



TEXAS A&M

HEALTH SCIENCE CENTER

HR Procedure Creating, Reclassifying, and Retitling Positions

Authority: System Regulation 33.99.01, Employment Practices

1. GENERAL

- 1.1 To ensure consistency, requests for new budgeted or wage staff positions or changes to existing budgeted staff positions will be reviewed by the Payroll and HR Services prior to the position being established or changed.
- 1.2 Use this procedure for the following staff personnel actions:
 - Creating new budgeted or wage positions for which student status is not a requirement.
 - Reclassifying or retitling existing budgeted positions, with or without a salary increase.
- 1.3 This procedure does not apply to faculty positions.

2. PROCEDURES¹

- 2.1 New budgeted and wage positions which do not require student status
 - Requesting supervisor submits memo detailing the request to Department/Unit Chair.
 - Department/Unit Chair submits memo endorsing and justifying the request through the component Dean or IBT Director or appropriate Vice President, through Payroll and HR Services, to the Vice President for Finance and Administration (VPFA). A proposed position description and an organization chart identifying the specific position must be attached to the letter of justification.
 - Payroll and HR Services will conduct a study to determine the appropriateness of the proposed job title and salary and then submit a recommendation to the VPFA.
 - Upon approval by the VPFA, the approval paperwork will be returned to the requesting department. The department will then initiate an EPA to create the position. The approval document(s) must be attached electronically to the EPA, or scanned into the Payroll inbox in the Document Management System.
 - Wage employment of 20 or more hours per week may not exceed 4-1/2 months
- 2.2 Reclassification or retitling of existing budgeted positions **up to** the currently approved or budgeted rate:
 - Requesting supervisor submits packet (memo detailing the request, a proposed position description and an organizational chart identifying the position) through department/unit chair and HSC HRO or designee to appropriate Vice President, Dean or IBT Director.
 - The HSC HRO will conduct and document a job study to determine the appropriateness of title and salary and forward a recommendation to the appropriate VP, Dean or IBT Director.

¹ Effective July 19, 2010, all internal promotions and job title changes must be approved by TAMHSC President.

- Approval paperwork will be returned to the requesting department.
- 2.3 Reclassification or retitling of existing budgeted positions above the approved or currently budgeted rate (**\$5,000 or less annually**):
- Requesting supervisor submits packet (memo detailing the request, a proposed position description and an organizational chart identifying the position) through department/unit chair to appropriate Vice President, Dean or IBT Director.
 - The Vice President, Dean or IBT Director, if endorsing the request, will forward to HSC Payroll and HR Services.
 - HSC Payroll and HR Services will conduct and document a job study to determine the appropriateness of title and salary, then return the packet to the VP, Dean or IBT Director.
 - Upon final approval, the approval documents will be returned to the requesting department.
- 2.4 Reclassification or retitling of existing budgeted positions above the approved or currently budgeted rate (**more than \$5,000 annually**):
- Requesting supervisor submits packet (memo detailing the request, a proposed position description and an organizational chart identifying the position) through department/unit chair, appropriate Vice President, Dean or IBT Director and HSC Payroll and HR Services to the Vice President for Finance and Administration.
 - HSC Payroll and HR Services will conduct and document a job study to determine the appropriateness of title and salary, and will forward a recommendation to the VPFA.
 - Upon final approval by the VPFA, approval documents will be returned to the requesting department.

OFFICE OF RESPONSIBILITY:
Payroll and HR Services