



# Standard Administrative Procedure (SAP)

## 31.01.01.L0.03 Creating and Reclassifying Non-Faculty Positions

First Approved:	September 1, 1998 <i>(formerly Rule 31.01.99.L2, Creating, Reclassifying, and Re-Titling Positions)</i>
Revised:	December 14, 2017 July 26, 2018 January 3, 2019 May 9, 2019 February 11, 2021
Next Scheduled Review:	February 11, 2026

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### Procedure Statement and Reason for Procedure

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To ensure consistency, all new or reclassified Texas A&M International University (TAMIU) budgeted positions will be reviewed by the Office of Human Resources (HR), unless otherwise delegated, prior to the establishment or reclassification of the position. This SAP does not apply to faculty positions.

The purpose of this SAP is to establish procedures for requesting to create new and to reclassify existing non-faculty positions.

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### Procedures and Responsibilities

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#### 1. BUDGETED POSITIONS

As defined by the Texas A&M University System (System) [Regulation 31.01.01, Compensation Administration](#), budgeted positions are regular positions that are 50% effort (20 hours per week) or more for at least 4.5 months, excluding students employed in positions that require student status as a condition of employment.

## 1.1 Request to Create a New Position

Requests to create a new position will be initiated when a memo from a supervising manager along with a departmental organizational chart are forwarded through the division's vice president to the Director of HR for review and comment. The memo should include job details, availability of funding, and the primary reasons for necessitating an additional position. HR will conduct a job study to determine if the title, job duties, and proposed pay conform to TAMIU and System guidelines and will consult with the Office of Budget, Payroll, and Fiscal Analysis (BPFA) to ensure the adequacy and validity of the proposed funding source.

1.1.1 If everything conforms, HR will send its analysis directly to the appropriate vice president who will forward it to the President for final approval. This will be done via memo addressed **To** the President **Through** the appropriate vice president.

1.1.2 If HR determines the proposed position does not adhere to TAMIU and System guidelines or the funding source is inadequate or invalid, the proposal will be sent back to the appropriate vice president who may either withdraw the proposal, revise it to conform to TAMIU and System guidelines, and/or revise the funding source and resubmit for review, or send it directly to the President for approval as originally written but accompanied by HR's original analysis. The latter is only an option when there is no issue with the funding source. All new positions must be drawn from the System Pay Plan and adhere to the assigned job family and pay grade.

## 1.2 Request to Reclassify an Existing Vacant Position

Requests to reclassify an existing vacant position will be initiated by the supervising manager.

1.2.1 Reclassifying a Vacant Position to a Higher Classification or Pay Grade - The supervising manager will submit a memo along with a departmental organizational chart through the division's vice president to the Director of HR requesting the reclassification of a position to a higher classification or pay grade. The memo should address changes in job content, necessary skills and abilities, and required knowledge to justify the reclassification of the position. HR will conduct a job study to determine the appropriate title and associated pay grade for the position, consult with the Office of BPFA to ensure the adequacy and validity of the proposed funding source, and submit a recommendation to the President. The President's approval serves as authority to reclassify the position.

1.2.2 Reclassifying a Vacant Position to a Lower Classification or Pay Grade - At times, when a vacancy occurs, it is appropriate to reclassify a position to a lower classification in the same job family (i.e., Financial Aid Advisor II to a Financial Aid Advisor I or Associate Director to an Assistant Director) for recruiting the replacement. The supervising manager should notify HR that the department is requesting that the position be reclassified to the lower classification or pay grade. HR will complete the *Workday* action to reclassify the position and update the PIN (position identification number) with the new job description. This action will not require a memo.

### 1.3 Request to Reclassify an Existing Non-Faculty Employee

- 1.3.1 Reclassification occurs when the job duties of a position are re-evaluated and the position is assigned to a new classification. A position that is re-evaluated may be assigned to a lower or higher salary range and/or a different title.
- 1.3.2 For promotions or demotions (upward or downward reclassifications, respectively), refer to [TAMIU SAP 33.99.04.L0.01, Promotions, Transfers, Voluntary Moves, and Demotions](#).
- 1.3.3 Non-faculty employee position reclassifications not involving a change in pay may be submitted by the employee's supervising manager/department head with appropriate approvals, documentation, and justification to HR for consideration of retitling.

## 2. WAGE POSITIONS

As defined by [System Regulation 31.01.01, Compensation Administration](#), wage positions are temporary positions that do not appear in the budget and are funded from a lump-sum budget category. The two types of wage positions are (1) **student wage positions** which require student status as a condition of employment and (2) **other wage positions** which are created to accommodate temporary labor needs.

### 2.1 Request for a New Wage Position

Requests for a new wage position will be initiated when a memo from a supervising manager along with a departmental organizational chart are forwarded to the Director of BPPA for review and confirmation of available funding. The memo should include job details, primary reason additional support is sought, and duration of the position. The request is then sent to the Director of HR for review and comment. The division's vice president is the final reviewer and serves as authority to approve a new wage position.

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## Related Statutes, Policies, Regulations, or Rules

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[System Policy 31.01, Compensation](#)

[System Regulation 31.01.01, Compensation Administration](#)

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## Definitions

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**New Position** – Position added to a department. All new positions, with the exclusion of board-appointed positions, will be selected from the list of approved positions within the System Pay Plan.

**Reclassification** – As defined in [System Regulation 31.01.01, Compensation Administration](#), reclassification occurs when the job duties of a position are re-evaluated and the position is assigned to a new classification. This new classification may include a lower or higher salary range and/or title.

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## Contact Office

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