

CONNECTICUT STATE COMMUNITY COLLEGE OFFICE OF PRESIDENT JOHN MADUKO New Britain, CT 06051	TOPIC:
	Hiring Procedure
	SUB-TOPIC:
	Approved RTFs
	DATE
	May 5, 2023

ADVISORY: GUIDANCE LETTER NO. 3

TO: CT STATE COMMUNITY COLLEGE CHIEF EXECUTIVE OFFICERS/PRESIDENTS AND HIRING MANAGERS

FROM: Ann Harrison
Chief of Staff

SUBJECT: Resuming Hiring Process for Approved Requests to Fill (RTF)s

Purpose:

To provide campus CEO/Presidents, Hiring Managers and Human Resources with guidelines for resumption of hiring process for approved full-time permanent RTFs during budget deficit mitigation.

Action Requested: Positions that have been approved through the RTF process on or before the date of this memo shall resume under the following guidelines:

- Approved RTFs will be reviewed by the RTF Committee to determine which are essential at this time based on if they fall within a priority area and are urgent or critical in nature. Those determined to be non-essential will be delayed. Those determined to be essential will proceed as follows:
 1. Hiring committees may be formed, conduct interviews and make recommendations to the hiring manager.
 2. Hiring manager may make a final decision on the hire and notify HR Recruitment.
 3. Positions where an offer is pending shall resume negotiations within the salary guidelines as approved within the RTF.
- Positions where an offer has been made will proceed.

- HRSS Recruitment will provide weekly updates to the RTF Committee that will include the total number of positions in each stage listed above. At any point, the RTF Committee may determine that one or more positions must be delayed or cancelled.

Summary and Background:

This process is required to resume hiring for positions previously approved through the RTF process that because of budget limitations now require a modified process. The modified process includes an assessment of whether a position is essential to core student services based on urgency and critical need. It is designed to prioritize filling essential positions first in order to stay within CT State budget availability. At any point until an offer is made, the hiring process for any position may be delayed or cancelled. RTF approval does not guarantee that a search will be conducted or that an offer can be made. All hiring is contingent upon available funds.

The RTF committee will get weekly updates from HR on the number of positions pending and at what stage. If at any point a position(s) must be delayed or cancelled due to budget constraints, the Committee will notify HR and the CEO of that campus and/or the hiring manager.

The RTF Committee consists of CT State Vice Presidents, the Chief of Staff and the VP of Human Strategy for HRSS. Campus CEO/Presidents and/or hiring managers may be invited to join an RTF Committee meeting(s) to provide additional input and clarity on the urgency and critical nature of the position.

Essential positions are defined by the following:

- 1) Fall within one of these categories:
 - **Teaching and Learning**
 - **Student Support Services**
 - **Diversity, Equity, Inclusion, and Belonging Commitments**
 - **Campus and Public Safety**
 - **Physical Plant and Technological Infrastructure**
- 2) **Urgent:** Delaying or cancelling will adversely affect students, safety or program accreditation.
- 3) **Critical:** A position that delivers fundamental services of CT State Community College that fulfills student needs, or is needed to avoid significant overtime (OT) costs.

1. **Inquiries:** Please direct status inquiries to HRSS Recruitment & Hiring for CT State and/or CFO's office.