

Project Summary: Job Waiver Process Improvement

Project Duration

August 2019-March 2020

Project Purpose

The purpose of the job waiver process improvement project was to enhance, streamline and automate the email-based process to make it a more effective and user-friendly procedure.

Project Summary

A work group composed of campus partners from University Human Resources, the Office for Institutional Equity and Diversity, and some colleges and divisions met to review the process used to initiate a request to waive the requirement to follow the recruitment process for EHRA positions. The group used an agile methodology called a “sprint” to elicit stakeholder feedback and to identify strengths and weaknesses of the proposed process. A “sprint” is a period when a team is focused on completing a set amount of work. The job waiver work group met for five days.

Recommendations/Deliverables

The project resulted in the following:

- The job waiver request process was moved to PeopleAdmin and automated, eliminating the need for campus partners to use email to navigate the request process.
- A revised waiver of recruitment form.
- Updated process maps and system workflow.
- OIED revised the reasons a waiver of recruitment can be considered in order to be consistent with federal equal opportunity and affirmative action guidance and NC State business practices.

College/Division Representative

Work Group

Ryan Bernarduci
 Shannon Boatwright*
 Ellen Coster
 David Elrod
 Jennifer Harrison
 Senadzi Kpeglo*
 David Perryman
 Lori Priess
 Sheri Renno
 Shannon Williams
 Rebecca Zuvich

Division/Department

University Human Resources
 University Human Resources
 University Human Resources
 Office for Institutional Equity and Diversity
 University Human Resources
 University Human Resources
 University Human Resources
 University Human Resources
 University Human Resources
 College of Veterinary Medicine
 Office of Research and Innovation
 College of Agriculture and Life Sciences

<p>Stakeholders Beth Buck Todd Driver Marshall Love Daniel Monek Neal Parker Nikki Price Connie Reno Julie Ricker Sheri Schwab Wendy Scott Courtney Thornton Marie Williams Beth Wright Fath David Zonderman</p> <p>*former employee</p>	<p>Division of Academic and Student Affairs University Human Resources University Human Resources Department of Music Poole College of Management and Faculty Senate College of Sciences College of Engineering University Human Resources Office for Institutional Equity and Diversity NC State University Libraries Office of Faculty Affairs University Human Resources Division of Academic and Student Affairs College of Humanities and Social Sciences</p>
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<p>Benefits of New Process</p> <ul style="list-style-type: none">• The user's role is more clearly defined.• The process is clarified.• The definitions of the job waiver request categories are clearer.• The automated process includes a more effective way of tracking the status of waiver requests.• Users can edit job waiver requests in the PeopleAdmin system after submitting the proposals.• The new procedure may reduce the review process from three to five days to two days.

<p>What's Not Changing</p> <ul style="list-style-type: none">• OIED will review and decide whether to approve job waiver requests.• UHR's Classification and Compensation will review position details and salary information related to job waiver requests.

<p>Implementation Date: March 2, 2020</p>
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Questions or Feedback:

The Office for Institutional Equity and Diversity manages the job waiver process. If you have questions about the process, send an email to equalopportunity@ncsu.edu. For classification and compensation questions, please

contact Lori Preiss, director of Classification and Compensation, at lapreiss@ncsu.edu. You can also visit the [job waiver website](#).