New PVLs/Changes in Personnel

- OHR change in policy requires justification of all new hires and changes in personnel titles/pay, with DOM and SMPH approval due to the financial impact of COVID
- Note that approval is about 2-4 weeks
  - Geriatrics/HR → DOM → SMPH → OHR
- Toni and Patrick (HR) partner on justifications
- Toni will work with each lab to pull together justification for positions needed over next 6 months
  - Includes reference to equity, space/remote, laptops/equipment, funding, need, timeline
  - See the list of items on the next slide to build your justification to hire
• **10 items/questions to justify your new PVL:**

1. Why is it critical to recruit this position at this time?

2. Describe the vital services being delivered and how it is critical to maintaining essential functions and services at SMPH (e.g., supporting students who are engaged in ongoing classes, supporting clinical operations, conducting vital research, animal care, and maintaining facilities).

3. How does the position fit specifically into the delivery of those essential services?

4. Does this position need to be filled now in order to meet the grant aims and deliverables? If yes, explain how/why.

5. Can other employees in your department absorb and/or can other employees be redeployed to perform this work?
• 10 items/questions to justify your new PVL:

6. What is the consequence of delay/doing nothing and not posting the position and starting the recruitment now?

7. How will the work be completed until the position is filled?

8. Can the person be hired, on boarded and trained to work remotely?
   a. Is this position included in an approved plan for on-campus research?
   b. Have you ordered a laptop for this employee (considering there is a 6-8 week delay in shipments)?

9. Have there been any position specific furloughs or other reductions in workforce in the department/operational area?

10. What is the proposed salary and where are the funds coming from? What is the contingency plan if the funding specified becomes insufficient?
PVL Recruitment Process

- There are some modifications to the PVL recruitment process once a position is approved by SMPH/DOM/OHR
- DOM HR will provide updated information on the recruitment process for your open PVLs
- As soon as the final recruitment process is available, this will be shared
Offer Process to PVL Candidates

2. Complete all PVL required documentation in Box.
3. Send email to Patrick Hanson and Toni Hofhine with:
   a. Final candidate’s CV
   b. Justification of why final candidate is a good fit for position
   c. Recommended official title
   d. Recommended salary
   e. Recommended start date
   f. Confirmation of remote onboarding plan and that laptop has been ordered. Provide delivery date of laptop to align with recommended start date.
   g. Location and office location on campus and % effort on campus post-COVID
   h. Funding string and % effort (pre-approved by post-award accountant for sufficient funding for new and all current employees on the same funding)
   i. Peer partner
4. Pause to obtain approval from both Patrick and Toni before contacting final candidate to make offer.
Process to Recruit and Hire Students

- All student hires require addressing the same list of questions in slides 2 and 3.
- Send responses to Patrick Hanson and Toni Hofhine for approval.
- Once approval from Patrick and Toni is provided:
  - If a Student position needs to be posted, complete the online student job form: [https://studentjobs.wisc.edu/postuw/](https://studentjobs.wisc.edu/postuw/)
    - Toni Hofhine should be named as the First Divisional Approval
    - Patrick Hanson should be named as the HR Approval
  - If candidate is already identified or once candidate is identified, complete these forms:
    - Student agreement form: [https://uwmadison.app.box.com/s/cs3h4nzu5j8h9aweuxwhuubjs78pzos6](https://uwmadison.app.box.com/s/cs3h4nzu5j8h9aweuxwhuubjs78pzos6)
    - Note that any changes to pre-approved student pay needs to be discussed and approved by Toni Hofhine
• 10 items/questions to justify your new PVL:
  1. Why is it critical to provide a title change or salary change for your employee at this time?
  2. Is the title change or salary change related to:
     a. Change in duties
     b. Equity
     c. Retention
     d. Promotion/Progression
     e. Performance
     f. Other
  3. Does this change need to occur now? If yes, explain why.
  4. Given that OHR approvals for salary/title changes for existing personnel may or may not be approved and may take an unknown timeframe for being considered, what is the impact without approval for the change?
List of Items/Questions for Salary/Title Changes in Personnel

10 items/questions to justify your new PVL:

6. If this involved a salary change, what funding and % effort will support this (with pre-approval and guidance from your post award accountant)?

7. Have there been any position specific furloughs or other reductions in workforce in the department/operational area?

8. Guidance will be given from Patrick Hanson, with input from Toni Hofhine after equity across Geriatrics and possibly DOM and SMPH for this same position and years of experience. Pause to have a discussion on this guidance.

9. Once a final determination has been made, complete this form here: https://www.medicine.wisc.edu/sites/default/files/rate-title_request_form_2015.pdf.

10. Obtain approval signature from Toni Hofhine on form.
• Any changes to student hires need to be approved by Toni Hofhine using this form: