Protocol for Temporary Hiring Hiatus
6/3/2020

We do not know how long remote work will be necessary to manage the current COVID-19 situation.

As a result, only mission critical hiring is in place until further notice. To maintain financial stability during this time, new guidelines on internal transfers, promotions, temporary pay differentials and equity increases have been added as of April 8, 2020.

The following applies to all employment categories (faculty, university staff, classified staff, temporary staff, staff and working retirees)

Denver: Approvals for student workers, student faculty, Lecturers, Post Docs, PRAs and part-time Adjoint faculty have been delegated to the Deans.

School, colleges, and departments are responsible for all of the following:
1. Obtaining approval from their Dean
2. Working with the appropriate Senior leader, as indicated below, to determine if a position is mission-critical and obtaining the appropriate Senior leadership approvals
3. Sharing Dean and Senior leadership approvals, as outlined below, with central Human Resources.

Non-academic units/ departments are responsible for all of the following:
1. Obtaining approval from the individuals listed below - under Approvals.
2. Working with the appropriate Senior leader, as indicated below, to determine if a position is mission-critical and obtaining the appropriate Senior leadership approvals
3. Sharing Vice Chancellor and additional Senior leadership approvals, as outlined below, with central Human Resources.

PLEASE NOTE: The Senior leadership approval process is the same for mission-critical positions and non-mission critical exceptions, at this time. See below.
**Mission critical positions:**

Only mission critical searches are allowed for the timeframe from April 8, 2020 through December 31, 2020.

During this time, searches must be open and competitive. “Open and competitive” means the search must be available to the public and posted for a minimum of five working days. CU internal-only searches are not considered open or competitive.

*Transfers, promotions and appointment types that include movement of current employees, are not allowed during this time.*

Appointment types (type 1) based on previous search, and (type 2) based on previous employee being hired into a mission-critical position of previous employees or employees from other state entities or institutions may continue.

- Senior leadership approval is required per the guidance below.
- The name of the candidate, position title, position number, and requisition number (if appointment type 1) are required in the approval email.
- Central Human Resources will ask for documentation of approval before posting positions or approving appointment types.
  - For University staff or classified positions, an e-mail from the approver should be sent along with the job description.
  - For faculty recruitment or appoint types, attach the approval to the NPP in HCM.

**For CU Anschutz ONLY – Mission Critical 2nd level process:**

For all consolidated administrative units AND for all Anschutz Chancellor units:

- 2nd level review and approval is required for ALL positions regardless of funding source

Submit second level as you normally would for all other CU Anschutz schools/colleges/departments.
For CU Denver ONLY – Mission Critical 2\textsuperscript{nd} level process:

Please note: Second level approval process is combined with the mission critical approval for the time being for CU Denver.

Request for Mission Critical Hire Process
Email requests are required to be sent to Lisa Atencio
- Include Dean/AVC/Director mission critical justification
- Also include 2\textsuperscript{nd} level information, if applicable
  - Department Name:
  - Position #:
  - Position Job Code Title:
  - Position Working Title:
  - Action Requested:
  - Salary/Salary Request (note that the salary range should not be higher than what you want to offer):
  - Funding Distribution:
  - Why the position is essential to the functioning of the unit:
  - If non-state funds are available to support the position, and how the unit will be able to cover a shortfall in the event of a mid-year State budget recession
- If approved, Lisa will send approval to 2\textsuperscript{nd} level in-box and School/College or Department
- School/College or Department should then use the approval email to upload with their NPP

For CU Denver ONLY – Mission Critical:
Faculty
- Offer letter review for \textit{faculty} positions with Professor in the title that have NOT been approved previously as mission critical:
  - 1) Business Partner obtains approval from Provost prior to submitting offer letter to Florie Montoya and forwards letter and approval to Florie via e-mail.
  - 2) Florie reviews letter and copies Lisa Atencio on approval.
  - 3) Lisa will get draft letter approved and notify School/College or Department to upload to DocuSign (DocuSign should be routed to all parties that will be signing the document)
• Offer letter review for *faculty* positions with Professor in the title who have *ALREADY* been approved as mission critical:

  o 1) Business Partner forward letter to Florie Montoya and includes e-mail with mission critical approval
  o 2) Florie reviews letter and copies Lisa Atencio on approval.
  o 3) Lisa will get draft letter approved and notify School/College or Department to upload to DocuSign
     (DocuSign should be routed to all parties that will be signing the document)

For CU Denver ONLY - **DEAN's Approval required for the following**

for the remainder thru AY 2021

• Students Employees
• Lecturers
• PRA's
• Post Docs
• 9-month temporary staff
• Course Overloads (except where Provost approval is needed)
• Grant funded positions except for Faculty
• Additional Pay for Staff
• Summer Faculty Appointments

*For Both CU Anschutz and CU Denver*

**Non-mission critical positions (exceptions):**

This includes new recruitment and appointment types (type 1) based on previous search, and (type 2) based on hiring a previous employee.

• Senior leadership approval is required per the guidance below.
• The name of the candidate, position title, position number, and requisition number (if appointment type 1) are required in the approval email.

• Central Human Resources will ask for documentation of approval before posting positions or approving appointment types.
  
  o For University staff or classified positions, an e-mail from the approvers should be sent along with the job description.

  o For faculty recruitment or appoint types, please attach the justification to the NPP in HCM.

• If an exception is approved and the position is state funded, submit second level as you normally would.

Transfers, Promotions and Equity Adjustments - University Staff, Classified Staff and Faculty

During the period from April 8, 2020 through December 31, 2020, transfers, promotions, temporary pay differentials (related to taking on work as a result of COVID-19), and equity adjustments will not be approved.

If employees leave the university and return, the salary offered should be at the same rate of pay as when previously employed.

This excludes faculty promotions as a result of movement through the tenure track.

Anschutz Required Approvals

Terri Carrothers, Executive Vice Chancellor

• Consolidated Administrative Units
• Marcus Institute for Brain Health
• Anschutz Advancement
• CU Innovations
• Anschutz Communications
• National Mental Health Innovations Center
• Anschutz Budget and Planning Office
• Anschutz Business Strategy and Quality Control
• Anschutz Office of Institutional Planning
**Dr. Flaig**, Vice Chancellor for Research
- Colorado Clinical and Translational Sciences Institute (CCTSI)
- Office of Laboratory Animal Resources (OLAR)
- Office of Regulatory Compliance (ORC)
- Office of Research Services (ORS, includes CRAO)

**Dr. Reilly**, Vice Chancellor for Health Affairs
- Area Health Education Centers
- Colorado Center for Personalized Medicine
- Center for Bioethics and Humanities
- Center for Interprofessional Practice & Education
- Center on Aging
- Professional Risk Management
- Student Mental Health

**Dr. Nairn**, Provost
- Academic and Student Affairs

**Deans**
- All schools and Colleges

**Denver Required Approvals**

**Jennifer Sobanet**, Senior Vice Chancellor
- Denver Budget Office
- Denver Office of Institutional Planning
- Office of Strategic Impact
- Recruitment and Outreach

**Dr. Nairn**, Provost
- All Schools and Colleges
- Academic and Student Affairs
Dorothy Horrell, Chancellor
- Advancement
- University Communications
- City Center
- CU South Denver (primary, shared with Don Elliman)
- Office of Digital Education (shared with Don Elliman)