



SAP 33.99.01.N0.02 - Employment Practices

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Summary

Texas A&M Engineering Extension Service (TEEX) is committed to providing a work environment that is conducive to the personal and professional development of each employee without regard to race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity. In addition, equal opportunity and access will be provided to all students, employees and prospective employees. TEEX is committed to building a diverse workforce while following consistent hiring procedures that comply with State and Federal laws and regulations, as well as Texas A&M University System policies. Selection procedures and hiring decisions are to be based upon the applicant's job-related factors: satisfaction of requisite minimum qualifications, licensure, and certifications, as well as relevant skills related to the position in education, experience, and knowledge, skills and abilities.

Definitions

Budgeted Position

Any position created to fill a labor need that is utilized at least 20 hours per week up to 40 hours per week and the continued employment is for a term of at least 4 1/2 months.

Temp/casual Positions (Wage)

Any position created to accommodate temporary labor needs, such as work of an intermittent nature or having a brief, fixed duration. These positions are not guaranteed any set number of hours at any time and are typically ineligible for benefits.

Student positions

Any position that requires the individual to have a student status as a condition of employment. Individuals in these positions have a primary responsibility of being a student.

Requirements

1. POSITION ANNOUNCEMENTS
 - 1.1. Job postings will be created in Workday for all budgeted and temp/casual (wage) positions. Job posting will be posted in the following manner:

- 1.1.1. Internally in Workday for at least five calendar days and available only to current employees of the Texas A&M University System; or
 - 1.1.2. Internally and externally in Workday. Positions posted externally will be automatically posted for a minimum of five calendar days on the Texas Workforce Commission's job website.
 - 1.2. Positions may also be filled by current budgeted employees without posting by approved internal promotion or transfer as defined in TEEEX SAP 31.01.01.NO.01, *Compensation Administration* and TEEEX SAP 33.99.04.NO.01, *Promotion, Transfer, & Voluntary Moves*.
 - 1.2.1. Budgeted employee's employment status may be changed to temp/casual without posting if the budgeted employee has submitted a letter of resignation.
 - 1.3. All applicants for a posted budgeted or temp/casual position must apply online through Workday for possible referral to the hiring supervisor.
 - 1.4. Student positions (undergraduate and graduate level) are excluded from the posting requirements contained in this standard administrative procedure. In addition, departments may directly transfer a student employee into a temp/casual position without posting the temp/casual position under the following circumstances:
 - 1.4.1. The student employee can no longer be employed in a student title due to a graduation or other circumstances that prevent a student title from continuing to be used, and
 - 1.4.2. The employing department has a business need to continue the former student's employment in the same capacity without a break in service.
 - 1.5. Offers of employment and subsequent processing in Workday will be contingent upon:
 - 1.5.1. The hiring department's compliance with employment policies and procedures and all applicable federal and state laws and regulations; and
 - 1.5.2. The applicant's meeting at least the minimum qualifications for the position as well as successfully completing any background checks/drug screens.
 - 1.6. Employment posting and selection processes that would be counter to this standard administrative procedure will normally not occur. However, if exceptional situations exist, the hiring supervisor may request approval to limit the posting and selection process through the appropriate division director / HQ department head, through the Chief Human Resources Officer to the Agency Director. The posting requirement under Section 1.3.3 of System Regulation 33.99.01 *Employment Practices* cannot be waived.

2. RESPONSIBILITIES

- 2.1. The Human Resources office is responsible for:
 - 2.1.1. Developing, maintaining, and communicating detailed procedures, instructions, and guides to assist in the recruiting and selection process utilizing websites, workshops, handbooks, and other methods of communication.
 - 2.1.2. Preparing job postings in Workday for posting to online career site for budgeted and temp/casual positions;
 - 2.1.3. Obtain pricing and posting requirements for external career sites.
 - 2.1.4. Posting and un-posting job listings;
 - 2.1.5. Conducting criminal background checks and US degree verification/professional license checks as required;
 - 2.1.6. Ensuring that all selection choices meet the requirements of all federal and state laws and regulations;
 - 2.1.7. Review all supporting hiring documentation for completeness.
 - 2.1.8. Monitoring the recruiting and selection of employees to ensure full support of the agency's Affirmative Action Plan.
 - 2.1.9. Coordinate with the final candidate for any pre-employment drug screening requirements.
 - 2.1.10. Generating the official offer letter for the selected candidate after all relevant items have been reviewed and confirmed.
- 2.2. Hiring Supervisor is responsible for:
 - 2.2.1. Preparing and using position descriptions throughout the recruiting and selection process;
 - 2.2.2. Provide TEEX HR with a list of external websites for posting job vacancies on. This includes providing the funding source information to be used.
 - 2.2.3. Following consistent, job-related recruiting and selection procedures as found in the [additional guidelines](#), information, and training on selection procedures on the TEEX Human Resources website and the Effective Hiring Practices course found on TrainTraq.
 - 2.2.4. Selecting qualified applicants based on the qualifications established in the position description;
 - 2.2.5. Ensuring copies of documents related to the selection process have been provided to the TEEX Human Resources per the specified selection practice.

Quality Assurance Measures

Human Resources will continuously monitor, with support from OGC, the implementation of this SAP.

Related Statutes, Policies, or Requirements

[Tex. Gov't Code § 651.005](#)

[Tex. Gov't Code § 656.001](#)

[Tex. Gov't Code, Ch. 657](#)

[Tex. Gov't Code, Ch. 672](#)

[41 C.F.R. § 60-300.5](#)

[System Policy 08.01 *Civil Rights Protections and Compliance*](#)

[System Regulation 08.01.01, *Civil Rights Compliance*](#)

[System Regulation 33.99.01 *Employment Practices*](#)

[System Regulation 33.99.04, *Promotions, Transfers and Voluntary Moves*](#)

[System Regulation 33.99.14, *Criminal History Record Information – Employees and Candidates for Employment*](#)

TEEX SAP 31.01.01.N0.01, *Compensation Administration*

TEEX SAP 33.99.04.N0.01, *Promotion, Transfer, & Voluntary Moves.*

Office of Responsibility

Contact for SAP clarification and interpretation:

TEEX Human Resources

(979) 458-6801