Contracting Out – for Covered Services Process

Can the proposed contract for AFSCME-type services be performed with current UCR employees?

If NO, Need advice/review to determine if this contract is covered by the guidelines? Email Labor Relations (Labor.Relations@ucr.edu)

If YES, Does the reason for the contract potentially qualify under an exception?

If NO, The Requesting Department will submit a request to the Service Department, Compensation Classification and Labor Relations via the Human Resources Management System HRMS. Contact your Department SAA to request access.

If YES, 1. Actual emergency  
2. Insufficient quantity, level of expertise, technical or specialized nature, equipment  
3. Services are incidental to purchase/lease of property  
4. Urgent, temporary or occasional, UC goals frustrated if limited to utilizing employees  
5. Registry personnel staffing needs- SHS only  
6. Required by law, federal contract or court order