

STAFF AND FACULTY GUIDELINES

Hiring Pause and Travel Restrictions

Overview

An **Exception Request Form** must be completed for any of the following requests: recruitment and hiring (including temporary or consultant hires), in-grade adjustment, equity increase, reclassification, promotions, stipends, department organizational structure changes, position description studies or modifications and must be based on one or more of the following criteria:

- **Reinforce the College's mission and priorities approved by the Board of Trustees**
- **Advance the health and safety of students and employees**
- **Generate revenue or net surplus**
- **Address urgent operational support that cannot be otherwise accomplished**

***Please review the Guidelines and FAQs before completing the Exception Request Form**

Exception Request Process

The Exception Requests form must be fully completed, including the justification section. All relevant supporting documents (example: current and proposed org. chart, position description questionnaire, etc.) must be attached for consideration.

Process Information:

- All requests must be reviewed and approved by the department VP/SVP or Provost:
 - **Staff and Non-Teaching Academic Requests-** Once signed by the VP/SVP or Provost, the form must be sent to the Budget Office and HR for review and signature before forwarding to the President's Office
 - **Faculty Requests-** Once the request has been signed by the Provost, the form must be sent to the Budget Office for review and signature before forwarding to the President's Office
 - Please allow up to a minimum of 15 business days for all exception requests
 - If additional information is required, your request may be delayed until all relevant information has been received
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Exception Request Form Workflow:

1. Form Submission VP/SVP or Provost from Process Liaison

- Submit the completed exception form
- Attach all required supporting documents
- Process Liaison will forward to VP/SVP or Provost for review and signature
- Process Liaison will forward signed form and supporting documents to Janelle Chng, Director of Financial Planning & Analysis at jyc2@stmarys-ca.edu

2. Budget Review

- Janelle Chng, Director of Financial Planning & Analysis at jyc2@stmarys-ca.edu will review the form, supporting documents, validate funding, sign and forward to the Office of Human Resources (*Staff and Non-teaching Academic Requests*)
- *If the request is Faculty related the packet will be sent directly to the President's Office*

Note: Please allow up to a minimum of 5 business days for the review process.

3. Human Resources Review and Evaluation

- Review to ensure packet is complete, including any supporting documentation
- *Additional information may be requested during this stage*
- Once the review and evaluation process has been completed, the form will be signed and HR will forward the packet to the President's Office.

Note: Please allow up to a minimum of 5 business days for the review process.

4. President's Office

- A formal decision is made regarding the exception request, justification, mission critical criteria and supporting documents
- *The President's Office may hold the request for additional discussions with the VP/SVP or Provost during this stage, please allow up to a minimum of 5 business days for the review process.*
- The **Office of Human Resources** will coordinate the pickup of the signed forms for Staff and non-teaching academic positions from the President's Office
- The **Provost Office** will coordinate the pickup of the signed forms for Faculty related requests from the President's Office

Note: Any decision made that is not in favor of the request must be discussed with the VP/SVP or Provost

5. Implementation (approved/not approved)

Notification will be provided either from the Office of Human Resources or the Provost Office to the respective department or school.

Staff and Non-Teaching Academic Requests

- The requestor listed on the form will receive a formal email notification, cc'd to the Process Liaison, with a copy of the signed form from the Office of Human Resources regarding the final decision

- *If approved*, the department will need to follow the current process to submit the request (example: Recruitment approved, submit an official recruitment requisition to HR)
- *If denied*, the requestor will need to follow up with their VP/SVP and/or Provost
- Relevant systems and records are updated accordingly

Faculty-related requests:

- The requestor listed on the form will receive a formal email notification, with a copy of the signed form from the Provost Office regarding the final decision
- *If approved*, the school will need to follow the current process to submit the request
- *If denied*, the requestor will need to follow up with the Provost
- Relevant systems and records are updated accordingly

Exception Request Form Routing

Staff/Academic (non-teaching) and Faculty Requests Routing Process

To avoid delays in processing your request, the exception form must be completely filled out, along with any relevant supporting documents and attachments.

The workflow for the exception request process is as follows:

- **Staff and Academic (non-teaching):** Initiator -> VP/SVP or Provost-> Director of Financial Planning and Analysis Janelle Chng-> HR->Presidents Office-> HR->
- **Faculty Requests:** Initiator -> Provost-> Director of Financial Planning and Analysis Janelle Chng-> Presidents Office-> Provost->

Travel Request

Exemptions

Travel that directly supports **student recruitment, advancement/fundraising efforts, and co-curricular student experiences** (e.g. performances, athletics) is **exempt** and does **not** require additional approval.

In the academic schools, and the **Core Curriculum / JanTerm / Engaged Learning** offices have a pre-approval processes for course-related travel. **Please follow that process if applicable.**

All other travel requests must be submitted for **prior approval** to the **appropriate Senior Vice President or Vice President** of the division, who will coordinate with the President's Office to obtain final authorization.
