

October 1, 2007

**MEMORANDUM**

**TO:** Distribution A

**SUBJECT:** Revised A&M System Policies and Regulations Affecting Non-Faculty Employees

The Texas A&M University System Chancellor presented to the Board of Regents and received approval on September 28, 2007 for two revised policies that affect non-faculty employees. The new versions, effective immediately, more clearly align the A&M System with state law but may generate questions and raise concerns among your employees.

I urge you, therefore, to familiarize yourself with the revisions before you discuss the changes, using the information provided in this memorandum and on the Employee Services web site. The clear message to be carried to your employees is that Texas A&M University values fair and consistent treatment of employees. We shall continue to utilize processes and rules to assist us with the orderly conduct of work.

A summary of the changes follows:

*System Policy 32.01, Employee Complaint and Appeal Procedures*

- The policy was revised to address certain appeals by persons entitled to a veteran's employment preference.
- The policy deletes reference to the right of appeal but moves that responsibility to the chancellor to establish regulations covering complaint and appeal of employment actions.
- The policy was revised to make references to A&M System appeal procedures more consistent with the underlying legal intent.

*System Policy 32.02, Discipline and Dismissal of Employees*

- The policy was revised to restate and clarify that, pursuant to the general rule in Texas as recognized by state law, case law, and Attorney General Opinions, all non-contractual, non-faculty employees are at-will employees. Being at-will means that either the employee or the university can terminate employment at any time for any reason, with or without cause. Involuntary terminations of non-faculty employees must be approved by an employee's departmental management and will continue to be routed through the university's Employee Relations office for review and approval before the termination is granted.
- The reference to a six-month mandatory probationary period for non-faculty employees was deleted.
- The reasons for discipline and dismissal were restated as broad categories of job performance or conduct falling below expected or required standards.

The following System regulations also have been revised to reflect the policy changes:

- *31.03.04, Leave of Absence Without Pay*
- *32.01.02, Complaint and Appeal Process for Non-Faculty Employees*
- *32.02.02, Discipline and Dismissal of Non-faculty Employee*
- *33.99.02, Probation (eliminated)*
- *33.99.03, Performance Evaluations for Non-faculty Employees*
- *33.99.15, Reduction in Force for Employees Other than Faculty*

The Office of Employee Services (ES) has begun revision of the related University Rules and Standard Administrative Procedures (SAPs), as may be required.

Representatives of Employee Services will be meeting with various councils and other established leadership and administrative groups over the next few weeks to discuss the implications of the revised policies, regulations, rules and SAPs. If you wish to have your employees briefed on these matters by someone from Employee Services or have questions, please contact Employee Relations at 862-4027.

In the meantime, information about these changes, including frequently asked questions (FAQs), and revised documents are located on the Employee Services web site at <http://employees.tamu.edu/managers/notice.aspx>.

E. Jill Pollock  
Associate Vice President and  
Chief Human Resources Officer

xc: ES Liaisons