



University of Arkansas for Medical Sciences

Department of People and Culture

# Workforce Review Committee - Hiring Request Guide

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*Maintained by: Department of People and Culture*

*Talent Acquisition*

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## Version Control Table

Version Number	Purpose	Author(s)	Date
1.00	Rollout of new process	Scott Loveday/ Kristy Fritz	August 16, 2022

## What is the Workforce Review Committee - Hiring Request process?

The financial environment at UAMS continues to be challenging. In order to ensure that we are prepared to meet future needs, UAMS is re-implementing measures proven successful in the past at controlling costs. We anticipate these measures will be temporary and we are extremely grateful for your support as we work through this together.

This guide will help you understand and utilize the Workforce Committee Hiring Request Guide process. This process ensures UAMS is compliant with Board of Trustees policy 370.1, which states “controls must include positions control, which is a part of the personnel budget process”. It also ensures UAMS maintains effective control over campus-wide compensation spending in order to adhere to our budget.

## How will this be accomplished?

As previously required in November 2021 we will be placing criteria around our hiring efforts. Formerly known as the FY22 Approval to Post Request process, effective Tuesday, August 16, 2022 all requests for backfilling or hiring new positions must follow these guidelines and be approved by the appropriate Divisional Senior Leader (or designee).

- Requests must be limited to essential positions only, as outlined in the Exemption List, and appropriate funding has been identified within your budget.
- All Positions approved to post must still follow the normal compensation process, including the Position Management Review Request (PMRR), or PRI, if necessary.
- Requests should only be submitted to the Senior Leader if *not* filling the position will have an immediate, negative financial impact on the organization or will create a regulatory or compliance issue.
- If the position is not on the list, please delay the recruitment until the recruiting pause is lifted.
- Job Requisitions in the Offer Process queue (processing through Workday steps, offer approved, offer accepted) prior to close of business August 9, 2022, will not be affected.

## The Hiring Request Process

**All** positions will start with the regular process for requesting a position to be approved for posting, including those positions on the Exemption List. This includes the necessary steps in the Edit Position Restrictions process, including receiving approval.

The Start Job Requisition process now includes a Questionnaire called the “Hiring Request Form”.

Questions include:

- is the position title exempt from the Workforce Committee review (on the Exemption List),
- is the position budgeted for the Fiscal Year,
- is the position part of a re-organization,
- is the position new (included in FY budget or not) or backfill,
- is the position 100% grant- or contract-funded,
- will this request fill multiple positions, and
- if the position is not filled, will it have an immediate, negative financial impact on UAMS or create a regulatory or compliance issue

This questionnaire takes the place of the Business Case, previously required for all submissions to the Workforce Review Committee. Additionally, it provides approval to begin advertising and filling a position. It does not approve an individual.

Based on the answers provided, the request will be routed through the approval process. Those position titles on the Exemption List for backfilling only will not need Senior Leadership approval, as it has already been granted; thus the reason for the Exemption list.

Those position titles NOT on the Exemption List will be routed through a longer approval process which may include approvers such as the HR Business Partner, the Position Budget Specialist, the Department Head, the Compensation Partner, the Senior Leader, (or designee), and the Employment Coordinator, before returning to the Talent Acquisition team. The Senior Leadership matrix is located on page 5 of this document.

The approver has the ability to make several decisions on the request for approval:

- Send Back to the previous level for additional information;
- Request additional approvers be added to the process;
- Deny the request; or
- Approve

If the request is denied, the requisition will need to be closed by the initiator or department head, as no further action can be taken.

## Senior Leadership Matrix for Hiring Request Exceptions

<b>Chancellor - Dr. Cam Patterson</b>	<b>Provost &amp; Chief Strategy Officer – Dr. Stephanie Gardner</b>	<b>Dean of COM – Dr. Susan Smyth (or delegate Robin Dreisigacker)</b>	<b>CEO of Clinical Enterprise – Dr. Stephen Mette (or delegate Jason Rounds)</b>	<b>CFO – Amanda George</b>	<b>VC Institutional Support Services – Christina Clark</b>	<b>VC for Human Resources – Dr. Danielle Lombard-Sims</b>
ACHI	Academic Affairs	All College of Medicine	All ICE	Finance	Campus Operations	Human Resources
Chancellor’s Office	College of Public Health	Institute on Aging			Information Technology	
Legal Affairs	College of Nursing	Spine/ Neurosciences Institute			Campus Police	
Compliance	College of Health Profession	Jones Eye Institute				
Communications	College of Pharmacy	Cancer Institute				
Institutional Advancement	Graduate School	Institute for Digital Health &				
Office of Diversity Affairs	VCR/TRI					
	NWA					
	Regional Programs					

## Appendix A – Exemption Titles to Workforce Committee Review List

Title/Position Type	Notes
100% Grant funded or contract funded positions	New or backfill positions (does not apply to IA funded positions)
Access Coordinators	Backfill only
Access Staff	Backfill only
Anesthesia Tech	Backfill only
APRN	Backfill only
Audiologist	Backfill only
Care Management Assistant	Backfill only
Care Manager	Backfill only
CCA	Backfill only
CRNA	Backfill only
Dosimetrists for ROC	Backfill only
EEG/Neurodiagnostic Techs	Backfill only
EKG Techs	Backfill only
Emergency Dept positions	Backfill only; Limited to Direct Patient Care Titles
Environmental Services (EVS)	Backfill only
Faculty	Backfill only
Graduate Assistant	Backfill only
Hospitality	Backfill only (includes health screeners)
Lab & Path (Clinical Support)	Backfill only
LPN	Backfill only
Manager of Pharmacy	Backfill only (added per M Krause email 08/25/2022)
MAs	Backfill only
MOHS Tech	Backfill only
Monitor Techs	Backfill only
Nutritional Services	Backfill only
Occupational Therapist	Backfill only
Ophthalmology Tech	Backfill only
Ortho Techs	Backfill only
PCT	Backfill only
Pharmacist	Budgeted, Backfill only (added 08/17/2022)
Pharmacy Specialist	Backfill only (added per M Krause email 08/25/2022)
Pharmacy Tech	Backfill only

Phlebotomy	Backfill only (added 08/12/2022)
Physical Therapist	Backfill only
Physician Assistant (PA)	Backfill only
Police Officers	Backfill only
PSA	Backfill only
Rad Tech	Backfill only
Radiation Therapist	Backfill only
Residents	Backfill only
Resident Assistants (RA)	Backfill only
Respiratory Therapist	Backfill only
RN	Backfill only (Direct Patient Care)
RN Care Manager	Backfill only
Scrub Tech	Backfill only
Security Officers & Dispatch	Backfill only (added 08/15/2022)
Social Worker	Backfill only
Speech Therapist	Backfill only
Sterile Processing	Backfill only
Student Employees	Backfill only if BUDGETED
Supply Chain	Backfill only
Ultrasound/Sonography Tech	Backfill only
Vascular Access RN	Backfill only
Vascular Tech	Backfill only
Concurrent Positions	Requires Workforce Committee Approval unless it is listed by title on exception list
PRN	Requires Workforce Committee Approval unless it is listed by title on exception list
U-Temp	Requires Workforce Committee Approval unless it is listed by title on exception list

(Revision Date: August 25, 2022 6:30 PM)

## Appendix B – Frequently Asked Questions (FAQs)

**Q: If my position was posted before the Workforce Review Committee - Hiring Request process began on August 16, 2022, can I continue to post/interview/request an offer for my position?**

A: Yes, if the position is on the Position Titles Exempt from Workforce Committee Review List. If the position is NOT on the Position Titles Exempt from Workforce Committee Review List, the position will be unposted and placed in a holding or 'frozen' status. Only positions on the Exemption List can continue in the Hiring Request process, unless approval from Senior Leadership has been granted.

**Q: If my position was posted before the Workforce Review Committee - Hiring Request process began, but is not on the Position Titles Exempt from Workforce Committee Review and has now been placed on hold, how can I request my position to be reviewed by Senior Leadership?**

A: You will need to request to unfreeze your Job Requisition in order to continue the search and proceed with filling the position. Go to the Job Requisition take action button (upside-down Twinkie) and select Manager Freeze Job Requisition. You will be prompted to answer a series of questions and provide justification for the filling of the position.

**Q: If my position was posted before the Workforce Committee Hiring Request process began on August 16, 2022, and I have a candidate I want to extend an offer to, can I continue with the offer process?**

A: Unless an offer was in the process of being approved and extended as of August 9, 2022, no offers will be processed without Senior Leadership approval. Working with your Recruiter, the requisition will need to be closed. You will then need to request approval for the position through the Workforce Committee Hiring Request process.

**Q: If my position was approved by Senior Leadership, do I need to create a separate job requisition to receive approval to extend an offer?**

A: No, once your position is approved by your Divisional Senior Leader, the job requisition will continue as usual, up to and including the process for extending an offer.

**Q: Where do I enter the business case?**

A: The business case is no longer required for review by the Workforce Committee. However, your individual Senior Leadership team may request this information in order to make an approval decision.

**Q: How do I know if my vacant position requires Senior Leadership approval?**

A: Please review the guidelines listed above regarding the exceptions receiving Senior Leadership approval. This includes the "Position Titles Exempt from Workforce Committee Review" list for your position title. If the title is not on the list, prepare your open position number by completing the Edit Position Restrictions and then the Start Job Requisition process, including the Hiring Request Form.



**Q: Who is my point of contact for questions about the Workforce Committee Hiring Process?**

A: Please contact your Recruiting Staff member or HR Business Partner.

**Q: Does my position require an exception if it receives partial funding from an external source?**

A: Please review the list of exempt position title. If the position is not on the exempt position title list and it is only partially funded by UAMS, then the position will need to be approved by your Senior Leadership through the Workforce Committee Request process.

**Q: My Job Requisition is in the middle of the approval process now. What do I need to do to continue with my request to fill this position?**

A. If a Job Requisition is in the middle of being processed, one of two things will occur. If the position title is on the 'Position Titles Exempt for Workforce Committee Review', the Job Requisition will proceed in the normal process. No additional information is required.

However, if the Job Requisition is NOT on the 'Position Titles Exempt for Workforce Committee Review', the request will be placed in a holding pattern until approval is determined. Workday calls this process "Manage Job Requisition Freeze". This will temporarily stop the time to fill clock. In order to continue in the Hiring Request process, the initiator or department head will need to unfreeze the original Job Requisition request.

**Q: My Job Requisition has an offer in the approval process. Will I still be able to hire this person?**

A. When was this process started? Prior to August 9<sup>th</sup>, yes the hiring approval process can be completed and the New Hire hired. If, however, the process was started after August 9<sup>th</sup>, and there has been no communication the position is approved by Senior Leadership, this will require additional approval.