BACKGROUND
While the effects of COVID-19 have been widespread and unprecedented, the UCI community has come together
to demonstrate its unwavering commitment to the health, safety and security of our students, staff, faculty, and
patients. I commend all our staff and faculty for their exceptional and pioneering work, which has enabled the
University to continue to fulfill its core mission. As we look to the future, however, it is imperative that we take
immediate action to mitigate significant economic losses we have incurred or will incur as a result of the COVID-19
pandemic.

PROGRAM OVERVIEW
The Campus Position Management Program is effective April 2, 2020 and until further notice. This Program is not a
hiring freeze as hiring and onboarding will continue and there will always be a path to filling critical positions.
Instead, the Program employs changes that provide more financial protections and allow for greater strategic
management of our resources. This is akin to the process already in place for campus-based academic appointments.

APPLICATION
The Campus Position Management Program applies to all campus units including the College of Health Sciences.
UCI Health is excluded as a separate centralized process for reviewing and approving recruitment requests already
exists.

All staff positions, except where exempted, will require the completion of a position request form and approval
from the Position Management Review Committee (PMRC) before a recruitment can be opened.

EXEMPTIONS
The following position exemptions apply, and do not require completion of the position request form or PMRC
approval:
• All staff positions where an offer has already been extended; and
• Casual/restricted (student) staff positions; and
• Temporary staff positions for appointment of six months or less.

APPROVAL PROCESS
Hiring Managers (or department contact) will complete the Position Request Form and submit to their division
coordinator. Deans, vice chancellors, and associate chancellors will be responsible for deciding whether to advance
a position request to the Position Management Review Committee (PMRC). All campus leadership is expected to
closely scrutinize hiring, contract extensions, and other compensation actions. Deliberate and restrained hiring
decisions will protect budgets and help retain our current employees.

PMRC
The membership of the PMRC will include the following individuals:
• Chief Financial Officer and Vice Chancellor for the Division of Finance and Administration
• Associate Provost and Executive Vice Chancellor
• Associate Chancellor and Chief Human Resources Executive
• Associate Dean of Finance and Clinical Operations for the College of Health Sciences

PMRC will meet every other week or more frequently as needed.

Central Human Resources will staff the PMRC and will prepare the materials for review and consideration by the
PMRC.
PROCEDURES
All staff positions, excluding the exempted positions listed above, will require approval from the Position Management Review Committee (PMRC). The following steps are to be taken to obtain approval:

1. Upon vacancy of position, the Hiring Manager is to evaluate the need for the position. Considerations include:
   - Will a deferral in filling the position result in significant operation disruption or place compliance at risk?
   - Is the role mission critical and/or essential to operations?
   - Are there any qualified interim existing staff that could take on the additional duties?
   - Is this a permanent need or would temporary staffing address the need?
   - Has administrative processes recently been reviewed to ensure efficiency and application of “lean” principles?

2. The Hiring Manager (or department contact) completes the Position Request Form. The Hiring Manager signs the form (wet signature, DocuSign, or pdf) and routes to their division coordinator.

3. Division coordinator routes for consideration and approval by the dean, vice chancellor, or associate chancellor.

4. Dean, vice chancellor, or associate chancellor reviews and scrutinizes request and determines whether to endorse the request and move it forward for PMRC approval. If endorsed, then the request moves forward. If not endorsed, notification of denial is provided to Hiring Manager.
   a. If division endorsement is obtained, the division coordinator submits form via email to positions@uci.edu, with the subject line "PMRC Approval - [Academic or Staff]."

5. The local human resources office receives the request, confirms receipt of the request, reviews, and forwards to the appropriate HR Business Partner in central Human Resources for further review.

6. The HR Business Partner will review the request and contact the local human resource office with any questions or concerns and will forward the request to the Position Management Review Committee (PMRC).

7. PMRC reviews request and determines if the request is approved or denied.

8. Central Human Resources will notify the Hiring Manager (or department contact) of approval or denial.

CONTACTS
Central Human Resources will serve as a resource for the Campus Position Management Program. Questions about this process should be directed to the appropriate HR Business Partner.

Human Resources Business Partner Contacts: https://hr.uci.edu/campus/contact/index.php