Process for FY18 Hiring Delay

When a position becomes vacant the search process can begin immediately, but the start date of the hired employee can be no earlier than 60 days from the last day of the exiting employee’s vacation pay out.

An exception to the 60 day waiting period will be made if an employee moves into a different position in the same department/office. In that case, departments/offices may fill the newly vacated position immediately.

In very limited circumstances exceptions may be warranted when leaving a position vacant for a minimum of 60 additional days after the exiting employee’s vacation payout will directly negatively impact the 2017-2018 University or Xavier Way goals. In those cases, approval to hire a temporary employee or to move forward with filling the position immediately may be 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 2017 – 2018 Xavier Way or University goals. Submit request in writing to your assigned HR Business Partner (HRBP). The Associate Vice President for HR (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 2017 – 2018 Xavier Way or University goals. Submit request in writing to your assigned HRBP. The AVP HR and the HRBPs will review the request. The HRBP will notify the respective SET member and if they agree with the recommendation then the entire SET will be notified 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).