Temporary Casual Onboarding Information

Effective March 22, 2018, all temporary casual positions lasting longer than 3 days must be advertised via UofL HigherEdJobs via the HR recruitment process. This new requirement is in addition to any current hiring freeze requirements. (All faculty, staff, and temporaries must be approved prior to beginning the recruitment process regardless of funding source through the Authorization to Hire process).

Federal Job Posting Requirements (41 CFR 60-300.5)

The University of Louisville is a federal contractor and an Equal Opportunity, Affirmative Action Employer. As a federal contractor, the University is required by law to engage in an active recruitment and selection process to fill open positions. The following information details the requirements for federal contractors when recruiting for vacant positions.

Pursuant to U.S. Department of Labor regulations,[¹] “Federal contractors obligated under the Vietnam Era Veterans’ Readjustment Assistance Act (VEVRAA), as amended by the Jobs for Veterans Act (JVA), are required by regulation to post open positions.”

Only specific job openings are exempted from this mandatory job posting requirement. These exempted open positions are executive and top-management positions, positions that will be filled internally, and positions lasting three days or less. All open positions must be posted and a waiver will only be permitted if these exemptions apply.

Effective March 22, 2018, in alignment with the first posting cycle after the below mentioned informational sessions, all employment openings including full-time, part-time, and temporary positions of more than three days’ duration will be posted and filled through an open and competitive search process. This includes, but is not limited to, administrator, faculty, lecturer, staff, and Postdoctoral Associate/Scholar vacancies and appointments. As stated above, the job posting requirement does not apply to executive and top-management positions, positions that will be filled internally, and positions lasting three days or less.

Resource Links

- Federal Posting Regulation FAQ
- Waiver Request Form
- Classification grid of pay groups required to post jobs with HR in compliance with VEVRAA.

[¹] 41 CFR 60-300.5 - Equal Opportunity Clause. (2014)