

An “overlap hire” is defined as having two employees temporarily performing duties of the same position prior to the original employee vacating their position.

Definitions:

Overlapping Hires: Appointment of a new hire before the outgoing employee separates.

Outgoing Employee: Employee who has been in the position and will be separating soon.

New Hire: Employee who is newly hired to replace the outgoing employee.

There are 3 main scenarios:

1. No change to job code or position attributes AND **less than 3 months overlap**: Outgoing employee and new hire will perform the same job duties at the same time for a temporary time period. Change to a multi-head count position is required in UCPATH.
2. No change to job code or position attributes AND **more than 3 months overlap**: Outgoing employee will need to be placed into a new temporary position in Job Builder and UCPATH while the permanent position # and JD are used to conduct the open recruitment and hire the new employee.
3. Change in job code: Outgoing employee will need to be placed into a new temporary position in Job Builder and UCPATH while the permanent position # and JD undergo a title change and are used to conduct the open recruitment and hire the new employee.

Job Builder and UCPATH Processing Instructions for all 3 scenarios:

| Step | System | Processor | Instructions |
|------|-------------|-----------|--|
| 1 | UCPATH | Dept | <p>If Scenario #1, submit a Position Control Request via UCPATH to update the position from a single-head count to a multi-head count position. You may then proceed to step #9, recruitment.</p> <p>If Scenarios #2 or 3, skip to step #2.</p> |
| 2 | Job Builder | Dept | <p>If Scenario #2 or 3: Create a new temporary career JD via Job Builder for the outgoing employee to be placed in. In the Action Justification section, reference the employee's name, employee ID, the position number of the original permanent position, and document the reason for creating the temporary career JD. Submit to Compensation for approval.</p> |

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| 3 | Job Builder | Comp Analyst | <p>On the temporary career JD action, in the Working Title field, add "(Overlap Hire)" after the Working Title.</p> <p>In the Special Conditions of Employment field enter "This position is a temporary placeholder for the incumbent while [ENTER REASON- Ex: he transitions to retirement]; this is not a permanent position. This overlap is expected to last [ENTER DURATION-Ex: 4 months]. The classification of this and the original position, which will be held by the incumbent's replacement, depend on there ultimately being one permanent position. The purpose of this position is [ENTER REASON- Ex: largely to train the incumbent's replacement.]"</p> <p>In the Position Mgmt Comments field, enter a note that the JD is being created for an overlap hire. Review and approve the JD.</p> |
| 4 | UCPath | Dept | After the Comp. Analyst approves the temporary career job description in Job Builder, the dept submits a request for a new position number for the temporary career position via a Position Control Request in UCPath. |
| 5 | UCPath/ Job Builder | WFA | The WFA unit in HR will review the request and approve a new position number. They will also go into Job Builder and add the new position number to the approved temporary JD. |
| 6 | UCPath | Dept | Once WFA provides the new position number and adds it to the temporary career JD, the department processes an Intra-Campus Transfer Template , transferring the outgoing employee to the new, temporary career position. |
| 7 | Job Builder | Dept | <p><u>If the payroll title of the original position is not changing and you need to make updates on the JD, submit a JD Update action to prepare it for recruitment. (Skip to #9 if changes do not need to be made.)</u></p> <p><u>If a change in payroll title is needed for the permanent position, submit a Reclassification action for review and approval.</u></p> |
| 8 | UCPath | Dept | If #7 was an upward or lateral reclass action: Upon approval of the reclass in Job Builder, submit a Position Control Request to update the permanent (original) career position. Wait for approval before proceeding then move to the Job Posting step in #9. |

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| 9 | TAM | Dept | <p>RECRUITMENT: Create a Job Posting in TAM using the JD and position # from the permanent, original position you just updated (this step applies to all 3 overlap scenarios).</p> <p>Note: Once the recruitment has been completed, the top candidate (the new hire) will be placed into the permanent, original position when the Prepare for Hire is approved.</p> |
| 10 | TAM | Dept | Process the appropriate Prepare for Hire action to hire the new employee into the permanent, original position. |
| 11 | UCPath | Dept | Once the outgoing employee separates, submit a Position Control Request to inactivate the temporary overlap position. |
| 12 | Job Builder | Dept | Once the outgoing employee separates, process a JD Update action to " archive " the temporary career JD. |