



UMM Process: Hiring staff during family and medical leaves

Unit Affected: Faculty, P & A, Civil Service and bargaining unit staff

Rev. October 2011

At its meeting on May 6, 2011, the Campus Resources and Planning Committee endorsed a proposal presented by the UMM Commission on Women and the Academic Dean that would establish a \$30,000 fund to be used by campus divisions and administrative units to cover the cost of hiring temporary staff as needed when a discipline or campus department has a faculty or staff member who will be out on a planned or unplanned medical or family leave for more than two weeks. Under some circumstances, the fund could also be used to augment salaries or pay overtime, as appropriate. The UMM Administration supports this proposal, and has established a fund for this purpose.

Policy: <http://policy.umn.edu/>

UMM Procedure/Forms: <http://www.morris.umn.edu/services/hr/HumanResourceForms.html>

U of M Template Letters: <http://www1.umn.edu/ohr/toolkit/letters/index.html> ,

UMM Process:

1. Requests for these funds should be initiated by the supervisor in the relevant area and forwarded to UMM's Office of Human Resources. The requests should include:
 - a. a brief statement of the reason for the request,
 - b. a job description. (A job description template is available at the UMM Procedure/Forms address listed above),
 - c. the anticipated duration of coverage needed,
 - d. an estimate of cost of the replacement, including salary and fringe, and
 - e. any plans for assigning the "backfill" duties.
2. UMM Human Resources will consult with the Vice Chancellor in that area.
3. The Vice Chancellor will bring the request to the Vice Chancellor's group for review and approval.
4. Once approved, the supervisor in the relevant area should follow the appropriate U of M and/or UMM Human Resource procedures for hiring/appointing the replacement, including preparing the appropriate appointment forms and letter of offer, as necessary.