

INE Emergency Hire Justification Form

===== UA BOR Regulations =====

Special Recruitment Categories R04.03.030

B. Emergency Hire

The authority to use the emergency hire process requires prior approval of the AAO or regional personnel office. The hiring authority will provide a copy of the Applicant Flow Report and the candidate's job related qualifications to the AAO or regional personnel office for review of the hiring. The AAO or regional personnel office will review emergency hire patterns to ensure that a good faith effort has been made to contact members of "protected classes."

Emergency hires are made in unexpected cases where temporary employment demands are of a business necessity and emergency nature such as the following:

1. To cover an employee on emergency or short-term, temporary leave.
2. To appoint a short-term, temporary employee to assist with an unexpected increase in workload.
3. To temporarily fill a vacancy only for the duration of the normal recruitment and hiring process.

Who do you wish to hire: _____

Position title? _____

Pay rate/Grade: _____

Employment class (Faculty, Exempt, or Non-Exempt): _____

Project Title: _____

Project Account Number: _____

Temporary or Term-Funded? _____

(Remember Term-Funded equals FULL Benefits. A Temporary is for 6 months or less with NO Benefits)

Start and Stop dates for assignment: _____

Justification: _____

Signature

Date