



Office of the President



A Special Note to Staff Members:

Texas State University-San Marcos is blessed with a friendly, productive staff who takes seriously their individual roles in the education of our students. Texas State does its job well because of your attitude toward this team effort. I appreciate very much your devotion to the university.

This handbook contains a summary of the university's personnel policies that affect your work life and should provide answers to questions you might have. I invite you to take advantage of my "open door" policy whenever you want to express your concerns or feelings about particular issues.

I also want to thank you for your continued support in the services you provide to the students, faculty, and administration. Working together we can continue to improve and flourish.

Sincerely,

Denise M. Trauth
President

Texas State University-San Marcos

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Texas State is a member of the Texas State University System

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BOARD OF REGENTS
Texas State University System June, 2007

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Dora G. Alcalá (2009)	Del Rio
Charlie Amato (2013)	San Antonio
Ron Blatchley(2011)	Bryan
John E. Dudley (2009)	Comanche
Dionicio “Don” Flores (2005)	El Paso
Magdalena “Maggie” Manzano, Student (2008)	Huntsville
Trisha S. Pollard (2013)	Bellaire
Michael Truncale(2013)	Beaumont
Greg Wilkinson (2011)	Dallas

Charles R. Matthews, Chancellor

UNIVERSITY ADMINISTRATION

June, 2007

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Robert D. Gratz, Ph.D.	Special Assistant to the President
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Joanne Smith, Ph.D.	Vice President for Student Affairs
Carl Van Wyatt, Ph.D.	Vice President for Information Technology

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T. Richard Cheatham, Ph.D.	Dean of the College of Fine Arts and Communication
Denise T. Smart, Ph.D.	Dean of the McCoy College of Business Administration
Ann Marie Ellis, Ph.D.	Dean of the College of Liberal Arts
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Hector Flores, Ph.D.	Dean of the College of Science
Ronald C. Brown, Ph.D.	Dean of the University College
Ruth Welborn, Ph.D.	Dean of the College of Health Professions
J. Michael Willoughby, Ed.D.	Dean of the Graduate College

STUDENT AFFAIRS DEAN:

John H. Garrison, Ph.D.	Associate Vice President/Dean of Students
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WELCOME TO TEXAS STATE!

This book will give you some basic information about Texas State, your job, and what is expected of you. It will also give you an idea about what you can expect from Texas State.

You may have been hired for a short-term job. You may be looking at your new job as career advancement. Or, you have already been working at Texas State for awhile. Regardless, some questions are bound to arise.

This handbook gives you many of the answers. It also suggests who to contact about other areas not discussed here. We hope you will refer to it often.

INTRODUCTION AND NOTICE TO EMPLOYEES

This Staff Handbook is written for regular staff members. It is designed to give you a basic overview of Texas State policies, procedures, and benefits. It is not intended to explain each subject fully. In most cases policies have been paraphrased. This has been done to make them easier to understand.

Relation to Policies

Many of the sections of this Handbook refer you to specific University Policy and Procedure Statements (UPPS). These are printed after the section headings. Texas State policies are subject to change at any time. They should also be ignored if they are found to be in conflict with rules and laws of higher authority. Examples of higher authority include Federal law, State law, and [Texas State University System Rules and Regulations](#).

Changes

The information in this Handbook is subject to change without notice. Change may be required for Texas State to comply with State and Federal laws and [Board of Regents' Rules and Regulations](#). If a listed UPPS has a major change, that change will be included in this handbook. Changes may also be described in both electronic and written notifications, including the *Human Resources Bulletin* (monthly employee newsletter).

This Handbook does not constitute a contract, expressed or implied, with Texas State or the Texas State University System.

Whenever you have questions, talk to your supervisor. If questions remain, then contact the proper Texas State office.

ABOUT TEXAS STATE UNIVERSITY-SAN MARCOS

Texas State University-San Marcos was founded in 1899. It is a co-educational university supported by public funds. Over 28,000 students are enrolled. Faculty and staff total over 3,400. Texas State is the State's seventh largest university. It is a member of [the Texas State](#)

[University System](#). Other members are Sam Houston State University, Sul Ross State University, and Lamar University.

Texas State's academic organization consists of seven colleges, the Graduate College, and a University College. There are 43 instructional schools, departments and programs. They offer 111 undergraduate, 84 graduate and 6 doctoral degree programs.

The main campus comprises of approximately 473 acres. Texas State also has farm and ranch laboratories and other properties that total some 5,324 acres. Texas State owns 239 buildings, including 27 residence halls and 32 apartments. They house over 5,000 students on campus.

[Texas State Mission Statement](#)
[Texas State Statement of Core Values](#)

Staff Council

The Texas State [Staff Council](#) serves as a liaison between the President's Office and University Staff. The Council represents staff by presenting issues and concerns to the President. It is the mission of Staff Council to promote and enhance the status of staff employees. Additionally, the Council encourages the contribution of staff expertise in meeting Texas State University goals.

Peers elect Council members within their respective job classifications. The Council meets the second Tuesday of each month. If elected, service on Staff Council is considered to be part of the staff member's job duties. Meetings are open to everyone. If you have questions or concerns about Texas State issues, contact any member of the Council. The Staff Council maintains a homepage containing meeting minutes, reports, and other Council information.

<http://www.txstate.edu/StaffCouncil/>

University Policy and Procedure Statement (UPPS) System

[\(TEXAS STATE/UPPS No. 01.01.01\)](#)

The University Policy and Procedure Statement (UPPS) System places policies and procedures in a standard format. Most Texas State policies are found in UPPS's. There are both Texas State UPPS's (TEXAS STATE/UPPS designation) and divisional PPS's.

Each UPPS is subject to a scheduled review. This ensures that each UPPS reflects current practices and complies with applicable rules, regulations or laws. Ask your supervisor where UPPS's are kept within your office. UPPS's can be reviewed in the Office of Institutional Research and in the Reserve Section of the Alkek Library. They are published on the internet at <http://www.humanresources.txstate.edu/policies.htm>. Those UPPS's relating to personnel issues may also be reviewed in Human Resources.

Equal Employment Opportunity

Texas State University-San Marcos is an equal opportunity educational institution. No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by Texas State University-San Marcos on any basis prohibited by applicable law, including, but not limited to, race, color, national origin, age, ethnicity, religion, sex, disability, gender, or sexual orientation.

In support of the University's diversity initiatives, Texas State University-San Marcos contracts with several employment advertising services with a national reputation for generating highly diverse candidate pools.

Veteran's Preference

Veterans qualify for an employment preference "if the veteran served in the military for not less than 90 consecutive days during a national emergency declared in accordance with federal law or was discharged for a service-related disability." The veteran must also have been honorably discharged and must be competent. A veteran's orphan or surviving spouse who has not remarried retains this preference if the veteran was killed on active duty. This preference entitles the veteran to preferred hiring over other applicants who do not have greater qualifications for the same position. Texas State University-San Marcos is committed to recognizing and hiring the veterans who served our country.

DEFINITIONS OF EMPLOYMENT

[\(TEXAS STATE/Upps NO. 04.04.11\)](#)

Regular Employees

Are hired to work at least twenty hours per week for at least four and one-half months per fiscal year. Those who are in jobs which require student status as a condition of employment are excluded.

Full-Time

Are hired to work a forty-hour week.

Part-Time

Are hired to work less than forty hours per week.

Non-Regular Employees

Are non-student employees who do not work at least twenty hours per week for at least four and one-half months per fiscal year.

Classified Employees

Are appointed without fixed terms. They fill jobs that usually have duties similar to other jobs of like title. They are subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

Unclassified Employees

Are appointed without fixed terms. They are exempt from FLSA overtime provisions and usually fill one of three roles. They take part in the management of a large department or unit. They manage a unit

within a large area. Or, they perform a function that requires special expertise and/or training to a large extent.

Administrative Officers

Are appointed without fixed terms. Consist of vice presidents and deans. They are exempt from FLSA overtime provisions. They usually fill one of two roles. They direct a large department or areas.

Student Employees

Fill jobs that are reserved for Texas State students. They may be assigned to one of many titles. These include Graduate Teaching Assistant, Graduate and Undergraduate Instructional Assistant, and Graduate Research Assistant. These titles also include Student Worker. Those assigned a Graduate title may qualify for health insurance coverage.

CONDITIONS OF EMPLOYMENT

Change of Status

Human Resources is required to maintain current information about each staff member. You must promptly inform [Human Resources](#) of any changes in your name, address, and telephone number. Texas State is not responsible for any losses or errors which result from your failure to provide the required information. You should also promptly report any changes to your supervisor.

Eligibility for Employment

Texas State complies with the Immigration Reform and Control Act of 1986. Each staff member must prove identity and eligibility to work in the United States. Staff members must complete a Department of Homeland Security Form I-9. Human Resources maintains a complete list of documents which are accepted by Texas State as proof of identity and eligibility.

Criminal History Checks

Any official relationship, including employment, between the University and an individual or entity is contingent on successfully passing any background check required for that relationship. This policy also includes volunteers and contractors. The background check must be successfully passed prior to the first day of employment or official relationship being established.

In addition to a criminal history check, the University will conduct driving history checks for persons whose duties may require that they operate a University vehicle. Other background checks such as credit, credential, education, employer reference, and workers' compensation among others may be conducted and obtained if deemed appropriate and approved by the division vice president.

All information obtained through a background check is privileged and confidential and will not be released or disclosed to any unauthorized person.

Checks conducted by a third party require a release form signed by the individual on whom the check is being conducted. Failure to sign the release form renders the individual ineligible to be selected for the security sensitive position under consideration.

Discipline/Discharge

[\(TEXAS STATE/Upps No. 04.04.40\)](#)

Authority to Discipline

Staff members serve without fixed terms and at the pleasure of the President or the Board of Regents. Regents' Rules give the President the authority to discharge any staff member at any time. Texas State policy further states that only the President, Vice Presidents, Deans and Directors reporting directly to a Vice President can discharge staff members.

Forms of Discipline

Texas State demands that certain standards of behavior and performance be met. If you do not meet these standards or abide by Texas State rules, you may be disciplined. This means you could be warned, orally or in writing. You could be suspended or demoted. Your pay could be reduced. Or, you could be discharged. Supervisors are expected to conduct a fair and complete examination of each case before imposing discipline.

If you have questions or need help regarding discipline, call [Human Resources](#).

Outside Employment/Activities

[\(TEXAS STATE/Upps No. 04.04.06\)](#)

To Work in another State, Federal, Local government or Public Higher Education Institution Job

Before accepting a second job with another state or federal agency, local government or public higher education institution, you must complete a few forms. You must complete Texas State's [Request for Public Outside Employment/Activity](#) and an [Additional State of Texas Employment/Activity Acknowledgement Form](#). Give these documents to your supervisor for processing and forwarding to your divisional Vice President. If your Vice President approves, you may accept the second job.

Upon accepting the second job, you must keep Texas State and the other agency informed of any future change relating to your dual employment.

If the outside employment is approved the forms will be sent to Human Resources and added to your personnel file.

To Work Outside of the University

Prior to accepting another job with an employer which is not another state entity or federal agency, local government or public higher

education institution, you must complete the [Request for Private Employment/Activity](#) form and forward it to your supervisor. If your supervisor approves the form it is sent to the Vice President for final authorization.

If your supervisor feels the second job would create a conflict of interest the supervisor will put his/her concerns in writing and forward the request for final consideration of the Vice President.

If the outside employment is approved the forms will be sent to Human Resources and added to your personnel file.

To Hire a Current State, Federal, Local Government or Public Higher Education Institution Employee

As a supervisor you may want to hire someone who already works for another state or a federal agency, local government or public higher education institution. If so, check the UPPS (04.04.06) for requirements.

Mediation Program

([TEXAS STATE/UPPS No. 04.04.49](#))

Purpose

The Mediation Program is designed to help you resolve on-campus disputes and conflicts quickly. Mediation often removes the need for discipline, complaints, and grievances.

Voluntary and Confidential

Mediation is a form of alternative dispute resolution. Trained mediators help parties talk through the issues to resolve their conflicts. No one can be forced to take part in the program. The meetings and results are confidential.

You should consider using the program if you are having a conflict over any matter related to your work. Discrimination can also be successfully addressed with mediation.

Not For Every Issue

The program is not designed to address all issues. Examples of these issues are sexual harassment conflicts and violations of Texas State policies and Regents Rules.

<http://www.humanresources.txstate.edu/mediation.htm>

Staff Employee Grievances & Complaints

([TEXAS STATE/UPPS 04.04.41](#))

Purpose

The grievance and complaint processes are designed to help full-time and part-time staff members resolve problems in a reasonable time. Each process includes various appeal levels. Each level has a time limit to address the problem. To use either of the processes, you must complete a [Step One Grievance/Complaint Form](#) and give it to Human Resources no later than ten working days after the event which caused your problem occurred.

What To Do If You

If you have questions or personnel problems, discuss them with your

Have a Concern

supervisor. Quite often the problems are caused by confusion over policy. Usually such problems can be resolved easily. However, if your supervisor cannot solve the problem, consider using the [Mediation Program](#) or contact [Human Resources](#). Human Resources will explain these processes to you and give you copies of the forms. You will not be penalized in any way for using the grievance and complaint processes.

Differences Between Grievances and Complaints

Human Resources will carefully review your problem and decide whether it will be handled as a grievance or complaint. A grievance is an allegation regarding the improper application of laws or policies that directly affect the grieving employee's pay. Examples of these are: suspensions without pay, reductions in pay, demotions and discharges. A grievance can only be used to appeal the disciplinary actions of suspension without pay, reduction in pay, demotion, and discharge. Complaints cover everything else except charges of illegal discrimination and sexual harassment which are handled by special procedures through the Director of Equity and Access. Appeals of oral or written reprimands are also considered complaints.

Illegal Discrimination Policy
([TEXAS STATE/Upps No. 04.04.46](#))

Purpose

Texas State forbids illegal discrimination on the basis of race, color, national origin, age, ethnicity, religion, sex, disability, or sexual orientation. Faculty, staff, and students who discriminate against others on these grounds in any Texas State program are subject to disciplinary action, including termination.

Reporting Discrimination

If you believe someone has discriminated against you, you can try to resolve the matter by speaking with the other person. Or, you can report it to your director or chair, any supervisor or manager, or directly to the Director of Equity and Access. If you purposely file a false charge, you are subject to disciplinary action.

Your report can be oral or in writing.

If you receive a report, act promptly. Maintain confidentiality. Review the Upps for further guidance. Above all, contact the Director of Equity and Access at 245-2539.

Investigating Reports of Discrimination

The Director of Equity and Access will review the concerns outlined in the report. Resolution may be attempted. If the problem is not resolved and a formal investigation is needed, a panel will be formed from the Equity and Access Investigation Committee. The panel will gather facts. Witnesses may be called. The panel will give its written findings to both parties and to your vice president.

Texas State prohibits retaliation against anyone who files a report or assists in an investigation.

Disposition

The vice president will resolve the complaint promptly. If needed, disciplinary action may be taken. The vice president's decision is final. It cannot be grieved or appealed. Only the severity of the disciplinary action can be grieved or appealed.

Identification

You are entitled to a Texas State ID card, and you can obtain it from [ID Services](#) in LBJ Student Center 2-9.1. If you lose your ID, call 245-7700. There is a replacement charge for a lost or damaged card. If you quit your job, keep your ID card for two years. If you are rehired you may be able to reuse it.

Nepotism Policy (Employing Relatives)

([TEXAS STATE/UPPS No. 04.04.07](#))

Guideline

The following is a guide for employing relatives at Texas State. Call [Human Resources](#) prior to employing any relative.

1. Employing any person related within the second degree of affinity or the third degree of consanguinity to a member of the Board of Regents is very limited. If payment would be from public funds of any kind, the person may not be employed.
2. If you are related within the second degree of affinity or third degree of consanguinity to another person, you are very limited in the actions you may take for another person. You may supervise this person, but you may not approve or recommend the hire or rehire of this person or act or recommend action to promote or change the pay of this person. These decisions and actions must be made by the next highest level supervisor, manager or director in the reporting area. These limits are not affected by the source of funds.
3. No individual under the age of 19 and actively enrolled in high school pursuing a diploma may be employed in a department if that individual is related within the second degree of affinity or third degree of consanguinity to any employee in that department.

Definitions

Affinity, first degree -- Spouse, spouse's mother, spouse's father, spouse's son, spouse's daughter

Affinity, second degree -- Spouse's sister, spouse's brother, spouse's grandparents, spouse's uncle, spouses

Aunt, spouse's nephew, spouse's niece, spouse's first cousin, spouse's grandchildren, spouse's sister, spouse's brother.

Consanguinity, first degree -- Mother, father, son, daughter

Consanguinity, second degree -- Grandparents sister, brother, aunt, uncle, nephew, niece, first cousin, grandchildren.

Consanguinity, third degree -- Great-grandparents, great-aunt, great-uncle, great-niece, great-nephew, second-cousin, great-grandchildren

Payroll Deductions

([TEXAS STATE/UPPS No. 04.04.01](#))

Legal Requirements

Certain payroll deductions are required by law. Income tax is deducted based on the number of exemptions you claim on your W-4 form. FICA (Social Security) is also deducted. A part of your pay also goes into a retirement program.

Optional Deductions

Other deductions are optional. These include:

1. Insurance premiums
2. Health Care or Dependent Care Reimbursement Accounts
3. 403b Tax Deferred Accounts
4. 457 TexaSaver Plan
5. United States government savings bonds
6. Credit union payments
7. State Employee Charitable Campaign
8. TEXAS STATE Development Foundation charitable gift
9. Texas Tomorrow Fund
10. TRS Service Credit Buy Back
11. Tomorrow's College Investment Plan (529 Plan)
12. Texas State Parking Permit Fee

Work Hours/Place of Work (Telecommuting)

[\(TEXAS STATE/Upps No. 04.04.01\)](#)

Hours

Normal work hours are 8 a.m. to 5 p.m., Monday through Friday. However, supervisors may approve other hours. To provide services, some staff may have to work weekends, night shifts, or hours other than 8 to 5. Work time is to be recorded and rounded to the nearest one-quarter hour.

Place of Work

Your supervisor will determine your normal place of work or assigned duty point. Your dean or vice president must agree. Your home cannot be your normal place of work without written approval by the President (telecommuting).

Telecommuting

A request to telecommute must be forwarded through your supervisor to the President. Your request must specify a time frame and meet certain criteria outlined in the policy. If approved, you must inform your supervisor of any changes, honor all copyrights for software, and will be subject to normal university policies and procedures. The President may terminate your work at home arrangement at any time.

If You Are Late Or Absent

Your supervisor may revise your work hours to maintain a 40-hour work week. You are expected to be at your work station at the assigned starting time. If you are going to be late or absent due to illness or other reason, you must call your supervisor as soon as possible. If your department has special rules for calling in, you must follow them. If you fail to call your supervisor, you may be disciplined. Discipline may also result if you are tardy or absent too often.

Breaks

Full-time staff are normally given a one-hour unpaid lunch break. They may also take two paid 15-minute rest breaks per day. Part-time staff who works at least 20 hours per week may take one paid 15-minute rest break per day.

Termination of Employment

[\(TEXAS STATE/Upps No. 04.04.30\)](#) and [04.04.50](#)

Giving Notice

If you quit Texas State, you are expected to give your supervisor at least two weeks notice. Your termination date will be the last day of

actual work or the end of a Leave Without Pay period. You cannot stay on the payroll using Vacation Leave or compensatory time to extend your termination date.

Separation Checklist

You and your manager must complete a [Separation Checklist](#) and [Employee Separation form](#). Your department head will give you the checklist before you leave.

Check Out Process

You should hand carry your checklist to Human Resources. Human Resources will check for "holds" at other Texas State offices. Human Resources will also help you complete any insurance and retirement separation forms. The Employees Retirement System (ERS) will notify you of insurance continuation rights under COBRA. After clearing Human Resources you will take the checklist to Payroll as the final step in the check out process.

COMPENSATION

[\(TEXAS STATE/UPPS No. 04.04.11\)](#)

Pay Policy

Pay Plan

Staff are appointed to job titles and pay rates published in the [University Pay Plan](#). Pay Plan rates are based on surveys, available funding, and internal pay relationships. Regardless of the source of funds, all staff are governed by University pay policies.

Classified staff may be paid at any rate within the Pay Plan range for the title. Administrative Officers and Unclassified staff may be paid at any rate equal to or above the published minimum.

Pay Raises

If funds are available, you might receive a pay raise. This could be to reward your good job performance, correct a pay inequity, or implement a salary survey increase. Also, sometimes the State grants a general increase to all staff. If you have questions about your pay, talk to your supervisor.

State Hazardous Duty Pay and State Longevity Pay

[\(TEXAS STATE/UPPS No. 04.04.11\)](#)

The State of Texas provides extra pay to reward service to the State.

Hazardous Duty Pay

If you are a full-time commissioned law enforcement officer, you receive State Hazardous Duty Pay. You start receiving \$10 per month at the end of your first year. You receive another \$10 per month at the end of each year thereafter. Eligible part-time employees receive a proportional amount.

State Longevity Pay

All other full-time regular staff members receive State Longevity Pay for their service. You start receiving \$20 per month at the end of your second year. This amount increases by \$20 per month at the end of each 2 years thereafter, up to and including 42 years.

You may have worked for the State of Texas before. If you want this service to count for State Longevity Pay, tell [Human Resources](#).

Human Resources will verify your service with the State and credit your record.

Exception

If you teach and are paid in full or in part from faculty salary funds, you cannot receive State Longevity Pay.

If you are receiving state longevity pay and transfer to a hazardous duty position, you will receive state longevity pay for the time you served in the non-hazardous duty job(s). You will also receive hazardous duty pay for your new hazardous duty job.

If you transfer from a hazardous duty job to a non-hazardous duty job, you will receive state longevity pay for your total years of service (including the time in the hazardous duty job(s), but you will no longer receive hazardous duty pay.

University Longevity Program

[\(TEXAS STATE/UPPS No. 04.04.11\)](#)

Policy

Texas State gives pay increases to reward service to Texas State. The University Longevity Program (ULP) provides a 1.5% increase in salary for each two years of paid staff service up to four increases.

If you were hired before August, 1996, you received your first ULP increase on the September 1st after you completed your first two years of service. Due to a policy change, if you were hired on or after August, 1996, your first ULP increase was or will be two years after being hired. The remaining three increases occur at two-year intervals after the first increase.

Exceptions

Staff assigned to the following job titles may not receive ULP increases:

- Any title covered by a departmental career ladder,
- Associate Vice President, Academic Affairs,
- Assistant Vice President, Academic Affairs, and
- School and College Deans

Overtime/Compensatory Time

[\(TEXAS STATE/UPPS 04.04.16\)](#)

Compliance With Law

Texas State's overtime policy complies with both federal (Fair Labor Standards Act) and State of Texas (Appropriations Act) law. Human Resources studies each Texas State staff job and decides if it is covered by or exempt from the Fair Labor Standards Act. If you work in a job title that is covered by the Act, you are a classified staff member. If your title is exempt from the Act, you are an unclassified staff member or Administrative Officer.

Voluntary Overtime Prohibited

Classified overtime work is not permitted on a voluntary basis. It must be authorized by your supervisor. Supervisors are expected to manage work schedules to limit work in excess of 40 hours per workweek. Texas State's workweek begins at 12:01 a.m. on Sunday and ends at 12:00 midnight the following Saturday.

FLSA Overtime

If you are classified, you must be paid for all hours you work in excess of 40 per workweek. These excess hours are called FLSA overtime. You must be paid one-and-one-half hour for each FLSA overtime hour you work. Texas State has the option to pay you in cash or in time off. If Texas State decides to pay you in time off, you can save up this FLSA overtime and take it at a later date, with certain limits.

Unclassified Staff and Administrative Officers cannot earn FLSA overtime.

State Compensatory Time

In some workweeks you might take some paid time off and not actually work 40 hours. This paid time off could be due to vacation, sick leave, holiday, or other reason. If your total hours worked plus paid time off during the workweek is over 40, those hours over 40 are called State compensatory time hours. Per State law, any payment for State comp time is at the rate of one hour for each hour earned.

You cannot earn State comp time for work you perform at your home. Only in limited cases can you earn State comp time for work you perform at any place other than your normal place of employment.

If you are classified, you earn State comp time off for each such hour over 40 reflected on your timesheet. Like FLSA overtime, you can save up your State comp time and take it at a later date, with certain limits. If you do not take this time off within 12 months of when you earn it, you may lose it.

If you are Unclassified or an Administrative Officer, you are allowed to earn enough State comp time to cover Energy Conservation Shutdown Days. Depending on the division you work in, you may also be allowed to earn State comp hours for other uses. Each vice president determines if and how additional State comp hours will be permitted for exempt staff members in the division.

Taking Time Off

You must have the consent of your supervisor to take FLSA overtime or State comp time off. Your supervisor can refuse to let you take these hours off if your absence from the job would disrupt the work in your department. Texas State cannot force you to use your FLSA overtime or State comp time. You and your supervisor must agree on when you will take off this time.

Part-Time Employees

If you are Classified and your paid hours in any workweek exceed your regular appointment; you will be paid for the excess hours. You will be paid one hour for each excess hour between your regular appointment and 40 hours. If your total hours worked exceed 40, those excess hours over 40 will be banked as FLSA overtime. If the total of hours worked and paid leave exceed 40, those excess hours over 40 will be banked as State comp time.

If you are Unclassified or an Administrative Officer, you cannot be paid for each excess hour between your regular appointment and 40 hours. Any hours over your regular appointment will be banked as State comp time.

Social Security and Benefit Replacement Pay

[\(TEXAS STATE/UPPS No. 04.04.11\)](#)

Texas State participates in the Federal Social Security and Old Age Survivor and Disability Insurance programs (OASDI). The amount you must contribute is set by law. Texas State contributes an equal amount.

Prior to 1996, the State paid the first 5.85% of each employee's share of Social Security. The State removed this benefit at the end of the 1995 tax year. In order to negate the impact this loss had on current employees, the State set up the Benefit Replacement Pay (BRP) program.

If you were employed by the State on 8/31/95 and have not had a break in service of more than 30 days since then, you receive BRP. Your BRP amount is based on two figures. The first is 5.85% of the base pay you had on 10/31/95 not to exceed \$965.25 per year. The second is an amount that is equal to the retirement contribution (TRS/ORP) you make on your BRP.

Return to work retirees are not eligible for BRP.

INSURANCE PROGRAMS

[\(TEXAS STATE/UPPS No. 04.04.01\)](#)

Group Insurance Plans

Texas State offers several group insurance plans for you and your dependents.

Basic Insurance Plan

Full-time regular employees are eligible for the basic insurance plan the first day of their employment. Texas State pays 100% of the premium for employee only health, \$5,000 term life and \$5,000 accidental death and dismemberment insurance. Texas State also pays 50% of the cost of dependent health coverage for full-time staff members.

Part-time regular employees are eligible for the same basic insurance plan the first day of the month following their 90th day of employment. Texas State pays 50% of the premium for employee only health, \$5,000 term life and \$5,000 accidental death and dismemberment insurance. Texas State also pays 25% of the cost of dependent health coverage for part-time staff members.

Changing Plans

Full-time staff employees are covered on the first day of employment by the basic plan automatically, and can choose to decline coverage or add dependents at that time. Part-time staff employees must determine if they want coverage for themselves or dependents during the same time period. If you want to choose one of the other plans, you must do so within 30 days of starting work. If you want to change plans after these 30 days, you must have a qualifying life event or wait until the annual enrollment period.

Optional Plans

You may purchase any of the optional coverages without enrolling in a health plan. These include dental, life insurance for you and your dependents, short and long-term disability, accidental death and dismemberment, and long-term care. Some premiums for coverages will be payroll deducted on a pre-tax basis. This saves you money on your income and Social Security taxes.

Insurance For Retirees

When you retire, you must meet 4 conditions to enroll in the group insurance plan. First, you must have at least 10 years of creditable service in TRS, ORP, ERS or any combination thereof. Second, the retiree must be age 65 or meet the rule of 80 (age + years of service = 80). Third, at least 3 of your 10 years must have been with an employer that was a part of the Group Benefit Plan (GBP) formerly known as Uniform Group Insurance Program (UGIP). (Note: retirees hired 9/1/01 or later, must have at least 10 years in the GBP.) Neither the 3 nor 10 required years have to be consecutive. And fourth, your last employer prior to retiring must be in the GBP.

If you are approved for disability retirement, you may enroll in the group insurance plan if you meet the second and third conditions above.

Annual Enrollment

Each summer Human Resources will give you a chance to adjust your insurance coverage. You will receive an email that describes changes to each plan. Human Resources will also conduct a workshop to explain these changes to you. If you have questions, contact [Human Resources](#).

ERS Website

Details about the insurance plans may also be found on the internet at the [Employees Retirement System of Texas](#) web site.

Flexible Benefits Program

How It Works

The State of Texas Flexible Benefits Program is called [TexFlex](#). TexFlex takes advantage of federal income tax laws that allow you to set up a reimbursement account. Money is payroll deducted before federal income and social security taxes are calculated. This results in lower taxable income. When you have eligible expenses for either health care or dependent care, you file a claim to pay yourself back with your tax-free money.

What Is Covered

Eligible health care expenses include co-payments for doctors or prescriptions, glasses, contacts, orthodontic care, and much more. Eligible dependent care expenses include your child's day care, after-school care, summer day camps, or adult day care for elderly or disabled dependents.

To Enroll

You may enroll for TexFlex during your first 30 days of eligibility, when you have a qualifying life event or during annual enrollment. If you have questions, contact [Human Resources](#).

Unemployment Insurance

If you lose your job at Texas State, Unemployment Insurance can provide you with modest payments while you look for other work. The

[Texas Workforce Commission](#) manages the Unemployment Insurance program for the State of Texas. To be considered for these payments, you must apply at the Commission. Offices are located throughout the State.

The Commission may disqualify you from unemployment benefits for a number of reasons. For example, payments may be denied if you quit Texas State without good cause, are fired for misconduct, or fail to apply for and accept suitable work.

Workers' Compensation Insurance (WCI)

[\(TEXAS STATE/UPPS No. 04.04.43\)](#)

Policy

If you are injured or suffer from an occupational disease while in the course and scope of your job, you are covered by Workers' Compensation Insurance. WCI provides pay and medical care. WCI is provided at no cost to you and you do not have to sign up for this coverage.

To Report An Injury

Immediately report any on-the-job injury or illness to your supervisor. Report it even if you do not miss any work time or if there are no medical costs involved. Your supervisor will prepare and send the required reports to the Worker's Compensation Claims Coordinator in Human Resources. The Claims Coordinator will file the required reports with the State Office of Risk Management which administers the State Employees Workers' Compensation Program.

Requirements

To preserve your legal right, you must meet two conditions.

1. You must report your injury or illness to your supervisor immediately but not later than 30 days after it occurs.
2. A claim must be filed within one year of the date of the injury or illness occurred.

Using Sick Leave and Vacation

If you cannot work due to a work-related injury or illness, you may choose to use all of your Sick Leave. Then you may use all or part of your Vacation Leave. This allows you to continue to receive full pay and benefits. After using your own Leave, workers' compensation benefits begin. Workers' compensation benefits are less than full salary.

If you do not want to use up all your own leave, WCI can begin after a waiting period of seven calendar days.

Forms

All WCI forms are available from the Texas State Workers' Compensation Claims Coordinator in Human Resources.

LEAVES AND ABSENCES

Donor Leave

[\(TEXAS STATE/UPPS No. 04.04.30\)](#)

You are entitled to a paid leave of absence for up to five (5) working days in a fiscal year to serve as a bone marrow donor; up to thirty (30) working days in a fiscal year to serve as an organ donor, and; up to four times a year to donate blood. Submit an Application for Leave Approval form in advance. Include proper physician certification for bone marrow or organ donation. You must obtain prior approval from your supervisor for blood donation and provide your supervisor with proof of blood donation upon your return to work. Attach this documentation to your completed Application for Leave Approval form when you return.

Emergency Leave

[\(TEXAS STATE/UPPS No. 04.04.30\)](#)

You may be granted paid Emergency Leave for reasons other than injury or illness. The limit is five days per fiscal year. Absences due to Funeral Leave, jury service, and responding to subpoena orders are not covered by Emergency Leave. Put your request in writing. Your vice president's approval is required. Before you can be granted Emergency Leave for any reason other than the three listed above you must use up all of your Vacation and comp time.

Funeral Leave

[\(TEXAS STATE/UPPS No. 04.04.30\)](#)

You may be granted paid Funeral Leave if you have a death in your immediate family. Your department head may approve up to five days per death. If you need more than five days, your vice president will have to approve your request. Under this Leave, immediate family includes your spouse, your children, your parents, and your spouse's parents. It also includes your and your spouse's brothers, sisters, grandparents, and grandchildren.

Holidays

[\(FSS/PPS No. 04.04.03\)](#)

The Texas Legislature has established 17 official holidays for State employees. Those falling on a Saturday or Sunday in any year are not observed. The Legislature sets the yearly holiday schedule for State agencies. Texas State is allowed to set a holiday schedule that fits into its overall academic schedule. However, Texas State is limited to taking the same number of days as State agencies.

Texas State's holiday schedule is published each year in the Human Resources Bulletin. It is also posted on the [Human Resources web page](#) and included in the official Texas State Calendar.

In order to be paid for a holiday, you must meet one of two conditions. You must work part of the day on your last regular assigned shift prior to the holiday. Or, you must be in a paid leave status for that shift.

Energy Conservation Shutdown Days

In order to save on utility costs, Texas State may observe Energy Conservation Shutdown Days. On these days many offices are closed. If you do not have to work on these days, you have three options for covering them. You may use accrued comp time. You may use Vacation Leave. Or, you may use Leave Without Pay. Each year the President decides if any [Energy Conservation Shutdown Days](#) will be scheduled.

Jury Duty

[\(TEXAS STATE/UPPS No. 04.04.30\)](#)

Texas State expects staff members to fulfill their citizenship obligations. If you are called to jury duty on normal workdays, you will be granted leave with pay. To receive this leave, you must provide an official statement that verifies the time you served. You may keep any fees you receive from the court for jury duty.

Voting

You are encouraged to vote before or after normal working hours. The polls are normally open from 7 a.m. to 7 p.m. If you cannot get to the polls before or after working hours, talk to your supervisor. You will then be allowed reasonable time with pay to vote during the workday.

Leave Without Pay

[\(TEXAS STATE/UPPS No. 04.04.30\)](#)

Policy

You may request a Leave Without Pay for personal reasons. The Leave may not exceed twelve months. Put your request in writing. Your department head's approval is required. Requests for more than 30 days must be approved by your vice president. Before you can be granted a Leave Without Pay, you must use up all of your Vacation Leave and accrued state and FLSA compensatory time. If the reason for your request qualifies for Sick Leave, you must also use all of your Sick Leave.

Reasons For Leave Without Pay

You may be placed in a Leave Without Pay status without exhausting all other paid leave for one of three reasons. The first is when you are suspended for disciplinary purposes. The second is when you are out of work due to a Workers' Compensation injury. In these cases, you do not have to use up all of your Vacation and Sick Leave. The third is you also do not have to use all of your Vacation and Sick Leave if you take a Leave Without Pay for military reasons.

Returning To Work

Unless there are fiscal constraints, you will be reinstated to your original job when you return from a Leave Without Pay. If this job is not available, you will be placed in one of like status and pay. You must return to work on the first day after the end of your Leave, unless you get prior approval from Texas State to do otherwise. If you do not return to work when scheduled, Texas State will assume that you have abandoned your job. You will be terminated.

What Happens To Benefits

If you are on a Leave Without Pay for a full calendar month, you will not accrue Sick or Vacation Leave for that month. Also, your

insurance coverages will not be paid. To keep your coverages in effect, you must make arrangements to pay for them with Human Resources.

Parental Leave

[\(TEXAS STATE/Upps No. 04.04.30\)](#)

Purpose

You may take Parental Leave for the birth of a natural child or the adoption or foster care placement of a child under three years of age. Parental Leave begins with the date of birth or placement for adoption or foster care.

Policy

You must request Parental Leave. You must have less than 12 months of State service or less than 1,250 hours of work in the 12 months before the start of the Leave. The Leave may not exceed 12 weeks. Parental Leave is unpaid leave. However, while taking Parental Leave you must concurrently use all of your Vacation and eligible Sick Leave. Comp time is allowed but not required.

How To Request

Make your request on an Application for Leave Approval form and give it to your supervisor. You will need to attach a doctor's note or certification for adoption or foster care placement.

Foster Parents

If you are a foster parent to a child under the conservatorship of the Department of Protective and Regulatory Services (DPRS), you may take Foster Parent Leave with pay for either of two reasons. The first would be to attend meetings held by the DPRS regarding the child under foster care. The second would be to attend any Admission, Review and Dismissal meetings held by a school district regarding the foster child.

Family and Medical Leave

[\(TEXAS STATE/Upps No. 04.04.30\)](#)

What Is Allowed

You may take leave under the Family and Medical Leave Act (FMLA) for up to 12 weeks. The Leave may be for your own illness, birth or placement of a child for adoption or foster care, or the care of an ill child, spouse or parent. You must meet two conditions. You must have worked at least 1,250 hours during the 12 months before the leave begins. And, you must have worked for the State for at least 12 months.

FMLA Leave is unpaid leave. However, while taking FMLA Leave you must concurrently use all your Vacation and eligible Sick Leave. FLSA overtime is allowed but you are not covered by FMLA while taking FLSA overtime.

How To Request

If practical, you must provide at least 30 days notice. You must submit a Request for Family and Medical Leave and a Certification of Health Care Provider form to your supervisor. Leave for birth or placement of a child must be taken within 12 months of birth or placement.

Reduced Leave Schedule

You may take the 12 weeks intermittently or on a "reduced leave schedule." Such a schedule is one made up of reduced workdays or workweeks. When the Leave is for the birth or placement of a child, such a schedule can only be made with your supervisor's consent.

Consent is not required if such a schedule is needed because of your or a family member's "serious health condition."

Returning To Work

When you return from FMLA Leave, you will be reinstated to your original job. If it is not available, you will be placed in one of like status and pay. While on Leave, you have the same health benefits as active staff members. If you do not return to work from the Leave for at least 30 days, you will owe Texas State for the amount it paid for those health benefits while you were gone. This is waived if you do not return because of a "serious health condition" or some other factor beyond your control.

Forms

Contact [Human Resources](#) for FMLA Leave approval forms.

Military Leave

[\(TEXAS STATE/UPPS No. 04.04.30\)](#)

When Leave Is Allowed

If you are in the military, you are given time off to serve for any of three reasons. First, you may attend training or duty as a member of the State military and any of the reserve branches of the United States Armed Forces. Second, the Governor may call you to active duty in the National Guard for a state emergency. Third, because of a national emergency you may be called to active duty as a member of the U.S. armed forces.

Training or Duty

You are given 15 paid working days in each federal fiscal year to attend training or duty in the State military or U.S. reserves. This leave is recorded as Military Leave. During this Leave you do not lose time or Vacation Leave. Your performance appraisal score may not be lowered because of your Military Leave. The 15 days do not need to be consecutive. If you need more than 15 days, you will have to charge these extra days to Vacation Leave, comp time, or Leave Without Pay.

Call to National Guard Active Duty by the Governor

You are given paid Emergency Leave if the Governor calls you to active duty for a state emergency. During this Leave you do not lose your 15 days of paid Military Leave. And, you are not required to first use up your Vacation Leave.

Call to National Duty, U.S. Armed Forces Reserve Branch

You may use your 15 days of paid Military Leave to cover military reserve time spent in response to a national emergency. Once you have used up your paid Military Leave, you are placed on a Leave Without Pay. During this Leave you continue to earn State service credit. However, you do not earn Vacation or Sick Leave. When you return to work, your Vacation and Sick Leave hours are restored to the level they were before you left. You may use any accrued annual leave, state compensatory time or FLSA overtime leave to maintain benefits while on military duty. Before you depart for military service, Human Resources will review any issues relating to maintaining health insurance coverage.

How To Request Leave

To request leave for military purposes, complete an Application for Leave Approval form and attach a copy of your orders.

Returning From Military Leave

If you leave Texas State for the military and later return, you could be restored to your previous job under certain conditions. First, you must have been honorably discharged. And, this discharge must have been

no later than five years from the day you were inducted, enlisted, or called to active service. Second, you must have the physical and mental qualifications to perform the duties of the job.

Pay Differential

The President of the University shall grant a pay differential if your military gross pay is less than your state gross pay. The combination of these may not exceed your actual state gross pay.

Assistance Dog Training Leave

[\(TEXAS STATE/UPPS No. 04.04.30\)](#)

If you have a disability (under Section 121.002 Human Resources Code), you can take leave with pay to attend assistance dog training. The leave may not exceed 10 working days in a fiscal year. You must complete an Application for Leave Approval and attach documentation of the training.

Volunteer Firefighter/EMS Volunteer Leave

[\(TEXAS STATE/UPPS No. 04.04.30\)](#)

If you are a volunteer firefighter or emergency medical service volunteer, you can take leave with pay to attend training schools. The schools must be conducted by the State. The leave may not exceed 5 working days in a fiscal year. Also, you may be granted up to 5 days per fiscal year to respond to emergency fire or medical situations. You must complete an Application for Leave Approval and attach documentation of the training or emergency.

American Red Cross Leave

[\(TEXAS STATE/UPPS No. 04.04.30\)](#)

If you are a certified disaster service volunteer of the American Red Cross, you can take leave with pay to take part in disaster relief services. You can also take this leave if you are in training to become such a volunteer. The leave may not exceed 10 working days each fiscal year. You must complete an Application for Leave Approval and attach documentation from the Red Cross and Governor's Office.

Sick Leave

[\(TEXAS STATE/UPPS No. 04.04.30 \)](#)

How You Earn Sick Leave

You start earning paid Sick Leave on your first day of work. If you are full-time, you earn 8 hours for each full or partial month you are at work. There is no limit on the amount of Sick Leave you can accrue or carry in your balance from year to year.

If you are part-time, you earn Sick Leave in proportion to the number of hours you are hired to work. For example, if you are hired to work 20 hours per week, you are a 50% employee and earn 4 hours Sick Leave each month.

When You Can Use Leave

You may use Sick Leave when you are unable to work because you are sick, injured, or pregnant and confined. You may use Sick Leave if you need to care for a member of your immediate family who is ill. You may also use Sick Leave to go or take a member of your

immediate family to the doctor or dentist for consultations, exams, or checkups.

Under this Leave, immediate family includes persons related to you by kinship, adoption, or marriage who live in your home. It includes foster children certified by the Texas Department of Protective and Regulatory Services. It also includes your children who are minors but do not live in your home.

You may use Sick Leave for your spouse, child, or parent if they do not live in your home. You must have certification from a health care provider to document the illness.

You may use up to 8 hours of sick leave each fiscal year to attend parent-teacher conferences for your children. This is limited to children in grades pre-kindergarten through twelve.

Notify Your Supervisor

If you are going to miss work unexpectedly due to illness, contact your supervisor as early as you can. When you return to work, complete an Application for Leave Approval form and give it to your supervisor. If you know ahead of time that you are going to miss work for Sick Leave purposes, submit the Application for Leave Approval form in advance.

When You Must Provide A Doctor's Statement

If your Sick Leave is for more than 3 consecutive workdays, you must give your supervisor a statement from your doctor about the illness. As an alternative, your supervisor may accept some other written statement showing the nature of the illness. In some cases, your supervisor may ask for such a statement to cover Sick Leave that lasts less than 3 days to ensure that you are complying with the Sick Leave policy.

What Happens When You Terminate

Your Sick Leave balance is forfeited when you terminate. However, your Sick Leave balance can be restored if you are later rehired by the State. If your new job is with a different State agency or institution, you must be rehired within 12 months of the end of the month in which you left Texas State. If you are rehired by Texas State, you must also have at least a 30-day break in service.

What Happens If You Die

If you die while an active employee, your estate can be paid for part of your Sick Leave balance. To qualify, you must have been working continuously for the State for at least 6 months at the time of death. The payment will be for one-half of your Sick Leave balance or for 336 hours, whichever is less.

Sick Leave Pool

Purpose

If you or a member of your immediate family suffer a catastrophic illness or injury, you may be granted Sick Leave hours from the Sick Leave Pool. A catastrophic illness is any illness or injury that has caused you to miss at least 30 workdays within the previous 6 months. Routine pregnancies are excluded.

What Is Required to Use The Pool

Before you can use hours from the Pool, two conditions must be met. First, you must have already used up all of your Sick and Vacation Leave and all state and FLSA compensatory time. Second, you must have missed at least 30 workdays. If both of these have occurred, hours from the Pool can begin. You can request hours from the Pool by

submitting a Sick Leave Pool Request/Donation form. You must attach a Certification of Health Care Provider Form.

Limits

For each illness, Pool hours are limited to 90 workdays or 1/3 the balance in the pool, whichever is less.

If You Are On WCI

If you are receiving Workers' Compensation benefits, you may not use Sick Leave Pool hours to cover your work-related injury or illness.

Donating Hours

You are allowed to donate hours from your Sick Leave balance to the Pool. There is no limit to the number of hours you may donate each year. However, they must be given in 8-hour increments. Use a Sick Leave Pool Request/Donation form to donate hours.

Extended Sick Leave

In some special cases your vice president may extend more Sick Leave to you. Normally, no more than 30 days are extended. Before this can happen, you must have already used up all of your Sick and Vacation Leave and state and FLSA compensatory time and exhausted any Sick Leave Pool hours granted to you. To request Extended Sick Leave, you should submit an Application for Leave Approval form to your supervisor. The form must be sent to your vice president and Human Resources for approval.

Vacation Leave

[\(TEXAS STATE/UPPS No. 04.04.30\)](#)

How You Earn Vacation Leave

You start earning paid Vacation Leave on your first day of work. However, you may not use Vacation Leave until after you have been employed by the State for 6 continuous months. These 6 months do not have to be at Texas State. If you are full-time, you earn Vacation and carry it from year to year following this schedule:

Years of State of Texas Employment	Hours Earned Per Month	Allowable Carry Over
Less than 2	8 hours	180 hours
2 years but less than 5	9 hours	244 hours
5 years but less than 10	10 hours	268 hours
10 years but less than 15	11 hours	292 hours
15 years but less than 20	13 hours	340 hours
20 years but less than 25	15 hours	388 hours
25 years but less than 30	17 hours	436 hours
30 years but less than 35	19 hours	484 hours
35 years and over	21 hours	532 hours

If you are part-time, you earn Vacation Leave in proportion to the number of hours you are hired to work. For example, if you are hired to work 20 hours per week, you earn one-half of the full-time Vacation rate.

If you worked for the State before coming to Texas State, contact Human Resources. They will ensure you earn Vacation Leave at the proper rate based on your total State service.

How Your Accrual Rate Changes

If you were hired on the first day of a month, you will move to the next higher earning rate on your anniversary date. If you were hired on any other day of a month, you will move to the next higher earning rate on the first day of the month following your anniversary date. For example, if you had no prior State service and were hired on September 5, you would change from earning 8 to 9 hours two years later on October 1.

What If You Don't Use Your Vacation

You can carry Vacation hours from one fiscal year to the next within the limits in the schedule. If you have more hours in your Vacation balance than you can carry over, those excess hours will be added to your Sick Leave balance. This occurs on September 1 each year.

What Happens If You Die

If you die, your estate can be paid for your Vacation Leave balance. To qualify, you must have been working continuously for the State for at least 6 months at the time of death.

What Happens When You Terminate

If you leave Texas State, you can be paid for your Vacation Leave balance. To qualify, you must have worked for the State at least 6 continuous months. However, if you transfer into a Vacation-earning job at another State agency without a break in service, you will not be paid for your balance. Instead, your Vacation balance will transfer with you.

Supervisory Approval Required

You are strongly encouraged to use your Vacation Leave in the year in which you earn it. You must have the consent of your supervisor to take Vacation Leave. Your supervisor can refuse to let you take these hours off if your absence from the job would disrupt the work in your department. Texas State cannot force you to use your Vacation Leave. You and your supervisor must agree on when you will take this time off.

RETIREMENT PROGRAMS

Texas State offers four retirement programs: Teacher Retirement System (TRS), Optional Retirement Program (ORP), Tax Deferred Account (TDA) and 457 Texa\$aver Plan.

Teacher Retirement System

[\(TEXAS STATE/UPPS No. 04.04.52\)](#)

Membership Is Required

You are required to become a member of a retirement program. You will automatically become a member of the Teacher Retirement System (TRS) unless you are eligible and apply for the Optional Retirement Program (ORP). The other two programs (TDA and Texa\$aver) are voluntary.

Contributions and Benefits

TRS is financed through tax deferred payroll deductions. You contribute 6.4% of your monthly gross pay. Texas State contributes an amount equal to 6.58% of your monthly gross pay. Each August 31, your TRS account is credited with 5% interest based on the average balance for the fiscal year. The benefits of membership include:

1. Death and survivor benefits coverage begins on your first workday.
2. You may retire with full benefits whenever your age plus your service equals or exceeds 80. New members on or after 9/1/07 must also be at least age 60. You may also retire at age 65 with at least 5 years of service. You can retire "early" at age 55 with at least 5 years of service or at any age below 50 with 30 or more years. However, you will receive a reduced annuity if you retire "early."
3. If you become permanently disabled and unable to perform your duties before your normal retirement age, you can apply for disability retirement.
4. If you do not work long enough to earn a retirement annuity, you may apply for a refund of your contributions. You will also receive the interest your contributions have earned. You may apply after you have permanently ended your work in any job that is covered by the System.

Annuity Formula

When you retire three factors determine the amount of your retirement annuity. First is the 2.3% multiplier set by the Texas Legislature. Second are your total years of creditable service. Third is the average of your 5 highest yearly salaries. (Example: .023 X 30 years service X \$25,000 average salary = \$17,250 annual income)

Your retirement and certain death and disability benefits increase with added years of service. Therefore, it may be to your advantage to purchase credit for your eligible special service. For your special service to count, you must purchase it before you retire or die. Special service may include withdrawn service, unreported service, and military service. It may also include waiver service, developmental leave, or out-of-state service.

Transferring Service Credit

A TRS or ERS ([Employees Retirement System of Texas](#)) member who has at least 3 years of service credit in either system can transfer credit from the other system. Retirement will be under the rules where credit was transferred to.

Unused Sick Leave Credit

Your unused Sick Leave may benefit you. You are allowed to purchase 1 year of membership service credit for 50 days or 400 hours of unused Sick Leave as of your last workday. Only 5 days per year of unused Sick Leave may be applied toward the 50 days or 400 hours.

For More Information

If you have questions or need forms, contact Human Resources. Information is also available on the [TRS homepage](#). Or, you may call TRS toll-free at 800-223-8778.

Optional Retirement Program
([TEXAS STATE/UPPS No. 04.04.52](#))

Eligibility

As an alternative to the [Teacher Retirement System](#) (TRS), Administrative Officers and certain unclassified staff members are eligible to participate in the Optional Retirement Program (ORP). Human Resources maintains a list of ORP-eligible jobs.

You must be full-time in an ORP-eligible job to qualify for ORP initially. If so, you have 90 days to select ORP. If you do not select ORP within this time, you become a permanent member of TRS. Generally, once you have elected ORP in Texas, you must remain in ORP throughout your career.

Contributions

If you are in ORP, 6.65% is deducted from your monthly gross pay. If you were enrolled in a Texas ORP anytime before 9/1/97, Texas State contributes an amount equal to 8.5% of your monthly gross pay. Otherwise, Texas State contributes an amount equal to 6.58% of your monthly gross pay if you started contributing on or after 9/1/95.

Vesting

You vest after one year and one day of participation. You direct your own investments and may choose a company from a list of approved vendors.

Investments

Eligible investments include fixed and variable annuities and mutual funds. All vendors must be approved by Texas State.

Vendors

The list of vendors and all applicable forms are available in Human Resources.

Retiring Under ORP

You may retire using the same age and years of service criteria outlined under TRS. If you terminate, you may withdraw your ORP account. However, surrender fees or tax penalties may apply.

403b Tax Deferred Account

[\(TEXAS STATE/UPPS No. 04.04.52\)](#)

Purpose

The 403b Tax Deferred Account allows you to save pre-tax dollars from your salary. This reduces your current year taxable income. Or, you may choose a Roth TDA and contribute with after-tax dollars but your earnings are tax free. This program is voluntary and in addition to your regular retirement plan (TRS or ORP).

Limits

The IRS sets a maximum on the amount you can put in each calendar year. In general, it is the lesser of 100% compensation or \$15,500. Also, if you are at least age 50, you may defer an extra \$5,000 per year.

Withdrawals

Withdrawals from your account are only allowed if you terminate, turn 59½, die, become totally disabled, or qualify for financial hardship. Early withdrawals may be subject to tax penalties. Loans may be allowed under certain conditions.

Your Investments

You decide how to invest your money by choosing a company from a list of authorized vendors. Investments include fixed and variable annuities or mutual funds. Forms and the list of approved vendors and representatives are available on the Human Resources website.

457 Deferred Compensation Plan - Texa\$aver Plan

[\(TEXAS STATE/UPPS No. 04.04.52\)](#)

Purpose

The State of Texas 457 Texa\$aver Plan allows you to save pre-tax dollars from your salary. This reduces your current year taxable

income. This program is voluntary and in addition to your regular retirement plan (TRS or ORP).

Limits

The IRS sets a maximum on how much you can put in each calendar year. In general, it is the lesser of 100% compensation or \$15,500. Also, if you are at least age 50, you may defer an extra \$5,000 per year.

Withdrawals

Withdrawals from your account are only allowed if you terminate, turn 70½, die, or qualify for a financial hardship. Loans may be allowed under certain conditions.

Your Investments

You decide how to invest your money by choosing a company from a list of authorized vendors. All vendors are approved by the Employees Retirement System of Texas. Investments products include mutual funds, a fixed interest account and a self directed brokerage account.

Forms and Information

More details including how to enroll can be found at the [ERS website](#).

GENERAL POLICIES

Communication – Electronic Mail as Official University Communication

(TEXAS STATE/UPPS No. 04.01.07)

Texas State considers email to be a significant information resource and an appropriate mechanism for official university communication. The University provides official university email addresses and services to its students, faculty, staff, and organizational units for this purpose and to enhance the efficiency of educational and administrative processes. In providing these services, the University anticipates that email recipients will access and read university communications in a timely fashion. Faculty, staff, and students may forward email from their official university address to an alternate email address at their own risk, however, the university is not responsible for email that has been forwarded to any other address.

Accuracy of Records

(TEXAS STATE/UPPS No. 01.04.00)

In your position with the University, you will most likely create and/or maintain some form of governmental records. Therefore, you should follow these guidelines:

1. Record accurate information on these records.
2. Recheck and confirm the accuracy of these records.
3. Keep these records safe and secure, including records that reside in computer databases. Guard that they are not destroyed, mutilated, removed without permission, inappropriately disclosed, or improperly altered.

Abandoned and Unclaimed Personal Property

[\(TEXAS STATE/UPPS No. 05.01.20\)](#)

If you find abandoned and unclaimed personal property, turn it over to the [Texas State Police Department](#). It is abandoned if it appears that the owner has thrown it away, left it, or lost it without any intent to regain it.

The Police Department will try to determine the owner and return the property. If the owner cannot be found within 120 days, the property may be sent to the Texas State University Distribution Center to be sold.

Acquired Immune Deficiency Syndrome (AIDS)

[\(TEXAS STATE/UPPS No. 07.09.01 and 04.04.44\)](#)

Acquired Immune Deficiency Syndrome

If you have AIDS, you are protected from discrimination based on your disability. The Americans with Disabilities Act and Section 504 of the Rehabilitation Act apply. You can remain in your job as long as you can perform the essential functions of your job and meet performance standards. You must also not pose a direct threat to the health or safety of others. Texas State will make a reasonable effort to accommodate your disability. No Texas State staff member shall disclose any information about your health without your written consent.

If you have questions about HIV/AIDS, you may contact [the Student Health Center](#) for information. Anonymous HIV antibody testing is available at a reduced cost. You will be referred to your doctor if additional testing, treatment or other services are necessary.

Alcoholic Beverages

[\(TEXAS STATE/UPPS No. 05.03.03\)](#)

The sale and consumption of alcohol on campus is restricted. It is not allowed in classrooms, athletic areas, or theatrical and musical events. It is also not allowed at art shows or other performances and speaking events. The Director of Food Service is the licensed dealer for Texas State. If you wish to serve alcohol on campus, complete an Alcoholic Beverage Activity Form. The Form is available in the Dean of Students Office, LBJ Student Center, Suite 5-9.1.

University Bookstore

The University Bookstore offers 10% discount to staff members on selected items. To qualify for the employee discount, you must present your Texas State ID card in person. The discount does not apply to educationally discounted computer hardware and software prices.

Information Security

[\(TEXAS STATE/UPPS No. 04.01.01\)](#)

You may not use any component of the Texas State computer network to violate the security of any other user system or network. If you

attempt or succeed in such actions, you can lose your network access privileges. You may be disciplined, suspended or discharged. You may also be subject to prosecution.

If you are issued an account (username, NetID) for access to the network, you are responsible for any actions that take place in your account. Do not give others access to your account. If you suspect any violation of network security, report it to the Technology Resources department as soon as you can.

Appropriate Use of Information Resources

[\(TEXAS STATE/UPPS No. 04.01.07 and 01.04.24\)](#)

In accepting any Texas State computer account (username, NetID, or any other access ID), you agree to abide by applicable Texas State policies and legal statutes, including all federal, state, and local laws. These include all policies that address the usage of your Texas State computer account and Texas State information resources. These also include policies and statutes that prohibit harassment, plagiarism, or unethical conduct, or that pertain to theft, copyright infringement, software license violations, attacks on networks and computer systems, and other computer-related crimes. Texas State reserves the right at any time to limit, restrict, or revoke your access to its information resources and to take disciplinary and/or legal action against anyone who violates these policies or statutes.

Confidential Information

[\(TEXAS STATE/UPPS No. 01.04.30\)](#)

State and federal laws govern the release of information about students and employees. Texas State procedures provide guidance on this subject.

If you have access to confidential data, guard it. Do not discuss it except when you are required to do so as you perform your job. Unless you choose to keep the information confidential, your home address home telephone number, and some family data is public information. However, you can block public access to this information by signing a statement in Human Resources.

Copyrighted Computer Software

[\(TEXAS STATE/UPPS No. 01.04.24\)](#)

While conducting University business or using University facilities, you may neither use nor provide for use of software in any manner that violates license agreements. You are responsible for discerning and complying with the software's copyright restrictions, regardless of how the software was obtained.

Network Usage

[\(TEXAS STATE/UPPS No. 04.01.05\)](#)

As a user of the campus network, you may not alter, extend, or re-transmit network services in any way. You are prohibited from attaching or contracting with a vendor to attach equipment such as routers, switches, hubs, firewalls or wireless access points to the University network without prior authorization from Technology Resources. You may not disable or otherwise interfere with the proper operation of any method or device employed to protect any computer or other network component.

Standards of Conduct for University Employees

Standards of conduct appear in the [Texas State University System Rules and Regulations](#), the [Texas Government Code](#) and other state law. If you violate these standards, you may be discharged. Here is a summary of the standards:

1. Do not accept or ask for any gift, favor, or service that might tend to affect how you do your job. If you know or should know that you are being offered something to affect how you do your job, do not accept it.
2. Do not use your job to secure special favors or exemptions for yourself or others, except as may be allowed by law.
3. Use good judgment in your outside activities. If these activities require or suggest that you disclose confidential information that you have learned on your Texas State job, do not take part. If they might impair your judgment on your Texas State job, do not take part.
4. Do not invest in any private undertaking that could create a major conflict between your interests and the public interests of Texas State.
5. Do not ask for, accept, or agree to accept any benefit for doing your job in a way that favors another person.
6. Do not disclose or use confidential information you learned because of your job for your own gain or benefit.
7. You may be an officer, agent, member or controlling owner of a private entity. If so, do not conduct any Texas State business with this entity unless the Board of Regents has decided that no conflict exists.
8. Do not accept any pay for doing your job from any source other than the State, except as otherwise provided by law.

Department Rules

Each department is allowed to set its own rules and procedures. These may address standards about how you dress, take breaks, and use radios in the office. They may also address office décor, absences from work,

and other subjects. Such rules must fall within the limits set by the [Regents' System Rules and Regulations](#) and Texas State policies. If you do not abide by these rules, you are subject to disciplinary action.

Dining Rooms

Staff members are welcome to eat in any dining hall or restaurant on campus. This includes the University Club in Commons Hall. You may pay for your meals using the Bobcat Bucks debit card system. Bobcat Bucks are available in the J.C. Kellam Building at the Cashier's windows on the first floor and at the [ID Services Office](#) in the LBJ Student Center 2nd floor, next to the Bookstore.

Drug-Free Workplace/Illegal Drug Use

([TEXAS STATE/Upps No. 04.04.45](#))

The Drug-Free Workplace Act of 1988 and the [Regents' System Rules and Regulations](#) address illegal drug use in the workplace. You may not unlawfully make, distribute, dispense, sell, possess, or use a controlled substance on campus. If you do not abide by this rule, you are subject to disciplinary action and prosecution.

Also under Regents' Rules, you can be disciplined for actions which occur either on or off campus. The fact that you are charged in a criminal case and found "not guilty" of those charges does not stop Texas State from enforcing these Rules.

Employee Wellness Program

([TEXAS STATE/Upps No. 04.04.32](#))

You may take part in the Wellness Program. The Program is voluntary and includes wellness activities on the Texas State campus only. It is designed to make you more aware of your health and to increase your fitness. If you take part, you will be routinely granted one-half hour of paid release time per workday to attend a structured fitness program. You must get approval from your supervisor.

Enrollment in Academic Courses

([TEXAS STATE/Upps No. 04.04.01](#))

Texas State supports enrollment in academic courses. The following are the guidelines for this program.

What Is Available

If you are full-time, you may request to be released to take one course during normal work hours. Your department head must first decide that the flow of work in your office will not be negatively impacted by your absence. If your request is denied, your department head will explain to you in writing why the flow of work will be impeded by your absence.

You may be released for up to three hours per week during each long semester. During the summer you may be released for up to six hours

per week during only one session. The mini-semester is considered part of the first summer session.

If Release Time Is Regarded As Training Time

It is to your advantage for release time to be regarded as training time. For this to happen, your department head must decide that the course is 1) directly related to your job or 2) part of a formal degree plan being followed to attain a bachelor's or graduate degree. If this condition is met, your time off will not be charged to your leave. And, you will not have to make up the time by working extra hours.

If Release Time is Not Regarded As Training Time

In some cases you are required to make up any time you take off to attend courses during normal work hours. First, if your time off is not regarded as training time, you must make it up. Second, you may be allowed to attend a course during work hours at a location other than Texas State. Because of travel time, you may need more time off than the release time limits allow. If so, this time must be made up. In either case, you may charge the time off to Vacation Leave or comp time. If neither of these are available, your time off will be processed as Leave Without Pay.

How To Request Release Time

To request release time, complete an Enrollment in Academic Courses/Fee Payment form. Your department head has sole authority to approve or deny your request and to determine if your time off is to be regarded as training time. If your request is approved, your department head will forward the form to Human Resources. This must occur before you attend any course. The approved form will be placed in your personnel file.

Texas State Payment Of Tuition and Fees For Enrollment In Courses

Form Is Required

The Enrollment in Academic Courses/Fee Payment form is used to determine if Texas State will pay for your tuition or fees. Therefore, you must complete and submit this form for any course you take. This includes those courses taken outside of normal work hours.

Tuition

Tuition and fees for college credit courses at Texas State or other accredited institutions of higher education may be paid with departmental funds. To qualify you must meet two conditions. First, the course must be directly related to your current or prospective job duties. Second, you must have your department head's approval.

Fees for Texas State Courses

Texas State will pay for certain fees for staff members who enroll in courses and meet two conditions. First, your department head must approve your request to take a course. Second, you must have a full-time Texas State job.

Fees Covered

If you meet these conditions, Texas State will pay for these fees only:

- | | |
|--------------------------|---------------------------------|
| 1. Student Service Fees | 7. Bus Fees |
| 2. Designated Tuition | 8. Recreational Sports Fees |
| 3. Computer Use Fee | 9. Library Fee |
| 4. Publications Fee | 10. Medical Service Fee |
| 5. Student Center Fees | 11. International Education Fee |
| 6. Off Campus Course Fee | |

How To Apply

To receive these benefits, you must complete an Enrollment in Academic Courses/Fee Payment form and give it to your department head. Your department head will forward the form to Human Resources for verification. Human Resources will forward the form to Accounting for processing. If the form is received in Accounting at least 5 days prior to the first day of registration, fees will be paid at registration.

When You Must Repay Texas State If you have received this benefit for a semester but leave your job before the end of that semester, you must repay Texas State for any tuition and fees.

Keys to University Buildings

[\(TEXAS STATE/UPPS No. 08.02.01\)](#)

Texas State furnishes keys to offices, storage areas, classrooms, building entrances, and so on. If you need a key, request it from your supervisor. Do not let any key issued to you fall into unauthorized hands. You may not make a copy of any Texas State key. Only Facilities is allowed to make copies of keys. Facilities will not provide a replacement key unless an account manager authorizes it.

Albert B. Alkek Library

Texas State staff members are extended Library privileges. You may check out materials using your Texas State ID card, access electronic resources via your Net ID and use other services of the Library.

The Library contains more than 1.4 million volumes plus an additional half-million titles when electronic products, microforms, and audio-visual materials are added. The Library is a Federal and State depository with a large collection of government document. Due to the University's teacher education program, a juvenile book collection is maintained and available for circulation.

Special Collections is the home of the Southwestern Writers Collection and the Wittliff Gallery of Southwestern and Mexican Photography. Rotating exhibits and special events are open to the public throughout the year.

Through the Library's virtual reference service (Ask a Librarian Live) you can chat online with a reference librarian or email from your home or campus for real time answers to library related questions.

Laptops equipped with wireless network cards provide a connection to the campus network from anywhere in the Library. The Library's computer lab is equipped with PC's and some Macintosh workstations.

Through TexShare, a statewide library resource sharing program, Texas State staff can obtain a TexShare library card which grants library privileges at most colleges and universities in the state, as well as many public libraries.

More information about the Library is available through the Alkek Library website found at <http://www.library.txstate.edu>.

Mail

Mail services are available to the Texas State campus for both Texas State business and personal use. Mail Services is located on Ranch Road 12. In this office the primary focus is distribution of incoming and outgoing Texas State mail. Limited retail services to meet personal mailing needs are also offered in this office. You can contact Mail Services at 245-2293.

If you need more information, visit the Mail Services homepage at <http://www.aux-srvcs.txstate.edu/mailservices/specialmailsvcs.htm>

Parking Regulations and Permits

If you drive or park a vehicle on campus at any time, you must register it at Parking Services. You must also purchase the proper permit. When you purchase your permit, you will be given a copy of the [Texas State Traffic and Parking Regulations](#). They are also available on-line at www.parking.txstate.edu. Please read them closely. If you park illegally, your vehicle can be ticketed, booted, or towed. You may even lose your parking privileges on campus. As a part of the check out procedures, if you leave Texas State you are required to return your parking permit to Parking Services.

The Parking Services Office is in the University Police Building and can be reached at 245-2887.

Paycheck Distribution

You are paid once a month on the first working day of the month. You must complete an Authorization for Direct Deposit Form to enroll to have your check electronically deposited. Or, you may opt out of the program in writing on the same form. Give it to the Payroll Office in J.C. Kellam 580. If you opt out of direct deposit, paychecks are given out at the Cashier's windows on the first floor of the J.C. Kellam Building. You must present your Texas State ID card or driver's license to receive your paycheck.

Texas State provides you a "Remuneration Statement" for each paycheck. This statement may be viewed or printed by going to the University's SAP Portal/Employee Self Service menu. Check it to ensure that all of the information is correct.

Performance Appraisals

([TEXAS STATE/UPPS No. 04.04.20](#))

Overview

The Texas State performance appraisal process measures how well you achieve the expectations set for you. You are appraised for each calendar year. At the start of each year your supervisor gives you a

written list of expectations, standards, and weights for which you will be appraised. This list is your performance plan for the year.

Based On GOJA

The expectations, standards, and weights are based on [your Guidelines Oriented Job Analysis Booklet](#) (GOJA). Expectations are taken from your job duties. Each describes a major part of your job. Standards tell you how well you need to perform each expectation. Weights tell you which expectations will count more in your overall score.

Schedule

After the end of the year, your supervisor completes your written appraisal form and meets with you to discuss it. This occurs in January and February. You receive a copy of the form. The original is kept in your department. A copy is placed in your file in Human Resources. If you do not agree with the appraisal, you may file an appeal.

The timing of your appraisal changes if you are promoted, transferred, reclassified, or demoted. You are appraised six months after any of these occur. A six-month appraisal is also completed for those hired between October 1 and December 31.

If you do not have a copy of your GOJA or your performance plan, ask your supervisor for one.

Alternate Schedule

A vice president may establish an alternate annual appraisal cycle for an employee or group of employees. As a result, you may receive your annual appraisal at a different time of the year. Your vice president will notify you of any alternate schedule that affects you.

Perks

The Texas State Staff Council maintains a list of discounts and "perks" that are available to all staff members of Texas State. The list includes discount benefits that are available both on and off campus. Refer to the Perks and Discounts page at <http://www.txstate.edu/staffcouncil/txstateperks.htm> or by accessing the Staff Council website at <http://www.txstate.edu/StaffCouncil>.

Political Activities

([TEXAS STATE/UPPS No. 04.04.01](#), 04.04.06 and [07.04.05](#))

What Is Allowed

State law allows you to take part in politics. You may serve as a member of the governing body of a school district, city, town, or other local governmental district. However, you may not receive pay for serving. If you are elected or appointed to a paying position, you have three options:

- You can leave Texas State.
- You can refuse the pay.
- Or, you can apply for a [Leave of Absence Without Pay](#).

Your Responsibilities

In taking part in politics, you must not create the impression that you officially represent Texas State. You must also not neglect your duties at Texas State.

The [Dean of Students](#) has set guidelines for political activity on campus. If you take time away from your job to engage in any such activities, you must charge your time to Vacation Leave or comp time. Use Leave Without Pay if you have no paid time available.

Prior State Service

[\(TEXAS STATE/UPPS No. 04.04.30\)](#)

If you have worked for the State of Texas before, report it to [Human Resources](#). This includes work as a temporary or student employee. Give Human Resources a list of when and where you worked. Human Resources will verify your prior service with the other State agencies. Prior service could mean that you receive more State Longevity Pay. It might also give you in a higher rate for earning Vacation Leave.

Work you performed for a public school, junior college, and community college does not apply. If you have questions about prior State service, contact [Human Resources](#).

Prohibition of Gifts of State Funds to Individuals

[\(TEXAS STATE/UPPS No. 04.03.02\)](#)

The Texas Constitution prohibits the giving or granting of public funds for other than a valid public purpose. This applies to all university monies, regardless of the source of the funds. The cost of gifts and/or promotional items paid from university accounts must be de minimis in amount and must provide a valid public purpose and support the university's educational mission. De minimis gifts and/or promotional items may be purchased only from a funding source other than Educational & General (state) accounts.

Each account manager has primary responsibility for assuring that the funds for which they have financial control are expended only for a valid public purpose, in accordance with the state and federal regulations. Account managers will be held personally liable if they make inappropriate gifts from university funds.

Promotion and Transfer

[\(TEXAS STATE/UPPS NO. 04.04.03 and 04.04.11\)](#)

You may apply for any posted vacancy in your own department. If you have held your job for at least the last six months, you may apply for any posted job vacancy in other departments. You can find out what jobs are posted in two ways. Check the bulletin board outside of Human Resources on the third floor of the J.C. Kellam Building. Look them up on [Human Resources web page](#) <http://www.humanresources.txstate.edu/employ.htm>. All postings are updated daily.

Recreational Facilities

You and your family and guests may use Texas State recreational facilities. These include the Student Recreation Center, Aqua Sports Center, the 9-hole Texas State Golf Course, Sewell Park and the University Camp. If you want to make reservations or have questions, purchase a membership or need more information, contact the Department of [Campus Recreation](http://www.campusrecreation.txstate.edu/) at 512-245-2392 or visit the website at <http://www.campusrecreation.txstate.edu/>. The office is in the Student Recreation Center.

Savings Bonds

What Is Available

You may purchase U.S. Savings Bonds by payroll deduction. Two types of bonds are available: Series EE and Series I. Series EE Bonds have a purchase price of one-half of the denomination. They have both short-term and long-term maturity periods. Series I Bonds are accrual-type bonds. They provide inflation-indexed interest earnings. They mature in 30 years.

Interest rates are based on U.S. Treasury market rates. The federal government guarantees the minimum rate. U.S. Bonds may be exempt from federal income tax if redeemed for college or trade/technical school tuition.

How To Purchase

To purchase bonds, contact Human Resources. You must complete a form to set up the payroll deduction. More information about bonds and rates is available from the U.S. Treasury. Contact the Treasury on the internet at <http://www.savingsbonds.gov> or call toll-free (800) 4US-BOND.

Service Awards

[\(TEXAS STATE/UPPS No. 04.04.54\)](#)

Each year the President hosts an event to thank employees for their service to Texas State. Awards are based on total regular service in five-year increments. You receive your first award when you have ten years of service. Awards are in the form of certificates and pins with precious gems. This event includes a reception and ceremony. It is normally held in April or May.

Sexual Harassment

[\(TEXAS STATE/UPPS No. 04.04.42\)](#)

Sexual harassment is a violation of the Civil Rights Acts of 1964 and Texas State policy. If you sexually harass others, you are subject to discipline.

If You Are Harassed

If you believe you have been harassed, report it as soon as you can. You have options for reporting. You can report it to any supervisor, department head, chair, or dean. You can report it to the Office of

Equity and Access. If your harasser is a staff member, you can inform his or her supervisor or manager. If your harasser is a student, you can inform the [Dean of Students](#). You can inform the University Ombudsman if your harasser is a faculty member.

If Harassment Is Reported

Any report of harassment will be kept confidential. If you receive a report of sexual harassment, contact the Office of Equity and Access as soon as you can. The Office of Equity and Access will determine the best method to resolve the issue.

Smoking Policy

[\(TEXAS STATE/UPPS No. 04.05.02\)](#)

Smoking Restrictions

Smoking is not permitted in any buildings and vehicles owned, leased or under the supervision of Texas State. Smoking is also not permitted within 20 feet of a building entrance, open window or air intake. Smoking is allowed in open areas outside buildings provided that the areas have not been designated as smoke-free. The Quad, Alkek Library and Academic Services Building breezeways, and the seating areas of all outdoor sports facilities are designated as smoke free areas.

To Report Violations

If you observe violations or object to smoking in your work area, notify your supervisor or department administrator. These management officials are obligated to address the problem and enforce the smoking policy. University employees that violate the smoking policy are subject to disciplinary action.

Smoking Cessation

University employees interested in assistance with smoking cessation may contact the Student Health Center for information. The Health Center provides a smoking cessation program that is available to employees for a small fee. The Student Health Center website at www.healthcenter.txstate.edu also provides links to Internet resources for smoking cessation.

Staff Employee of the Month/Year

[\(TEXAS STATE/UPPS No. 04.04.33\)](#)

Employee Of The Month

Each month a Staff Employee of the Month is selected. This honor is for performance over a long time frame or for a single event.

Nominations

You may nominate a staff member by using the form available at <http://www.humanresources.txstate.edu/forms.htm>. A selection committee reviews the nominations. This committee is comprised of staff from all divisions. The nominee receiving the highest ranking is named Employee of the Month. Each Employee of the Month receives a \$500 award (less taxes), framed certificate and is given a day off work with pay. Each is also invited to a luncheon hosted by the President in August and is recognized in the [Human Resources Bulletin](#).

Employee Of The Year

One of the twelve monthly winners is chosen by the President as Staff Employee of the Year. This staff member receives an engraved plaque, a \$3,000 award (less taxes), and a designated parking space for the fiscal year.

State of Texas Liability

[\(TEXAS STATE/UPPS No. 01.04.01\)](#)

What The State Provides

The State provides liability coverage for each staff member. If you negligently injure someone or damage their property while doing your job and the court finds against you, the State will pay. Payment will cover damages, court costs, and attorney's fees. If, however, you commit a willful or wrongful act, the State will not pay. The State will also not pay if you commit an act of gross negligence or act in bad faith.

Limits

There are limits to this coverage. The limit for injury to a single person is \$100,000. The limit for a single event in the case of personal injury or death is \$300,000. The \$300,000 limit is also for a single event if you deprive another person of a constitutional right. The limit for damages to property is \$10,000.

To Be Defended By The Attorney General

You can be defended by the Attorney General. For this to occur, you must notify the Attorney General of any process served on you no later than ten days after you receive it.

If You Receive A Citation

If you are served with a citation in a civil suit, contact the University Attorney immediately at 245-2530. Contact the Attorney General's office within ten days.

Student Right-to-Know and Campus Security Act

Campus Watch, the annual campus security report for Texas State, includes descriptions of campus crime prevention programs, procedures for reporting crimes on campus and information about the number and frequency of crimes reported to the University Police Department in the last three years. It also provides summaries of Texas State's policies for campus security and law enforcement related to sexual offenses, liquor law violations, and controlled substance offenses. The Campus Watch is available on the Texas State Website at <http://www.police.txstate.edu>, in the Offices of Admissions, Graduate College, Personnel or the University Police Department or in Texas State's "Schedule of Classes", or you may call (512) 245-2890 to have a copy mailed to you free of charge.

Telephones

[\(TEXAS STATE/UPPS No. 05.03.10\)](#)

Texas State offices are equipped with phones placed there at State expense. These phones are for Texas State business. Therefore, keep your personal use of these phones to a minimum. You may have to occasionally use an Texas State phone for a personal long distance call. If so, charge the call to a personal credit card or phone number.

University-Owned Vehicles

[\(TEXAS STATE/UPPS No. 05.05.01\)](#)

What Is Allowed

The use of Texas State vehicles is limited to Texas State business only. It is against State law to use Texas State vehicles for any personal business.

Requirements

Before you can drive a Texas State vehicle, your driving record must be checked and approved. Your account manager first requests that your record be checked. The Fleet Manager, Facilities Department then checks it through the Texas Department of Public Safety. Your record must be checked each year.

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