

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP 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 El Paso Operating Policy and Procedure

(HSCEP 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 TTUHSCEP Personnel Pay

Plan, or the reclassification of an existing position title.

REVIEW: This HSCEP OP will be reviewed on February 1 of each even-numbered year (ENY) by the

Executive Director for Human Resources and the Budget Office, with recommendations for

revisions submitted to the Chief Financial Officer 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 Review and Approval-New Position/Reclassification is available on line at the Human Resources Department website. The PD available on the Staff Performance Management website 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 TTUHSCEP 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 Review and Approval-New Position/Reclassification is answered as completely and concisely as possible in order to support the transaction. Completed forms should be sent to the Human Resources Department's Compensation Section via email to HSCCOMP-ElPaso@ttuhsc.edu
- 2. Funding. Identify the FOAP 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 Department's Compensation Section will review the request and assign an appropriate classification, pay range, and position number to new positions and new titles. For new titles, the Human Resources Department will review the request and assign an appropriate position class code, classification, and pay range. For reclassifications, the Human Resources Department will review the request, assign an appropriate classification, and pay range to the existing position. The Human Resources Department 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 Department's Compensation Section will forward the request with a recommendation to the appropriate Dean and/or Vice President to support or not support the transaction. The PD, along with all attachments, will be returned to the Human

Resources Department after appropriate administrative action. For the creation of a new position in a budget, or a position title in the TTUHSCEP Personnel Pay Plan, or reclassification of an existing position title, approval by the appropriate Dean and/or 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 Department will forward a copy of the approved request back to the department and notify the Human Resources Department.

- 4. **Appointments to a New Position.** The department may proceed with recruitment procedures as established in HSCEP OP 70.11 upon receipt of the approved request.
- **5. Right to Change Policy.** TTUHSCEP 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.