

September 21, 2020

To: Student Affairs Directors

From: Margaret Klawunn

Re: Divisional Review Process for Filling Vacant Positions

Due to the ongoing COVID-19 pandemic, our campus continues to face significant financial challenges related to unexpected expenses and revenue losses. The hiring pause is still in effect, but the centralized campus process has been delegated to each divisional Vice Chancellor.

Each department director should continue to consult with their control points about proceeding to hire for an open recruitment. When completing the "VCSA Review for New Hire – Hiring Pause" via DocuSign, please address the following information (same as before):

- Attach your current budget describing how this request impacts the projected expenses for the current fiscal year.
- Attach a department staffing list that identifies filled positions and current salaries, open provisions, and how they are funded.
- Will the proposed salary range create salary compression with current employees in your department? Please explain.
- How is the position mission critical and/or essential to operations?
- Explain whether this position does work that is mandated by Federal/State laws, UCOP, and/or campus demands or expectations?
- Briefly explain whether and how a deferral in hiring of roughly six months will result in significant operational disruption or place compliance at risk?
- Explain whether work can be shifted or redistributed so that essential tasks are being done and non-essential tasks are not being done? Are there qualified existing staff who could take on some additional duties on an interim basis?

While this change affords us greater divisional control of the hiring approval process, we do anticipate that there will still be significant limitations on approvals and deferrals of some recruitments as we weigh the significant financial impacts of COVID-19.

Thank you for your continued efforts in employing strong financial planning strategies that will help to preserve our current workforce and maintain services.