HSC OP: 70.24, Creating a New Position in a Budget; Creating a New Position Title in the Pay Plan; and Reclassifying an Existing Position Title

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish a standard procedure for requesting the creation of a new position in a budget, the creation of a new position title in the TTUHSC Personnel Pay Plan, or the reclassification of an existing position title.

REVIEW: This HSC OP will be reviewed on February 1 of each even-numbered year (ENY) by the Assistant Vice President of Human Resources and the Assistant Vice President for Budget, with recommendations for revisions forwarded to the Executive Vice President for Finance and Administration by February 15.

POLICY/PROCEDURE:

1. **Position Description.** The requesting department should prepare a POSITION DESCRIPTION (PD) and a New Position/Secondary Position/Reclassification Form when creating a new position in a budget, or creating a new title in the Pay Plan. The New Position / Secondary Position / Reclassification form is available online at http://www.ttuhsc.edu/hr/compensation.aspx. The PD is available on the Staff Performance Management website at http://www.ttuhsc.edu/hr/performance.aspx. The PD will also be used to reclassify existing positions. The PD should be prepared by following the instructions found in the TTUHSC Staff Performance Management (PM) System User’s Guide: Position Description and Performance Evaluation located at http://www.ttuhsc.edu/hr/performance/PM_User_GuideDec2011.pdf. This procedure creates a description for a specific position that has been assigned a position class code and title from the Pay Plan. It also identifies functions to be performed by a new title or reclassified position and performance standards for each function. **It is imperative that the Comments/Justification block of the New Position/Secondary Position/Reclassification Form is answered as completely and concisely as possible in order to support the transaction.** The request should be routed through the appropriate Regional/Assistant Dean’s or Director’s Office to the local Human Resources Office. Completed forms should be sent to the Wage & Salary Section of Human Resources via email to hsccomp@ttuhsc.edu.

2. **Funding.** Identify the FOAP to use to fund the proposed position in the Labor Distribution portion of the Request for Approval and Review- New Positions/Reclassifications. The source and amount of additional funding for reclassifications should also be identified in the Labor Distribution portion of the Request for Approval and Review- New Positions/Reclassifications. The Department will notify the Budget Office of any revisions to the budget to provide funding for the transaction. If the Budget Office determines that no funding is available in the FOAP provided, the transaction is voided and returned to the Department for resubmission when funding is available.

3. **Approval Process.** The Human Resources Office will review the request and assign an appropriate classification, pay range, and position number to a new positions and new titles. For new titles, the Human Resources Office will review the request and assign an appropriate position class code, classification, and pay range. For reclassifications, the Human Resources Office will review the request, assign an appropriate classification, and pay range to the existing position. The Human Resources Office will also assign the appropriate classification and salary to the employee’s job record. The request will be reviewed by the Budget Office to verify funding for the request, regardless of funding source. Once this has been determined, the Human Resources Office will forward the request with a recommendation to the appropriate Dean and/or Vice President for approval or disapproval. The PD, along with all attachments, will be returned to the Human Resources Office after appropriate administrative action. For the creation of a new position in a budget, or a position title in the TTUHSC Personnel Pay Plan, or reclassification of an existing
position title, approval by the appropriate Dean and/or Vice President and the appropriate Executive Vice President normally will be required. Approved requests are effective at the beginning of the first payroll period following the final approval date. The Human Resources Office will forward a copy of the approved request back to the department and notify the local Human Resources office.

4. **Appointments to a New Position.** The department may proceed with recruitment procedures as established in HSC OP 70.11 upon receipt of the approved request.

5. **Right to Change Policy.** TTUHSC reserves the right to interpret, change, modify, amend or rescind this policy in whole or in part at any time without the consent of employees.