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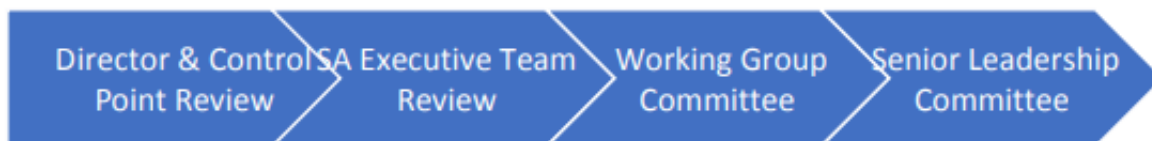
Subject: Guidelines about Hiring Pause Review Process and HR Actions

Hiring Pause Review Process

To ensure the best possible stewardship of our workforce, the campus has implemented a review process for current and upcoming recruitments and hiring for staff positions. Below is a description of the process to be followed in Student Affairs and the campus for recruitments that are currently underway or to open a new recruitment to fill a vacancy. Each division on the campus has created similar justification questions specific to their operational needs. The questions for Student Affairs are below.

The multi-level review process in the Division and on campus will be as follows:

1. Department Directors consult with control points about proceeding to hire for an open recruitment or to open a recruitment. Using DocuSign, the SA Hiring Exception Form and the Campus Job Opening Request Form need to be filled out and sent to Rachel and Deb. *We are working on implementing DocuSign and will communicate with Business Officers about the DocuSign process.*
2. The Executive team will review all requests and decide whether to forward to the campus Working Group Committee for review. The Working Group consists of one representative from each division on campus.
3. The Working Group Committee will forward their recommendation to the Senior Leadership Committee which consists of the Vice Chancellors, Associate Vice Chancellor and the EVC.



Review of Current and Future Staff Job Openings:

Department Directors and Control Points should review all open staff recruitments and assess whether filling the position is mission critical and/or essential to business operations. The purpose of the Hiring Pause is to slow down hiring of new staff so we can minimize the possible budget impacts on all staff.

In the section entitled **Rationale** of the Job Opening Request form, please briefly address the following questions. Please attach a job description and an organization chart in DocuSign which are required as part of the review process.

1. How is the position mission critical and/or essential to operations?
2. Explain whether this position does work that is mandated by Federal/State laws, UCOP, and/or campus demands or expectations?
3. Briefly explain whether a deferral in hiring will result in significant operational disruption or place compliance at risk?

4. 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?

Job Opening Request Form for Staff: <https://www.hr.ucsb.edu/employment/recruitment>

The Executive team will do a careful review of the request. If approved, it will be sent to the Campus Working Group for review. At any stage of review, if the request does not meet the threshold, the request form will be returned to the person who submitted the form.

HR Actions-Retentions, Equity Adjustments, Reclassifications, Temporary Stipends

Student Affairs is pausing on approving requests for retentions, equity adjustments and reclassifications until there is greater clarity about the campus and division budget situation effective immediately. There may be some (rare) exceptions to this policy if compelling reasons exist.

It is possible that it will be necessary to assign some duties to other staff members if positions become vacant. Temporary stipends of no more than 5% will be considered for staff who are assigned responsibilities for positions that are classified at a higher level. Please consider whether the duties in the newly vacant position are truly critical and essential. Increased workload is not a justification for a temporary stipend. Please fill out the usual HR Exception form to request a temporary stipend.

The purpose of all these changes to usual HR practices is to ensure that we have the staff resources to continue to serve our students and the campus community. Employing strong financial planning strategies now will help to preserve our current workforce and maintain services.

I appreciate your partnership in the responsible management of our budget, and I am grateful for your continuing efforts on behalf of our campus. Thank you.