April 5, 1995

ADMINISTRATIVE MEMORANDUM 95-01

TO: Administration
   Communications
   Divisions/Centers

SUBJECT: TTI Hiring, Promotion and Dismissal Policy

A recent audit of management controls at Texas A&M University and The Texas A&M University System by the Office of the State Auditor revealed deficiencies in personnel procedures. Specifically, it was found that TAMU and TAMUS had not done an adequate job of following the proper procedures in listing, filling, and tracking job vacancies and in evaluating the performance of current employees. To ensure that adequate procedures are in place within the Texas Transportation Institute, the hiring, promotion and dismissal policy is hereby revised effective immediately. Please make sure all TTI staff involved in hiring/dismissing employees are aware of these procedures. Your cooperation in adhering to these new procedures will be appreciated.

CREATING NEW POSITIONS (Professional/Administrative)

Before listing a vacancy:

1. Prepare a (Attachment A) for approval by the Deputy Director through the appropriate Division Head and Associate Director.
2. Submit the request along with a completed Position Analysis Questionnaire (PAQ) (Attachment B) form to the TTI Human Resources Office.
3. After being reviewed by the TTI Human Resources Officer, the request will be awarded for administrative approval.
4. The Division Head/Program Manager will be notified of the decision by the Associate Agency Director.
CREATING NEW POSITIONS (Clerical/Support Staff)

Before listing a vacancy:

1. Prepare a written request (Attachment C) for approval along with a completed PAQ form and submit to the TTI Human Resources Office through the appropriate Program Manager and Division Head.
2. The TTI Human Resources Officer will review the request to determine that it is in accordance with the current delegation of responsibility and that the described duties are consistent with the position requested. The TTI Human Resources Officer will then notify the Division Head/Program Manager of the decision.

ADVERTISING AND FILLING VACANT POSITIONS (Professional/Administrative)

Before making an offer:

1. Prepare a written request (Attachment A) for approval by the Deputy Director through the appropriate Division Head and Associate Director.
2. Submit the request along with a completed Job Description Form (Attachment D) and a Notice of Vacancy (Attachment E) with required signatures to the TTI Human Resources Office for processing.
3. Vacancies will be posted in several locations, including the TAMU Employment Office and the Texas Employment Commission, Texas Transportation Institute and by other media sources to enhance recruitment efforts. Each vacancy will be posted a minimum of five working days.
4. Applications will be received through the TAMU Employment Office, the Texas Employment Commission, and TTI. All applications should be reviewed to ensure that the applicant meets the minimum requirements for the position as shown on the notice of vacancy.
5. The hiring supervisor should request each interviewed applicant to complete a TTI Information Release (Attachment F). An Applicant EEO Data Form (Attachment G) along with a return envelope addressed to the TTI Human Resources Office should be provided to the applicant as well. The applicant may complete this form and mail to TTI at a later time.
6. Upon finding an acceptable candidate, a written request (Attachment H) for approval to hire should be prepared and forwarded to the Deputy Director through the appropriate Division Head and Associate Director. The written request should include the date of hire, rate of pay, title and a copy of the candidate's resume. Also indicate whether the position is to be temporary or permanent.
7. Submit the request along with a draft offer letter (Attachment I) for the Director's signature to the Human Resources Office. Copies of the completed TTI Information Sheets for all interviewed applicants, as well as the Applicant Tracking Log (Attachment J) should be attached. The Human Resources Officer will certify that the candidate meets the minimum requirements for the position and will forward the request for administrative approval.

8. The Division Head/Program Manager will be notified of the decision. The Director's Office will send the offer letter to the candidate. Copies of the letter will be forwarded to the person submitting the request and to the TTI Human Resources Officer.

9. Upon formal acceptance, the hiring supervisor should notify the TTI Human Resources Officer.

ADVERTISING AND FILLING VACANT POSITIONS (Clerical/Support Staff)

Before making an offer:

1. Prepare a written request (Attachment C) for approval by the Human Resources Officer through the appropriate Division Head and Program Manager.

2. Submit the request along with a completed PAQ Form and a Notice of Vacancy (Attachment E) with required signatures to the TTI Human Resources Office for processing.

3. Vacancies will be posted in several locations, including the TAMU Employment Office, the Texas Employment Commission, TTI, and by other media sources to enhance recruitment efforts. Each vacancy will be posted a minimum of five working days.

4. Applications will be received through the TAMU Employment Office, the Texas Employment Commission, and TTI. All applications will be reviewed to ensure that the applicant meets the minimum requirement for the position as shown on the notice of vacancy. Applicants currently employed on campus should apply directly to the TAMU Employment Office.

5. A typing test will be administered at the point of application for those clerical positions which have a typing speed requirement.

6. Upon finding an acceptable candidate, a written Notice of Intent to Hire (Attachment K) should be prepared and forwarded to the Human Resources Officer. The notice should include the date of hire, rate of pay, title and a copy of the candidate's application. Also indicate whether the position is to be temporary or permanent. Copies of all applications as well as the Applicant Tracking Log should be attached.

7. The TTI Human Resources Officer will review the information submitted to determine that the applicant meets the minimum requirements of the job. The
TTI Human Resources Officer will then notify the Division Head/Program Manager of the decision. (The Chancellor's approval is required for offers above the 'C' step).

**PROMOTIONS**

1. Prepare a written request (Attachment L) for approval and submit to the Director through the appropriate Division Head and Associate Director. The written request should include the recommended salary and title, and the number of years in the current title. Attach a copy of the most recent evaluation (not more than 12 months old) and an updated job description.
2. The Director's Office will notify the requestor when a decision has been made and will forward approved requests to the TTI Human Resources Officer for processing.

**REDUCTIONS IN FORCE AND DISMISSALS FOR CAUSE (Professional, Administrative and Clerical/Support Staff)**

1. Contact the TTI Human Resources Officer and the Deputy Director before taking any action!
2. The TTI Human Resources Officer will advise you of the steps which must be taken, consistent with existing TAMUS policies.

**RESIGNATIONS (Professional, Clerical/Support Staff, and Student)**

1. Obtain Letter of Resignation from employee (not required for students). The letter should indicate reason for leaving, last working day and forwarding address.
2. Submit the Letter of Resignation to the TTI Human Resources Office.
3. Have the employee contact the TTI Human Resources Office to discuss retirement account and insurance options (if applicable).

**PROCEDURES RELATED TO WAGE POSITIONS (STUDENTS/TEMP)**

All Actions

1. Complete Wage/GAR Personnel/Action Request (Attachment M) and submit to the Human Resources Office for approval at the time that an action is being taken.
2. Send the new employee to the Human Resources Office to complete employment forms. The new employee should bring two forms of identification.
If you have any questions, or if you encounter a situation not covered in these procedures, please contact Greg Richmond at 845-9857 or Don Bugh at 845-1715.

Herbert H. Richardson
Director

Attachments