



origin, disability, or status as a protected veteran in keeping with the laws and regulations of the State of Texas and *Regents' Rules*, Section 03.01.8, Equal Employment Opportunity and all federal laws.

## 2. Definitions

### a. **Affirmative Action Program (AAP)**

A management tool aimed at increasing and advancing the hiring of qualified women, minorities, individuals with disabilities, and protected veterans. As a federal contractor, TTUHSC has implemented and maintains an Affirmative Action Program as required by [Executive Order 11246](#) and is committed to these efforts.

### b. **Diversity**

Presence and representation of individuals from a wide range of intrinsic and social identity statuses, including, but not limited to ability, age, class, color, culture, ethnicity, gender expression, gender identity, race, religion, sex, sexual orientation, veteran status, and political beliefs.

### c. **Equal Employment Opportunity (EEO)**

In compliance with state and federal law, TTUHSC will not discriminate against any applicant for employment because of race, ethnicity, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, or status as a protected veteran.

### d. **Job Changes**

- (1) Promotion – The appointment of a current employee to a position in a higher pay grade than their current position, usually requiring higher qualifications and expanded responsibilities.
- (2) Transfer – The appointment of a current employee to a position in the same pay grade as their current position.
- (3) Demotion – The appointment of a current employee to a position in a lower pay grade than their current position.

### e. **Hiring Manager**

The Hiring Manager establishes the overall plan for the search, articulates expectations to the hiring team, and has all final decision-making authority in a staff search process. The Hiring Manager leads the recruiting plan development, manages the search process, and is responsible for ensuring that all EEO and TTUHSC policies and procedures are followed and promoted throughout the search process.

### f. **Reclassification**

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.

### g. **Staff Search**

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

h. **Search Coordinator**

The Coordinator serves as the administrative support to the Hiring Manager. The Coordinator ensures all processes are followed in accordance with TTUHSC administrative practices, completes paperwork associated with the search, updates the applicant tracking system, and manages record retention. The Coordinator has no voting rights on candidate decisions unless they are also an active search committee member.

3. **General Employment Information**

a. **Conditions of Employment**

- (1) Continuation of employment at TTUHSC is at the discretion and will of the institution. In this employment-at-will relationship, the employee or TTUHSC may sever the relationship at any time at either's discretion.
- (2) All appointments are made relative to the institution's needs upon completion of a background check.
- (3) 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**

- (1) Regular positions include positions involving an appointment for four (4) and one-half months or more.
- (2) 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 status positions include all positions which require an employee to be a student as defined in Article 8.286a ( ) of the Texas Education Code.



policy.

- (1) Texas Government Code §656.024 requires all job vacancies to be posted for **at least ten (10) working days**. Exceptions to the posting period require advanced approval by the AVP Human Resources and are limited only to recruitments for students, recurrent staff, temporary positions, or requests per the following:
  - (a) The position will be offered to a qualified employee who received a

- (f) At no expense to the hiring manager's department, promote job advertisements nationwide across a multitude of platforms to assist with attracting an exceptional, diverse, and highly qualified applicant pool.

## 9. Conducting the Search

### a. Screening and Interview Process

During the screening and interview process, the hiring team must prudently ensure that all applicants receive fair consideration. All potential candidates must have an active application submitted to the relevant job posting prior to being considered for an interview.

#### (1) The Hiring Manager shall:

- (a) Complete the required Hiring Manager training prior to participating in scoring or interviews. Determine which applicants will move to interview using the *Applicant Scoring Matrix* located on the [Hiring Resources & Recruitment](#) website to numerically score all applicants using the position description's minimum, preferred, and position-specific qualifications. Other scoring categories may be added to the template. Each of the stipulated qualifications should be listed.
  - 1. All criteria being scored and evaluated must be job-related and correlate to the posted position.
- (b) 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.
  - 1. 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.
    - a. *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.*
  - 2. 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 18<sup>th</sup> 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.
  - 3. Reduction in Force Separation: Special consideration for re-employment will be given to employees separated due to a RIF. For additional information, please reference TTUHSC Reduction in Force (RIF) policy. Refer to [HSC OP 70.23](#).







by the end of the third workday.

- c. The candidate must accept the offer through the ATS system before Human Resources can initiate the background check.
- d. Upon completion of the background check, the hiring manager shall contact Human Resources to confirm the anticipated start date. Human Resources will complete the Final Offer form within the system and move the candidate's HR status to "Ready to Hire."

11. **Appointment Authority**

- a. The Hiring Department, or Human Resources, at departmental request, initiates appointments by submitting an electronic personnel action form (ePAF). The ePAF must be fully approved for hire actions to occur and should be initiated prior to the new team member's start date.
- b. Appointments to vacant positions that exceed authorized rates or budgeted funds require additional approvals from the Budget Office, Human Resources, and the appropriate Dean, Vice President, or equivalent. The ePAF will be processed after the new request is fully approved.

12. **Minimum Appointment Age**

TTUHSC 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

- a. The effective date of an employee's appointment shall be the day the employee reports to work, which is recommended to be the beginning of a pay period.
- b. 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.
- c. For employees paid an hourly wage, payment shall be calculated on the actual hours worked during the pay period. The hiring manager must process the manual check request paperwork if an employee starts after the payroll deadline.

14. **New Team Member Orientation**

All new and rehired team members at TTUHSC are mandated to complete the *New Team Member Orientation* (NTMO) through our internal learning management system, ACME. This requirement must be fulfilled within five (5) business days of their start date. In cases where previously employed team members are rehired, the same five (5) day completion condition applies. Exceptions require written Human Resources approval.

15. **Appointment after Retirement**

- a. An employee receiving a retirement annuity from the Teacher Retirement System, or one of the Optional Retirement Programs, may be subject to additional employment restrictions imposed by the applicable retirement program or forfeiture of part or all of their retirement annuity. Optional Retirement Program participants