**Request for Exceptional Hire – Financial and Administrative Services (FAS)**

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| **Submitted by:** | | | |
| **Level 3 Department Name:** | | **Unit Name:** | |
| **Job Title:** | **Job Title Code:** | | **Salary Grade:** |
| **Appointment type** *(e.g. career, limited, contractor)****:***  Expiration Date *(if applicable):* | **FTE %:** | **Is this position new** *(y/n/rplcmt)***?** | **Annualized salary and benefits**  *(salary mid-point + composite benefit rate):* |
| **Essential Function Position Supports:** | | | |

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| **Alternatives: Please attest you have pursued other options before requesting to fill position.** | |
| Alternative: | Attestation *(Yes/No)* |
| * Reassigned work across existing positions |  |
| * Deferred current or planned work |  |
| * Reduced service or prioritized services (with appropriate customer input for significant impacts) |  |
| * Borrowed staff or shared work with other departments |  |
| * Would you hire this position if your budget were reduced by 5-10%? |  |
| Briefly explain what would you do if this position were not filled? **(required)** | |

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| **Justification: Which essential work does this position directly support?** | **Check Category**  ***(check one below)*** |
| **Revenue:** workneeded to support revenue generation of mission-aligned activities |  |
| **Safety:** work to support workplace safety or security |  |
| **Policy Compliance:** work needed to meet or sustain policy compliance |  |
| **Essential services:** workneeded to maintain acceptable levels of service to sustain UCSF’s operational strength |  |
| **Other:** |  |
| **Narrative explanation of why this position should be filled (required – regardless of criteria):** | |

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| Funding: All positions must be fully funded. | |
| **What is your funding source (COA if available)?** |  |
| **Is this position in the FY21 Plan? (required)** |  |

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| **Approvals: Please sign below and submit as email attachment to andrew.jones@ucsf.edu with the following subject line: Request for Approval - Exceptional Hire** | |
| **Hiring Manager Name:** | **Signature:** |
| **FAS Executive Team member Name:** | **Signature:** |
| **Chancellor (as interim Senior Vice Chancellor):** | **Signature:** |

**Criteria and process to request positions (new/replacement) which may be considered for FAS Exceptional Approval**

**Criteria:**

* Alternatives: Attest other alternatives have been pursued
* Justification: Position directly supports: 
  + Revenue: work needed to support revenue generation of mission-aligned activities
  + Safety: work needed to support workplace safety or security
  + Policy compliance: work needed to meet or sustain policy compliance
  + Essential services: work needed to maintain acceptable levels of service to sustain UCSF’s operational strength
  + Other
* Funding: position is fully funded with source identified; and included in the approved FY21 plan (or FY22 plan once approved)

**Process:**

* Hiring manager completes and signs Request for Exceptional Hire form
* FAS Executive Team (FET) member approves request with signature and sends to [andrew.jones@ucsf.edu](mailto:judy.fuller@ucsf.edu) in the Finance Service Center.
* Requests will be reviewed and summarized and presented to the Chancellor for bi-weekly approval.
* Chancellor signed request must be included with PCMA hiring case
* Summary of requests and outcomes will be made available to FET quarterly for decision transparency