Process for FY17 Hiring Delay

When a position becomes vacant, the Associate Vice President for Human Resources (AVP HR), and the Human Resources Business Partners (HRBPs) will determine if the position is categorized as pivotal or core.

**Pivotal** positions are defined as positions vital for achieving University strategic goals (the Xavier Way or 2016-2017 University goals). A limited number of positions are considered pivotal. Pivotal positions will be held vacant for two months plus extra days needed for the exiting employee’s vacation payout.

**Core** positions contribute to smooth internal operations; most campus positions are defined as core. Core positions will be held vacant for three months plus extra days needed for the exiting employee’s vacation payout.

Requests for Exception to the Hiring Delay
Offices which have objectively assessed the negative impact of two-three month vacancies on achievement of the Xavier Way or 2016-2017 University goals may submit a request for exception to the hiring delay. On rare occasions, approval to hire a temporary employee or to move forward with filling the position immediately is granted.

Processes for requesting an exception are outlined below:

- **Temporary employee** - Supervisors must document details supporting why vacant position responsibilities cannot be re-distributed throughout the office on a short-term basis. Be specific, using language that is measurable and directly tied to the Xavier Way or 2016-2017 University goals. Submit request in writing to your Senior Executive Team (SET) member. If the SET member supports the request they will forward it to their assigned HRBP. The AVP HR and HRBPs will review the request. If there is support for the request HR will confirm with Financial Planning & Budget (FPB) that lapse salary is available. If funds are available the respective SET member will be notified of the recommendation. If the SET member agrees, the office will be allowed to access limited lapse from the position, and all other SET members will be notified of the decision.

- **Immediate hire** - Supervisors must document details supporting why vacant position responsibilities cannot be re-distributed throughout the office on a short-term basis. Be specific, using language that is measurable and directly tied to the Xavier Way or 2016-2017 University goals. Submit request in writing to your SET member. If the SET member supports the request they will forward it to their assigned HRBP. The AVP HR and the HRBPs will review the request. If there is support for the request HR will confirm with FPB that lapse salary is available. Once available lapse salary is confirmed the HRBP will notify the entire SET of the recommendation. SET’s decision to support or reject the request will be communicated via email to the supervisor.

Questions
If you have questions regarding the hiring delay, please contact your HRBP: Rachel Luckey (luckeyr@xavier.edu or extension 3673) or Jim Hartman (hartmanj7@xavier.edu or extension 3657).