Job Requisitions and the Furlough Program

With the implementation of the furlough program, we have identified some areas in the classification and recruitment process that need clarification. The following describes steps to be taken for submitting requisitions for replacements, vacant position reclassifications, and establishing new positions.

1. Establishing a new position: In the comment section of your job requisition, please indicate whether this position is subject to or exempt from the furlough program; if requesting a clinical exemption, please indicate in the comment section (see example)

2. Replacement job requisition should also have a statement in the comment section regarding the furlough program. If you are requesting to have the position considered for exemption from the program, please use the comment section to do so. All requests for clinical exemption should go to Germaine Bautista (page 2 of the requisition) (see example – next page):
3. Replacement recruitments that do not go to compensation: Please let your recruiter know whether the position is subject to the furlough program. Again, please use the comment section (see example)

Should you have questions, please contact your recruiter or the compensation unit.