

The University of California, Merced is committed to hiring a talented workforce through recruitment practices that are fair and consistent and that comply with all applicable laws and regulations. Conducting competitive recruitments for staff positions is the normal and expected method for identifying and hiring staff personnel at the University. Under special circumstances, the Associate Vice Chancellor for Human Resources may grant exceptions to the recruitment policy by authorizing a waiver of recruitment in accordance with [PPSM-20: Recruitment and Promotion](#) Section III.A.K Waiver of Recruitment for Career and Contract Appointments.

Waivers of recruitment are an exception to the normal recruitment process and should only be proposed in limited circumstances. Repeated requests for waivers from the same department or unit may be an indication that the recruitments overall are not being well-managed. The department or unit should consult with HR-Talent Acquisition to obtain assistance with its recruitment efforts.

Special circumstances that might justify a waiver include, but are not limited to:

- the position requires unique skills, knowledge, and abilities and the probability of a competitive recruitment yielding a qualified candidate is low;
- past recruitment difficulties for the same position have been documented;
- due to unusual or exigent circumstances, there is a time constraint, funding condition, or other demonstrated business necessity;
- there are special appointment conditions, e.g., an organizational entity or program is moving to the location, along with specific current employees;
- contract employee was hired for the same position through an open recruitment;
- health and safety considerations; or
- a career employee meeting the minimum qualifications for the position, who has met or exceeded performance expectations, is scheduled for layoff.

The Waiver of Request Form must be approved by the head of the requesting department and submitted to HR-Talent Acquisition with a description of the unusual or special nature of the situation and the following attachments:

- a completed, signed Position Description form
- an organization chart which shows how the position interfaces structurally
- a resume of the individual proposed for selection
- documentation of past recruitment difficulties or unusual or exigent circumstances, if the basis for the request

HR-Talent Acquisition will process the request and coordinate reviews by compensation/employment, the Director of the Office for the Prevention of Harassment and Discrimination, and the Assistant Vice Chancellor for Human Resources. This process normally takes 5-7 working days to complete. **An informal or formal offer of employment may not be made prior to the review and approval of a waiver request.** Please Work with your business officer to initiate this process. For further assistance, contact [HR-Talent Acquisition](#).

Direct Questions and Form Submission to HR Talent Acquisitions ucmjobs@ucmerced.edu

Section 1: Position Details

Class Description:	Appointment Type:
Title Code/ Payroll Title:	Date Submitted to HR:
Division/ Department:	Non Represented:
Contact Person:	Position Number:
Name of Candidate:	Rehire Retiree Candidate:

Section 2: Special Circumstances

Describe the circumstances that might justify a waiver:

☐ Original recruitment conducted on _____ for contract position. Please include ad and sources used.

☐ Candidate scheduled for layoff on (date) _____ Current classification: _____

Are there other employees in the department at the same/lower level who are qualified for this position?

☐ No ☐ Yes (explain):

Section 3: Analysis and Recommendation

Comments:

☐ Approve ☐ Deny

Dean or /Vice Chancellor of Requesting Department

Date

Comments:

☐ Supportive ☐ Not Supportive

Director, Office for the Prevention of Harassment and Discrimination (OPHD)

Date

Comments:

☐ Approve ☐ Deny

Assistant Vice Chancellor for Human Resources

Date