

Differences Between Search Waivers and Exceptions

A search **waiver** is a request to seat someone directly into a position without a search process at all. A search waiver deals with people. A search **exception** is a request to change one or all of the requirements for conducting a search. A search exception deals with processes.

Submitting a waiver request. A Waiver request should be submitted in the PCN action.

- A resume or CV must be submitted with the search waiver request form
- The waived individual may be seated in his/her PCN after a criminal background check is cleared.
- If the person for whom the waiver is intended is not currently a university employee, a posting must also be submitted and posted as internal/invite for application materials to be obtained from the new employee. No hiring proposal is necessary.

Waiver Processes

- In the action, after the review by the executive approver, the executive approver will forward the waiver to AAEEEO.
- If the executive approver fails to submit the waiver to AAEEEO, HRS Final will send to AAEEEO for waiver review.
- If a waiver is not granted, AAEEEO will inform the department and the executive approver and move the action forward to HRS Final.
- If the waiver is approved, AAEEEO will move the waiver forward to HRS to be marked as Approved PAF and will inform the department and executive approver that the waiver is granted.

Submitting a search exception request. An exception to search may be made when

- Requesting that a search be open only to University of Idaho employees.
- Requesting a posting period shorter than the required posting time.
- Requesting less than the required amount of advertising for a position.

Exception Process

- Search exceptions must be submitted in a posting, on the waiver page, in the exceptions field.
- AAEEEO will review the request and will notify the department if it is approved or denied.
- AAEEEO will move the position forward to HRS for posting.