**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
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| * Deferred current or planned work
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| * Reduced service or prioritized services (with appropriate customer input for significant impacts)
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| * Borrowed staff or shared work with other departments
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| * Would you hire this position if your budget were reduced by 5-10%?
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| 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 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