualified for the position to which he/she is hired.
- D. The President approves a direct appointment with advice from the AVP of Human Resources and the Director of AA/EEO to meet an important institutional need for which the individual is highly qualified.

President

Date

- E. The vacancy is created by a title change for a salaried incumbent that does not involve a base salary increase.
- F. The vacancy is temporary because it ends within 1 year. In an emergency, the AVP of Human Resources and Director of AA/EEO may allow a vacancy to be filled temporarily for up to 1 year providing an appropriate recruitment is to be conducted for continuance of the position.
- G. Reorganization generated by budget considerations or strategic necessity creates a vacancy that, if filled by anyone other than a particular current salaried employee, will necessitate terminating the employment of that salaried employee.
- H. An approved job evaluation of existing job duties generates a recommendation for a title and/or salary change.

Explanation: _____

Dean/Supervisor

Date

Human Resource Department

Date

Affirmative Action/EEO

Date

Vice President or Equivalent Administrator

Date