



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 (TTUHSC 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, a new position title in the TTUHSC El Paso 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 assistant vice president for Human Resources and the Budget Office, with recommendations for revisions submitted to the chief financial officer by February 15.

POLICY/PROCEDURE:

- I. **Position Description.** The requesting department should prepare a Position Description (PD) and a Review and Approval – New Position/Reclassification Form when creating a new position in a budget, reclassifying an existing position or creating a new title in the compensation pay plan. The Review and Approval - New Position/Reclassification Form is available on line at the Human Resources Department website. The PD is available on the Staff Performance Management website. The PD should be prepared by following the instructions found in the TTUHSC El Paso Staff Performance Management (PM) System User's Guide: Position Description and Performance Evaluation, <https://elpaso.ttuhsoc.edu/opp/ documents/70/op7012a.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 Form 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.
- II. **Funding.** Identify the FOAP (funding, organization, account and program) to fund the proposed position in the Labor Distribution portion of the Review and Approval – New Position/Reclassifications Form. The source and amount of additional funding for reclassifications should also be identified in the Labor Distribution portion of the Review and Approval - New Positions/Reclassifications Form. 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.
- III. **Approval Process.** The Human Resources Department's Compensation Section will review the request and assign an appropriate position class code and position number to new positions and new titles. For reclassifications, the Human Resources Department will review the request, assign an appropriate position class code to the existing position. 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 Budget Office will forward the request along with the recommendation from the Compensation Section to the appropriate dean's or vice president's office for review. The Compensation Section will forward a response to the requesting department regarding the dean's or vice president's decision. Approved new positions will be effective on the date stipulated on the form. Approved reclassifications are effective at the beginning of the first payroll period following the final approval date. The records section in Human Resources will update the employee's record

once payroll has been finalized for the previous job.

- IV. **New Position Approvals.** The department may proceed with recruitment procedures as established in HSCEP OP 70.11 upon receipt of the approved request.
- V. **Right to Change Policy.** TTUHSC El Paso 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.