Overlapping Hires

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

Out-going Employee: Employee who has been in the position and is separating soon.

New Hire: Employee who is newly hired to replace the out-going employee.

There are two scenarios for overlap hires:

1. <u>No change to payroll title</u>: Out-going employee and new hire will perform the same job duties at the same time for a temporary time period.
2. <u>Change in payroll title</u>: Out-going employee will continue to perform same job in current title while department restructures soon-to-be vacant position and reclassifies it for recruitment purposes.

Job Builder and UCPath Processing Instructions:

1. Job Builder (dept)	Create a temporary career JD for the out-going employee to be placed in. Reference the employee's name and employee ID in the **Action Justification** section, and document the reason for creating the temporary career JD. Submit to Compensation for approval.
2. Job Builder (Comp Analyst)	On the temporary career JD action, in the **Working Title** field, add "(Overlap Hire)" after the Working Title. 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: 3 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.]" Also put a note in the **Position Mgmt Comments** field that the JD is being created for an overlap hire. Review and approve the JD.
3. UCPath (dept)	After the Comp. Analyst approves the temporary career job description in Job Builder, the dept requests a new position number via a <u>Position Control Request</u> in UCPath.
4. UCPath (dept)	Once the HR Position Administrator provides the new position number and adds the new position number to the temporary career job description, the department

processes an <u>Intra-Campus Transfer Template</u>, transferring the out-goingl employee to the new, temporary position.

5. Job Builder (dept)

<u>If the payroll title of the original position will not be changed</u>, submit a JD Update action to make any necessary minor updates to the original JD to prepare it for recruitment. (Skip to no. 7 if changes do not need to be made.)

<u>If a change in payroll title is needed for the original position</u>, submit a reclassification action to Compensation for review and approval.

6. UCPath (dept)

Once the changes to the JD are approved, update the original career position information in UCPath to be in line with the original career JD, through a Position Control request. Wait for approval before proceeding

7. TAM (dept)

Create a Job Posting in TAM using the original JD and original position number. The new hire will be placed into the original position when the Prepare for Hire is approved.

8. TAM (dept)

Process the appropriate Prepare for Hire, to hire the new employee into the original position.

9. UCPath (dept)

Once the out-going employee separates, submit a Position Control Request to inactivate the temporary position.

10. Job Builder (dept)

Once the out-going employee separates, process a JD action to "archive" the temporary career JD.