

Texas A&M University-San Antonio

33.99.04.00.01 Reclassifications and Transfers of Non-Faculty Employees

Approved: November 16, 2009

Revised: June, 2011

Revised: June, 2013

Revised: November, 2015

Next Scheduled Review: November, 2020

Reason for Procedure

The purpose of this procedure is to establish consistent practices that are fair and equitable related to position reclassifications and transfers.

Official Procedure

1. RECLASSIFICATION GENERAL INFORMATION

- 1.1 As defined in Texas A&M University System (System) Regulation [31.01.01 *Compensation Administration*](#), reclassification occurs when a position is re-evaluated based on changes in job duties and responsibilities. Based on the evaluation, the position may be assigned a new classification. This new classification may include a lower or higher title and/or salary range. The occupant of the re-evaluated position will be concurrently judged as having been promoted, demoted, laterally moved, and/or re-titled.
- 1.2 Reclassification reviews are made in conjunction with budget planning which occurs at the beginning of the spring semester. Department budget requests must include the requested amount of funds required to reclassify positions. Reclassifications approved in the budget process will be effective September 1 of the new fiscal year. An employee may receive a promotional salary increase as a result of a reclassification request. A reclassification does not always result in a salary adjustment. The President may authorize other times during the year in which division heads may submit requests for re-evaluations.
- 1.3 When a supervisor prepares to evaluate employee performance, System Regulation [33.99.03 *Performance Evaluations for Non-Faculty Employees*](#) requires a review of the position description with the incumbent. If there have been significant and permanent changes, a classification review may be warranted.
- 1.4 The CEO, Provost, Vice President, or Department Head may also request that a position be reviewed for a reclassification as a result of a reorganization.

2. RECLASSIFICATION GUIDELINES

2.1 Requesting Manager or Assistant Vice President responsibilities:

- 2.1.1 Completes the Position Management Request form indicating the justification for the request and the impact if the request is denied
- 2.1.2 Attaches an updated position description (PD) form
- 2.1.3 Attaches an updated organization chart
- 2.1.4 Attaches other documents deemed relevant by requesting manager or Assistant Vice President
- 2.1.5 Obtains budget approval from the Director of Budget
- 2.1.6 Obtains approval from Provost, Vice President or Associate Vice President responsible for the position
- 2.1.7 Forwards all documentation to the Office of Human Resources (HR)
- 2.1.8 Does not discuss the possible reclassification with the employee

2.2 HR responsibilities:

- 2.2.1 Evaluates the revised PD and related documents
- 2.2.2 Determines the appropriate pay grade/range
- 2.2.3 Reviews the employee's pay for a possible reclassification pay increase
- 2.2.4 Evaluates for internal pay equity
- 2.2.5 If the position in which the employee is to be reclassified requires a degree and HR does not have evidence that a degree was previously verified for the employee, HR performs the degree verification

2.3 In addition to the guidelines mentioned above, the decision to grant a reclassification is also based upon the following criteria:

- 2.3.1 The employee must be in his/her current classification for a minimum of three (3) months. Reclassifications that occur prior to three (3) months of employment must be approved by the President or designee.
- 2.3.2 The employee meets or exceeds the minimum qualifications of the classification as established in the PD.
- 2.3.3 The employee received a "meets expectations" or higher overall performance rating on his/her most current performance evaluation.
- 2.3.4 The employee has successfully demonstrated the ability to perform the skills and work required for the next highest level position.

2.4 HR completes the classification analysis, ensures the department obtained budget approval, submits a recommendation to the Vice President. The Vice President will discuss with the President who will provide final approval. HR will send the notification letter to the Department Head to share with the employee.

3. TRANSFER GENERAL GUIDELINES

- 3.1 System Regulation [33.99.01 Employment Practices](#) and [33.99.04 Promotion, Transfer and Voluntary Moves](#) provides allowance for transfer of qualified internal candidates to fill positions without posting a notice of vacancy.
- 3.2 Transfers of non-faculty employees must be coordinated with HR prior to a final decision being made. When a department hires an employee currently employed by another department at Texas A&M University-San Antonio (A&M-San Antonio) or a System member, the receiving supervisor will coordinate the transfer with the current supervisor. The current supervisor is responsible for collecting all university equipment, keys, cards, etc. from the employee prior to the transfer. The receiving supervisor is responsible for creating the Employee Payroll Action. Employee's accepting promotions and/or transfers are expected to give their current supervisor two (2) weeks' notice.
- 3.3 In addition to the guidelines mentioned above, the decision to grant a transfer is also based upon the following criteria.
 - 3.3.1 Employees are eligible for a transfer after three (3) months of employment in their current position. The President has the authority to decline a request for transfer within the university.
 - 3.3.2 In most cases, a transfer will be initiated by the employee applying for an open job posting and being selected by the hiring manager for the position. Refer to A&M-San Antonio Procedure [33.99.01-G1 Employment and Hiring Practices for Staff](#) for details on the job posting and application process.
 - 3.3.3 Special circumstances may necessitate a transfer when it is deemed in the best interest of the university. Special circumstances include, but are not limited to, an employee is uniquely qualified for a position; there is an urgent need to fill the position; a workplace modification is approved; or to resolve an employee relations issue. Such moves must be reviewed by HR and approved by budget and the President, or designee.
 - 3.3.3.1 Hiring Supervisor responsibilities:
 - 3.3.3.1.1 Completes the Position Management Request form indicating the justification for the request and the impact if the request is denied.
 - 3.3.3.1.2 Attaches an updated PD form
 - 3.3.3.1.3 Attaches an updated organization chart
 - 3.3.3.1.4 Attaches other relevant documents
 - 3.3.3.1.5 Obtains budget approval from the Director of Budget
 - 3.3.3.1.6 Forwards all documentation to HR
 - 3.3.3.1.7 Does not discuss the possible transfer with the employee (if applicable)

3.3.3.2 HR responsibilities:

- 3.3.3.2.1 Evaluates the revised PD and related documents
- 3.3.3.2.2 Determines the appropriate pay grade/range and classification (if applicable)
- 3.3.3.2.3 If the position in which the employee is being transferred requires a degree and HR does not have evidence that a degree was previously verified for the employee, HR performs degree verification
- 3.3.3.2.4 Evaluates for internal pay equity

Related Statutes, Policies, or Requirements

System Regulation [31.01.01 Compensation Administration](#)

A&M-San Antonio Rule [31.01.01.O1 Compensation Administration for Non-Faculty Employees](#)

System Regulation [33.99.01 Employment Practices](#)

A&M-San Antonio Guideline [33.99.01-G1 Employment and Hiring Practices for Staff](#)

System Regulation [33.99.03 Performance Evaluations for Non-Faculty Employees](#)

System Regulation [33.99.04 Promotion, Transfer and Voluntary Moves](#)

Forms

Position Management Request Form (Request from HR)

Contact Office

Business Affairs, Office of Human Resources (210) 784-2059
