

# TWU Staff Handbook



## TWU Staff Handbook

**PLEASE NOTE- THIS SITE IS CURRENTLY BEING REVISED. PLEASE CONTACT THE OFFICE OF HUMAN RESOURCES IF EXPERIENCING PROBLEMS ACCESSING DOCUMENT.**

The Staff Handbook describes important information about Texas Woman's University, and the entire Staff Handbook should be read within the first seven days of employment. Employees agree to abide by all the policies and procedures contained in the Staff Handbook. If an employee has any questions about the Staff Handbook, or about other issues regarding employment, the employee should consult with their supervisor or the Office of Human Resources.

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## **Introduction**

The Staff Handbook describes important information about Texas Woman's University, and the entire Staff Handbook should be read within the first seven days of employment. Employees agree to abide by all the policies and procedures contained in the Staff Handbook. If an employee has any questions about the Staff Handbook, or about other issues regarding employment, the employee should consult with their supervisor or the Office of Human Resources.

All employees of Texas Woman's University are at-will employees and serve at the pleasure of Texas Woman's University.

The policies and procedures in this Staff Handbook are subject to change, without prior notice, at the discretion of Texas Woman's University.

The policies contained in this Staff Handbook do not in any manner constitute the terms of an employment agreement, express or implied, or create any property right for any employee. The use of any corrective action guidelines by Texas Woman's University, does not in any way grant any entitlement or right to any employee to receive corrective action measures or in any way alter the at-will status of any employee of Texas Woman's University.

All employees are responsible for knowing and following all policies contained in this Staff Handbook. In addition, managers and supervisors are responsible to the University for ensuring their employees adhere to the policies outlined in this Staff Handbook. Employees who violate any policy may be subject to disciplinary action, up to and including dismissal from employment at Texas Woman's University.

## **Employment At-Will**

Texas Woman's University is an "Employment At-Will" university. This means that once hired, an employee serves at the pleasure of Texas Woman's University. Discontinuance of employment may occur at any time, without cause, at the discretion of Texas Woman's University.

Texas Woman's University's policies and procedures:

- are subject to change;
- do not in any manner constitute the terms of an employment agreement, express or implied; and
- do not create property rights.

Supervisors and all other Texas Woman's University managers involved in the hiring process are not authorized to make any statement providing any assurance of job security or continued employment to present, prospective or newly hired workers. Similarly, in their dealings with employees, managers and supervisors are not authorized to make any promises or assurances of continued employment in the event of satisfactory performance.

Only the Chancellor and President or his/her designee is authorized to enter into an employment contract with any employee. In the event of such a contract, it shall be in writing. No oral agreements shall be binding on Texas Woman's University.

Texas Woman's University is an Equal Employment Opportunity, Affirmative Action, Americans with Disabilities Act, Age Discrimination in Employment Act, Employer.

This Staff Handbook has been prepared by the Office of Human Resources as a convenient and useful guide for staff employees of Texas Woman's University and should not be construed as a contract between the University and its employees. The contents of this Staff Handbook are subject to changes in existing and applicable state or federal laws and regulations.

In some instances the material in this Staff Handbook is a summary of the complete TWU policy. Should the summary differ from the full TWU Policy in the Staff Handbook, the full TWU policy shall prevail.

Please refer to TWU University policy [URP: V.10.a Employment At Will](#)

## **Brief History of TWU**

An act of the 27th Legislature in 1901 founded the Girls Industrial College as a public institution that would become Texas Woman's University in 1957. The school had then and has now a dual mission: to provide a liberal education and to prepare young women "for the practical industries of the age" with a specialized education.

Men have been admitted to TWU since 1972.

TWU continues today as a public university that offers a comprehensive catalog of academic studies, including baccalaureate, masters and doctoral degrees. Now in its tenth decade, the University has grown from a small college to a major university. TWU is the largest university primarily for women in the United States, with the main campus in Denton and health science centers in Dallas and Houston.

## **Highlights by date**

1901 — The Girls Industrial College was founded by an act of the 27th Texas Legislature.

1903 — The first building, now known as Old Main, was constructed on campus.

1904 — First graduating class with one graduate, Beulah Kincaid.

1905 — The college's name is changed to the College of Industrial Arts (CIA).

1910 — CIA becomes the first institution of higher learning to establish and maintain a department of music.

1915 — The first bachelor's degrees are awarded at CIA.

1917 — The first kindergarten at a public institution is established at CIA.

1923 — CIA becomes an accredited member of the Southern Association of Colleges and Secondary Schools.

1930 — Graduate studies are established at the college.

1934 — The college's name changes to Texas State College for Women.

1953 — The first doctoral degrees are awarded at TSCW.

1954 — The college's nursing program begins in Dallas at Parkland Hospital.

1957 — The college's name changes to Texas Woman's University.

1960 — The TWU Institute of Health Sciences-Houston Center opens in the Texas Medical Center.

1966 — The TWU Institute of Health Sciences-Dallas Center opens near Parkland Hospital.

1972 — Men are admitted into TWU's graduate programs and undergraduate and graduate health sciences professions programs in Denton, Dallas and Houston.

1976 — Mary Evelyn Blagg Huey becomes the first woman president of TWU.

1977 — TWU opens the Presbyterian campus, the university's second clinical center in Dallas.

1986 — The Mary Evelyn Blagg Huey Library opens on the Denton campus.

1992 — The TWU Stroke Center-Dallas is established to provide treatment and training in neurological rehabilitation specifically for stroke patients.

1994 — Men are admitted to all undergraduate degree programs at TWU.

2002 — The TWU soccer team begins its inaugural season in the fall, joining basketball, gymnastics, softball and volleyball.

2004 — TWU launches G-Force, a program aimed at increasing higher education enrollment for first-generation students. The first Go-Center — a physical space in a high school that offers admission and financial aid application assistance and other information — opened in spring 2005.

2006 — The new, state-of-the-art TWU Houston Center opens at the southern gateway to the Texas Medical Center.

2007 — The new Redbud Theater Complex opens on the northwest side of Hubbard Hall.

2008 — The TWU gymnastics team wins its ninth USA Gymnastics Collegiate National Championship.

2009-10 — TWU celebrates a Decade of Achievement, marking 10 years of student, faculty and staff accomplishments; academic innovations; enrollment growth; technological advances; and transformed facilities.



2010-11 — The TWU basketball team captures the university's first-ever Lone Star Conference Championship and advances to the NCAA Tournament.

2011 — The TWU T. Boone Pickens Institute of Health Sciences-Dallas Center opens, combining the university's Parkland and Presbyterian centers at the Parkland site. The Denton campus sees the opening of two new buildings: the Ann Stuart Science Complex, named for TWU Chancellor Ann Stuart, and the Fitness and Recreation Center.

2012 — The university launches its mobile website, TWU Mobile, in January.

2013 — Terry Foundation Scholarships become available for TWU students.

2014 — Carine M. Feyten, Ph.D. becomes the second chancellor and the 11th president of TWU. Landon Dickerson is the first male student to be elected TWU student body president. TWU implements the state's first TeachLivE™ lab, a computer-simulated classroom.

## **TWU's Purpose, Mission, Vision, Values & Principles**

### **PURPOSE**

Educate a woman, empower the world.

### **MISSION**

Texas Woman's University cultivates engaged leaders and global citizens by leveraging its historical strengths in health, liberal arts, and education and its standing as the nation's largest public university primarily for women. Committed to transformational learning, discovery, and service in an inclusive environment that embraces diversity, Texas Woman's inspires excellence and a pioneering spirit.

### **VISION**

Texas Woman's will be known as the premier public university for a woman-focused education and leadership development, graduating thriving citizens who have a strong sense of community, health, prosperity, and a sense of purpose.

### **CORE VALUES**

*Fundamental to who we are and what drives our actions*

**OPPORTUNITY**

**CREATIVITY**

**COLLABORATION**

**WELL-BEING**

**EXCELLENCE**

**CARING**

### **PRINCIPLES**

*Guiding principles that emerge from Texas Woman's history and frame its future*

- The growth of students is nurtured in a safe environment that fosters personal connections, resiliency, and a philosophy of education as a lifelong process.
- Our commitment to excellence and integrity permeates all that we do.

- Diversity and collaboration are fundamental to our academic culture of innovation, research, and creative expression.
- Liberal arts develop the whole person, inspire inquiry, encourage application, and cultivate success in careers and graduate education.
- Graduate education provides opportunities for individual advancement and develops professionals to serve society at large.
- People and cutting-edge technology drive the discovery and creative expression that fuel our educational enterprise.

## **Staff Employment Policies & Procedures**

### **Demotions**

A demotion is the change of an employee from a position in one pay grade to a position assigned to a lower pay grade.

An employee may be offered a lower position in lieu of separation because of the employee's inability to perform in his or her current position, or because of a reduction in the work force due to unavailability of funds or program change.

In such cases, the employee's new rate of pay will be determined by consideration of the circumstances related to the demotion, the employee's employment record and job performance.

For more information, please see [UPR: V.12.b Staff Employee Promotions, Transfers and Demotions](#)

### **Dual Employment**

Employees who are legally employed in two positions within Texas State Government are subject to certain legislative provisions. [URP: V15.b Ethics Policy for Employees](#)

### **Outside Employment**

The primary responsibility of University employees is the full and complete performance of all assigned duties and professional obligations. If additional employment is taken, such employment must be compatible with the interests of the University and of such a nature that it will not detract from the usefulness and performance of the employee. [URP: V15.b Ethics Policy for Employees](#)

Prior to accepting dual or outside employment, employees must receive approval from the supervisor and notify the Office of Human Resources (OHR).

### **EEO/Sexual Harassment Training**

Each new employee of TWU is required by state law to attend training on policies and procedures prohibiting discrimination and sexual harassment.

The purpose of the state employees training is to comply with Chapter 21, Sec. 21.010, Texas Labor Code which states:

a. Each state agency shall provide to employees of the agency an employment discrimination training program that complies with this section.

b. The training program must provide the employee with information regarding the agency's policies and procedures relating to employment discrimination, including employment discrimination involving sexual harassment.

c. Each employee of a state agency shall attend the training program required by this section not later than the 30th day after the date the employee is hired by the agency and shall attend supplemental training every two years.

d. The commission shall develop materials for use by state agencies in providing employment discrimination training as required by this section.

e. Each state agency shall require an employee of the agency who attends a training program required by this section to sign a statement verifying the employee's attendance at the training program. The agency shall file the statement in the employee's personnel file.

**Objectives:** Each state agency will provide the employee with information regarding the agency's policies and procedures relating to employment discrimination, including employment discrimination involving sexual harassment.

a. Each state agency may discuss their philosophy in regard to implementing their employment discrimination policies and procedures;

b. Each state agency may discuss the agency's purpose in delivering the training; and

c. Each state agency may determine the agency's objective for the training.

Texas Woman's University is an "Employment At-Will" university. This means that once hired, an employee serves at the pleasure of Texas Woman's University. Discontinuance of employment may occur at any time, without cause, at the discretion of Texas Woman's University.

### **Ethics Training**

State law requires state employees to receive supplemental Ethics training every year.

All full and part-time benefits-eligible employees who have not taken the Ethics Training in one year will need to complete the computer based training online.

All departments should notify employees who do not normally have e-mail or computer access of this state-mandated training requirement and allow time and opportunity for these employees to complete the program.

### **Equal Opportunity/Affirmative Action**

The intent of the University's Equal Opportunity Program is to meet the legal and moral

responsibility of anti-discrimination legislation and to foster a rich educational climate of inclusiveness.

The University strives to support an environment of affirmative action in recruitment of candidates for positions at all levels. This policy applies to all employees and applicants for employment.

The University does not discriminate against any person on the basis of race, age, color, religion, sex, sexual orientation, national or ethnic origin, veteran’s status, or against qualified disabled persons. For additional information, please visit "Diversity and Equal Opportunity" on the Office of Human Resources web site.

### **Freedom of Speech**

Texas Woman’s University (“TWU”) recognizes freedom of speech and expression as fundamental rights, and is committed to ensuring free, robust, and uninhibited debate and deliberations by TWU Students, Faculty Members, Staff Members, and members of the public. This policy is intended to protect the expressive rights of persons guaranteed by the constitutions and laws of the United States and the State of Texas, by recognizing freedom of speech and assembly as central to the mission of TWU, and by ensuring that all persons may assemble peaceably on TWU campuses for Expressive Activities, including to listen to or observe the Expressive Activities of others. [URP: IV.11.c Speech, Expression, and Assembly](#)

### **Nepotism (Employment of Relatives)**

No person shall serve in a capacity when it is the duty of any relative employed by the University to act in any official capacity upon such appointments or promotions, regardless of the source of funds for payment of salary; nor shall any appointment or promotion be made if either person would have any voice in recommending salary increases or promotions.

Supervisors may not employ relatives in subordinate positions. In addition, the nepotism law applies to individuals hired as private contractors.

Relatives of the Board of Regents shall not be appointed for employment to the University.

A relative is defined as a husband, wife, father, mother, son, daughter, brother, sister, grandparent, nephew, niece, cousin and their in-law and step-relative counterparts, or any other person within the second degree of affinity or the third degree of consanguinity. Please refer to the chart below.

	1st	2nd	3rd	4th
Officer & spouse	Child	Grandchild	Great grandchild	Great, great-grandchild
	Parent	Sister/brother	Niece/nephew	Grandniece/nephew
		Grandparent	Aunt/uncle	First cousin
			Great-grandparent	Great aunt/uncle

				Great, great-grandparent
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If two employees of the University marry, both may not continue to hold such positions beyond 90 days of the marriage date, if the employment of the married persons will violate the nepotism guidelines.

When an employee is allowed to continue in a position because of an exception to the nepotism rules, the appointing official (who is a relative) cannot participate in decision making regarding the employee unless such deliberations affect a class or category of employees.

**New Employee Initial Evaluation**

All new employees or current employees in new positions will usually receive an initial written evaluation by their supervisors within the first six (6) months of employment. Following this initial evaluation, employees should be evaluated at least annually by their supervisors.

**Nondiscrimination Policy Statement**

Texas Woman’s University strives to create and actively promote a welcoming and supportive environment in order to recruit, hire, retain and support a culturally diverse faculty and staff and student body. TWU provides an environment of nondiscrimination and affirmative action for everyone. As a part of the Texas Woman’s University’s program for equal opportunity, the policy statement on nondiscrimination is as follows.

In compliance with the Equal Pay Act of 1963, as amended; Title VI and VII of the Civil Rights Act of 1964, as amended; the Equal Employment Opportunity Act of 1972; the Age Discrimination in Employment Act of 1967, as amended; the Americans with Disabilities Act of 1990, as amended; Title IX of the Education Amendments Act of 1972, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973; the Employee Retirement Income Security Act of 1974, as amended; the Vietnam Era Veteran’s Readjustment Assistance Act of 1974; the Civil Rights Act of 1991, as amended; the Worker Adjustment and Retraining Notification Act of 1988; Equal Rights under the Law, 42 U.S.C. §1981; State of Texas Anti-Discrimination Laws, and federal, state and local human rights, fair employment and other laws; the University does not discriminate against any person on the basis of race, age, color, religion, sex, sexual orientation, national or ethnic origin, veteran’s status, or against qualified individuals with disabilities.

This Statement forms a baseline from which the TWU community works to assure fairness and equity to all who pursue their educational and professional goals at this University. Retaliation against individuals who in good faith, file a claim of discrimination or otherwise oppose discriminatory actions or practices will not be tolerated.

Inquiries concerning University complaint procedures related to discrimination may be directed to the following designated officials:

EEO/Affirmative Action Officer:  
Senior Associate VP and CHRO,  
Texas Woman's University  
P.O. Box 425739  
Denton, TX 76204.

Title VI and Title IX Officer:  
Vice President for Student Life  
Texas Woman's University  
P.O. Box 425379  
Denton, TX 76204

Americans with Disabilities Act Compliance Officer:  
Senior Associate VP and CHRO,  
Texas Woman's University  
P.O. Box 425739  
Denton, TX 76204

### **Obligation to Report Child Abuse; Child Abuse Training**

**The Law Regarding Reporting.** Texas law is clear, Under Chapter 261 of the *Texas Family Code* any person who has reason to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by another person must immediately report the suspected abuse or neglect to the Texas Department of Family and Protective Services ("DFPS") or to a state or local law enforcement. This responsibility is applicable to all members of the Texas Woman's University ("TWU") community, whether administrators, faculty, staff, students, or others. "Professionals," a designation which includes "teachers, nurses, doctors, day-care employees and employees of a clinic or health care facility that provides reproductive services," have a higher duty to report than anyone else; they must make a report within 48 hours after suspecting child abuse or neglect. A "child," in Texas, is a person under 18 years of age who has not been married and who has not had the disabilities of minority removed for general purposes.

**Penalties for Failure to Report.** The duty to report child abuse or neglect may not be delegated to another. The failure to make this report is a Class A misdemeanor, which can result in punishment of up to one (1) year in jail and/or a fine of up to \$4,000.

**Where to Report.** While employees and students are encouraged to report incidents of child abuse or suspected abuse to a supervisor or responsible university official, the first obligation is to protect the child by immediately contacting one of the following:

1. DFPS at its toll-free, 24-hour hotline at 1-800-252-5400
2. Local Law Enforcement
3. Campus Law Enforcement
  - o TWU Department of Public Safety ("DPS") at Denton – 940-898-2911
  - o TWU DPS at Dallas – 214-689-6666



- TWU DPS at Houston – 713-794-2222

**Required Information.** Anyone making a report should be prepared to provide the following, if known: 1. the name and address of the child; 2. the name and address of the individual who is responsible for care or welfare of the child; and 3. any other pertinent information concerning the suspected abuse or neglect. The identity of the reporting person will be confidential and be disclosed only under limited circumstances or upon specific written agreement.

**Confidentiality and Immunity.** For one who makes a good-faith report or assists in the investigation of a report or any resulting judicial proceeding, the law provides immunity from any resulting civil or criminal liability.

**New Requirements for Camps at TWU.** TWU hosts or sponsors numerous events, activities, and programs for youth, including camps for children. A new Texas law) found in Chapter 51 of the Texas Education Code) requires that workers for these camps receive special state-approved training regarding child abuse and molestation.

For any specific questions relating to these obligations, please contact the Office of General Counsel at (940) 898-3250.

### **Position Classification Program**

The Position Classification Program is designed to provide staff employees with a uniform classification and compensation plan which promotes the concept of equal pay for equal work.

In establishing each classification, the Office of Human Resources (OHR) studies the duties, responsibilities, required level of education and experience, knowledge, skills, abilities, compensable work factors, internal equity, market analysis, and availability of funds for each job. This general information, common to all positions within a particular classification, makes up a job description. In recruiting for a vacancy, the employing department may add special qualifications in order to meet particular operating needs.

Job descriptions are updated periodically to assure individual employees of both internal and external equity.

Most job classifications have a specified minimum and maximum salary range. However, in those jobs determined to be P & A current salary survey information will be used to determine minimum pay range. New employees are normally appointed at the minimum salary for their particular job classification. Regardless of the source of funds for salary, all staff employees are governed by the same compensation policies. The OHR is responsible for the administration of the Position Classification Program.

More information is location on the HR Compensation web page.

### **Promotions**

A promotion is the change of an employee from a position of one title to a position of another title assigned to a higher pay grade.

All promotions to positions in the Classified and the Professional and Administrative Personnel Groups are on the basis of qualifications and suitability without regard to race, age, color, religion, sex, sexual orientation, national or ethnic origin, veteran status, or against qualified disabled persons and in keeping with the laws of the State of Texas. It is the policy of the University to fill a job vacancy with the best-suited candidate either by promoting or transferring an employee or by hiring from outside the University.

An administrator may promote a qualified employee to a vacant position within his/her area of responsibility at any time if the qualified employee possess the only skills and competences for the vacant position. Otherwise job posting requirements would apply. Whenever possible, such change in work assignment is made with due consideration of the employee's preference.

Approval of promotions made in accordance with University policies and procedures is delegated to the Associate Vice President of Human Resources for review.

For more information, please see [URP:V.12.b Staff Employee Promotions Transfers and Demotions](#)

### **Reduction in Force (RIF)**

This policy is to identify general procedures for the possible elimination of jobs or reduction in percent effort (FTE). Situations including, but not limited to, a lack of funds, lack of work, reorganization, or changes in research needs or technologies, may require a reduction in the work force to ensure the continued quality and efficiency of the University.

Modifications in or the elimination of jobs due to changes in funding for grants or contracts, including but not limited to research funds, are not to be treated as reductions in force subject to this policy. A reduction in force layoff will be designated as such by an authorized official of the University, and a layoff not so designated in writing is not a reduction in force layoff.

University executive/administrative officers will determine when a formal reduction in force is needed. The executive/administrative officers may find it necessary to reduce the number of employees at TWU due to budgetary constraints or to meet shifting operational needs. When restructuring (department mergers, layoffs, recalls, and/or transfers) is implemented, functions are prioritized based on the effect that a reduction or elimination will have on the mission and goals of TWU. The executive/administrative officers will identify specific departments and position titles to be downsized, consolidated, or deleted.

If there is more than one person in the same position title within the affected department, the determination of who will be laid off shall be based on two criteria -- job performance and years of service at TWU.

For further policy details and application examples, see [URP: V.15.i Reduction in Force \(RIF\) Non-Faculty Employees](#).

**Research Misconduct** TWU is responsible for the prevention, detection, and investigation of research misconduct and shall take action to ensure the integrity of research, the protection of the rights of research subjects and the public, the protection of the health and safety of the public, and the observance of legal requirements related to research. All faculty members engaged in research at TWU are responsible for fostering an environment of intellectual honesty and integrity in research.

Research misconduct is fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. All TWU faculty members shall report observed, suspected, or apparent research misconduct to the Director of the Office of Research and Sponsored Programs (ORSP). The University Policy #5.04 on Research Misconduct can be found on the TWU website under University Policies and on the ORSP webpage at <http://www.twu.edu/research/>.

## **Resignations**

An employee who desires to voluntarily resign from the University should submit a letter of resignation to his or her supervisor generally two weeks in advance of the intended resignation date.

Where written resignation is not practical, a verbal or email resignation to his or her supervisor may be accepted.

The employing department will notify the Office of Human Resources (OHR) of the intended resignation by completing a Personnel Transaction Form immediately and submitting through approvals and attaching a copy of the resignation letter to the OHR.

The exiting employee should obtain the [Exit Forms](#) from the OHR website no later than his or her last working day. Please complete the top section of the Separation Form and return to your supervisor. The exiting employee should contact OHR Payroll with any questions concerning receipt of the final paycheck. OHR Benefits will be happy to discuss retirement refunds and group insurance coverage. An exit interview is *optional*. If you wish to schedule one, please contact the Manager of Training & Performance Management for an appointment and to complete an Exit Interview Questionnaire.

All University property must be returned to the supervisor and keys must be returned to the University Access Control Office before the exit process is final.

[A Guide for Exiting Employees](#)

## **Safety Training**

The effectiveness of an employee safety and health program is measured by safe and competent job performance. The training program for safety and health is designed to address potential dangers and hazards that employees are likely to encounter when performing their duties.

For more about Safety Training please visit [Risk Management](#).

## **Salary Administration**

The University's fiscal year begins on September 1 of each year; therefore, salary adjustments, if any, are generally made in September. Increases may include across-the-board raises for all staff employees and/or increases set by the Legislature for all state agencies. The University may also provide increases for market adjustments or merit increase program, as funds are available and approved.

The Office of Human Resources (OHR) performs regularly scheduled wage and salary surveys, or by approved request, to determine the proper rates for each classification.

### [TWU Pay Plan](#)

## **TWU Policies & Procedures**

The University Policy Manual is located on the [TWU Portal](#).

The University Policy Manual contains University Policies, Procedures and Guidelines. The Manual is subject to change by the University without prior notice. Original documents are maintained in the Office of the Chancellor. Policies are divided into categories as follows:

- Academic
- Administrative
- Personnel
- Financial
- Faculty
- Health
- Facilities
- Miscellaneous
- Technology

Human Resource information contained on the World Wide Web is in no way to be interpreted as a contract between Texas Woman's University and any of its employees or others. This information is provided as a service to the TWU community and is subject to change or repeal by TWU from time to time without prior notice.

## **Staff Employment Procedures**

When a staff vacancy exists or is anticipated for an established and budgeted staff position, the hiring department may submit a Personnel Vacancy Form to the Office of Human Resources (OHR) to initiate recruitment.

Staff vacancies must be listed for at least 10 (ten) working days with the OHR to allow adequate time for interested individuals to apply for those vacancies. Positions are listed on the [Human Resources Employment website](#).

Generally the OHR will provide funding for all major on-line and a newspaper advertisement of vacant staff positions respective to their location of the Denton campus. The advertisement will consist of the job title, job code number, and the TWU HR website address for detailed information.

For more information, see TWU HR OP 50.08 - "Advertising of Staff Positions".

Prior to being considered for a position, all applicants (including current employees) must submit a resume that must include the job title and job code. The OHR conducts a general review of the applicant's qualifications prior to referral.

After the general review, qualified applicants are referred to the hiring department for consideration. Once the departmental interviewer has selected the candidate most suited for the job, the hiring department may conduct reference checks. The OHR will extend the official offer of employment for classified positions. See TWU OP 50.02 - "Posting of Job Vacancies" for additional information.

An appropriate entry-level wage is determined in accordance with the [Personnel Pay Plan](#). New employees are to be hired at the minimum of the salary range for the position available.

Additional information regarding employment procedures may be found in the [TWU Search and Selection Handbook](#).

## **Standard of Conduct**

Reasonable rules of conduct are maintained in order to define and protect the rights, safety, and welfare of the Texas Woman's University and its employees. Administrative officers have the authority and responsibility to establish and maintain an effective, and orderly work force of employees under their charge. While TWU is an At-Will employer, it is recommended that

dismissal from employment be preceded, where appropriate, by using the Corrective Action Guidelines.

TWU reserves the right to add or eliminate any part of the steps described in this process, and doing so does not preclude the at-will employment status.

## **Transfers**

An EMPLOYMENT OPPORTUNITIES BULLETIN listing current vacancies is posted daily in the Office of Human Resources (OHR) and on the internet at the [Office of Human Resources webpage](#). Any employee who wishes to apply for one of the vacancies may do so by completing an up-to-date Application for Transfer with the OHR.

To be eligible to make application for a transfer, the employee must have been employed in her or his present position for at least six months. However, with the approval of the OHR and the current supervisor, a transfer may occur within the first six months of employment.

Before an employee may be considered for another position, he or she must meet the minimum job requirements and meet the standard performance evaluation level, as defined by the supervisor and to be reviewed by the OHR, for the vacant position.

The employee seeking a transfer should inform his or her supervisor of the desire to change positions. Expressing interest for consideration for a transfer to a vacancy in another department will not affect an employee's present position or future opportunities.

The effective date of a transfer will be determined after consultation with the two departments involved. A two week notice is usually requested unless the employee's supervisor agrees to a shorter period. All transfers are contingent upon the approval of the appropriate Vice President and the availability of funds. Any salary increases related to the transfer are generally not retroactive beyond the month in which it is processed by the OHR and approved by the appropriate department head.

[For more information, please see URP: V.12.b Staff Employee Promotions Transfers and Domotions](#)

## **Types of Staff Employment**

**Regular Employee** is defined as one who is employed to work one-half time or more for a period of at least four and one-half months, excluding students employed in positions which require student status as a condition of employment. Regular employees are eligible for University benefits, i.e., vacation, sick leave, holidays with pay, and insurance, and must participate in a retirement program. Regular employment may be:

1. Full-time--with a normal schedule of forty hours per week, or

2. Part-time--with a normal schedule of at least 20 but less than forty hours per week.

**A Temporary Employee** is defined as one who is employed to work less than four and one-half months. Temporary assignments are usually seasonal in nature and may include periods during student registration, vacation and holiday relief, and emergency assistance. Temporary employees are not eligible for University benefits.

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*All employees are paid on a monthly basis. All employees are paid on the first working day of the month following the earning period unless that day is a national holiday. If the first working day of a month is a national holiday, payments will be electronically deposited on the following day.*

Paychecks for employees without direct deposit will be mailed on the last day of the prior month. These paychecks will be dated on payday and cannot be cashed or deposited prior to payday.

### **Work Week & Work Hours**

The normal work schedule consists of five eight-hour days for a total of forty hours per week. Most employees work from 8:00 a.m. to 5:00 p.m., Monday through Friday. Some departments have responsibilities which require employees to work weekends, night shifts, or hours other than the usual daytime hours. Established work schedules are subject to change at the discretion of the supervisor when such changes are in the best interest of the University. When established work schedules are altered, the supervisor is expected to provide the maximum period of notice possible under the circumstances.

Certain work assignments are directly involved with maintaining safe and uninterrupted operation of the University's facilities and property. Employees with such assignments may be required as a condition of employment to accept shift work or a flexible work schedule involving being "on call" or "on standby" in the event of emergency situations.

**Overtime** The TWU official work week is Sunday through Saturday. An employee who is subject to the overtime provisions of the Fair Labor Standards Act and is required to work in excess of 40 hours in a work week is entitled to compensation for the excess hours by taking compensatory time off at the rate of 1-1/2 hours off for each hour of overtime. All overtime must be approved in advance by the employee's supervisor. Working unapproved overtime will result in disciplinary action up to and including dismissal. Overtime accruals will be used before compensatory time accruals. Overtime that is not taken within twelve months of the time it is accrued will be paid. However, every effort must be made to take off all overtime as soon as possible after it is accrued.

**Compensatory Time** In situations in which the employee has not worked more than 40 hours in a work week but the total hours, for the week, including paid leave or paid holidays exceeds 40 hours, the employee shall be allowed equivalent compensatory time off for the excess hours

calculated at one times the additional hours worked. Compensatory time under this paragraph may not be carried forward past the end of the 12-month period following the end of the work week in which the compensatory time was accrued. Compensatory time not used within twelve months or prior to termination/resignation of employment will be dropped.

Executives, Administrators, and Professional employees normally are not eligible for overtime or compensatory time. This category of employees will earn compensatory time when they work during holiday times.

**Rest Periods/Coffee Breaks/Smoking Breaks** Full-time employees may take two 15-minute rest periods or coffee breaks or smoking breaks during the work day. Employees who are scheduled to work at least four hours may receive one 15-minute break for each four hours during the work day. The utilization of rest periods is subject to the workload demands of the organization unit; supervisors may schedule these breaks to provide for continuity of service.

Because rest periods are a privilege and not a right, they may not be taken at the beginning or end of the day or in conjunction with the lunch break, nor may they be accumulated for use at a later date.

## **Employee Benefits**

### **Bereavement Leave**

An employee shall be granted leave because of a death in the employee's immediate family which includes the employees' spouse, parent, parent-in-law, sister-in-law, brother-in-law, brothers, sisters, grandparents, grandchildren and children (stepparents and stepchildren are considered immediate family).

When a death occurs in an employee's immediate family, the employee may take up to three days off with pay to grieve, attend the funeral, or make funeral or other related arrangements. Bereavement leave shall not be deducted from vacation leave.

### **Americans with Disabilities Act (ADA)**

It is the policy of Texas Woman's University (TWU) to provide equal access and opportunity to employees having a known physical or mental impairment as defined under the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), or the Texas Commission on Human Rights Act. TWU prohibits discrimination on the basis of disability in all aspects of the application process and the employment relationship.

ADA gives individuals with disabilities protection from discrimination in employment and in access to public facilities, transportation, telecommunications, and state and local government services.

Faculty and staff with disabilities may request accommodations by contacting the Office of Human Resources (OHR) or refer to [URP: V.17.d Americans With Disabilities Act Policy](#).



Students must contact the [Disability Support Services Office](#) to request assistance with accommodations.

#### Equal Access for People with Disabilities:

In accordance with Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Texas Woman's University will make reasonable accommodations to ensure equal opportunity and access for qualified members of the public who wish to participate in applicable programs, activities and facilities. For additional information, please refer to policy [3.18 "Equal Access for People with Disabilities"](#).

#### **Continuation of Health Insurance (COBRA)**

The "Consolidated Omnibus Budget Reconciliation Act of 1985" (COBRA) is a federal law that requires the State of Texas to offer employees and dependents covered under the Group Benefits Plan (GBP) the opportunity to temporarily extend their health and dental coverage at the group rates. Continuation coverage is available only when qualifying events cause coverage under the GBP to end. Coverage under COBRA is limited to the health and dental coverage in effect at the time of the qualifying event.

This information is automatically sent to all new employees; however, you may contact the Employees Retirement System at (877) 275-4377 if you have any questions or need additional information.

Please contact The Office of Human Resources, x3555 for additional information.

#### **Direct Deposit**

Employee paychecks are electronically deposited to the employee's bank account on the first working day of each month following an appropriate pay period. If the first working day of a month is a national holiday, payments will be electronically deposited on the following day. Earnings statements are accessible online through Oracle under TWU Self Service. Employees may choose to allocate paycheck deposits to checking and/or savings accounts.

If it is determined later that the employee was overpaid - no matter who was at fault, TWU is required to collect that money back from the employee - either as a reduction to a future check or in the form of a check from the employee back to the University. The University will work with the employee as much as possible to get the matter resolved.

#### **Donation of Blood**

Each employee will be allowed sufficient time off, without a deduction in salary or accrued leave, to donate blood. An employee may not receive time off under this section unless the employee obtains approval from his or her supervisor before taking time off. On returning to work after taking time off under this section, an employee shall provide his or her supervisor with proof that the employee donated blood during the time off. If an employee fails to provide

proof that the employee donated blood during the time off, the agency shall deduct the period for which the employee was granted time off from the employee's salary or accrued leave, whichever the employee chooses. An employee may receive time off under this section not more than four times in a fiscal year.

### **Employee Assistance Program**

Beginning January 1, 2005, all fulltime benefits eligible faculty and staff have access to the services of an Employee Assistance Program (EAP) through [Alliance Work Partners](#) at no cost to the employee, employee's spouse, or employee's family members.

Your EAP is designed to confidentially help you deal with life's stresses and a variety of personal problems.

### **Employment Compensation Insurance**

All employees of the University, except student assistants and graduate assistants, are covered by the Unemployment Compensation Insurance Program. An employee may be eligible for weekly benefits payments during a period of unemployment which occurs through no fault of the employee. Eligibility for unemployment benefits is determined by the [Texas Workforce Commission](#).

### **Foster Parent Leave**

An employee, who is a foster parent to a child under the conservatorship of the Department of Protective and Regulatory Services (DPRS) is entitled to a leave of absence with full pay for the purpose of attending staffing meetings held by the DPRS regarding the employee's foster child. In addition, the employee may attend, with a paid leave of absence, the Admission, Review, and Dismissal (ARD) meeting held by a school district regarding his or her foster child.

### **Group Insurance**

Effective September 1, 1992, all state employees, except UT and TX A & M, became part of a state wide insurance program. TWU's insurance programs are administered through the Employee's Retirement System (ERS) of Texas.

All regular employees are eligible to participate in the Group Benefit Plan (GBP). A student employee who receives compensation for services rendered to the University pursuant to a payroll certified by the institution that as a condition of employment requires the employee to be enrolled as a student in graduate level courses and who is employed at least 20 hours per week for a full semester or at least 4 1/2 months are eligible for the GBP and must complete paperwork within 31 days of employment to be covered. New employees have thirty-one days from their

date of staff/faculty employment in which to select insurance coverage for themselves and eligible dependents without having to satisfy evidence of insurability. Otherwise, employees must wait until the insurance coverage is offered during a later enrollment period, may have to satisfy evidence of insurability, and/or may be subject to limitations or waiting periods. There is a 90-day waiting period before the health insurance goes into effect. The optional coverage are effective the 1st of the month following election.

In accordance with Texas Law, the University will contribute toward the cost of the employee's insurance coverage (100% FTE = 100% state contribution; 50% to 99.9% FTE = 50% state contribution). Employees should be aware that a leave without pay status may require the state contribution to be suspended causing the employee to pay the entire premium in order to maintain coverage.

The following programs are available on an optional basis. Policy provisions are subject to change when contracts are renegotiated. Optional coverage do NOT require participation in HealthSelect (i.e., you may elect to waive the health coverage, but enroll in any of the optional coverage).

**Group Medical:** The State's group medical plan is called HealthSelect. HealthSelect is self-administered through the Employees Retirement System of Texas. Claims are paid through Blue Cross Blue Shield of Texas. HealthSelect provides hospital, surgical, medical, supplemental, accidental, prescription, and maternity benefits. The HealthSelect medical plan automatically provides \$5,000 term life coverage with \$5,000 accidental death and dismemberment coverage for the employee. Coverage under the group insurance plans are subject to change.

**Term Life:** Regular employees may elect to participate in an optional term life and accidental death and dismemberment policy. Coverage is available in an amount equal to one, two, three or four times the annual salary rounded to the next thousand dollars (new employees can enroll within 30 days in one or two times their annual salary without proving eligibility; for three or four times their annual salary, the employee has to prove insurability).

**Short-Term Disability and Long-Term Disability:** Regular employees may purchase short-term disability coverage, long-term disability or both coverage. Short-term disability pays a monthly benefit up to five months. Long-term disability pays a monthly benefit for the duration of total disability or until age 65.

Benefits provided by long-term disability will be reduced by income received from other sources, such as social security, workers compensation, or the retirement plan disability benefits.

**Dependent Term Life:** All regular employees are eligible to participate in the University's dependent term life program. Term life coverage is available for the employee's eligible spouse and children.

**Accidental Death and Dismemberment:** This coverage is available to regular employees. Coverage is available from \$10,000 up to \$200,000 in increments of \$5,000.

Dental Insurance: Regular employees may participate in one of the group dental plans (Indemnity or DMO).

**Insurance Program for Retirees:** Upon retirement from the University, a regular employee shall be eligible to continue membership in the medical and life insurance program of retired employees provided:

1. The employee has a minimum of ten years' creditable state service, and
2. The employee is eligible to receive a retirement benefit from the Teacher Retirement System or from the Optional Retirement Program (and is age 65 or meets the Rule of 80).
3. The employee was eligible for the Group Benefits Plan (GBP), during the ten years of service credit, as an employee at a state agency or institution of higher education that participates in the GBP.

The University will continue the state contribution toward the premiums for the retiree's insurance with the retiree paying any excess premium.

Retired employees who do not enroll themselves and/or eligible dependents in the retired employees' insurance program within 31 days of retirement will be required to provide evidence of insurability prior to enrollment, if they wish to enroll later and a 90-day waiting period will be applied.

The surviving spouse and eligible dependents of a retired employee shall be eligible to continue medical insurance coverage upon the death of a covered employee. The surviving spouse is not eligible for the state contribution. For additional information visit the ERS web site.

**Flexible Spending Account:** TexFlex is available to regular employees. Employees may elect to set aside specified dollar amounts for a specified plan year and receive reimbursement from that amount for health care expenses, not covered by insurance, or dependent care expenses.

### **Paychecks -- Electronic Direct Deposit**

Employee paychecks are electronically deposited to the employee's bank account on the first working day of each month following an appropriate pay period. If the first working day of a month is a national holiday, payments will be electronically deposited on the following day. Earnings statements are accessible online through Oracle under TWU Self Service. Employees may choose to allocate paycheck deposits to checking and/or savings accounts.

If it is determined later that the employee was overpaid - no matter who was at fault, TWU is required to collect that money back from the employee - either as a reduction to a future check or in the form of a check from the employee back to the University. The University will work with the employee as much as possible to get the matter resolved.

## **Holidays**

Regular Full-time and Regular Part-time staff employees are entitled to the number of holidays set by the Texas Legislature for State Agencies. The University's holiday schedule is determined by the Chancellor and President and is generally published in the spring each year. Education institutions have the authority to adjust the holiday schedule to prevent disruption of services and to maximize energy conservation. The number of holidays vary depending upon state legislation and the actual calendar.

A regular hourly employee is entitled to the same holidays with pay as a regular monthly employee. An employee must be a state employee (and not on leave without pay status) on the last day before, and the first work-day after, the state holiday in order to receive holiday pay. An employee working an irregular schedule during a workweek in which a holiday occurs shall be entitled to the same number of holiday hours as an employee working the schedule which is normal for most University employees.

When a scheduled holiday falls on a regularly assigned day-off for an employee, he or she shall be given equal compensatory time off. An employee required to work on a holiday shall be given compensatory time off to be taken on a date mutually agreed upon by the employee and supervisor.

If a holiday occurs while an employee is on paid sick leave or vacation, it will be charged as a holiday, not as leave time. An employee who is on leave without pay is not eligible for pay for a holiday.

If a terminating employee's last day of duty (last physical day on the job) immediately precedes a scheduled holiday, he or she will be paid for the holiday(s). In such a case, the employee must work his or her regular schedule on the last day of duty (or utilize accrued vacation or compensatory time), and the holiday(s) must begin on what would normally be the next work day.

A terminating employee will receive a lump sum payment for unused accrued vacation leave, and overtime.

Please visit the Office Human Resources' web site to view the current [Holiday Schedule](#).

## **Inclement Weather**

The Texas Woman's University is concerned for the safety and comfort of all students, faculty, and staff. When severe weather conditions warrant, the University may be closed or operations curtailed. In the event of inclement weather, all members of the University community should be alert for announcements regarding the operations of the University. The procedure for notifying personnel has been established, and public announcements will be made through the Office of Marketing and Communication. Interested persons are advised that announcements will be made on local radio and television stations. Those who do not have access to radio and television may call the Severe Weather Line (Denton--940/898-3430, Dallas--214/689-6631, Houston--713/794-2310).

The Chancellor and President, or designated representative, shall make the decision for closing or curtailing of activities for all locations of the University. See [University Policy 2.02 "Inclement Weather, emergency Conditions.](#)

## **Jury Leave**

A regular employee summoned for jury service or subpoenaed to appear as a witness shall be given reasonable time off as required for rendering such services to the court. Compensation shall not be reduced nor shall time away from work be deducted from vacation leave. The employee is not required to account to the state for any fee or compensation received for jury service.

An employee shall notify his or her supervisor upon receiving a summons or subpoena and shall provide a copy of such to the Office of Human Resources (OHR) for verification. However, any persons serving as a paid expert witness in a court-of-law must have prior approval from the University if the court appearance is to be during normal working hours. Time spent as an expert witness must be charged to the employee's accrued vacation leave.

## **Family & Medical Leave Act (FMLA)**

FMLA provides TWU employees up to 12 weeks of leave for certain family and medical reasons. State employees who have been employed for 12 months by the state, and who have worked at least 1,250 hours within the preceding twelve month period, are entitled to leave pursuant to the Federal Family and Medical Leave Act provided that the employee utilizes all available applicable paid leave while taking leave pursuant to this provision. Applicable accrued paid leave time will be counted (substituted) as part of the 12 weeks of Family/Medical Leave.

Employees requesting FMLA leave will be required to submit medical certification information. Employees will be required to provide re-certification information to continue on FMLA leave. Upon the return to work the employee will be required to submit a Return to Work Medical Certification.

Failure to submit the appropriate medical certification forms within a reasonable time may cause delay or denial of FMLA leave. Failure to provide a Return to Work Medical Certification Form (fitness-for-duty certification) can result in denial of restoration of employment until a certification is provided.

The University will continue the State contribution to the employee's insurance program as long as the employee continues to pay premiums that are normally deducted from the payroll. Failure of the employee to pay his or her share of the premiums may cause some of the insurance coverage to be canceled. A portion of the insurance may be restored upon return to work. TWU may require the employee to pay back to the University that portion of the benefits paid by the University if the employee elects not to return to work at the end of the FMLA leave period, unless the employee cannot return to work because of a serious health condition or other circumstances beyond the employee's control.

See Policy [3.24 Family and Medical Leave](#) for additional information.

### **Leave for Employees with a Disability**

An employee who is legally blind is entitled to a leave of absence with full pay for a period not to exceed 10 working days in a fiscal year to attend a training program to acquaint the employee with a seeing-eye dog to be used by the employee.

### **Leave for Organ or Bone Marrow Donors**

A state employee is entitled to a leave of absence without a deduction in salary for the time necessary to permit the employee to serve as a bone marrow or organ donor. The leave of absence provided by this section may not exceed:

- Five working days in a fiscal year to serve as a bone marrow donor.
- 30 working days in a fiscal year to serve as an organ donor.

### **Leave Without Pay**

A leave of absence without pay may be granted provided that the interests of the University are given first consideration. A leave of absence without pay is not an inherent right but is the prerogative of the University. An extended leave of absence without pay must be requested in writing through the supervisor to the Office of Human Resources (OHR). The Chancellor and President, upon recommendations from the supervisor, the appropriate Vice President, and the Director of Human Resources, may grant an official leave.

A leave of absence without pay may be granted only after the employee has exhausted all appropriate leave entitlements. Leave without pay may not exceed three (3) months in duration. Failure to return to work upon the expiration of a leave of absence shall result in the employee's termination. This does not apply to employees off on medical leave due to a work related injury.

A leave of absence without pay implies intent from the employee to return to work and intent for the University to return the employee to the former position or to one of similar requirements and compensation upon the expiration of a leave of absence without pay.

An employee on leave for medical reasons must keep supervisors informed of their status and expected return to work date. Medical certification will be periodically required. See TWU OP 50.28 for additional information on [Family Medical Leave](#).

During a leave without pay, benefits related to pay status are affected:

- Employees on leave without pay must make prior arrangements with the OHR to pay insurance premiums to ensure continued insurance coverage.
- Group insurance may be continued provided premiums are paid in advance to the OHR by the employee.
- Vacation, sick leave, and state service accruals are suspended. Membership in the Teacher Retirement System or Optional Retirement Program becomes inactive and contributions cannot be withdrawn.
- An employee is not entitled to receive pay for holidays while on a leave of absence without pay.

### Longevity Pay

All regular full-time staff employees (except law enforcement personnel who are eligible for hazardous duty pay) are eligible for longevity pay of \$20 per month after the completion of two years of service with the University and/or the State of Texas. Public school service and community college service are not eligible for previous state service credit. Longevity pay is increased at the end of each two years of service, up to a maximum of forty-two years of service. Length of service for longevity will be determined in the same manner as length of service for vacation leave.

The benefit is:

less than 2 years	\$0/month	22-23years	\$220/month
2-3years	\$20/month	24-25years	\$240/month
4-5years	\$40/month	26-27years	\$260/month
6-7years	\$60/month	28-29years	\$280/month
8-9years	\$80/month	30-31years	\$300/month
10-11years	\$100/month	32-33years	\$320/month
12-13 years	\$120/month	34-35years	\$340/month
14-15years	\$140/month	36-37 years	\$360/month
16-17years	\$160/month	38-39 years	\$380/month
18-19years	\$180/month	40-41 years	\$400/month
20-21years	\$200/month	42 +	\$420/month

### Military Leave

University employees who are members of the State Military Forces or the reserve components of the Armed Forces are entitled to a leave of absence not to exceed 15 working days in a federal fiscal year for authorized training or duty without loss pay or benefits. A federal fiscal year is October 1 through September 30. The 15 days need not be consecutive. After exhausting the 15



days, the employee may use accrued annual leave or be placed on LWOP status (or a combination of the two) for the remainder of the active duty period.

A university employee called to state active duty as a member of the state military forces by the Governor because of an emergency is entitled to receive emergency leave without loss of military or annual leave. This leave is not limited and will be provided without a deduction in salary.

For additional information on Military Leave, please refer to [VRP: V.14.h Military Leave](#).

### **Optional Retirement Program**

An Optional Retirement Program (ORP) is available for certain full-time professional and administrative employees. Eligible employees are given 90 days from the date they become eligible for the retirement participation to make a one-time choice to relinquish membership in the TRS and to become a participant in the ORP. The decision to participate in TRS or ORP is extremely important because this is a onetime irrevocable election.

The ORP is a personal retirement plan purchased by the member to which the state makes contributions. Benefits are based on the accumulated contributions and interest in the member's account. Vesting occurs after one year and one day of participation.

The Texas Higher Education Coordinating Board has "[An Overview of TRS and ORP](#)" that will help you decide between TRS and ORP.

Eligible employees who are interested in the ORP should select their ORP carrier from the TWU Approved Carrier List. Once you have selected your preferred company, contact the representative with that company for completion and submission of all appropriate forms.

### **Parental Leave of Absence**

Employees are entitled to a parental leave of absence, not to exceed twelve weeks, for the birth of a natural child or the adoption of a child. This period begins with the date of birth or the adoption or foster care placement with the employee of a child. Employees may use available compensatory time, vacation or leave without pay for this period. Sick leave is strictly limited to those situations clearly falling within the definition of sick leave.

### **Parent-Teacher Conference Leave**

An employee may use up to eight (8) hours of sick leave each calendar year to attend parent-teacher conference sessions for the employee's children who are in pre-kindergarten through 12th grade. Employees must give reasonable notice of intention to use sick leave to attend such conferences.

## **Payday**

All employees are paid on a monthly basis. All employees are paid on the first working day of the month following the earning period unless that day is a national holiday. If the first working day of a month is a national holiday, payments will be electronically deposited on the following day.

Paychecks for employees without direct deposit will be mailed on the last day of the prior month. These paychecks will be dated on payday and cannot be cashed or deposited prior to payday.

## **Pay Periods**

All employees are paid on a monthly basis. Texas Woman's University maintains two pay periods. The pay period for regular salaried employees begins on the first day of the month through the last day of the month.

The pay period for hourly employees begins on the 16th of the month through the 15th of the following month. For example, if an hourly employee begins working on May 18, the pay period would end on June 15, and the first paycheck for that employee will be dated the first working day of July. In this example, this pay period would cover the hours worked from May 18 through June 15.

## **[Payroll Deadlines](#)**

### **Payroll Deductions**

Certain payroll deductions are required by federal and state law. Mandatory deductions include Federal Income Tax, FICA (Social Security) and deposits for either the Teacher Retirement System or the Optional Retirement Program.

There are optional deductions that you may elect, such as deductions for parking fees, charitable contributions, fitness dues, tax sheltered annuity, various insurance programs, or deferred compensation plans. For more information about these deductions, please contact the Office of Human Resources.

Employees are encouraged to check earnings statements for accuracy of deductions. Questions should be directed to Payroll in the Office of Human Resources.

### **Previous State Service**

The total number of months of employment with the State of Texas is used to determine the amount of vacation leave and longevity pay for which a state employee is eligible. Employees who have eligible, previous State of Texas service should complete the prior state service verification form and send to the appropriate agency for verification. Credit for previous state service will be given to the employee upon receipt of written documentation from the previous

state agency. Public school service, junior college service, and community college service, are not eligible for state service for leave accruals, BRP, or longevity calculations. Questions concerning previous state service should be directed to the OHR.

## **Retirement Eligibility**

Each regular employee of the University is required to participate in the Teacher Retirement System. On the first date of employment, Full-time faculty, certain administrators, and professional librarians are eligible for participation in the Optional Retirement Program. Employees whose position requires student status as a condition of employment are excluded from eligibility for retirement programs.

**Teacher Retirement System** The [Teacher Retirement System](#) (TRS) is a state non-profit organization established in 1937 to provide benefits for employees of state colleges and universities and public schools in Texas. For each employee participating in the Teacher Retirement System, the state contributes a fixed percentage of salary, and the employee contributes a fixed percentage of salary through payroll deduction. Benefits in the Teacher Retirement System include:

**Vested Rights:** A member of TRS has a vested right for retirement benefits upon completion of at least five years of service.

**Retirement Annuities:** Members are eligible to retire with full benefits at either:

- age sixty-five with at least five years of service
- age sixty with at least twenty years of service if you became a member on or after September 1, 2007, or
- any age when age plus years of service equal 80 ("Rule of 80") if you became a member prior to September 1, 2007.

Early age retirement with a reduced annuity is also available beginning at age 55.

Retirement benefits are based on a member's total years of creditable service and the average of the 5 highest annual salaries.

**Disability Benefits:** Members who become permanently disabled are eligible to apply for disability retirement benefits.

**Death Benefits:** Members are covered by death benefits beginning the first day of employment. The designated beneficiary is entitled to receive a lump sum payment equal to twice the member's annual salary not to exceed \$80,000.

**Return of Deposits:** Members who terminate employment are entitled to receive a return of employee deposits plus five percent interest less tax and penalty (if drawn before age 59 1/2).

**Special Service:** Members have the opportunity of increasing benefits by purchasing credit for eligible special service. Special service may include withdrawn service, military service,

developmental leave, and out-of-state service. Beginning September 1, 2001, a TRS member may purchase one year of membership service credit for 50 days of accumulated state sick leave as of the last day of employment before retirement. Interested employees should visit the TRS website for additional information.

## **Sick Leave**

**Sick Leave Accrual and Usage** Sick leave entitlement shall be earned by a regular full-time employee at the current rate of eight (8) hours per month or a fraction of a month employment, and shall accumulate with the unused amount of such leave carried forward each month. A regular part-time employee shall earn a pro rata share based on the percent time worked. Sick leave accrual will terminate on the last day of duty.

Sick leave with pay may be taken when sickness, injury, or pregnancy and confinement prevent the employee's performance of duty or when a member of her or his immediate family is actually ill. Immediate family shall be defined as those individuals related by kinship, adoption or marriage, as well as foster children certified by the Department of Protective and Regulatory Services.

An employee's use of sick leave for family members not residing in that employee's household is strictly limited to the time necessary to provide care and assistance to a spouse, child or parent of the employee who needs such care and assistance as a direct result of a documented medical condition.

This provision for taking sick leave does not extend to an employee's parent-in-law if they do not live in the same household.

Sickness occurring during a vacation period may be charged to sick leave. When an employee is ill for a continuous period of more than three (3) days, while on vacation, in order to be eligible for accumulated sick leave with pay, she or he shall be required to furnish a doctor's certificate showing the cause and nature of the illness or some other written statement of facts concerning the illness which is acceptable to the supervisor.

## **Absences Due to Illness**

Staff employees are required to notify supervisors prior to absences. In the event of emergencies, when prior notification is impossible, employees are obligated to notify their supervisor of their absence at the earliest possible time. Staff employees are responsible for keeping their supervisor informed of the status of their absence and an expected return-to-work date.

Absences due to illness continuing for three (3) work shifts or more will require a doctor's certificate showing the cause and nature of the illness or some other written statement of the facts concerning the illness which is acceptable to the supervisor. The University may, at its discretion, request a doctor's release, or other documentation after any absence due to illness before a staff employee would be allowed to return to work. A doctor's statement and/or appropriate documentation shall be maintained by the employing department.

## **Patterned Sick Leave Usage Abuse**

Staff employees are responsible for the appropriate use of sick leave. Sick leave abuse occurs when a staff employee uses sick leave for unauthorized purposes or misrepresents the actual reason for charging absences to sick leave. Abuse may also occur when an employee establishes a pattern of sick leave over a period of time such as the day before or after a holiday, on Mondays and Fridays, after paydays, any one specific day, half-days, or continued patterns of maintaining a zero or near zero sick leave account balance. Staff employees who engage in sick leave abuse, and/or show a pattern of failing to notify their supervisor of absences may be subject to corrective guidelines action up to and including employment dismissal.

A state employee who transfers directly from one state agency to another shall be given credit by the receiving agency for the accrued balance of his or her accumulated vacation and sick leave, provided that his or her employment with the state is uninterrupted. If rehired by a state agency within one year, sick leave will be re-instated.

Upon the death of a TWU employee, the employee's estate is entitled to payment of one-half of his or her accumulated sick leave not to exceed 336 hours provided that the employee had continuous employment with the state for at least six months at the time of death.

For additional information concerning sick leave, please review [URP:V.14.d Staff Attendance Vacation and Sick Leave Policy](#)

## **Staff Training & Development**

The Texas Woman's University promotes and supports the overall training and development of its staff employees as an investment that benefits both the University and its employees. This training and development provide skills and knowledge that enable staff employees to perform more effectively in their current assignments and lead to employee advancement. A variety of staff and faculty training and development programs are provided. Please visit the HR [Training and Development](#) web page for additional information.

## **Social Security**

Social Security participation is required by law of employees of the University. The only exceptions to this are students who are enrolled for at least 6 hours during the regular academic sessions or 3 hours during the summer sessions will be exempt from social security tax deductions. Also, international students who entered the United States under an F-1 or J-1 Visa and who are working at the University will be exempt from social security tax deductions for 5 calendar years.

Social Security benefits include retirement annuities, disability benefits for a permanent injury or sickness, and survivor benefits for a dependent spouse and/or children.

### **Rules for Name Changes Require a New Social Security Card**

The Social Security Administration and the Internal Revenue Service require that the name that is reported on the TWU payroll must match the name shown on the social security card.

Therefore, in order to apply a name change to payroll, a social security card showing the new name must be presented to the Office of Human Resources.

Click here to view the [Social Security Administration Home Page](#).

### **Taking TWU Classes during Working Hours**

The privilege of taking one course during the workday is subject to the approval of the supervisor. Because of University staffing and heavy workloads, employees may not be able to enroll in coursework each semester during work time. The University will normally require the time away from the work station to be made up within the same week.

As with all non-exempt employees, time off from work to attend class must be reported on the employee's time sheet. Class time will not be included in the calculation of overtime and comp time.

Subject to approval of the supervisor, a full-time employee may take a maximum of three hours off per work week to attend class (including a maximum of three hours off work per work week during the summer) and will be required to make up the time away from the work station. Time off work in excess of three hours per week to attend class requires vice presidential approval and must be made up or applied to vacation time.

Budget restrictions, work scheduling, and efficient department operations will be considered in granting time off for classes. Where two employees within a department desire the same time off or to enroll in the same course, the individual with the most seniority will be selected if only one employee can be permitted to be away from the department.

Employees may enroll in any number of courses outside their regular working hours, provided that the coursework does not detract from the job performance at the Texas Woman's University. Because of regular work obligations, an employee should carefully weigh taking a large number of courses concurrently.

When conflicts arise, the interest of the University must take first priority. Questions should be referred to the Office of Human Resources. All questions concerning the status in enrolling in college course work should be answered prior to registration.

For more information see [URP: V.15.f Employees Enrolling Taking TWU Courses](#).

### **Tax Sheltered Income Programs**

Whether the employee participates in the Optional Retirement Program (ORP) or the Teacher Retirement System (TRS), most employees are eligible to place additional pre-tax contributions into a Tax Deferred Account (TDA) or a Deferred Compensation Program (457).

The TDA is a supplemental investment that may be made in addition to the mandatory retirement program. The TDA receives no state contribution. The TDA enables the employee to shelter up to 100% of gross annual income each year with a maximum limit each year.

The 457 is also a supplemental investment that may be made in addition to the mandatory program. The 457 receives no state contribution, and also enables the employee to shelter up to 100% of gross annual income each year with a maximum limit each year.

Doing this would allow the employee to shelter up to a maximum amount each year.

The advantages of a TDA or 457 are (1) a portion of current income can be sheltered from income tax; and (2) interest or earnings on the annuity accumulate tax-free until the participant makes withdrawals. Withdrawals cannot be made until the employee turns age 59 1/2, separates from service or retires. The TDA and 457 should be regarded as a program for funds to help supplement retirement. Taxes are due on the money during the year in which the withdrawals are made.

For more information concerning the Tax Deferred Account or the Deferred Compensation Program, or to calculate your maximum allowable contribution, please contact the Office of Human Resources, Benefits at x3552.

### **TRS Service Credit for Sick Leave**

Beginning September 1, 2001, a TRS member may purchase one year of membership service credit for 50 days of accumulated state sick leave as of the last day of employment before retirement. Additional information from the Office of Human Resources (OHR) is available upon request.

### **TWU Counseling Services**

The Counseling Center is the campus agency designated to provide psychological services to TWU students. These services are designed to help students achieve their educational goals, learn the process of problem solving and decision making, develop the capacity for satisfying relationships, and learn to make full use of their potential for continued growth beyond their educational experience. Counseling Services [website](#).

### **TWU Fitness and Recreation**

Fitness and Recreation provides facilities, programs, and events throughout the year to promote a healthy lifestyle to the TWU community. Our Denton facilities include a full service fitness center, indoor/outdoor pools, a climbing wall, 18 hole golf course, outdoor basketball and sand volleyball courts, indoor walking track, racquetball courts, indoor arena, and 8 tennis courts. We also have fitness facilities on the Dallas Parkland and Houston campuses.

TWU Fitness and Recreation offers several membership options to meet the needs of our patrons. A membership includes access to:

- indoor/outdoor pools
- group exercise classes
- a full service fitness center

- intramural sports
- climbing wall
- racquetball courts
- tennis courts
- indoor track

Other services such as personal training, recreational sports, golf, and specialty classes are offered for a fee.

For information on membership fees please visit the [Fitness and Recreation web site](#).

### United States Savings Bonds

Texas Woman’s University now offers TreasuryDirect Payroll Savings. TreasuryDirect is a Web-based system that allows investors to establish accounts to purchase, hold, and conduct transactions in Treasury securities online. Further information regarding this service can be found at the following website:

[http://treasurydirect.gov/indiv/products/prod\\_tdpayrollinfo.htm](http://treasurydirect.gov/indiv/products/prod_tdpayrollinfo.htm)

### Vacation Leave

All regular staff employees are eligible for paid vacation leave in accordance with the following State of Texas schedule. A regular part-time employee shall earn and carry forward a pro rata share based upon the percent of time worked. Vacation shall be earned in accordance with the following schedule:

<b>Total State Employment Including Prior Service</b>	<b>Hours Accrued per Month</b>	<b>Days Accrued per Year</b>	<b>Maximum Hours to Carry Forward to Next Fiscal Year</b>
Less than 2 years	8	12	180
2 but less than 5 years	9	13.5	244
5 but less than 10 years	10	15	268
10 but less than 15 years	11	16.5	292
15 but less than 20 years	13	19.5	340
20 but less than 25 years	15	22.5	388
25 but less than 30 years	17	25.5	436
30 but less than 35 years	19	28.5	484
35 or more years	21	31.5	532

Vacation earned during one fiscal year may be carried forward to the next fiscal year subject to the maximums shown above. All hours of unused accumulated vacation leave which are above the maximum at the end of the fiscal year may be credited to the employee's sick leave balance as of the first day of the next fiscal year.



An employee will earn vacation entitlement beginning on the first day of employment with the University and terminating on the last day of duty (last physical day on the job). Credit for one month's accrual will be given for each month or fraction of a month of employment. Vacation with pay may not be granted until the employee has had continuous employment with the state for six (6) months, although credit will be accrued during that time.

Employees change to a higher accrual rate (based on years of total eligible service) on the first calendar day of the month if the employee's anniversary date falls on the first day of the month; otherwise, the increase will occur on the first calendar day of the following month.

Example: An employee who began work on September 6, 2002, would change from earning 8 hours to 9 hours on October 1, 2004.

Vacation ordinarily will be scheduled at the mutual convenience of the employee, the department, and the University. Where conflicts arise, the needs of the University and the department shall be paramount. The University may require employees to take vacation or compensatory time for closing of buildings to maximize energy conservation.

A staff employee who resigns, is dismissed, or separated from University employment is entitled to be paid for all vacation duly accrued at the time of separation from University employment, provided the employee has had continuous employment with the State of Texas for six (6) months. A credit may be taken by the university against an employee's vacation accruals; if at the time of separation has either been overpaid, and/or received compensation not legally entitled to from the University.

### **Volunteer Emergency Responder Leave**

An employee who is a volunteer emergency responder shall be granted a leave of absence with pay not to exceed 5 days each fiscal year (September 1 through August 31) to attend training schools conducted by state agencies.

TWU employees who are volunteer emergency responders may be granted paid leave for responding to emergency fire situations. The paid leave for emergency fire situations does not reduce the employee's vacation time or sick leave. Volunteer emergency responders may also be granted time off for related training.

Employees are responsible for notifying their immediate supervisor of their status as a volunteer firefighter. The employee is responsible for notifying his or her supervisor immediately, if possible, of the impending absence or as soon as practical. Appropriate documentation of the reason for the absence may be required.

Please refer to [URP: V.14.i Volunteer Emergency Responder Leave](#) for additional information

## **Sick Leave Pool**

An employee may be eligible to request time from the sick leave pool or through the sick leave exception if, because of injury or illness the employee exhausted all annual accrued vacation leave, sick leave, overtime, and compensatory time to which that employee is otherwise entitled. [URP: V.14.c Sick Leave Pool](#) provides additional information.

## **Voting Time**

All employees are encouraged to vote in all appropriate local, state, and national elections. Employees are asked to vote early or before or after working hours. However, when it is not possible for an employee to vote before or after his/her regular working hours, it is the policy of the University to grant a reasonable period of time off during the regular work day for voting on an official election day.

## **Workers' Compensation Insurance**

**Eligibility:** All employees of the University are automatically covered by Workers' Compensation Insurance without cost to the employee. This insurance coverage is administered by the State Employees Workers' Compensation Division of the State Office of Risk Management (SORM).

**Report of Injuries:** An employee is required to immediately report all on-the-job injuries to his or her immediate supervisor regardless of how minor it may appear so that the injury is a matter of record. The supervisor or administrator must submit "The Supervisor's First Report of Injury or Illness," to the Office of Human Resources for transmittal to the SORM no later than the day following the injury.

**Medical Expenses:** If an employee is injured on the job, he or she is entitled to payment for all authorized medical expenses required in connection with the injury. SORM determines all authorized medical expenses.

**Sick Leave Benefits:** If the employee is unable to return to work following the injury, the employee may:

1. Choose to use accrued sick leave until exhausted and then receive compensation benefits, or
2. Choose to receive compensation benefits and not use accrued sick leave.

**Compensation Benefits:** As provided by State law, if the employee is unable to return to work after utilizing all accrued sick leave or after electing not to use sick leave benefits, the SORM will make weekly compensation payments during the balance of the time the employee is unable to work beginning with the eighth day of incapacity or the day all sick leave benefits are utilized whichever is later.

For injuries resulting in death, the beneficiaries of the deceased employee may receive a weekly payment to be determined by the Workers' Compensation Division.

Employees off on medical leave due to a work related injury are expected to:

- provide his/her supervisor with statements from the treating medical care provider that include a targeted return-to-work date;
- Keep in contact with his/her supervisor;
- Return to work upon release from the treating medical care provider.

Please visit the Office of Human Resources [Benefits](#) web site for Workers' Comp procedures and forms.

## **Problem Solving and Rules of Conduct**

### **Concealed Handguns**

Subject to appropriate Federal and State laws, University policy does not allow concealed handguns on University property. This applies even if the individual has a valid state issued concealed handgun license.

### **Drug-Free Workplace**

Texas Woman's University follows the guidelines outlined in the Drug Free Workplace Act of 1988.

Texas Woman's University is required by the Drug-Free Workplace Act of 1988 (41 U.S.C.A. 701-707), to notify all employees that the unlawful manufacture, sale, distribution, possession, or use of a controlled substance in or on any premises or property owned or controlled by the University is prohibited. A controlled substance is any substance so defined by federal or state statute or regulation. A controlled substance includes alcoholic beverages, inhalants, illegal drugs, and may include prescription drugs.

TWU employees are required, as a condition of employment, not only to abide by this drug-free workplace policy, but also to report any criminal convictions for drug-related activity in the workplace. Employees are required to notify the appropriate divisional vice president no later than five days after a conviction.

The University must notify the federal contracting or granting agency of any criminal convictions of individuals employed on a federal grant or contract for illegal drug activity in the workplace. The notice must be provided within 10 days after receiving notice of a conviction.

Any employee who unlawfully manufactures, sells, distributes, possesses, or uses a controlled substance in or on premises or property owned or controlled by the University, regardless of whether such activity results in the imposition of a penalty under a criminal statute, will be subject to appropriate disciplinary action up to and including termination of employment.

Employee may be required to participate, satisfactorily, in an approved drug abuse assistance or rehabilitation program or both.

Please see [URP: I.21.b Drug Free Workplace Policy](#).

### **Ethics Policy**

These principles and guidelines shall apply to all persons employed by any component institution, agency, or service of Texas woman's University (TWU) regardless of rank or position.

[URP: V.15.b Ethics Policy for Employees](#)

### **HIV Infection/AIDS**

According to the best available, reliable information from the Centers for Disease Control of the United States Public Health Service, individuals infected with HIV and individuals with AIDS do not present a health risk to other people in circumstances that do not include sharing or direct exposure to infected blood, other body fluids, and/or blood products. Exposure to HIV is defined in terms of broken skin, mucous membrane, or parenteral contact with infected blood/blood products, body fluids, tissue, cell cultures, and/or culture media.

A TWU student or employee who has been diagnosed clinically as infected with the Human Immunodeficiency Virus (HIV) or as having Acquired Immune Deficiency Syndrome (AIDS) will be dealt with by the University in a manner that is consistent with federal and state laws, the latest policies set forth by the Centers for Disease Control (CDC), and approved University policies.

For additional information, please see University Policy 6.04 ["HIV Infectious/Aids Among TWU Student and Employees"](#).

### **Personal Conduct**

Reasonable rules of conduct are maintained in order to define and protect the rights, safety, and welfare of the Texas Woman's University and its employees. All employees are expected to be in compliance with all local, state and federal regulations and statutes. In general, the rules of conduct of the University are reasonable, common sense rules which the University considers necessary to insure the mutual welfare of the University and its employees.

As questions arise, an employee should discuss them with his or her supervisor. Additional information is located in TWU OP 50.03 Faculty "Employees are subject to disciplinary action including dismissal for violation of University rules or regulations, departmental policies, federal, state or local laws.

The following list, while not conclusive, consists of some examples of violations of the general rules of conduct governing the actions of employees.

- Violation of public law.
- Willfully or negligently misusing, damaging or removing property belonging to the University, other employees, or students.
- Theft or dishonesty, or attempts to commit these acts, for example: Falsification of time cards, punching another's time card, falsification of personnel records, theft or removing from the premises without proper authorization any article belonging to the University or other employees, or misuse of the telephone.
- Violation of safety or sanitation rules and regulations as explained by supervisors.
- Smoking in unauthorized areas.
- Carrying, possessing, selling, or being under the influence of intoxicants, narcotics, or other drugs on University premises or during work hours.
- Carrying or possessing firearms, explosives, or other lethal or illegal weapons on University premises.
- Insubordination.
- Excessive tardiness or absences.
- Failure to perform duties of employment.
- Assault, attempted assault, or fighting on the job.
- Misuse of Internet access, e-mail, TWU telephones, long distance codes, or any other University property.
- Unethical behavior as outlined in the TWU [Ethics Policy for Employees](#).
- Sexually harassing or discriminating against other employees or students. See policy [3.05 on Sexual Harassment](#) and policy and [3.04 on Nondiscrimination](#) for additional information.
- Violation of other future TWU policies or rules

Violation of the rules of conduct could lead to disciplinary action up to and including termination

### **Responsibility of Employees**

Employees of the University have certain responsibilities in carrying out work assignments:

1. Employees are required to report to work on time. Being punctual is important for the orderly and productive completion of work. This includes returning from lunch and rest periods at the proper time. Failure to report on time can result in disciplinary action up to and including employment dismissal.
2. Employees are required to notify supervisors prior to absences. In the event of emergencies, when prior notification is not possible, employees are obligated to notify their supervisor of their absence at the earliest possible time. Job abandonment shall be cause for employment dismissal after the employee has missed three (3) consecutive, or three (3) non-consecutive work shifts, within a rolling year period, without notifying the employee's immediate supervisor and/or the appropriate administrative officer of the reason for the absence. Employees are responsible for keeping their supervisor informed of the status of their absence and expected return date.

Staff employees are responsible for the appropriate use of sick leave. Sick leave abuse

occurs when a staff employee uses sick leave for unauthorized purposes or misrepresents the actual reason for charging absences to sick leave. Abuse occurs when an employee establishes a pattern of sick leave over a period of time such as the day before or after a holiday, on Mondays and Fridays, after paydays, any one specific day, half-days, or continued patterns of maintaining a zero or near zero sick leave account balance. Staff employees who engage in sick leave abuse, and/or show a pattern of failing to notify their supervisor of absences maybe subject to corrective guidelines action up to and including employment dismissal. For additional information regarding sick leave, please review [TWU University Policy 3.17 "Staff Attendance, Vacation, and Sick Leave"](#).

3. Employees should know the standards of work performance for their jobs. It is the employee's responsibility to be familiar with the work standards associated with his or her job performance. Standards for work performance may be obtained from the supervisor as well as a job description.
4. As representatives of the Texas Woman's University and the State of Texas, employees are expected to provide friendly and courteous services to faculty, students, staff at all times including off campus events.

In addition, TWU employees are expected to provide friendly and courteous services to the general public at all times.

5. University time, funds, property, and supplies are for University business only. University property may not be removed from the campus without prior approval of the immediate supervisor and the appropriate inventory personnel. For further information see TWU policy [7.09 on Off-Campus Use of University Property](#).
6. Employees are required to know and follow all safety work rules and procedures. For further information see TWU policy [6.02 Occupational/Environmental Safety and Health](#).
7. All business should be conducted through proper channels. As questions, comments, ideas, etc., arise, an employee should discuss them with his or her supervisor and then up the appropriate chain of command.
8. Telephones. TWU employees may need to make personal telephone calls from time-to-time during working hours. Normally, such use does not result in additional costs or damage to TWU and generally will not hinder the day-to-day operations of an office. Incidental use of TWU telephones during working hours by TWU employees for local calls is not considered to be a misapplication of state property and is permissible so long as it does not unduly interfere with the employee's assigned responsibilities or the normal functioning of the department. Long distance phone calls, including the Tex-an lines, are restricted to official University business. Personal long-distance phone calls at the expense of the University are not permitted under any circumstances.

9. Staff Handbook and TWU Policies. Employees are responsible for reviewing and becoming familiar with the TWU Staff Handbook, the [TWU University Policy Manual](#) located within the TWU Portal. Additional Human Resource related policies are located on the HR web site.
10. All Texas Woman's University computing and networking resources should be used in an effective, efficient, ethical, and legal manner. This statement applies to microcomputer, mainframe computer, or computer network use and to computer files, programs, or data stored on floppy disk, hard disk, magnetic tape, or other storage media. Computer facilities and files owned by others should be used or accessed only with the owner's permission. Viewing or using another person's computer files, programs, or data without authorized permission is unethical behavior and an invasion of that person's privacy. Such behavior, if used for personal gain, is plagiarism. Ethical standards apply even when material appears to be legally unprotected. For further information see TWU Policy [9.01 Computer and Software Use](#)
11. Reporting Fraud. TWU employees are to report incidents of fraud or suspected fraud in accordance with procedures outlined in the TWU Policy [2.07 "Fraud and Fraudulent Activities"](#).

### **Sexual Misconduct**

It is the policy of the University that no member of the University community is permitted to sexually harass another member.

Sexual harassment is illegal under Title VII of the Civil Rights Acts of 1964 and Title IX of the Education Amendments Act of 1972. Any employee or student who engages in such conduct will be subject to disciplinary action.

Please review [Sexual Misconduct Policy](#) for additional information.

Additionally, in certain cases, sexual harassment may be subject to prosecution under the criminal sexual conduct statutes.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's professional or academic performance or creating an intimidating, hostile, or offensive employment, education, or living environment.

All complaints concerning matters of sexual harassment will be reported to the EEO/Affirmative Action Officer, or designated investigator. If a person wishes to file a complaint of sexual harassment, the complaint must be filed within 60 days following the incident.

## **Miscellaneous Policies**

### **Confidential Information**

Employees must be careful not to disclose any information which might be considered confidential concerning students, student records, or any other University information of a private nature.

Texas Woman's University will abide by the Health Insurance and Portability and Accountability Act (HIPPA) privacy rules for covered entities, as applicable.

State law (Leg. House Bill 1922) with limited exceptions, allows you to be informed about information the University collects about you, to review and obtain information and to correct information you believe is incorrect.

It is the policy of Texas Woman's University to protect the confidential nature of social security numbers without creating unjustified obstacles to the conduct of the business of the University and the provision of services to its many constituencies. The use of the social security number as an individual's primary identification number will be discontinued, unless applicable law requires such use. The social security number may continue to be stored as a confidential attribute associated with an individual. Any further disclosure of your social security number will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).

For additional information, please see [URP: I.10.j Protecting Confidentiality of Social Security Numbers](#).

Directory Information and Privacy Settings: The University now has two sources of web based directory information. The INTRANET web site is overseen by Information Services and is accessible only to faculty, staff, and students at TWU. The INTERNET web site is overseen by Marketing and Communications and is open to the public. With this transition we are creating directory information to serve two purposes. Information that is on the INTRANET is intended to provide a source of information about faculty, staff, and students that can be obtained only by those with access through the Portal to the INTRANET (i.e. internal). Information in the directory on the INTERNET is accessible to the general public (i.e. external).

### **Disruption of University Activities**

In accordance with state statutes, the University has a firm policy against actions by individuals or groups which in any way disrupt, interfere with, or instigate disruption of or interference with teaching, research, public service, or any other authorized University function or activity.



The University reserves the right to take necessary precautions to insure the safety of its faculty, staff, students, buildings and grounds, and to protect other University property. Staff members are expected to support all efforts designed to protect the University from activities which interfere with its services.

### **Identification Cards**

All faculty and staff employees must obtain a University identification card. This card may be used for identification, admission to special University events, and to check out books at the University Library. Identification cards may be obtained through the Housing Office (898-3676) in Jones Hall.

### **Office of Technology**

Office of Technology is the central computing facility for Texas Woman's University, with more than 3700 computers supporting academic and administrative offices; and 20 state-of-the-art classroom labs and public access computer labs.

Our professional and highly trained staff designs, develops and maintains an advanced computing, networking and telecommunications infrastructure that impacts every aspect of campus life.

Office of Technology staff is available for consultation and assistance with TWU computer problems, as well as the selection and purchase of hardware and software. A wide selection of training materials for campus supported software is also available. Office of Technology is located in the Bralley Annex building, and we can be reached at (940) 898-3978.

### **Information Services and Computer Use**

Texas Woman's University is committed to providing rich and enabling technological resources that provide students, faculty and staff, with the freedom to create and to collaborate with colleagues both at the University and outside the institution. The University, in its policies and, the users exercising their responsibilities work to preserve the integrity of information resources, ensuring the contents of communications will not be tampered with, destroyed, stolen, and/or violated by misrepresentation. The University encourages access to knowledge and sharing of information in furtherance of the University's mission of instruction, research and service. The information resources of the University are intended primarily for activities related to accessing, sharing and creating information and collaborating with other members of this and other communities for scholarly and work-related communications. Secondarily, they are intended for use to enhance community service.

For additional information please see [URP: I.19.r Computer & Software Acceptable Use Policy](#).

## Meeting the Public

Texas Woman's University is supported by the State of Texas and exists to serve the public through education, research and service. Its success depends to a large measure upon the kind of relations the University, as represented by its employees, has with the public.

The public comprises many different groups: students, their parents, alumni, visitors and many others. Each employee has a share in building and maintaining good public relations. The University is judged not only on the merits of its graduates but also on the personal contacts with employees through correspondence, telephone conversations and visits to our campus.

## News & Media Relations

The Office of Marketing and Communication is responsible for **all** university-based interactions with the media, including:

- Issuing all official university news releases
- Responding to or coordinating the response to inquiries from reporters\*
- Issuing of all official university statements to the media
- Scheduling all official university news conferences
- Coordinating and implementing the communications response to a crisis.

To have a news release written and distributed to the media about a faculty or student accomplishment or an upcoming event in your department, etc. please contact the director of news and information or senior copywriter at 8-1-3456 with as much advance notice as possible.

If you receive a call from a reporter, please notify the director of news and information at 8-1-3456 **prior** to responding to the reporter, if possible. If the director of news and information is not available, contact the senior copywriter or associate vice president of marketing and communication.

The Office of Marketing and Communication should be notified of a crisis or any potential crisis immediately. Please contact the associate vice president of marketing and communication or, in that person's absence, the director of news and information as soon as possible.

A crisis is defined as any emergency or controversy that could negatively affect the public perception or reputation of the university. Emergencies include fires, accidents, explosion, tornadoes and other weather-related incidents and natural disasters. Controversies include: crimes against students, faculty or staff; suicides; student demonstrations; inappropriate conduct by faculty, staff or students; academic freedom issues; fiscal irregularities; and personnel issues.

Please contact the Office of Marketing and Communication at (940) 898-3456 with any questions concerning the Texas Woman's University Media Relations Policy.

\*The TWU student newspaper *The Lasso* is an exception. Please visit *The Lasso* section in the Policy and Procedures manual for more information.

## **Parking & Traffic Regulations**

Employees parking on University property must annually register their vehicles with the University Department of Public Safety (DPS), pay the established parking fees, and obtain a parking decal. Parking fees may be deducted from payroll upon request.

The parking permit decal allows parking in any area designated as parking for faculty and staff or all decal. Operators of motor vehicles must comply with University traffic regulations. A copy of parking and traffic regulations is available from the University DPS.

## **Personal Information Changes**

Employees must keep the Office of Human Resources informed of any changes in name, marital status, family membership, address, and telephone number. These types of status changes can affect the individual's tax deductions, benefits, or a number of other important items.

## **Directory Information and Privacy Settings:**

The university has two sources of web based directory information. The INTRANET web site is overseen by Information Technology and is accessible only to faculty, staff, and students at TWU. The INTERNET web site is overseen by Marketing and Communications and is open to the public. Information that is on the INTRANET is intended to provide a source of information about faculty, staff, and students that can be obtained only by those with access through the Portal to the INTRANET (i.e. internal). Information in the directory on the INTERNET is accessible to the general public (i.e. external).

If any other information is incorrect, please notify the Office of Human Resources.

## **Posting or Distributing Literature**

The University provides many bulletin boards and other facilities for posting or publicizing official messages and announcements. Approval to post or distribute literature must be obtained from the Center of Student Development as set out in the current TWU Student Handbook. On the Dallas and Houston Centers, approval must be obtained from the Office of Campus Manager.

See the current [TWU Student Handbook](#) for the detailed policy.

## **Safeguarding of High-Risk Assets**

It is the responsibility of each employee to safeguard all movable assets assigned to them. Movable assets consist of computer terminals, calculators, cameras, typewriters, telephones, media equipment, laptops, PDAs, and other University property. It is important that these items be secured by lock and key, that only TWU authorized individuals have unlimited access to the secured area, and that unauthorized persons shall not have an opportunity to remove the moveable assets from the premises.

## **Sales, Solicitations & Fundraising**

The solicitation by employees for the sale of goods and fundraising (other than the fundraising done by the office of Institutional Development or on behalf of Texas Woman's University) must comply with State law.

**Contributions:** A University employee may solicit contributions to organizations that are tax exempt under IRS Code Section 501 (c) (3) and do not attempt to influence legislation as a substantial part of the organization's activities.

**Sales:** Peddling and taking orders for goods and services on campus are not permitted if the solicitor is doing so for personal gain. A University employee may take orders for goods and services sold by organizations that are tax exempt under IRS Code Section 501 (c) (3) and do not attempt to influence legislation as a substantial part of the organization's activities.

**Raffles:** No raffles may be held by any University group, with the exception of certain qualified student organizations. (See student raffle policy.)

**Student Fundraising Activities:** Students and student organizations should refer to the Center for Student Development and/or the Student Handbook for information and guidelines regarding fundraising activities.

Complete information is available at [URP: 1.24.b Sales, Solicitations, and Fundraising](#).

## **University Property**

Employees given responsibility for property belonging to the University are to keep such property in good condition. All University property must be immediately returned when an employee leaves the employment of the University. University property may not be relocated without prior approval of the Inventory Office (located in Facilities Management).

## **University Safety**

The effectiveness of an employee safety and health program is measured by safe and competent job performance. The training program for safety and health is designed to address potential dangers and hazards that employees are likely to encounter when performing their duties.

To assure that employees are properly trained, supervisors must know how to train an employee to perform the essential duties and tasks in the most efficient, safest manner possible. Supervisors and employees must also know how to detect and control hazards, and handle emergency situations. (*SORM 2003*).

For more information please view the [Risk Management web page](#).

## **University Activities**

### **The Association of Service Support Employees of Texas Woman's University**

The Association of Service Support Employees of Texas Woman's University (ASSET) purposes and goals are: to raise funds for two scholarships supporting TWU staff personnel; to encourage career and personal development of its members; to contribute positively to TWU; to identify and develop service opportunities that benefit the TWU community; and to provide hardship relief, fellowship and support for staff. ASSET is a major source for networking across the university campus.

For more information on the organization, please visit our website at: <http://www.twu.edu/asset/>

### **Calendar of Events**

The Calendar of Events is updated on the [TWU Website](#).

### **Staff Council**

The Staff Council mission statement is:

The Staff Council is organized to foster a spirit of unified community among staff members of Texas Woman's University and to provide opportunities for their democratic representation. The Staff Council shall exist to contribute to the welfare of the University and its staff employees. The objectives of Staff Council are:

1. To provide an additional channel of communication for staff with administration and faculty;
2. To provide opportunities for leadership and professional development for University staff members;
3. To address concerns of the general staff population and seek improvement of staff work environment, conditions and processes;
4. To refer issues and inform the University administration on items that are of interest and/or relevant to staff members;
5. To increase the sense of identity, recognition and worth of each staff member in his/her relationship to the University;
6. To continue to improve the delivery of services to the University staff; and
7. To advance the mission of the University.

The Staff Council plays an important role for our staff, and it is expected that staff will be allowed to participate in meetings during regular business hours.

For more information, please visit the [Staff Council website](#).