



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: **70.11 Appointment to Non-faculty Positions**

PURPOSE: To ensure communication, establish proper records retention, standardize effective internal practices, and maintain compliance with all laws and Texas Tech University System Regulations.

This policy does not apply to Faculty employment. Please refer to [HSCEP OP 60.09 Faculty Recruitment Procedure](#).

This policy does not apply to Postdoctoral Fellow employment. Please refer to [HSCEP OP 70.29 Employment of Postdoctoral Fellows](#).

REVIEW: This policy will be reviewed in February each odd-numbered year (ONY) by the Vice President of Human Resources (VPHR) with recommendations for substantial revisions, forwarded to the Office of the President.

POLICY:

1. Purpose

The mission of Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) is to improve the lives of people in our State and our community by focusing on the unique health care needs of socially and culturally diverse border populations through excellence in integrated education, research, and patient care. In alignment with this mission, TTUHSC El Paso is committed to recruiting and retaining a highly-qualified workforce that exemplifies its Values Based Culture.

All non-faculty hire actions should be completed as outlined in this policy to ensure consistency, best practices, and compliance with state and federal laws, rules, regulations, and requirements. TTUHSC El Paso will not discriminate in employment actions against any employee or applicant for employment.

2. Objective

This policy aims to standardize processes and reinforce staff recruitment strategies to employ a highly-qualified workforce who live TTUHSC El Paso's Values. To accomplish this objective, TTUHSC El Paso shall conduct thorough and timely searches with effective processes and practices that are mindful of the changing and evolving workforce demands..

3. Basis

All qualified applicants will receive consideration for employment without regard to sex, race, color, national origin, religion, age, disability, protected veteran status, or genetic information.

4. Hiring Department Manager

The Hiring Department Manager is assigned by the hiring department, and is responsible for:

- i. Determining the overall search plan to include the Position Class and external advertising;
- ii. Identifying and selecting hiring committee members;
- iii. Communicating all requirements and expectations to the hiring committee members;
- iv. Ensuring all hiring committee participant training is complete prior to search participation; and
- v. Has final decision-making authority in the staff search process on behalf of the hiring department.

Additionally, the Hiring Department Manager:

- i. Serves as the primary liaison to Human Resources;
- ii. Tracks and submits all required documentation to Human Resources in accordance with established deadlines; and
- iii. Is responsible for ensuring all EEO and TTUHSC El Paso policies and procedures are followed and promoted throughout the search process.
- iv. Is responsible for immediately reporting to Human Resources, any policy, procedure or practice violations related to the staff search process.

Human Resources reserves the right to remove any Hiring Department Manager or hiring committee participant if policies, procedures and established timelines are not followed.

New TTUHSC El Paso employees are not permitted to serve as a Hiring Department Manager without first completing mandatory Human Resources training.

5. Hiring Committee

The Hiring Committee is identified and selected by the Hiring Department Manager prior to the start of a staff position recruitment. The Hiring Committee should generally consist of *at least* the position's immediate supervisor and one other hiring department representative who can objectively assess and rank the candidate's qualifications in accordance with the posted requirements. Additionally, a member of the Human Resources Department will participate in all staff position interviews while serving as an institutional representative, ensuring all EEO and TTUHSC El Paso policies and procedures are followed.

New TTUHSC El Paso employees are not permitted to serve as on a hiring committee without first completing mandatory Human Resources training.

6. Job Changes

- i. **Promotion.** The appointment of a current employee to a position in a higher pay grade than their current position, requiring higher qualifications and expanded responsibilities.
- ii. **Lateral Transfer.** The appointment of a current employee to a position in the same pay grade as their current position.
- iii. **Demotion.** The appointment of a current employee to a position in a lower pay grade than their current position.

7. Position Reclassification

- i. A change in the classification of a position to another position classification. This may occur with a vacant or filled position after evaluation demonstrates

- a significant change in duties, responsibilities, functions, departmental requirements, or to correct a discrepancy.
- ii. Any vacant position classification changes must occur before the job is posted.
 - iii. If the reclassification occurs with a position held by an existing employee, that employee must meet all the minimum qualifications for the new position.
 - iv. In lateral or promotional job changes, the employee must have no corrective actions issued within the past six (6) months of the request for reclassification.
 - v. An application and background check are not required for the existing employee in the position being reclassified. All background checks for employee job changes will be in accordance with [HSCEP OP 70.20 Employment Background Screening Policy](#).

8. Probationary Status

Probationary status is that time during which an employee's performance in a staff position is evaluated to determine whether the employee performs at a level consistent with the departmental or other standards set for the position.

Probationary Status Applies to the Following TTUHSC El Paso Employees:

- New Hires
 - Rehires
 - Existing employees who have been promoted into a new staff position (as defined above)
- i. The probationary period is six (6) months for employees occupying a staff position.
 - ii. If an employee takes one or more leaves of absence without pay during their probationary period that exceeds 30 total calendar days, the total time of the leave(s) of absence does not count towards fulfilling the probationary period requirement.
 - iii. If an employee is placed on administrative leave, the time on administrative leave does not count towards fulfilling the probationary period requirement.
 - iv. The supervisor is required to complete, and submit to Human Resources, a signed Performance Evaluation prior to the end of the employee's six (6) months probationary period.
 - v. Human Resources will provide monthly reports to departments for the purpose of tracking timely completion and submission of required Performance Evaluations.
 - vi. A probationary period cannot be extended beyond the original end date without notification to the employee and Human Resources. A request by a department to extend the probationary period of an employee in a staff position must be documented and presented to the employee. Extension requests must be submitted and approved by the Vice President of Human Resources or designee at least 30 calendar days prior to the end of the probationary period.
Probationary employees may be terminated at any time during the probationary period.

9. Staff Search

The recruiting process and all activities used to hire staff, including the position advertisement, applicant screening, interviewing, selection, offer, and hire.

10. General Employment Information

a. Conditions of Employment

- i. Continuation of employment at TTUHSC El Paso is at the discretion and will of the institution. In this employment-at-will relationship, the employee or TTUHSC El Paso may sever the relationship at any time at either's discretion.
- ii. All appointments are made relative to TTUHSC El Paso's needs upon completion of a background check.
- iii. A faculty member's tenure status is not affected by appointment to a staff position. Tenure is not applicable to staff positions.

b. Types of Positions for Purpose of Appointment

- i. Regular positions include positions involving an appointment for four (4) and one-half months or more.
- ii. Temporary positions include all positions involving an appointment for less than four (4) and one-half months, which are non-recurring.

c. Student Status Student

Student status positions include all positions which require an employee to be enrolled as a student as a condition of employment in that classification or category. For further information refer to [HSCEP OP 70.27](#).

11. Job Change Opportunities: Promotion, Lateral Transfer and Demotion

- a. TTUHSC El Paso employees seeking a job change (promotion, lateral transfer, demotion) must submit a completed online application to the job posting for consideration. The employee must have worked in their current position for a minimum of six (6) months before applying to a new role. Any exception requires the Vice President of Human Resources (VPHR) approval.
- b. Employees are not required to notify their supervisor when seeking job opportunities. Supervisors may permit employees to interview for TTUHSC El Paso opportunities during regular work hours without charging leave accruals.
- c. Employees who express interest in other job opportunities may do so without jeopardizing current or future appointments.
- d. Employees who have received corrective action within six (6) months from the date of application are ineligible for promotion or transfer opportunities. Non-faculty employee corrective action procedures are governed by [Texas Tech University System Regulation 07.07](#).
- e. The background check and credit check (if applicable) apply to all promotions and transfers.
- f. The effective date of an internal job change should follow recommended notice periods of two (2) weeks for non-exempt positions and four (4) weeks for exempt positions while also aligning with payroll deadlines. Exceptions shall be determined in consultation with Human Resources and both transferring departments. Human Resources will determine the start date if one cannot be agreed upon.
- g. A staff member serving a probationary period is ineligible for consideration for job change opportunities.
- h. Student employees may apply for staff positions but are not permitted to hold a staff position and student position concurrently.

12. Salary Adjustments

- a. An increase in an employee's salary may occur upon promotion job changes in accordance with [HSCEP OP 70.04 Compensation](#) and Human Resources' procedures. Salary adjustments shall be assessed in accordance with TTUHSC El Paso hiring guidelines, impact on internal equity, compression, external market competitiveness, and other factors considered relevant by Human Resources.
- a. Salary adjustments are generally not applicable to lateral job changes. Any exception requires VPHR approval.
- b. A decrease in an employee's salary may occur upon demotion job changes in accordance with [HSCEP OP 70.04 Compensation](#) and Human Resources' procedures. Salary adjustments shall be assessed in accordance with TTUHSC El Paso hiring guidelines, impact on internal equity, compression, external market competitiveness, and other factors considered relevant by Human Resources.
- c. Adjustments to any employee's salary rate or total compensation must comply with [Regents' Rules 07.04, Budget Rules and Procedures](#), [HSCEP OP 70.04](#), and all other applicable policies and procedures.

13. Prior to Search Initiation

- a. All Hiring Department Managers and Hiring Committee members must complete required HR training prior to receiving system access to include *TEC 51.3525 Training for Hiring Committee Participants for Staff and Administration Positions*. New managers will not be granted access applicable system until the training has been completed.
- b. Vacant positions that are to be backfilled without changes to the original position class code (PCLASS) or position description require an approved requisition. The hiring department submits this request using the Vacant Position Dynamic Form via PASS. The position description will be used to establish scoring criteria to determine which applicants are interviewed using the required Pre-Interview Report (PIR). Application screening criteria must be objective and measurable and should be based on the position's minimum requirements and preferred/desired qualifications.
- c. New or vacant positions requiring reclassification to a different position class code (PCLASS) or significant changes to the position description are required to be submitted by the hiring department via PASS prior to any other action. Once the request has been fully approved in PASS, a job requisition must be entered and approved by HR in the applicant tracking system (ATS) before the position is posted.

14. Position Requisition, Posting and Advertising

The following procedures shall be followed for non-faculty positions described in this policy.

- a. Once a job requisition is approved, the assigned HR Generalist will post the staff job posting on the TTUHSC El Paso HR Careers website. Per Texas Government Code §656.024 **all job vacancies are required to be posted for at least ten (10) working days.**
- b. Staff job postings will not exceed sixty (60) continuous calendar days at any one time. The desired length of time for the job posting to accept applications must be decided prior to the job posting and shall be no less than ten (10) working days nor greater than sixty (60) calendar days.
- c. Job postings may be reposted (extended) at additional increments if no

candidate is selected from interviews or no applications meeting the minimum requirements are received.

- d. Exceptions to the posting period requires advanced approval by the VPHR and are limited only to the recruitment of Student, Recurrent, Temporary or requests per the following:
 - i. The position will be offered to a qualified employee who received a Reduction in Force (RIF) letter within twelve (12) months of the opening of the vacant position. Refer to [TTUS Regulation 07.08 Reduction in Force](#) for additional details.
 - ii. Texas Government Code 657 allows state agencies to hire or appoint for an open position an individual who is an entitled veteran without announcing or advertising the position, provided precise state requirements, including the source of the individual, are met.
- e. The Department Hiring Manager shall:
 - i. Prepare a job description that appropriately reflects the needs of the position and submit via the required process (as outlined above in the *Prior to Search Initiation* section). The job description is subject to Human Resources review and approval prior to posting.
 - ii. Receive approval from Institutional Advancement (IA) and Human Resources before placing any external job advertisements including but not limited to job boards, websites, journals, social media, and other advertising methods/sources. IA will review for the purposes of institutional branding only.
 - iii. Work with their designated HR Generalist to learn about a specific department, school, division, or campus AAP placement goals to create a recruitment strategy that attracts underutilized minorities, women, veterans, and individuals with disabilities.
- f. Human Resources shall:
 - i. Review for approval, the job description, minimum requirements, preferred/desired qualifications, required supplemental attachments, applicant job-related assessments/exams and scoring, and requested additional questions to ensure appropriateness, compliance, and impact on the applicant experience.
 - ii. Communicate to the Hiring Department Manager if any changes regarding the job description, requisition, posting, advertisements, etc., are needed.
 - iii. Ensure that the required applicant questions used for scoring reflect the minimum requirements qualifications of the position for initial screening purposes only.
 - iv. Review for approval, attachments, letters, supplemental questions, or other recruitment items. These items may be removed or revised to ensure legal compliance and policy adherence and to facilitate a better applicant experience as part of TTUHSC El Paso's recruitment strategy.
 - v. Post to the TTUHSC El Paso career website within two (2) business days of approval, excluding weekends and holidays.

15. Use of Search Firms

- a. The use of retained or contingent search firms for a staff position must be approved by the VPHR in advance. Failure to obtain this approval will delay the recruitment and selection process.

16. Conducting the Search

- a. Screening and Interview Process
 - i. During the screening and interview process, the HR Generalist, Hiring Department Manager and Hiring Committee participants must prudently ensure all applicants receive fair consideration.
 - ii. All potential candidates must have an active and complete application submitted in the ATS prior to being considered for an interview.
- b. The Hiring Manager Department and Hiring Committee participants shall:
 - i. Complete required HR training prior to receiving applicable system access to include *TEC 51.3525 Training for Hiring Committee Participants for Staff and Administration Positions*.
 - ii. Upon completion of the final scheduled interview, submit to Human Resources all applicant evaluation forms.
 - iii. Upon completion of the final scheduled interview, and within two (2) business days (excluding weekends and holidays), the Hiring Department Manager shall notify Human Resources in writing of the primary candidate of choice as well as the secondary candidate of choice (if selected).
- c. Human Resources shall:
 - i. Determine which applicants will move to interview using the PIR to numerically score all applicants using the position description's minimum requirements and preferred/desired qualifications.
- d. All criteria being scored and evaluated must be job-related and correlate to the posted position.
- e. Applicant screening and scoring will comply with the Protected Veteran's Employment Preference (Texas Government Code Chapter 657), Former Foster Youth preferences (Texas Government Code Chapter 672), and employees who have been separated due to a RIF.
- f. Protected Veteran's Employment Preference: An eligible veteran, surviving spouse of a veteran, or orphan of a veteran is entitled to preference in the selection process over other applicants who do not have greater qualifications. (Texas Government Code Chapter 657). Appropriate supporting documentation is required.
 - i. State entities are required to interview at least one (1) veteran if six (6) or fewer interviews are conducted; if more than six (6) interviews are conducted, 20% of the interviews must be with veterans. If there are no veterans in the pool, this requirement does not apply.
 - ii. Former Foster Youth preference: A former foster youth who was in the permanent managing conservatorship of the Department of Family and Protective Services on the day preceding the individual's 18th birthday is entitled to preference in the selection process over other applicants who do not have greater qualifications (Texas Government Code Chapter 672). Appropriate supporting documentation is required.
 - iii. Reduction in Force Separation: Special consideration for reemployment will be given to employees separated due to a RIF. Refer to [TTUS Regulation 07.08 Reduction in Force](#) for additional

details.

- g. After a minimum of ten (10) working days of the position being posted, close the requisition for further applications, and score all existing applicants using the PIR.
- h. Schedule interviews for all applicants receiving a PIR Rating Code of one (1) and two (2) with the Hiring Department Manager within five (5) business days (excluding weekends and holidays) using Outlook Calendar. If there are no candidates who receive a PIR Rating Code of 1 or 2, interviews may then be scheduled with applicants receiving a PIR Rating Code of three (3).
- i. Notify applicants of scheduled interview date and time, and provide a copy of the job description.
- j. Upon applicant confirmation of interview, upload interview questions and applicant materials to original Outlook calendar invite (sent to the Hiring Department Manager).
 - i. All candidates interviewed will be asked the same core questions, their responses will be scored, and the candidates will be ranked according to the cumulative score of their responses.
 - ii. Candidate evaluation forms from all Hiring Committee participants shall be turned in to Human Resources upon the conclusion of the last scheduled and completed interview.
 - iii. Any applicant who withdraws from consideration or is not interviewed after not responding to a minimum of two (2) attempts of contact using two (2) different methods (preferably email and phone) shall be documented by Human Resources accordingly.
 - iv. Taking the number of applicants into consideration, a minimum of two (2) candidates that meet the minimum requirements should be interviewed prior to making a job offer.
 - v. Human Resources may collect up to five (5) professional references depending on the PCLASS before a job offer is extended to any external candidate.
 - vi. As the Hiring Department Manager is the primary liaison to Human Resources, all communications (e.g., supplemental or department-specific interview questions, interview scheduling conflicts, etc.) should be exchanged directly between the Hiring Department Manager and designated HR Generalist.
 - vii. If at any point the hiring department makes the decision to not fill a position, the Hiring Department Manager is required to notify their designated HR Generalist immediately. The HR Generalist will then notify all applicants of the cancellation via the ATS.
 - viii. Comply with record retention requirements: preserve all applications, resumes, transcripts, evaluations, interview notes, scoring materials, reference letters, and any documentation supporting the selection and interview process for a minimum of two (2) years for candidates not hired and five (5) years after termination for the successful candidate.

12. Offer of Employment

- a. No employment commitment to any individual shall be made until all requirements outlined in this policy have been satisfied.
- b. Human Resources is the only department authorized on behalf of TTUHSC El Paso to issue an offer (verbally or written) for a staff position.
- c. All new hire staff position salaries will be determined, negotiated and communicated with the candidate(s), via Human Resources, and in accordance with [HSCEP OP 70.04 Compensation](#).
 - i. Human Resources recommended salary offers that exceed the hiring department's budgeted amount will be reviewed and finalized between Human Resources and the Vice President of Finance and Administration and/or the Vice President of Clinical Administration as determined by the position Org.
- d. Contingencies in the offer letter will include successful completion of the following:
 - i. Background check.
 - ii. Verification of the highest level of collegiate education completed.
 - iii. Credit check (if applicable).
 - iv. License verification (if applicable).
 - v. Certification verification (if applicable).
 - vi. If male, proof of compliance with selective service requirements.
 - vii. Completion of the Immigration and Naturalization Service Employment Eligibility verification.
 - viii. Form I-9 on or before the first day of employment.
 - ix. Ability to provide documentation to verify identity and employment eligibility by the end of the third workday.
- e. The candidate must accept the offer via the ATS before Human Resources can initiate the background check.

13. Minimum Appointment Age

TTUHSC El Paso will appoint employees in accordance with the Child Labor Provisions of the Fair Labor Standards Act.

- a. A minor below 14 years of age cannot be employed.
- b. A 14-year-old or 15-year-old minor may be employed in any occupation except those declared particularly hazardous by the Secretary of Labor but may not be employed:
 - i. During school hours;
 - ii. Between 7:00 p.m. and 7:00 a.m.;
 - iii. More than three (3) hours a day - on school days, including Fridays; or more than eighteen (18) hours a week - in school weeks;
 - iv. More than eight (8) hours a day - on non-school days; or more than forty (40) hours a week - in non-school weeks.
- c. If a minor is homeschooled, attends private school, or has no school, a "school day" or "school week" is any day or week when the public school where the minor lives are in session. There are some exceptions to the hours' standards for 14-year-old and 15-year-olds if a minor has graduated from high school, is excused from compulsory school attendance, or has enrolled in an approved Work Experience or Career Exploration Program or Work-Study Program.

- d. A 16-year-old or 17-year-old minor may be employed during school hours for any number of hours and during any period of time, except in occupations that have been declared particularly hazardous by the Secretary of Labor. Contact Human Resources for information concerning these occupations.
- e. Prior to employing a minor, contact Human Resources to ensure the appropriate consent forms are completed to satisfy TTUHSC El Paso's pre-employment requirements.

14. New Hire Appointment and Start Dates

- a. To ensure all pre-hire requirements have been satisfied, Human Resources shall be responsible for coordinating and finalizing all new hire start dates for staff positions.
- b. The effective date of an employee's start is the day the employee reports to work, and is expected to be effective on the 1st or 16th of the month for nonexempt positions, and 1st of the month for exempt positions. All off-cycle start dates must be approved in advance by the VPHR.
- c. If the initial period is less than a full month, the initial payment to a monthly salaried employee shall be calculated based on the number of work days to be paid as related to the total number of workdays in the month.
- d. For employees paid an hourly wage, payment shall be calculated on the actual hours worked during the pay period. The Hiring Department Manager must process the manual check request paperwork if an employee starts after the payroll deadline.
- e. The Hiring Department Manager or designee is responsible for submitting the electronic personnel action form (ePAF) prior to the new hire's start date.

15. New Employee Orientation (NEO)

All new and rehired employees at TTUHSC El Paso are mandated to complete New Employee Orientation (NEO) online via Tech Training. This requirement must be fulfilled within five (5) business days of their start date. In cases where previously employed employees are rehired, the same five (5) day completion condition applies. Failure to complete may result in the employee's system access being revoked.

16. Appointment after Retirement

- a. An employee receiving a retirement annuity from the Teacher Retirement System (TRS), or one of the Optional Retirement Programs (ORP), may be subject to additional employment restrictions imposed by the applicable retirement program or forfeiture of part or all of their retirement annuity. ORP participants are subject to the restrictions imposed by TRS. Longevity pay and vacation accrual may be affected for a Return-to-Work retiree.
- b. There must be at least a one (1) month break of employment between an employee's effective date of retirement and re-appointment after retirement, in accordance with TRS Laws and Rules, T.A.C. Title 34, Part 3, Chapter 31.

17. Nepotism

- a. Internal and external applicants are required to self-disclose, at the time of application. Failure to disclose will result in applicant disqualification. Refer to [HSCEP OP 70.08 Nepotism](#) for additional details.

18. Falsification or Omission of Information on Application

- a. Applicants who provide false information or omit any requested information on their application materials or during the interview process may be deemed to have falsified their application and may be ineligible for hire or subject to corrective action up to and including termination post-hire. Internal applicants may be subject to corrective action up to and including termination, in accordance with applicable policies or rules.

19. Compliance with Policy

The Department of Human Resources will conduct random audits to ensure compliance with this policy. All findings will be communicated to the Department Hiring Manager, department leader, VPHR, and the Office of Employment Opportunity, as necessary.

Failure to comply with this policy in whole or in part may result in the revocation of the Department Hiring Manager's access to TTUHSC El Paso system or the suspension of the ability to conduct business as a Department Hiring Manager. Employees are expected to understand and conduct work in accordance with established rules, procedures, policies, and Regulations. Violation may result in coaching, corrective action, and/or termination.

20. 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 prior notice to or the consent of employees.