

The background features abstract geometric shapes in shades of blue and orange. On the left, a solid blue shape extends from the top to the bottom. On the right, there are overlapping, semi-transparent shapes in various shades of blue and orange, creating a dynamic, layered effect. The central text is positioned in the white space between these shapes.

Staff Hiring Process - SEAR updates

Action Items routed through STAFF EMPLOYMENT ACTIONS REQUEST (SEAR)

<u>Action Item Request</u>
Request Recruitment efforts
New Position
Auto Promote
Direct Hire
Extend an offer above approved amount
Job audit
Corrective pay adjustments
Salary supplement
Funding Source Change
Modify Job Assignment
Modify Job Assignment and Funding Source

- **Recruitment Efforts**

- Request to fill vacant position.

Classified- salary will revert back to minimum of position and be posted at the minimum range;

A&P – salary will remain as previous incumbents budgeted amount. Department will be able to manage offer within and up to previous incumbents budgeted amount. Department will consider factors (ex: employees within same position/department, experience). HR will review consistency/equity within similar positions in same unit/and or university.

- ▶ **New Position** – position not approved in current budget; new budget line item for classified or A&P positions at minimum.
 - ▶ If approved, position will be temporary within fiscal year ending 8/31, department will have option to include during budget period request.
 - ▶ All new position request will require VPBA's approval prior to proceeding with posting.
 - ▶ Grant position – will not go to VPBA.

- ▶ **Auto-Promote:** promote an internal candidate to a vacant position within the dept. only
 - ▶ Before submitting request Department will need to consider factors (ex: employees within same position/department, experience, market).
 - ▶ HR will review consistency/equity within similar positions in same unit/and or university upon receipt of the request.

- ▶ **Direct Hire:** opportunity to fill temporary position without posting and going through recruitment process (state or grant funded research positions.)
 - ▶ Existing position
 - ▶ Create new position
- ▶ Factors to consider:
 - ▶ Long Term full time benefit eligible positions will need to be recruited for.
 - ▶ Direct hire approved positions – Research related; post-doctoral.

- ▶ **Extend an offer above budgeted amount:** hiring official request higher salary than approved budgeted amount (classified/A&P)
- ▶ Hiring Department will have the opportunity to offer candidate within a 10% salary increase if they have funds available without submitting request via SEAR:
 - ▶ **Hiring Departments must identify funds to cover the increase permanently with HR Recruiter prior to making an offer**
 - ▶ **The use of salary savings from a vacant line is not a valid source of funding as it is a temporary savings for the remainder of the year.**
 - ▶ A&P positions- Hiring department can offer 10% above budgeted amount
 - ▶ Classified positions - Hiring department can offer 10 % above minimum
 - ▶ **Request to offer within 10% will not be required to be processed through SEAR as long as the department can identify permanent funds to cover request.**
 - ▶ If funding is not identified hiring department will need to route request via SEAR form and provide justification on the plan to obtain funds. A few options to consider:
 - ▶ Reduction of a permanent vacant departmental line
 - ▶ Reduction of permanent departmental M&O funds
 - ▶ The form will be routed to VPBA for review and final approval
 - ▶ **Increase request of more than 10% will need to be routed for approval via SEAR form.**
 - ▶ State funds will route to VPBA for review and approval for both A/P and Classified positions.
 - ▶ Grants -ORSP approval will be required
- ▶ HR will review consistency/equity within similar positions in same unit/and or university.

- ▶ **Retention:** department request higher salary than budgeted amount for current incumbent for retention purpose.
- ▶ SEAR process to request retention and VPBA approval will be required.

- ▶ **Job audit:** hiring official request job audit for current position (vacant/filled)
 - ▶ Source of funding will need be identified within department budget
 - ▶ HR Review of job audit can result in promotions, reclassifications, salary adjustment.
 - ▶ If result of Audit requires additional funding, Hiring department needs to identify the funding source to use to cover the increase.
 - ▶ VPBA approval required for additional funds.
 - ▶ Retro pay will not be considered.
 - ▶ Definitions:
 - ▶ Promotion – functions identified in current job have changed scope of work resulting in an increase of additional duties. Incumbent is expected to perform functions at an advanced level.
 - ▶ Reclassifications – an adjustment of a job title/job functions/, change in position responsibilities.
 - ▶ Salary adjustments – review managers request in incumbent’s current allocated salary in comparison similar roles, functions, salary rates.

- ▶ **Correct pay adjustment:** hiring official request pay adjustment (only for corrective request).
 - ▶ SEAR process to request correct pay adjustment.
 - ▶ Retro pay will not be considered.
 - ▶ Additional funding –will require VPBA approval.

- ▶ **Staff Supplement**: temporary request for performing duties outside their scope of work
 - ▶ Not allowed on grants per ORSP.
 - ▶ Retro pay will not be considered.

- ▶ **Funding Source Change**: request to modify the funding source from one cost center to another cost center, Cost Center to grant, or grant to cost center.
 - ▶ 100% grant funded request can submit a Funding change form through Eform, SEAR is not required.
 - ▶ State funding will require SEAR process.

- ▶ **Modify Job Assignment**: request to extend temporary position end date and/or modify hours appointed per week.
 - ▶ 100% grant funded request can submit a Job Attribute Change (JAC) through Eform, SEAR is not required.
 - ▶ State funding will require SEAR process.

- ▶ **Modify Job Assignment and Funding source**: request to extend temporary position end date and/or modify hours appointed per week and funding source.
 - ▶ 100% grant funded request can submit a Job Attribute Change (JAC) through Eform, SEAR is not required.
 - ▶ State funding will require SEAR process.

Routing:

State funding 100%	Grant Funded 100%	State/ Grant funded
Initiator	Initiator	Initiator
Department Head	PI	Department Head/PI
CAO/Business Officer	ORSP	CAO/Business Officer
Dean/VP	HR	Dean/VP
Budget	FYI-Dean, Chair, CAO, Budget	ORSP
HR		Budget
		HR

** If college/department does not have CAO/business officer will move to next level.

Level of Responsibility (Routing)

- ▶ **Initiator** – Complete SEAR form to include action items with all supporting documentation.
 - ▶ Business Center
 - ▶ Department initiators (ie. PI/hiring official)

- ▶ **CAO** – Reviews and support department heads reasons/justification for request to include funding information. Consult with HR/Budget (E&G) for new positions.
 - ▶ Verifies all supporting documents for request have been included Example: organizational chart; updated job descriptions etc, If not will return to initiator.
 - ▶ Reviews position justification/ supporting documents and if salary being requested is within incumbents in similar position unit/department/college.
 - ▶ Confirms source of funding identified has sufficient funds

** Colleges/department who do not have CAO; will be routed to business manager who will be able to confirm budget. May require AVP confirmation of budget

- ▶ **Department Head/ Principal Investigator (PI)** – Provides supporting documents and justification for request; include funding justification
- ▶ **Dean/VP** – review request provided by Department Head/CAO; acknowledge funding information and support of position.
- ▶ **Budget** – confirm funding/FTE position control include possible budgetary issues (include FTE/position control/funding/job title)
- ▶ **ORSP** – confirm funding/FTE position control include possible grant issues
- ▶ **HR** – review support/justification for request, review positions in similar role, qualifications, pay range, equitable pay, job descriptions/job titles, compression. Approve request or return document to department head/CAO/Dean for re-review based on questions/issues.
- ▶ **VPBA** – All action items requiring additional funding will require VPBA review for financial impact and approval.

NOTE

- ▶ Remove appeal request.

Committee SEAR approval routing

- ▶ Mark McGurk- VPBA
- ▶ Manuela Dokie - ORSP
- ▶ Denise Lujan – Entering Student Experience
- ▶ Gaby Montes – Human Resource
- ▶ Joanne Richardson – Budget
- ▶ Dr. Olivarez – College of Education
- ▶ Dr. John Wiebe – Provost
- ▶ Sandy Vasquez – Human Resources
- ▶ Guadalupe Valencia – VPBA
- ▶ Arizve Ochoa-Retana – Human Resources