

**MEMORANDUM**

**TO:** Office of the President, Provost, Vice Provosts, Vice Presidents, Deans, Directors & Chairs  
**FROM:** John Elliott, Interim Associate Vice President & Chief Human Resources Officer  
**cc:** Lead Fiscal Officers & Unit Business Managers  
**DATE:** March 8, 2018  
**RE:** Federal Job Posting Requirements (41 CFR 60-300.5)

**What's happening:**

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,<sup>[1]</sup> **“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.

**What this means:**

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.

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<sup>[1]</sup> 41 CFR 60-300.5 - Equal Opportunity Clause. (2014)

Waivers may be requested, using the updated [Request for Search Waiver](#) criteria, provided these exemptions apply:

- Executive and top-management positions as defined by regulation
- Internal positions as defined by regulation
- Positions lasting three days or less
- Reinstatement of employee within 18 calendar months of reduction in force

Departments should contact their Human Resources employment representative to seek advice and approval to conduct a waiver of search and/or to obtain general guidance and strategies for equal opportunity, affirmative action, and diversity in the search process.

**Please keep in mind that competitive recruitment benefits the University by increasing the pool of talented applicants for every position.**

**What's next:**

**We understand you may have questions regarding how this process will work, especially postings for temporary and lecturer positions. Therefore, Human Resources will conduct informational sessions for Lead Fiscal Officers, Unit Business Managers and/or their designees:**

HR, 1980 Arthur Street Rm 103A	March 14, 2018	1:30p – 2:30p
HR, 1980 Arthur Street Rm 103A	March 15, 2018	10:30a – 11:30a
HR, 1980 Arthur Street Rm 103A	March 16, 2018	10:00a – 11:00a

If you have questions please contact Mary Elizabeth Miles at [maryelizabeth.miles@louisville.edu](mailto:maryelizabeth.miles@louisville.edu) or 502-852-6688.

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<sup>[1]</sup> 41 CFR 60-300.5 - Equal Opportunity Clause. (2014)