



UWSA Recruitment Waiver Reasons

All UW System Administration (UWSA) waivers for a recruitment must be approved by UW System Human Resources (UWSHR) and the appropriate Vice President before the position is offered. Typically recruitment waivers are approved in situations where a) the position duration is temporary; b) the department has an emergency need to fill the vacancy; and c) the duties of the position require a very specialized skill set such that there would be no value in recruiting for the position. Open recruitments for Academic Staff, Limited Appointees, University Staff, and University Staff-Project are potentially not required if one of the following criteria are met:

- a. Fixed-term terminal positions with a duration of less than one year – used for Academic Staff Fixed-Term Terminal appointments that will not exceed one year in length.
- b. Temporary acting appointments – used for Academic Staff and Limited Appointees, up to two years, to meet interim departmental needs. Typically reserved for high-level administrative positions, and used until the recruitment is completed.
- c. Leave of absence temporary replacement (ADA, FMLA, etc.) – used for Academic staff, Limited Appointees and University Staff when a terminal appointment is used to fill a position when an employee goes on a paid or an unpaid leave, and a replacement is necessary until the incumbent returns. Typically used for medical leaves. NOTE: If the incumbent terminates employment and does not return, an open recruitment is necessary to fill the position.
- d. Referral priority/re-employment of individuals impacted by layoff – used to employ former or current UWSA employees who have been impacted by layoff within the timeframe specified on their official layoff notifications. The referral priority/re-employment process applies to employees who have had their employment terminated (only applies to non-performance related) or who have been officially notified that their positions will be eliminated due to funding, budget, or program redirection.
- e. Rehired annuitant – used to employ Academic Staff, Limited Appointees, and University Staff who are retired UWSA employees.
- f. Unique credentials - the candidate identified on the recruitment waiver request has specific, hard-to-find, and unique skill and/or experience that allows only that person to perform the duties of the job. It must be commonly accepted that there are only a few people who possess these necessary credentials, and as a result, there is no value in recruiting for the position.

- g. Veteran – used when hiring any veteran with a documented 30 percent or more service-connected disability. This waiver requires consultation with UWSHR to ensure that the appropriate documentation has been received and validated by The Office of Veterans Services.
- h. Position conversion (University Staff to Academic Staff or Limited Appointee/Academic Staff or Limited Appointee to University Staff) – used when position duties change from nonexempt to exempt resulting in a move from University Staff (nonexempt) to Academic Staff or a Limited Appointee (exempt); or when a position’s duties change from exempt to nonexempt resulting in a move from Academic Staff or Limited Appointee (exempt) to University Staff (nonexempt).
- i. Reactivate concurrent appointment – used when reactivating a concurrent appointment.
- j. Employee voluntary reassignment choice – University Staff to Academic Staff or a Limited appointee – used when an employee moves from exempt University Staff to Academic Staff or a Limited Appointee.
- k. Other - used in other situations when a direct hire waiver is approved by UWSHR (e.g., reassignment due to reorganization, employee who qualifies for transfer as disability accommodation, etc.).