

Utah Valley University

Temporary Human Resource Guidelines Due to COVID-19

Approved by President's Council to be effective on April 9, 2020

Given the evolving economic impact of COVID-19, UVU is implementing the following Temporary Human Resource Guidelines in order to help the university maximize its fiscal flexibility.

These HR process adjustments support our strong commitment to retaining employees and reflect our desire to be particularly prudent with our resources in the midst of the uncertain fiscal landscape.

Hiring Guidelines: Full-time Benefits Eligible Positions

Scope

- These guidelines apply to all positions, with the exception of positions funded through external grants that may be subject to different funding conditions.
- Full-time positions for which an offer of employment has been made as of April 9, 2020, are not impacted by these hiring guidelines.
- Any exceptions to these hiring guidelines must be reviewed and approved by the supervising Executive.

Positions in the recruitment process as of April 9, 2020

- Human Resources will provide each Executive with a list of full-time positions in the recruitment process.
- Each Executive will review the need to continue or complete the recruitment process for each position. Executives are required to provide Human Resources written notification of their determination to continue or discontinue each search.
 - In many cases, Executives will determine that completing the recruitment process is not critical at this time. In such cases, the recruitment process will be discontinued. The search committee chair will be notified by the Executive, and applicants will be notified by Human Resources.
 - In some cases, Executives may determine that completing the recruitment process is critical. In such cases, the Executive may approve the continuation of a search to identify potential candidates.
 - The Executive will notify Human Resources and the search committee chair of the decision to continue with recruitment. The Executive will also notify their respective division's Vice President or, in the case of Academic Affairs, the Provost.

- The hiring supervisor must receive written approval from the Executive prior to extending an offer of employment.

Positions not in the recruitment process as of April 9, 2020

- The Budget Office will regularly provide each Executive with a list of full-time positions that are budgeted and vacant.
- Each Executive will review the need to initiate the recruitment process for each position.
- When a full-time position is submitted for posting, the Budget Office will send a notification and request for approval to the supervising Executive and copy to the respective division's Vice President or, in the case of Academic Affairs, the Provost.
- As financial conditions may change during the recruitment process, the hiring supervisor must receive written approval from the Executive prior to extending an offer of employment.

Non-tenure track faculty positions

- To provide access for students and safeguard academic quality, non-tenure track faculty appointments for the 2020-21 academic year (one-year) may be made upon approval of the Dean (subject to UVU's current hiring policies and current hiring restrictions).
- At this time, no multi-year appointments, new or renewal, for non-tenure track faculty may be made.

Hiring Guidelines: Adjunct Faculty, Part-time Staff, and Student Positions

Adjunct Faculty

- Departments may continue to recruit adjunct faculty positions to meet course demand within available school/college and departmental funds.

Part-time Staff and Student Positions

- As a result of the temporary closure of some university programs, services, and facilities, some part-time staff and student employees have been displaced from their regular positions.
- Human Resources is maintaining a list of displaced part-time staff and student employees who are available for placement in other university positions. Prior to posting any part-time staff or student employee position, leaders are required to contact Human Resources. Human Resources will provide the leader with a list of displaced part-time staff or student employees who are available for reassignment.
- Posting of any part-time staff or student position will not be processed by Human Resources until the leader has reviewed and considered the skills and abilities of displaced part-time staff or student employees to fill the open position.

Reclassification, Reorganization, Retention, and Market Evaluation Request Guidelines

- Human Resources will provide each Executive with a list of reclassification, reorganization, retention, and market evaluation requests submitted prior to April 9, 2020.
 - The Executive will review the potential financial impact and critical need to complete each request.
 - The Executive will provide Human Resources written notification of their recommendation to continue or discontinue each request with a copy to the respective division's Vice President or, in the case of Academic Affairs, the Provost.
- Human Resources will only consider new extraordinary requests upon written justification of the respective division's Vice President or, in the case of Academic Affairs, the Provost and after review by the President.

If a situation has not been addressed by these guidelines, leaders are encouraged to contact Human Resources for assistance.