

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 TTUHSC Personnel Pay Plan, or the reclassification of an existing position title.

**VIEW:** This HSC OP will be reviewed on February 1 of each even-numbered year (ENY) by the Assistant Vice President for Human Resources and the Assistant Vice President for Budget, with recommendations for revisions forwarded to the Executive Vice President for Finance and Administration by February 15.

**POLICY/PROCEDURE:**

**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 New Position / Secondary Position / Reclassification form is available online at

<https://hscweb.ttuhs.edu/human-resources/compensation.aspx> . The PD is available on the Staff Performance Management website at <https://hscweb.ttuhs.edu/human-resources/performance.aspx>. The PD will also be used to reclassify existing positions. The PD should be prepared by following the instructions found in the TTUHSC Staff Performance Management (PM) System User's Guide: Position Description and Performance Evaluation located at <https://hscweb.ttuhs.edu/human->

of a new position in a budget, or a position title in the TTUHSC Personnel Pay Plan, or reclassification of an existing position title, approval by the appropriate Dean and/or Vice President and the appropriate Executive 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 Office will forward a copy of the approved request back to the department and notify the local Human Resources office.

4. Appointments to a New Position. The department may proceed with recruitment procedures as established in HSC OP 70.11 upon receipt of the approved request.
5. Right to Change Policy. TTUHSC reserves the right to interpret, change, modify, amend or