

**Procedures for the Recruitment of Staff In Emergency Situations (contracts of less than 12 months duration)**

**Introduction**

This procedure sets out the principles for the recruitment and employment of staff members, in emergency situations.

**Objectives**

The objectives of this procedure are to:

* Enable UL to respond to unanticipated situations which require the replacement of staff at very short notice in order to ensure continuation of service delivery
* This procedure will only be used to fill an immediate urgent requirement pending the filling of the post through normal recruitment procedures

**Scope**

This procedure applies to all staff employed at UL, including, but not limited to, academic staff, support staff, medical staff, research staff and teaching staff. The procedures apply to all new staff employed in such circumstances after 25th February, 2019.

**Emergency Recruitment of Staff**

The Emergency Recruitment procedure is designed to permit the hiring of staff on an emergency basis without the necessity of a competitive search or documentation being completed immediately. In limited emergency circumstances where illness, injury, death or an unexpected retirement, resignation or reassignment has occurred, the hiring manager, in conjunction with Human Resources (HR), may authorise a temporary, emergency assignment not exceeding twelve months. The individual selected must meet the minimum qualifications of the position. An offer of employment may not be made until final approval is given by HR.

**Approvals**

The ‘Recruitment Pack – Appointment under twelve months’ must be completed with the required approvals. All such appointments are subject to the approval of the Director of Human Resources or their nominee.

Recruitment committee approval is not required.

**Contract Type**

All contracts issued in accordance with this procedure will be for a fixed term of less than twelve months and will be non-renewable, with the exception of research funded posts which may be issued for a fixed term or specific purpose of less than twelve months but will also be non-renewable.

**Termination**

The contract will end in accordance with the terms of the contract but no later than the end date of the contract.