New Protocols for Hiring and Compensation Actions FAQs

1. Why is UCLA implementing a pause in hiring?

During these extraordinary times, UCLA is fully committed to making sure that we have work opportunities for our current workforce. To the extent that work cannot be accomplished by the current workforce, the University will add critical positions. These actions are being taken to manage operations and in anticipation of the expected financial impact created by the current pandemic. The pause in hiring is being implemented to help protect the health of UCLA’s resources, both human and financial.

2. Does the pause in hiring mean job layoffs?

As the University of California president and chancellors announced in a systemwide memo on April 2, 2020, there will be no COVID-19–related layoffs for all career employees through the fiscal year ending on June 30, 2020. While there may still be reductions in hours, and in some cases staff, as a part of our usual adjustments for the summer including student and career employee summer staffing and clinical workforce adjustments, the University is committed to doing its best to keep people earning a paycheck whenever possible. The pause in hiring requires that we be as thoughtful as possible about adding new positions.

3. What positions are impacted by the pause in hiring?

The pause in hiring applies to the following actions, position types, and categories:
- All career, contract, limited and rehired retiree staff positions
- Newly created positions
- Open positions for which recruitment has been initiated but an offer has not been made
- Positions for which offers have been made but have not been accepted

4. Are all hiring positions paused or can essential jobs still be filled?

During this recruitment pause, a new review process will be implemented for all campus hiring actions that are submitted during this critical time, except for UCLA Health System and faculty positions, which are exempt from the pause in hiring at this time.

Criteria for hiring decisions for new positions include:
- Financial resources exist to support position
- Position is mission critical
- Deferral would result in greater fiscal costs or compliance risks
- Potential contributions to equity, diversity, and inclusion
- Deployment of staff from other areas is not an option
- Coordination with other departments/units with similar functions is not feasible
Criteria for open positions include:

- Position is mission critical
- Deferral would result in greater fiscal costs or compliance risks
- Position is historically difficult to fill
- Leaving the position unfilled would result in unsustainable workload for existing staff
- Lack of availability of other staff within the unit or across the campus to fill in
  (demonstrate that the position can't be filled by others in units where workloads may have decreased)
- Deployment of staff from other areas or retiree recall is not an option
- Coordination/collaboration with other departments/units with similar functions is not feasible
- Position would still be essential despite anticipated budget cuts

The review committee will evaluate these criteria and others in determining whether a position should be filled.

5. **How do I submit a request to the review committee for career, limited or contract positions PSS 4 and below?**

Please complete this form for new hire or recruitment (DOCX). Requests require approval from the relevant dean, vice provost or vice chancellor prior to submission to the Review Committee. Requests require final approval by the Review Committee.

6. **How do I submit a request to the review committee for career, limited or contract PSS 5 and above, and all AO, ITP, and MSP?**

Please complete this decision memo (DOCX). Requests require review by the Review Committee and approval by EVCP and Chancellor.

7. **Are student employment opportunities or postdoctoral appointments included in the pause in hiring?**

No, employment opportunities for students or postdoctoral appointments are not included in the pause in hiring.

8. **Will contract extensions be issued during this pause?**

All contract extensions will require review under the new protocol.

9. **Will equity adjustments be approved during this time?**
Equity adjustments for staff or managers must be reviewed under the new protocol. Please submit this form for individual salary actions (DOCX).

10. Does the pause include staff retention actions?

Only retention actions for which a competing offer has been received will be eligible for review under the pause. Preemptive retention offers will not be considered during this pause.

11. I have already initiated the interview process, do I still need an approval?

Yes, prior to making any offer a request must be submitted for approval by either the dean, vice provost or vice chancellor for positions PSS4 and below prior to submission to the review committee, or directly to the review committee for PSS5 and above and MSP positions.

12. I have already extended an offer, do I still need approval?

If you have extended an offer and it has been accepted, you may proceed with hiring the individual.

13. I have a contract employee whose contract I automatically extend, may I just extend it?

Contract extensions are subject to the same review criteria as open positions and will require review and approval.

14. How can I determine if the position would be considered mission critical?

One consideration is that the position is so important that it would remain even if you were required to make significant budget cuts in your area requiring reductions in staff positions.

15. Staff Appreciation and Recognition (STAR) Awards are an important tool for rewarding employees. With staff performing at extraordinary levels during the COVID-19 crisis, why are the monetary awards being postponed?

We understand that staff members are performing at extraordinary levels during the COVID-19 health emergency and many would typically be candidates for a STAR award. The STAR Program has been postponed until January 2021. Fiscal year 2019–20 employee performance will be eligible for consideration when the STAR Program is reinstated in 2021, subject to the availability of funding to support STAR awards within each department or organization.

16. Will the pause include reclassifications?

Reclassifications are subject to review under the pause in hiring.