

**ADMINISTRATIVE PROCEDURES**

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| **01.03 Director’s Delegations – Human Resource Administration**  | **Revised: November 2, 2023** |

1. GENERAL

This procedure establishes the delegations of authority related to human resource administration by the Director of Texas A&M Forest Service.

2. CERTIFICATION OF AVAILABILITY OF FUNDING

In approving any action requiring additional funding, the approving authority certifies that the necessary funding has been identified and approved for the action. To this end, each associate director will designate the division chief operating officer to ensure that funding and account assignments for personnel action requests are appropriate.

3. DELEGATIONS

The Director has delegated the following approval authority with the requirement that the required administrative reviews/approvals be performed prior to approval by approving authority.

| Action | Administrative Review/Approval | Approving Authority |
| --- | --- | --- |
| Limits | Approver |
| Supervisory Organization Change | Payroll & Support Services Department Head | All | Department Head  |
| Alternate Work Location | Associate Director for Finance and Administration | All | Director with recommendation from Associate Director |
| Disciplinary Action | AgriLife Human Resources Manager | Personal ConferenceWritten Reprimand2nd Written ReprimandSuspensions: Associate Director1 All Other Staff2 All Other Disciplinary Actions – transfer, demotion or reduction of salaryAssociate Director1 All Other Staff | Department HeadAssociate DirectorAssociate DirectorDirectorAssociate DirectorDirectorAssociate Director |
| Emergency Leave With Pay |  | Death of Family Member: ≤ 3 days 4 to 5 daysAll Other | SupervisorAssociate DirectorDirector |
| Employee Name Change |  | All | Employee |
| Employee Transfer – Non-disciplinary | Division Chief Operating Officer and AgriLife Human Resources Manager | Same LocationDifferent Location3 | Associate DirectorDirector |
| Establish New Position | All - Division Chief Operating Officer and AgriLife Human Resources ManagerBudgeted - Associate Director for Finance and Administration  | BudgetedSeasonal (part-time) or Student Worker | DirectorDepartment Head |
| Leave with Pay from Sick Leave Pool | AgriLife Human Resources Specialist | All | Sick Leave Pool Administrator  |
| Leave Without Pay |  | ≤ 3 days4 to 9 days≥10 Days | SupervisorAssociate DirectorDirector |
| Hiring Request at base level of career ladder and Pay Plan Minimum | Division Chief Operating Officer and AgriLife Human Resources Manager | Associate Director1All Other | Director Associate Director |
| Hiring Request above base level of career ladder or above Pay Plan Minimum | Division Chief Operating Officer, AgriLife Human Resources Manager, and Associate Director for Finance and Administration | All | Director |
| Merit - Increases or One-time Payments | Associate Director and Employee Development | All | Director |
| Pay Equity Increase | Division Chief Operating Officer, AgriLife Human Resources Manager, and Associate Director for Finance and Administration | All | Director |
| Pay Source Change | Division Chief Operating Officer and Payroll and Support Services Department Head | All | Department Head or Associate Director |
| Position Descriptions | Applicable Supervisor and Department Head | Associate Director and Director’s Office staffAll Others | DirectorAssociate Director |
| Position Percent Effort Change | Division Chief Operating Officer, AgriLife Human Resources Manager, Associate Director for Finance and Administration | All | Associate Director  |
| Position Elimination | All - Division Chief Operating Officer Budgeted - Associate Director for Finance and Administration | BudgetedSeasonal and Student Worker | DirectorDepartment Head |
| Position Transfer | Division Chief Operating Officer and AgriLife Human Resources Manager | Same LocationDifferent Location3 | Associate DirectorDirector |
| Promotion | Division Chief Operating Officer, AgriLife Human Resources Manager, and Associate Director for Finance and Administration | Associate Director1 and Department Head positionsAll Other positions | Director Associate Director |
| Salary Differential and Educational Incentives | Division Chief Operating Officer, AgriLife Human Resources Manager, Associate Director for Finance and Administration | All | Associate Director |
| Temporary Salary Adjustment - Resource Specialist Mentor or Lead Resource Specialist | Division Chief Operating Officer and AgriLife Human Resources Manager | All | Associate Director |
| Temporary Salary Adjustment - Other | Division Chief Operating Officer, AgriLife Human Resources Manager, Associate Director for Finance and Administration | All | Director |
| Termination – Budgeted  | AgriLife Human Resources Manager | Associate Director1All other staff | DirectorAssociate Director |
| Termination – Seasonal | AgriLife Human Resources Manager | All | Department Head or Associate Director |
| Termination – Student Worker | AgriLife Human Resources Manager | All | Supervisor |
| Title Change | Associate Director for Finance and Administration and AgriLife Human Resources Manager | Associate Director1 and Department Head positionsAll Other Staff | DirectorAssociate Director |

1*Actions involving an Associate Director are subject to approval by the Chancellor.*

2*Associate Directors must keep Director informed of suspensions and involuntary terminations.*

3*Moving expenses must be approved by the Director.*

4. ADMINISTRATIVE REVIEW

All personnel actions must receive administrative approval before executing the proposed action to ensure compliance with applicable policies, regulations, rules and procedures.

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