UCSD Implementing Procedures
(HR-S-1)

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II. POLICY
   It is the policy of the University to recruit both within and outside its workforce to obtain qualified applicants. To support career progress of qualified UCSD staff members, internal recruitment may be utilized so long as it is consistent with equal employment and affirmative action objectives and results in a pool of qualified applicants. Therefore, the conversion of a limited appointed employee to career status without an open recruitment process must be in keeping with established University policies and practices, and sound management principles that support the intent of the University's equal opportunity and affirmative action goals and objectives. However, when a limited appointed employee accrues 1,000-hours on pay status during a twelve-month period, the appointment must be converted to career status.

   A. Scope of Recruitment
      1. Full Recruitment - Normally, recruitment will seek applicants from both inside and outside UCSD in order to obtain a diverse qualified applicant pool from which the hiring authority will have an opportunity to make a meaningful choice in the selection process.

      2. Internal Recruitment - Internal recruitment may be used to support the career progression of employees if it is consistent with equal opportunity and affirmative action objectives. Before proceeding with internal recruitment, the hiring authority should consult with the Human Resources Staffing Unit to determine if the potential internal pool is sufficiently diverse.
III. DEFINITION OF TERMS

A. **Break in Service** – A break in service is any separation from employment status processed by use of the Payroll/Personnel system (PPS). In addition, a break in service for a limited appointment requires a separation from employment of 120 consecutive calendar days or longer and must be processed by use of PPS.

A return to pay status from an approved leave without pay, furlough, temporary layoff, indefinite layoff during a period of right to recall and preference for reemployment, or on the next working day following a separation, is not a break in service.

B. **Career Appointment** - An appointment established at a fixed or variable percentage of time at 50 percent or more of full-time, which is expected to continue for: (1) 1,000 hours or more during any 12 consecutive month period without a break in service of at least 120 consecutive calendar days; or (2) one year or longer. Career appointments should be filled through an open recruitment process.

a. **Limited Appointment** - An appointment established at any percentage of time, fixed or variable, which is expected to continue for a period of less than 1,000 hours in any 12-month period.

b. **Floater Appointment** - An appointment reserved for use in temporary employment pools. At UCSD, this is the Human Resources Department’s Temporary Employment Services (TES). Floater appointments may be established at any percent of full time for up to two years in duration. Employees holding floater appointments may be scheduled or not scheduled for work as determined by the University. A floater appointment converts to a limited appointment unless there has been a break in service of at least 120 consecutive calendar days. If such a break occurs, a new floater appointment may be established for an additional two-year period.

E. **Hours on Pay Status** - Time on pay status includes sick leave, extended sick leave, vacations, compensatory time off, military leave with pay, administrative leave with pay, and holidays. Overtime and on-call hours will not be considered as hours on pay status when determining the 1,000-hour threshold for conversion to career status.

IV. RECRUITMENT PROCEDURES

A. **Initiating the Employment Requisition**

The hiring authority submits the Employment Requisition with the job description to the Human Resources Department Staffing Unit to initiate the recruitment.
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B. Establishing the Screening Criteria
The hiring authority shall determine the screening criteria to be used in the vacancy announcement. The skills, knowledge and abilities in the vacancy announcement are the minimum requirements used to identify the qualified applicant pool as defined in the classified job description.

C.I. Posting the Vacancy
All vacant positions must be posted with the Human Resources Department Staffing Unit, with the exception of appointments defined in Section VI.B.

1. Vacancy Announcement - The vacancy announcement is prepared by the hiring authority to describe the essential functions, and minimum and preferred skills, knowledge and abilities. The minimum requirements section of the job description must be used to screen and identify the referral pool.

2. Scope of Recruitment - In deciding a recruitment effort, strategies should be directed toward attracting a qualified diverse applicant pool.

   The Staffing Unit is responsible for disseminating vacancy information internally and externally, and coordinating all advertising and outreach efforts.

   The Department Head is responsible for ensuring that vacancy information is available to employees in the department.

   The length of the posting period must be determined by the recruitment efforts necessary to obtain a diverse qualified applicant pool to enable the hiring authority to have a choice among candidates.

D. Career Ladder Recruitment
An open position may be listed with multiple job titles at different levels within a single class series. The hiring authority will determine the initial job title based on the qualifications of the selected candidate. These multiple job titles may allow an employee to advance to a higher job title with the acquisition of additional knowledge, skills and abilities during the course of employment.

   With approval of the Department Head, the employee who has successfully met the criteria for upward advancement to a higher level position may be reclassified within the same series and department or organization for which the original recruitment was conducted.

   In the event two or more employees within the same series and department or work unit have acquired similar knowledge, skills and abilities for a single open position, a competitive selection must take place between the employees.
D. **Referral of Applicants**

1. **Early Referral** - Applicants eligible for Early Referral and who meet the minimum position requirements can be considered prior to the application deadline. Early referral applicants are as follows:

   a. Applicants with preferential rehire rights as defined in UC Personnel Policies for Staff Members, 60/Layoff and Reduction in Time from Professional and Support Staff Career Positions;

   b. Applicants eligible for Special Reappointment as defined in UC Personnel Policies for Staff Members, 66/Medical Separation, Section D; and

   c. Applicants eligible for Special Selection as defined in UC Personnel Policies for Staff Members, 81/Reasonable Accommodation, Section D.

   d. Career employees who apply for vacant positions advertised in the Internal Recruitment Program.

E. **Work Samples**

   In close consultation with the Staffing Unit, appropriate work samples may be developed to verify a critical skill identified in the minimum requirements. Prior review and approval by the Staffing Unit is required prior to administering any work sample to candidates.

F. **Testing**

   Federal regulations require the validation of employment tests, which must be directly job-related to successful performance of the job. Commercial tests and other devices that have not been specifically validated for use at UCSD cannot be administered.

G. **Special Terms and Conditions**

   The vacancy announcement will contain a statement indicating the special requirements as a condition of employment.

   1. **Background Checks** – A background check will be required for designated positions.

   2. **Conflict of Interest** – A Conflict of Interest disclosure will be required for designated positions.
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3. **Licenses, Certificates or Credentials** - Requirements for Licenses, Certificates or Credentials will be advertised when needed to perform all or a portion of the functions of the position.

4. **Perquisites** - An allowance for meals and/or housing will be advertised if provided by the University as a condition of employment.

5. **Medical Examinations** – Must be included in recruitment announcements if required.

6. **Special Physical Requirements** – A condition of employment that is essential for successful job performance, e.g., the ability to lift and carry 50-pound boxes. These conditions must be included in the vacancy announcement when they are job requirements.

7. **Educational Requirements** - If required by law, educational requirements will be included in the announcement. However, education and equivalent experience may be used as appropriate.

V. APPLICATION AND RESUME PROCEDURES
Applications and resumes must be received in the Human Resources Department by the application deadline to receive full consideration. In accordance with related guidelines, an applicant who submits a resume for employment must complete the online resume/application and apply directly to a position or submit a paper resume with a completed University Resume Supplement Form by the time of hire.

VI. NON-RECRUITMENT UNDER SPECIAL CIRCUMSTANCES
A. **Intra-Department Actions**
The following actions do not require an Employment Requisition:

1. **Lateral Transfer** - The transfer of a department employee to a different position in the same classification and department; or the transfer of an employee along with the budgetary provision to another department.

2. **Recall** - The recall of a layoff that has rights to preference and/or recall to the same department and classification.

3. **Reassignment In Lieu of Layoff** - An alternative to layoff is the reassignment of a career employee to another position in the same or lower classification level in the same department.

4. **Reorganization** - The movement of an employee to a different position as a result of reorganization in a department. Prior review and approval by the Human Resources Department is required.
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5. Demotion - The voluntary or involuntary movement of an employee to a lower classification in the department, if the action is not the result of a competitive process.

B. RECRUITMENT EXCEPTIONS
The hiring authority shall be responsible for ensuring that appropriate procedures are followed including assigning the proper classification, determining that the person hired possesses the qualifications to perform the duties of the position, and that the salary is consistent with campus practice.

The following actions require an Employment Requisition:

1. **40 Percent or Less Appointment** - An appointment that may be established at 40 percent or less, fixed or variable, with an expected duration of twelve months or less and shall not exceed 875 hours on pay status.

2. **Extension of 40 Percent or Less Appointments** – The extension of a 40 percent or less appointment must be reviewed and approved by the Human Resources Department Records Unit. Extension of a 40 percent or less appointment shall not exceed 875 hours on pay status.

3. **150 Calendar Days or Less Appointments** – An appointment may be established at any percent of time, fixed or variable, with an expected duration of 150 calendar days or less. All positions over 40 percent with appointment periods greater than 150 calendar days must be posted with the Human Resources Department Staffing Units, with the exception of appointments to be filled through the Job Opportunities Program (JOP). Hours on pay status shall not exceed 875 creditable straight time hours towards the 1,000 hours required for conversion from limited to career status.

4. **Student to Staff Appointments** - The conversion of an undergraduate or graduate student employee from casual-restricted to a limited or career appointment. To be eligible for a staff appointment, the student employee must be currently enrolled as a regular student and have been employed in the department for at least three consecutive quarters, not including the summer quarter. Following review and approval by the Job Opportunities Program (JOP) Office and the Human Resources Department Records Unit, student to staff appointments may be converted to career status.

5. **Per Diem Appointments** - Payroll titles not specifically designated as per diem require the approval of the Human Resources Department.
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C. Recruitment Exceptions Requiring Human Resources Approval

1. Transfer of Staff Employees - The transfer of employees in accordance with UC Personnel Policies for Staff Members, 43/Leave of Absence, Sections B and C; 66/Medical Separation, Section D; and 81/Reasonable Accommodation, Section D.

2. Preference for Reemployment - The transfer of a Professional and Support Staff employee with preference for reemployment.

3. Internship Programs – The competitive selection of an employee for a University sponsored internship program, who upon completion of the internship, will be appointed to a vacant position for which he or she meets the minimum qualifications.

VII. WAIVERS TO RECRUITMENT

The Assistant Vice Chancellor - Human Resources may waive recruitment if the action is consistent with equal opportunity and affirmative action objectives.

A. Business Necessity

1. Unique Skills and Talents - Skills and knowledge, which cannot be learned in a reasonable orientation period and cannot be found in a reasonable recruitment effort. Experience gained during a limited appointment may not be considered as unique skills and talents.

2. Special Academic Appointment - Circumstances where the appointment of a new academic member includes the transfer to UCSD of the academic appointee’s current employee(s) who possesses unique skills and knowledge.

3. Transfer of Entity or Programs - Circumstances where an organizational entity or program moves to UCSD along with specified current employees.

The hiring authority shall inform the Human Resources Department Staffing Unit of the impending action in advance. Normally, no retroactivity will be approved.

B. Conversion of Limited and Contract Appointments for Career

For a limited or contract appointment to be designated as a career appointment, recruitment, referral, and selection procedures shall normally be followed unless the incumbent had been recruited through and open recruitment process.

C. Procedures for Recruitment Waivers

The hiring authority initiates a written request to the Human Resources Department Staffing Unit stating the reasons for the appointment action. An employment
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requisition, classified job description, and employment application are required.

1. The Human Resources Department Staffing Unit reviews the recruitment waiver request for conformance with employment policies.

2. The Human Resources Division of Equal Opportunity and Staff Affirmative Action (EO/SAA) reviews the request for its impact on the University’s affirmative action program.

3. The Assistant Vice Chancellor - Human Resources is responsible for approving all requests for waivers to career positions.