

Human Resource Actions Memo Routing Structure

		Director*	Michele Kinney Human Resources	Michelle Steedly Manager Classification and Compensation	Supervising Vice President	Vice President	TAMU Rule***
Email	Request to Post Position**	From			To		
	Request to Fill Posted Position **	From			To		
Memo	† Creating New Position	From		CC	Through	To	31.01.01.M7.02
	† Other Career Ladders and Reclassifications	From		CC	Through	To	31.01.01.M7.02
	SDS, CTO and Student Counseling Career Ladders	From		CC	Through	To	
	Counter Offers, Merit Inc, and Equity Adj Outside of Budget Cycle	From		Through	Through	To	31.01.01.M2
	Equity Adjustments (during budget cycle)	From		Through	Through	To	31.01.01.M7
	6-month Hiring Adjustment up to 10%	From			To		31.01.01.M7
	6-month Hiring Adjustment over 10%	From			Through	To	31.01.01.M7
	Hiring Classified Position Over 10%	From			Through	To	31.01.01.M7
	Hiring Non-Classified Position Over Posted Salary	From			Through	To	31.01.01.M7
	Temporary Salary Increases (Interims)	From		Through	Through	To	31.01.01.M4
	Request to Terminate from Employment (Involuntary Termination)	From		CC	To		32.02.02.M0.02
Form	One Time Merit - use HR form - one per person	From			Through	To	31.01.01.M5.02
	Administrative Leave - use HR form - one per person	From			To		31.01.01.M5.01
	Internal Promotion - use HR form - one per person	From		Through	Through	To	31.01.01.M7.03

* Director needs to approve all requests.

** No formal memo is needed. Director should email the supervising VP with the request. Approval will be returned via email.

*** Routing has been modified to include the Vice President approval in many cases as outlined by Dr. Loftin's letter on 1/22/10.

† Routing structure altered slightly from rule because these action are approved by Michelle Steedly in the HR Online system.

Assoc VP, Tom Reber, is available for consultation on any of the above rules.