



# Standard Administrative Procedure (SAP)

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

**First Approved:** September 1, 1998 *(formerly 31.01.99.L2, Creating, Reclassifying, and Re-Titling Positions)*  
**Revised:** December 14, 2017  
July 26, 2018  
January 3, 2019  
May 9, 2019  
**Next Scheduled Review:** May 9, 2024

---

### Procedure Statement and Reason for Procedure

---

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 reclassify existing non-faculty positions.

---

### Procedures and Responsibilities

---

#### 1. BUDGETED POSITIONS

As defined by [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 for a New Position

Requests for new positions 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 necessitating an additional position. HR will conduct a job study to determine if the title, job duties, and proposed pay conform to TAMIU and the Texas A&M University System (TAMUS) guidelines and will consult with the Office of Budget, Payroll, and Fiscal Analysis 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 TAMUS 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 TAMUS 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 TAMUS Pay Plan and adhere to the assigned job family and pay grade.

## 1.2 Request to Reclassify an Existing Vacant Position

Requests to reclassify existing vacant positions will be initiated by the supervising manager. The supervising manager will submit a memo and organizational chart through the division's vice president to the Director of HR requesting the reclassification. The memo should include 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 Budget, Payroll, and Fiscal Analysis 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.

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

1.3.1 Non-faculty employee reclassifications may be submitted to HR for consideration by the employee's supervising manager/department head with appropriate approvals, documentation, and justification.

1.3.2 Non-faculty employees recommended for reclassification must meet all of the following criteria:

- (a) have at least 12 months of continuous employment in their current position; and
- (b) have a satisfactory performance record; and
- (c) meet the minimum required qualifications of the new, reclassified position.

1.3.3 Any exception to the 12-month period as described in Section 1.3.2(a) above must be submitted to HR for review and then forwarded by HR to the president for final approval. The request requires justification from the department proposing the reclassification.

1.3.4 Reclassifying a non-faculty employee within a department may be approved by the president under limited circumstances and will require justification that clearly demonstrates that the employee meets both of the following criteria:

- (a) the non-faculty employee has been in their current position for at least 12 months of continuous employment;
- (b) the non-faculty employee is the most qualified individual available, internally or externally -- meaning there would not be other internal or external candidates who could be equally or more qualified; and
- (c) reclassifying the non-faculty employee is in the best interest of the business needs and operations of TAMIU (i.e., employee is uniquely qualified, there is an urgent need to reclassify the position, etc.)

A justification request memo, verification of budget requirements, and a copy of the employee's resume must be submitted to HR for review. The memo will be forwarded by HR to the president for final approval.

#### 1.4 **Rate of Pay for Non-Faculty Employee Reclassifications**

1.4.1 The rate of pay for non-faculty employees who receive a reclassification will adhere to the following guidelines to assist in maintaining pay equity:

- (a) Reclassifications may not be to a pay grade higher than two pay grades above the current pay grade; and
- (b) Salary/pay placement shall not exceed an increase of 10% above the minimum of the new pay grade or a 10% increase from the employee's rate of pay in their current position, whichever is greater; however,
- (c) The pay increase may not exceed the midpoint of the new pay grade.

1.4.2 A non-faculty employee reclassification exceeding the two step increase in pay grade, and/or greater than 10% above the minimum of the new pay grade or greater than 10% above the employee's rate of pay in the current position, and/or exceeding the midpoint of the new pay grade requires approval by the president following a recommendation by the Director of HR.

A justification request memo, verification of budget requirements, and a copy of

the employee's resume must be submitted to the Director of HR for review. In order to be considered, such a request must meet all of the criteria outlined in Section 1.3.4(a) - (c).

## 1.5 **Timelines for Reclassification Requests for Non-Faculty Positions**

- 1.5.1 Optimally, reclassification requests should be submitted as part of the annual budget process with an effective date of September 1.
- 1.5.2 If the reclassification request is outside of the annual budget process, the following timelines will apply:
  - (a) Requests submitted/approved November 1 – April 30:
    - i. A 10% pay adjustment will be reduced by the applicable merit pay increase.
    - ii. To be eligible for a reclassification, an employee must have received a merit increase greater than or equal to the TAMIU merit pool percentage.
  - (b) Requests submitted/approved May 1 – August 31:
    - i. A pay adjustment is to be processed through the annual budget process with an effective date of September 1.
    - ii. These employees will not be eligible for a merit increase the following fiscal year.
  - (c) No reclassification requests may be submitted between September 1 – October 31.

## 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 New Wage Position**

Requests for new wage positions will be initiated when a memo from a supervising manager along with a departmental organizational chart are forwarded to the Director of Budget, Payroll and Fiscal Analysis 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 Human Resources for review and comment. The division's vice president is the final reviewer and serves as authority to approve a new wage position.

---

## Related Statutes, Policies, Regulations, or Rules

---

[System Policy 31.01, Compensation](#)

[System Regulation 31.01.01, Compensation Administration](#)

---

## Definitions

---

**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 TAMUS Pay Plan.

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

---

## Contact Office

---

Office of Human Resources, 956-326-2365