

## Employment Transactions / Hiring Waivers

- **Spousal / Partner Hires - Recruitment**
  - The request to appoint the partner or spouse of a **potential candidate** for employment identified in a bona fide search/recruitment process, wherein the partner or spouse is qualified with the necessary credentials and experience for a given appointment. (NOTE: The Provost may partner with colleges to support dual career hiring in academic departments. Department Heads should work with their Dean to develop the request to the Provost by following the same process as for a Target of Opportunity Hire)
- **Spousal/Partner Hires - Retention**
  - The request to appoint the partner or spouse of a **current employee** in order to retain the current employee, wherein the partner or spouse potential hire is qualified with the necessary credentials and experience for a given appointment. (NOTE: The Provost may will partner with colleges to support dual career hiring in academic departments. Department Heads should work with their Dean to develop the request to the Provost by following the same process as for a Target of Opportunity Hire)
- **Individual Named in a Grant**
  - The request to appoint an individual named or identified in a grant award.
- **Executive or Senior Management Position (OFCCP)**
  - The request to appoint a senior administrative or academic officer into a vacant SAAO Tier I or SAAO Tier II position.
- **Short-term Hire (3 Days or Fewer) (OFCCP)**
  - The request to appoint an individual to a position for three days or fewer in duration.
- **Interim (OFCCP)**
  - The request to appoint an individual to serve in an official acting capacity on an interim basis.
- **Target / Opportunity Hire**
  - The request to hire an individual possessing specialized skills, knowledge, and/or qualifications for a strategic need and generally helps to address an underutilization

situation in the requesting department. Typically, the candidate will have been identified during a bona fide search/recruitment process, though may also be identified in other recruitment efforts. Departments should identify those recruitment efforts in their waiver request.

- **Mission-critical Hire**

- The request to hire an individual for a specific role wherein a unit would otherwise be unable to ensure mission-critical functions of the university (e.g., Unintended or unforeseen circumstances).

- **International Rehire**

- The request to rehire a current or former employee requiring sponsorship wherein relevant credentials (e.g., Visa) will expire/has expired, requiring the employee to end employment.