

New Employee Orientation

Employee Guidebook



HUMAN RESOURCES
TEXAS WOMAN'S UNIVERSITY

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New Employee Orientation

Texas Woman's University Mission Statement

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 University 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	COLLABORATION	EXCELLENCE
CREATIVITY	WELL-BEING	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.

EEO Sexual Harassment and Discrimination

The following are excerpts from the Texas Woman’s University Operating Policies. Please refer to the on-line policies for further information or contact The Office of Human Resources if you do not have access to a computer. We will be happy to assist you.

[Non-Discrimination, Equal Opportunity, and Diversity URP: 05.100](#)

The University is committed by law to develop and support an environment of affirmative action and diversity in all areas of employment. It is the policy of the University not to discriminate in any aspect of employment, including, but not limited to:

- hiring and firing
- compensation
- assignment or classification of employee transfers
- promotions
- job advertisements, recruitment, testing
- use of University facilities
- training and apprenticeship programs
- fringe benefits
- retirement plans and disability leave
- other terms and conditions of employment

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 “ADEA”); 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; 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, gender identity or expression, genetic information, national or ethnic origin, veteran’s status, or against qualified individuals with disabilities.

[Sexual Misconduct Regulation and Procedures Guide URP: 01.225](#)

This Guide is an essential addendum to the University’s Sexual Misconduct Policy and provides the following information for TWU students, staff and faculty:

1. Expanded Definition of Consent	2. Privacy and Confidentiality
3. Identifying/Contacting Campus Authorities/Responsible Employees	4. Role of the Title IX Coordinator
5. How to Submit a Report/Complaint	6. Interim Remedial/Protective Measures

7. Informal/Formal Resolutions	8. How a Report/Complaint is Formally Investigated
9. How a Report/Complaint is Adjudicated	10. Campus Resources/Support Services
11. Community Resources/Support Services	12.

General Policy

It is the policy of Texas Woman’s University to maintain a workplace and educational environment that is free from intimidation, coercion, or harassment of any protected class, including sexual harassment.

Definitions

Sexual harassment is considered a form of unlawful sex discrimination which is in violation of Title VII of the Civil Rights Acts of 1964 and Title IX of the Education Amendments Act of 1972.

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

- submission to or toleration of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions or academically-related decisions affecting such individual; or,
- such conduct has the purpose or effect of substantially or unreasonably interfering with an individual's professional or academic performance or creating an intimidating, hostile, or offensive employment, education, or student living environment. (Refer to TWU’s Sexual Misconduct Policy for the complete definition of this, and other types of sexual misconduct.)

Discrimination: Prejudiced outlook, communication or unfair treatment of a person or group of people because of the category they belong to or are perceived to belong to. May be covert (implied or unapparent) or overt (explicit or apparent). It is the policy of Texas Woman’s University to not discriminate on the basis of: race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression, veterans, genetic information, or against persons with disabilities in its educational programs, activities, admissions or employment policies.

[Americans With Disabilities Act Policy,URP: 05.110](#)

It is the policy of (TWU) not to discriminate against qualified individuals with disabilities in regard to employment application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions and privileges of employment. An individual with a disability may request a reasonable accommodation at any time during the application process or during the period of employment. An individual should request a reasonable accommodation when he/she knows that there is a workplace barrier that is preventing him/her, from effectively competing for a position for which he/she is otherwise qualified, performing the essential functions of a position, or gaining equal access to a benefit of employment. Additional information may be found in Knowledge Base <https://servicecenter.twu.edu/TDClient/1956/Portal/KB/ArticleDet?ID=40227> or by contacting the Office of Human Resources 940-898-3555.

New Hire Essentials

Employment Eligibility Verification (I-9) Form: Immigration Reform and Control Act (IRCA) requires employers to have all employees complete Section 1 of Form I-9 no later than the first day of employment. The OHR must examine original documents(s) to establish identity and work eligibility, and complete Section 2 of the form within three business days of the start of employment. To this end, designated persons in the TWU Office of Human Resources. Further information can be found in Policy 3.43 Employment Eligibility and Verification Policy. Questions concerning this process should be directed to HR at 940-898-3555.

Federal Income Tax Withholding (W-4) Form: Under federal law you are subject to federal income tax withholding from your pay. You must complete a W-4 Form, which must be on file in the Payroll Office before you can receive your first paycheck. If a W-4 is not completed, an employee's status will default to single & zero exemptions. For questions regarding your withholding status, call the Payroll Office at 940-898-3562. **NOTE: Employees who are NOT Texas residents must notify the Payroll Office prior to receipt of their first paycheck to ensure that any state income tax withholding or other employment requirements are met.**

TWU Pioneer ID Card: The Pioneer ID Card signifies your status as an active member of the Texas Woman's University community, and serves as your official student, staff or faculty identification card. The card has four basic services: Access, Library Services, Dining, and Student Services. Pioneer ID Cards can be requested at Student Union Hubbard Hall (SUHH) room 2209. You must present a valid government or state issued photo ID in order to request your Pioneer ID Card. Your first ID is free.

Selective Service Registration: The University is required by Texas State law to verify that new employees who meet the criteria for Selective Service have registered. Almost all male U.S. citizens and male aliens living in the U.S. who are 18 through 25 must register. Non-citizens NOT required to register include men on student or visitor visas. Legal permanent residents ARE required to register. Eligible individuals may register online at www.sss.gov, at any Post Office, by mail, or during the application process for Federal Financial Aid (FAFSA form). Failure to register as required by law will be grounds for removal from University employment. For more information see Policy 3.42.

University Rules and Standards

Attendance and Working Hours: State law sets the minimum workweek for regular full-time salaried employees at forty (40) hours. While administrative offices are generally open from 8 a.m. to 5 p.m. Monday through Friday, your actual work schedule will vary depending on your work assignment. A staff member is expected to observe the regular work schedule for his or her work location and assignment. Any individual who is consistently late for work, or who does not return from rest periods or lunch periods promptly, is subject to disciplinary action. The staff member is responsible for notifying the supervisor if he or she will be late or absent from work. When it is necessary to leave work early, the staff member must make necessary arrangements with the supervisor. Discuss any questions or concerns regarding your work schedule with your supervisor. Policy 3.14 Staff Attendance Vacation and Sick Leave

Ethics Policy/Standards of Ethical Conduct: These principles and guidelines shall apply to all persons employed by any component service of Texas Woman's University (TWU) regardless of rank or position. [1]

- TWU employees shall put forth honest effort in the performance of their duties.
- TWU employees shall not use their public positions for private gain.
- TWU employees shall make no unauthorized commitments or promises of any kind purporting to bind TWU or any of its components.
- TWU employees shall not hold financial interests that are in conflict with the conscientious performance of their official duties and responsibilities.
- TWU employees shall not engage in any financial transaction in order to further any private interest using non-public information which they obtain in the course of their employment.
- TWU employees shall protect and conserve public property and shall not use it for other than authorized activities.
- TWU employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official duties and responsibilities.
- TWU employees shall promptly disclose waste, fraud, abuse, and corruption to appropriate authorities.
- TWU employees shall not make personal investments that could reasonably be expected to create a substantial conflict between the employee's private interests and the public interest.
- TWU employees shall adhere to laws, regulations, and policies that provide equal opportunities for all persons regardless of race, color, religion, sex, sexual orientation, national or ethnic origin, age, veteran's status, or disability, except as provided by law.
- TWU employees shall report suspected child abuse or neglect to the Texas Department of Family and Protective Services or to university state or local law enforcement.

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

Employment At-Will Policy: Texas is an "Employment At-Will" state and Texas Woman's University is an "Employment At-Will" employer. This means that once hired, an employee serves at the pleasure of Texas Woman's University. Discontinuance of employment may occur at any time, with or without cause, at the discretion of Texas Woman's University or the employee. Texas Woman's University's policies and procedures:

- are subject to change without prior notice;
- do not in any manner constitute the terms of an employment agreement, expressed or implied;
- do not create a property right; and
- prohibits all non-faculty employees, other than the Chancellor and President, from entering into a contractual agreement regarding employment with any other employee or individual.

From Texas Woman's University Policy Manual, 01.210 Ethics Policy for Employees, as derived from the Principles of Ethical Conduct established for federal employees, Ex. Or. NO. 12674 of April 12, 1989, 54 Fed. Reg. 15159; Ex. Or. NO. 12731 of Oct. 17, 1990, 55 Fed. Reg. 42547 and Sec. 572.051 Texas Government Code.

Equal Employment Opportunity & Workforce Recruitment Plan: Texas Woman's University's Workforce Recruitment Plan for Recruiting and Selection addresses statutory requirements such as the Civil Rights Act, the Americans with Disabilities Act, the ADA Amendments Act of 2008, the Texas Commission on Human Rights Act, and the State Appropriations Act. These ensure equal employment

opportunity for all applicants, uniform reporting procedures, and compliance with federal and state laws and regulations.

For more information please refer to the Workforce Recruitment Plan and the [TWU Search and Selection Handbook](#) for procedures and assistance during the hiring process.

Drug Free Work Place: It is Texas Woman's University's (TWU) intent to provide a drug-free, safe, healthy and secure environment. Drug-Free Workplace establishes guidelines governing the possession or use of drugs and or alcohol on the job. On Texas Woman's University property meaning in any building, facility, grounds, streets, or property owned, leased, or controlled by TWU. "Use" of a drug shall include use, possession, manufacture, sale, distribution, or delivery on Texas Woman's University property of any one or more illegal drugs. Policy 2.39, Drug-Free Workplace Procedures and Drug Testing for Faculty and Staff establishes that testing for drugs will be conducted when there is reasonable suspicion that an employee is under the influence of alcohol or using illegal drugs. State statute §406.032 provides that worker's compensation benefits can be denied if an on the job injury occurred while the employee was in a state of intoxication. If drugs or alcohol are suspected to be the proximate cause of an employee's injury, TWU reserves the right to request substance abuse testing under procedures outlined in this policy. The employee's refusal to comply will be considered a violation of this policy and the employee will be subject to disciplinary action up to and including employment dismissal.

Dual Employment: The first priority of all employees of TWU, as far as their vocation is concerned, is the accomplishment of the duties and responsibilities assigned to their position of employment with the University. Outside employment is considered a secondary activity that may be engaged in only after an employee's duties and responsibilities to the University are fulfilled. Outside employment does not interfere with the regular work of the employee and it involves only a reasonable amount of time, involvement, and duration. A TWU employee's official capacity or connection is not used in connection with any outside employment, i.e., Individuals may not represent themselves as acting in the capacity of TWU employees when conducting consulting or other paid professional activities.

Dual Employment with the State Simultaneous employment of a person at TWU and at another Texas state agency must be disclosed to both the University and the other Texas state agency prior to acceptance of the additional employment with the State. URP: 05.600 and URP: 02.330

Employee 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 ensure the mutual welfare of the University and its employees.

Should questions arise, an employee should discuss them with his or her supervisor. Employees are subject to corrective action including dismissal for violation of University rules or regulations, departmental policies, federal, state or local laws. The following list, while not conclusive, contains 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, for example: Falsification of time cards/sheets, including entering time not actually worked or not entering time that was actually worked, or punching another employee'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.
- 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 illegal drugs on University premises.
- Carrying or possessing firearms, explosives, or other lethal or illegal weapons on University premises.
- Insubordination.
- Repeated tardiness or absence, absence without proper notification to the supervisor or without satisfactory reason, failure to report for work or make appropriate contact with the supervisor to report an absence from work, or if unavailable for work. Failure to perform employment job duties.
- Assault, attempted assault, or fighting on the job.
- Misuse of TWU Internet access, e-mail, telephones, long distance codes, or any other University property.
- Unethical behavior as outlined in the TWU Ethics Policy for Employees [URP: 01.210](#)
- Sexually harassing or discriminating against other employees or students.
- Violation of other future TWU policies or rules.

A violation of the standards established in this policy will result in disciplinary or corrective action ranging from an oral reprimand to employment dismissal from TWU.

Supervisors have the authority and responsibility to establish and maintain an effective and orderly work force of employees under their charge.

Notwithstanding any other provisions in this document, TWU reserves the right to add to or eliminate any part of the steps described in the [Corrective Action Guidelines](#). (link does not work) This Policy and Corrective Action Guidelines do not preclude [At-Will](#) (link does not work) discontinuation or termination of Employment.

University Benefits

Electronic Funds Transfer (EFT)/Direct Deposit: Electronic Funds Transfer or the electronic deposit of your paycheck directly into your bank account, is available for all faculty, staff, and student employees. For more information contact the Payroll Office at 940-898-3551.

Family and Medical Leave: Eligible University employees, who have been employed by the state for at least 12 months and have worked at least 1,250 hours during the 12 month period immediately preceding the beginning of leave may be eligible to take up to twelve (12) weeks family/medical leave, military exigency leave, or up to 26 weeks of military caregiver leave during a 12-month period. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy. For additional information please refer to Policy 3.24 or contact the FMLA Administrator in the Office of Human Resources at 940-898-3759.

Flexible Spending Accounts (TexFlex): TexFlex consists of two programs that allow employees to

tax shelter a portion of their wages: Health Care Reimbursement Account and Daycare Care Reimbursement Account. Call Human Resources at 898-3542 if you have any questions regarding eligibility, enrollment, or participation. A Health Savings Account is available for employees who elect the high deductible health plan.

Insurance Programs: TWU provides insurance coverage for eligible faculty and staff through participation in the State of Texas Group Benefits Program (GBP) which is administered by the Employees Retirement System (ERS) in Austin, Texas. This statewide program provides insurance (health, life, dental, disability, long term care) and flexible benefits options to all state employees and retirees and to employees and retirees of institutions of higher education in Texas (except the University of Texas and Texas A&M Systems). Employees with questions regarding eligibility, enrollment, or participation should contact the Office of Human Resources at 940-898-3542.

Holidays: State law requires that the holiday schedule for an institution of higher education be established by the governing body. The holidays may be set on any days the governing body chooses, but may not exceed the total number of days to which employees of other state institutions are entitled. Annual updates to this schedule are at:

<https://servicecenter.twu.edu/TDClient/1956/Portal/KB/ArticleDet?ID=32632>

TWU Holiday and Pets on Campus Schedule

Both schedules can be found at

<https://servicecenter.twu.edu/TDClient/1956/Portal/KB/ArticleDet?ID=32632>

Leave Benefits: Paid holidays and leaves with pay for sickness, military duty, emergencies, and witness and jury duty are benefits granted to all regular faculty and staff personnel.

Faculty on 9 month contracts do not accrue annual vacation leave.

Vacation leave: Vacation leave is credited to each eligible regular staff member after each month of employment. Vacation leave may not be used until a staff member has had six months of continuous (unbroken) state employment. The Statement of Previous Texas State Employment form aids in determining the amount of vacation leave to be accrued based on prior years of service with the State, if applicable. Vacation leave must be requested in advance and approved by the department chairperson, dean, or director.

Total State Employment Including Prior Service	Hours Accrued Per Month	Days Accrued Per Year	Maximum Hours to Carry Forward to Next Fiscal Year
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

Sick Leave: is accrued at the rate of 8 hours per month for regular full-time faculty and staff. Regular part-time personnel between 50% and 99% time receive a prorated accrual based on the percent of time worked (i.e., 50% = 4 hours, 75% = 6 hours, etc.). 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 his or her immediate family is actually ill. In exceptional cases involving catastrophic illnesses or injuries, when a faculty member has exhausted all sick leave or a staff member has exhausted all sick and vacation leave, the individual may be eligible to receive sick leave pool.

Sick Leave Pool: The Sick Leave Pool has been established to provide for additional sick leave for an employee who has exhausted all paid leave benefits because of a catastrophic illness or injury of the employee or of an immediate family member which causes them to be absent from work. All regular faculty and staff members eligible to accrue sick leave may apply to use sick leave pool. Additional information can be found on the HR website.

Military Leave (annual or short term): A state employee who is called to active duty or authorized training is entitled to a leave of absence of 15 days in each federal fiscal year (October 1 – September 30) without loss of pay or benefits. The 15 workdays need not be consecutive. TWU is committed to protecting the job rights of employees absent on military leave. In accordance with the Uniform Service Employment and Reemployment Rights Act (USERRA) and applicable state laws it is the University's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of an individual's membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.

Jury Duty: is approved for regular faculty and staff members summoned to perform jury duty shall be excused from work for the time they serve, without loss of pay or accrued leave time. An employee is entitled to accept fees received for jury duty without any accounting to the University.

Overtime: Overtime is defined as any time worked over 40 hours in a work week. Paid leave and holidays are not counted as hours worked for determining overtime hours. Non-exempt employees accrue overtime at a rate of time and one-half. Exempt employees are not eligible for overtime. Police officers working special events and/or functions are paid at a rate of time and one-half for hours worked by online lump sum personnel transaction form. Overtime must be approved in advance by the supervisor or responsible department head. Working unapproved overtime will result in disciplinary action up to and including dismissal of employment. Under state law, overtime accruals will be used before any compensatory time accruals are taken. Accrued overtime that has not been taken within twelve months of the time it was accrued will be paid. Every effort must be made to take off all overtime as soon as possible after it is accrued with permission from the supervisor or responsible department head. Exceptions to pay overtime may be

made if an employee is unable to use overtime hours accrued. In order to pay overtime, a lump sum personnel transaction form must be completed.

Compensatory Time: Compensatory time is defined as time worked over 40 hours in a work week counting paid leave and paid holidays. Non-exempt employees accrue compensatory time at one time the additional hours worked. Exempt employees are not eligible for compensatory time unless holiday hours are worked.

Compensatory time must be approved in advance by the supervisor or responsible department head. Working unapproved compensatory time will result in disciplinary action up to and including dismissal of employment. Compensatory time not used within twelve months of accrual or prior to termination/resignation of employment will be dropped. Compensatory time cannot be paid. Compensatory time cannot be taken in advance of being earned.

Leave for Parent/Teacher Conferences: Employees may take up to 8 hours of sick leave each fiscal year to attend parent-teacher conferences regarding the employee's child in pre-K through 12th grade. The employee must provide reasonable notice to his/her supervisor.

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 Associate Vice President of Human Resources and CHRO, 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 his/her status and expected return to work date. Medical certification will be periodically required. See HR website for additional information on [Family Medical Leave](#).

Retirement Programs: Coverage in a retirement plan is mandatory for all regular faculty and staff working 20 hours or more per week in a continuing (4-1/2 month or more) permanent position.

TRS is the State of Texas' defined benefit program which is mandatory for retirement eligible faculty and staff who are not eligible to participate in ORP. To obtain informational materials about the many benefits available under TRS, please call Human Resources Benefits at 898-3552.

The Optional Retirement Program (ORP) is a defined contribution plan available to eligible full-time faculty and to certain eligible full-time non-classified personnel in lieu of the Teacher Retirement System (TRS). Contact the Office of Human Resources Benefits 898-3552 for eligibility and enrollment questions.

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 SORM 703 form to the Office of Human Resources for transmittal to the SORM no later than the day following the injury. The employee must also complete the employee packet, ensuring documents are signed and dated, and provide to Office of Human Resources 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: The SORM 80 form found in the employee packet is where an important decision is made by the employee. Injured employees may elect to use accrued sick leave and all, part, or none of their accrued annual leave for time missed from work due to the work related injury. **You are not required to use your leave.** Texas Labor Code §501.044 allows an injured state employee to *elect* to use accrued sick and annual leave before receiving income benefits. Sick leave must be exhausted before annual leave may be used. Workers' compensation income benefits do not begin until the eighth day of disability. Employees who are disabled for at least 14 days will receive retroactive benefits for any portion of the seven-day waiting period not paid by 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.

Employee Relations

Employee Assistance Program (EAP): TWU provides an employee assistance program (EAP) through Alliance Work Partners. Call the toll free number (800-343-3822) anytime, 24 hours a day, 365 days a year, to speak to one of their professionals or to set an appointment with an EAP counselor. During the assessment, a licensed counselor will discuss objective, appropriate solutions to your problems. Assessment visits, crisis intervention counseling, and short-term counseling are provided

free of charge. Fees for any additional help which may be recommended are usually based on what you can afford and in some cases, may be covered by insurance or other benefits. Alliance Work Partners adheres to all applicable state and federal confidentiality laws and strictly protect the right to privacy for all employees and their family members. Other EAP benefits include Law Access, an online law library and 30-minute legal consultation service, and online AWP HELPNET, which provides access to assessment tools and information.

Performance Evaluations

Performance Reviews: The purpose of this Texas Woman's University Operating Policy (URP: 05.610 and URP: 02.346) and Procedure 3.30 is to establish the guidelines for classified and administrative and professional employee performance management and evaluation. Performance evaluation is based on the premise that every individual is capable of improving performance. The probability that improvement will occur is increased when evaluation is carried out systematically and in accordance with careful planning, conscientious follow-through and careful assessment of results. An evaluation process is to encourage effective job performance and to stimulate the professional growth of employees. The evaluation is a management tool to enable the supervisor and employee to identify areas of job performance, which need improvement, and to observe the improvement in such areas of need. The evaluation meeting is an opportunity for managers to establish or re-affirm information regarding job standards and expectations. Evaluations are a management tool to review and agree upon the task associated with the employee's position.

Performance Evaluation Cycle:

- **Performance Development Goals:** supervisors meet with employees to set goals and start the performance planning process.
- **Informal Meetings:** supervisors may meet with employees at regular intervals to review progress and/or discuss changes.
- **Self -Appraisal:** Employees submit self-evaluations to their supervisor.
- **Performance Evaluations:** Supervisors complete evaluations and present to employees.

Staff Awards

Awards for Staff Employees: The Outstanding Achievement Award and the TWU Award of Excellence are the three awards included in this policy. Consideration will be given to employees who are nominated and eligible to receive an award.

Eligibility Criteria & Description

Outstanding Achievement Award

All full-time staff employees, below the director level, with a minimum of two years of continuous service with Texas Woman's University, shall be eligible for consideration for the Outstanding Achievement Award. Two staff members will be selected to receive a monetary award of \$250 for the **Outstanding Achievement Award**.

TWU Award of Excellence

All full-time staff employees, below the director level, with a minimum of five years of continuous service with TWU shall be eligible for the TWU Award of Excellence. Qualified full-time staff

employees nominated for the Outstanding Achievement Award are automatically nominated for the TWU Award of Excellence. One full-time staff employee will be selected to receive a monetary award of \$500 for the **TWU Award of Excellence**.

Important Information

Campus Map: Campus maps are available through the University Police Department and online through the University Website. <https://twu.edu/maps/>

Building/Office Keys: To request a key go to the Facilities Management page on the iSD system (<http://fmcwo:83/home.html>).

E-mail: Your e-mail address is automatically set up as soon as you are placed on the payroll. To verify your e-mail address visit IT Solutions site at <https://twu.edu/technology/> or contact them at 940-898-3971.

Information on Other Departments: For more information on other departments please visit TWU's web site at www.twu.edu. By using the A-Z index you can obtain information on other departments. There is also an on-line directory for faculty and staff.

Ring Central: TWU's phone system is RingCentral for all faculty and staff across all three campuses. For additional information please go to the following page.

TWU Directories: For departmental directories and Faculty/Staff Telephone listings contact the Office of Marketing and Communication at x3456. There is also an online directory located on the main TWU page. <http://apps.twu.edu/directories/>

TWU Parking Decals: To purchase a parking decal please visit the Department of Public Safety located on Administration Drive. For information regarding parking decal prices, please visit the DPS web site at <https://twu.edu/parking/>

Time Sheets: TWU staff employees are required to submit timesheets online. Once an employee has been entered into the Oracle system, access will be given to TWU Self Service where the employee can create a timesheet for the month and view pay slip information. For questions and /or timesheet problems, please contact Payroll at 940-898-3561 or visit the Payroll web site at <https://servicecenter.twu.edu/TDClient/KB/ArticleDet?ID=34306>.

Training and Development: Please visit the Human Resources training web page at <https://twu.edu/humanresources/current-employees/training-and-development/> for a listing of HR sponsored programs.