

**OFFICE OF THE PRESIDENT  
HUMAN RESOURCES**

**WAIVER OF RECRUITMENT IMPLEMENTING PROCEDURES**

**University of California Personnel Policy requires open recruitment for career positions.** The UCOP Chief Human Resources Officer may grant exceptions to the recruitment policy by authorizing a waiver of recruitment in accordance with Personnel Policy 20.

**Waivers are granted under special circumstances only for a:**

- career University employee uniquely qualified for a position;
- highly qualified external candidate with evidence of past recruitment difficulty for the position;
- contract or limited employee who was recruited as though the position were career;
- career employee who has completed a training program for development; or
- career employee who is scheduled for layoff.

A request for a waiver of recruitment is made on a Waiver of Recruitment form (attached), and a posting is created in CATS to record the hire. The "basis for the request" describes the unusual or special nature of the situation. The request form is endorsed by the department head and submitted to the Human Resources Office **with the following attachments:**

- an approved, signed Position Description form
- organization chart which shows how the position interfaces structurally
- a resume of the individual proposed for selection

UCOP Human Resources will process the request, including:

- Employment review for waiver eligibility, candidate qualifications and approval of the hire in CATS
- Diversity & Employee Programs review for EEO policy and legal compliance
- final review by UCOP Chief Human Resources Officer

This process normally takes five to seven working days to complete. The effective date of hire is usually the day the waiver is approved. An informal or formal offer of employment may **not** be made prior to the approval of a waiver request.



**ANALYSIS AND RECOMMENDATION:**

APPROVE: \_\_\_\_\_

DENY: \_\_\_\_\_

\_\_\_\_\_  
Director - Diversity & Employee Programs

\_\_\_\_\_  
Date

**ANALYSIS AND RECOMMENDATION:**

APPROVE: \_\_\_\_\_

DENY: \_\_\_\_\_

\_\_\_\_\_  
UCOP Employment & Staffing Services

\_\_\_\_\_  
Date

**FINAL DECISION:**

APPROVED: \_\_\_\_\_

DENIED: \_\_\_\_\_

\_\_\_\_\_  
UCOP Chief Human Resources Officer

\_\_\_\_\_  
Date