



ADMINISTRATIVE PROCEDURES

10.11 Employment Procedures

Revised: January 6, 2022

1. GOVERNING REGULATIONS

This procedure is governed by System Regulation [33.99.01](#), *Employment Practices*.

2. EQUAL OPPORTUNITY FOR EMPLOYMENT

Texas A&M Forest Service is an Equal Opportunity/Affirmative Action/Veterans/Disability employer committed to excellence through diversity. The agency provides equal opportunities in programs, education and employment, without regard to race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity. Selection of applicants to fill positions is based on job-related factors which include, but are not limited to, relevant work experience and performance history, applicable education and/or training and required and preferred skills, knowledge and abilities.

3. JOB POSTING REQUIREMENTS

- 3.1 Generally, all vacant budgeted positions are posted by the Employee Development Department (ED) for a minimum of five days before the selection process begins. This helps to ensure an adequate applicant pool from which to select. An exception is allowed when a position will be filled through an internal promotion or transfer; the position does not have to be posted.
- 3.2 All seasonal positions are posted by ED for a minimum of 24 hours.
- 3.3 Student worker positions are exempt from posting requirements.
- 3.4 As a minimum, ED posts to:
 - a. [Workday](#)
 - b. [Texas Workforce Commission](#)
- 3.5 Advertisement of professional and management positions in newspapers, periodicals or other publications is encouraged to help increase the pool of qualified applicants.
- 3.6 Advertisement of classified positions is at the discretion of the applicable department head, unless otherwise required by the applicable associate director.

4. FILLING VACANT POSITIONS

- 4.1 Hiring supervisors follow the [Hiring Guidelines](#) to fill positions, except when filled through internal promotion or transfer.
- 4.2 The hiring department determines if a vacant position is advertised and where it is advertised (newspaper, periodical or other publication). ED performs all actions associated with placing the advertisement.

5. REVIEW OF HIRING DECISIONS

ED is responsible for reviewing hiring documentation to ensure compliance with this procedure and the related hiring guidelines.

6. NEW EMPLOYEE ORIENTATION

- 6.1 All new employees in budgeted positions must report to the agency headquarters in College Station for New Employee Orientation (NEO) on the first day of work.
 - a. College Station based staff - the first day of work will be a Tuesday.
 - b. Field office staff - the first day of work is the day when the employee leaves the assigned field office to drive to College Station for NEO. For most employees this will be a Tuesday. In situations when the employee must begin travel from a field office on the day before NEO, the employee's first day of work will be Monday and the employee is permitted to engage in only those work activities required for travel to College Station.
- 6.2 NEO includes completion of the entire hiring packet, completion of all mandatory training, benefits orientation and enrollment and an orientation to the agency. New employees will return to their respective duty point locations when this process is completed.
- 6.3 All new employees in seasonal and student worker positions are in-processed using the [Hiring Checklist – Seasonal Employee](#). This normally takes place in the local field offices; for those hired in College Station the in-processing will be handled by ED.

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