

## Hiring Freeze Operational Summary Staff Positions

Departments are required to submit a Staff Recruitment Request Form to fill all staff vacancies. This includes new or replacement vacancies and career, limited and employment agreement (contract) appointments.

Requests that meet the below exemption criteria must submit a request form with the appropriate signatures and a copy of the job description to the Budget Office.

- Staff paid on Contract and Grants
- Staff positions vital to the health and safety of UCI and those we serve
- Work Study Students

Request that do not meet the above criteria must submit an exception request to the EVC&P for approval. On the Recruitment Request Form, Hiring Mangers must answer (in detail) questions describing the need for the position and submit the form with the appropriate signatures and job description.

Upon notification from the EVC&P's office, approved requests may be entered into the Quick Requisition system. Confirmation of VC/Dean and/or EVC&P approval is to be noted in the Notes section of the Budget tab of the input screens. Recruitment will then commence as usual.

Requests denied at either review stage will not be recruited at this time. Departments may follow up with the appropriate Vice Chancellor or Dean for feedback on the request.

### HIRING FREEZE POSITION REVIEW PROCESS

