

## **Temporary Adjustments to Cooperative Extension's Position Recruitment and Approval Process (effective March 3, 2008)**

Per Chancellor Wilson's February 5<sup>th</sup> request for UWEX and UW Colleges to begin implementing fiscally prudent spending measures in anticipation of a projected shortfall in state revenues, Cooperative Extension is implementing an internal recruitment process for county- and campus-based unclassified staff positions that are funded by General Purpose Revenue (GPR) funds. Also per the Chancellor's request, administrative vacancies will be carefully examined to determine if they fit the "essential to the University's mission" criteria, and will be subject to the Chancellor's approval prior to posting. These measures will allow Cooperative Extension to begin accumulating salary savings which may be needed if the UW-System is required to "give back" funds to the state as a way to offset projected budget shortfalls. Savings in recruitment costs may also be realized.

### **Internal Recruitment Policy Statement for GPR-funded Positions:**

Recruitment to fill Cooperative Extension (CE) unclassified staff position vacancies, funded wholly or in part, by state GPR funds, will be limited to existing Cooperative Extension employees for the initial four week recruitment period.

### **Which Positions Are Not Affected by This Policy?**

Positions that are not funded by GPR funds are excluded from this policy. This includes positions funded by federal grants such as WNEP coordinator and educator positions. In addition, positions funded by gifts, program revenue funds and other grant sources are not affected by the internal recruitment policy.

### **What Exceptions Are Possible?**

An exception to this policy will be approved if it is likely that there will be an insufficient number of internal applicants with the required skills, experiences and/or credentials. For example, when it is believed that:

- there is an insufficient number of internal applicants with the required degree, e.g., PhD
- there is an insufficient number of internal applicants with the required experience, e.g., work with a specific ethnic group when the position is designated to work with that ethnic group, or expertise in a content area within the larger program area, e.g., horticulture.

For GPR funded county- and campus-based position vacancies, exceptions may also be granted if any of the following conditions exist:

- 1) a part-time position not likely to attract an internal pool, e.g., a 25-50% position that is created to "backfill" an agent for a limited period of time;
- 2) if there are funders or partners that require a public search versus internal search as a condition of filling a position.

Requests for exceptions should be addressed to Sharon Klawitter, Human Resource Development Director and submitted in writing along with position posting paperwork. In order for an exception to be granted, the potential negative impacts of an initial internal recruitment period must be clearly stated in the written request.

## **Internal Recruitment Policy Implementation:**

(The posting and recruitment process for positions not affected by the internal recruitment policy, e.g., WNEP positions, grant-funded positions, etc. will continue unchanged.)

### Paperwork

For positions affected by the internal recruitment policy, the designated hiring authority submits the following position posting paperwork: position vacancy listing (PVL) form, position description, salary worksheet and recruitment plan.

### Salary

The hiring authority can be flexible when determining the salary range of a position vacancy that is subject to the internal recruitment policy, e.g., under the guidance of the District's resource management plan, a district director may move resources from one position vacancy to increase the salary in another vacant position in order to make it more attractive to applicants. Another example is when two districts share resources across districts in order to accommodate the relocation of a colleague into a vacant position that is a better match for the individual's skills.

The salary worksheet should clearly state the anticipated maximum starting salary range for the position. This information will be shared with interested internal candidates who ask to know the salary prior to submitting an application. The DD will make every effort to match the current salary of an internal candidate to the extent that the district resource management plan and the county budget allows.

### Recruitment Plan

Hiring authorities are asked to prepare and submit a recruitment plan in advance so that it is readily available if the position is not filled by internal recruitment and there is a need to proceed to an external recruitment period.

### Posting and Recruitment Period

Once the position vacancy is approved for posting, it will be posted on the CE employment website indicating that an internal search is being conducted. The vacancy will also be announced via an e-mail to the COOP-All List. The initial internal recruitment period will begin on a Friday, and end on the Tuesday after the fourth week of recruitment.

An external recruitment may be initiated even if qualified internal candidate(s) are identified, depending on input from the county partner. Qualified internal candidates will be invited to remain in the applicant pool while external recruitment takes place. External recruitment periods will begin as soon as possible on the next available Friday, and will end on the Tuesday after the fourth week of external recruitment.

### Procedures

Standard application, screening, preliminary interview and final interview procedures will be followed, although there may be greater procedural flexibility given that the applicant pool size is likely to be smaller.

## **Internal Recruitment Policy Implementation Date:**

March 3, 2008

## **Internal Recruitment Policy "Sunset" Date:**

This policy will sunset on March 2, 2009, or sooner if the need for such a policy no longer exists.