

## Chico State Enterprises Announcements

Tuesday, December 19, 2023

### Update to November 15, 2023, Announcement: New Requirement to Recruit for All CSE Hires

After further discussions with the Office of Federal Contract Compliance and Programs (OFCCP) regarding compliance with the federal Affirmative Action Plan requirements, Chico State Enterprises Human Resources (CSE HR) has received approval to amend the requirements for hires through recruitments to all existing or newly created full or part-time positions.

The following CSE positions have now been excluded from the mandatory CSE Affirmative Action Plan recruitment process:

1. Chico State faculty and staff\* with additional employment  
\*Chico State staff must receive approval by CSE HR at the proposal stage to be eligible for additional employment with CSE
2. Chico State students filling CSE student positions
3. Temporary employees hired for three or less days of work

Individuals specifically named to fill a position on an approved grant or contract that do not qualify under the three exemptions above must be filled through open recruitment. Subject matter experts not employed by Chico State or CSE, and working greater than three days, are required to go through recruitment to be hired.

CSE HR has also removed the term “Emergency Hires” (six months or less of employment) from Recruitment Policies and Procedures as those positions would not fit the OFCCP temporary employment exemption classification and are required to be filled through recruitment. CSE’s Personnel Action Form (PAF) has also been updated to reflect these changes.

If you have any questions about the recruitment process, please don’t hesitate to contact me.

Russell Wittmeier  
Director of Human Resources and Payroll  
[rwittmeier@csuchico.edu](mailto:rwittmeier@csuchico.edu)  
(530) 898-5731

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