

Guidelines for Mission Critical hiring during Phase IV Operations

The following process will be used for hiring managers to initiate mission critical hiring during **Phase IV Operations** during the COVID-19 Pandemic.

1. Can the duties of this position be reassigned to another employee? If so, reassign duties to members of your team. If not, identify those critical duties and gain approval from your Dean / VP (Written decision must come from a PEC Member).
2. Has your Dean / VP (PEC Member) identified the position as mission critical? An email chain routed through your local approval authority is **required** to initiate a mission critical hire with human resources.
3. The following information will be needed for human resources:
 - a. Name of Department or Office
 - b. Position Number for requested position
 - c. Title for requested position
 - d. Brief justification for mission critical hire
 - e. Email documenting approval from your Dean / VP (PEC Member)
4. **It is the responsibility of the hiring manager to forward the email chain, with final approval coming from a PEC member, to human resources to start the hiring process.**

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