Colleagues,

Texas State continues to prosper and to attract record numbers of students. Part of the credit for such progress goes to you, our hard-working staff. Thank you for the role you play in this successful team effort.

An enterprise as large as Texas State requires many personnel policies that affect you and your work life. We put this handbook together to help you find and understand those policies. This handbook should answer many of your questions, but of course there are people to help if you cannot find an answer. We also have a Staff Council that represents you and meets regularly to discuss issues that staff members bring to it.

Working together we can make Texas State an even greater university.

Sincerely,

Denise M. Trauth
President

Texas State University

601 University Drive San Marcos, Texas 78666-4615
Telephone: 512.245.2557 Fax: 512.245.1942
Texas State is a member of the Texas State University System
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Dean of the Graduate College
Honors College
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.

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.

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.

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, Board of Regents’ Rules and Regulations, and/or decisions made by campus leaderships. Changes may be described in both electronic and written notifications.

This Handbook does not constitute an employment 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

Texas State University was founded in 1899. It is a co-educational university supported by public funds and has an enrollment of more than 34,000 students. Faculty and staff total more than 4,000. Texas State is the state’s fifth largest university and 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, University College and Honors College. There are 45 instructional schools, departments and programs that offer 96 bachelor’s, 88 master’s and 12 doctoral degree programs.

The main campus comprises approximately 457 acres. You can view a campus map at http://www.maps.txstate.edu/. Texas State also has farm and ranch laboratories and other properties that total some 5,324 acres. Texas State owns 267 buildings, including 27 residence halls and apartments that house more than 6,500 students on campus.

Texas State Mission Statement
Texas State 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 EEO Category. 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 http://www.staffcouncil.txstate.edu/ containing meeting minutes, reports, and other Council information.

University Policy and Procedure Statement (UPPS) System

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. 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.hr.txstate.edu/hrpolicies.html. Those UPPS's relating to personnel issues may also be reviewed in Human Resources.

Equal Employment Opportunity

Texas State University is an equal opportunity educational institution. Texas State University will not discriminate against any person in employment or exclude any person from participating in or receiving the benefits of any of its activities or programs on any basis prohibited by law, including race, color, age, national origin, religion, sex, disability, veterans’ status, or on the basis of sexual orientation. Employment opportunities shall include: personnel transactions of recruitment, employment, training, upgrading, promotion, demotion, termination, and salary.

Title IX

Title IX of the Education Amendments Act of 1972 (Title IX) prohibits sexual discrimination in federally funded educational programs or activities. Sexual harassment, which includes sexual violence, is a form of sexual discrimination. Texas State University is committed to providing an environment that is free from all forms of discrimination, including discrimination based on sex. In order to address concerns related to sex discrimination on campus, please contact the Title IX Coordinator in the Office of Equity and Access.

Support Staff Resources

The Administrative Support Services Committee (ASSC) and Human Resources (HR) have created a Support Staff Resources@TXSTATE website to assist employees via links to quickly locate information on business processes, services, forms, and training opportunities. The website can be found by (1) clicking on the Expand Navigation button on the main Texas State home page and then clicking on Support Staff Resources, or (2) going directly to the website by clicking on http://ssr.hr.txstate.edu/.

The site has the ability to list topics two ways: Alphabetical (A-Z) or by Division. The A-Z listing provides an alphabetical listing of links for a variety of topics. The divisional listing provides a list of departments, sections, and functions within each division.

This website has become a primary tool for those who provide administrative support services to the campus. It is a “living” site in that it is continuously improved, expanded, and updated. To steer this development, employees are strongly encouraged to submit their observations and recommendations to the ASSC.
EMPLOYMENT

Employment Policy
(TEXAS STATE/UPPS NO. 04.04.03)

Regular Employees► Are hired to work at least twenty hours per week for at least four and one-half months per fiscal year and are eligible for benefits. 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 a forty-hour week.

Exempt/Unclassified► They are exempt from Fair Labor Standards Act (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.

Non-Exempt/Classified► They are subject to the overtime provisions of the Fair Labor Standards Act (FLSA). They do not meet FLSA exemption tests and are paid one and one-half times their regular rate of pay for hours worked in excess of forty (40) 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. Non-Regular employees are not eligible for benefits.

Administrative Officers► Are appointed without fixed terms. Consist of vice presidents and deans. They are exempt from FLSA overtime provisions. They direct a division or an academic college.

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.

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/UPPS 04.04.03)

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  
(TEXAS STATE/UPPS 04.04.17)

Any official relationship, including employment, between the University 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 position under consideration.

Veterans’ 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 is committed to recognizing and hiring the veterans who served our country.
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
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 state 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 to 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 a 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.

Staff Employee Mediation, Grievances & Complaints
(TEXAS STATE/UPPS 04.04.41)

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. 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 meeting’s discussions and results are confidential.

You should consider using the program if you are having a conflict over any matter related to your work.

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. You may obtain more information at http://www.hr.txstate.edu/mediation.htm.

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 Have a Concern

If you have questions or personnel problems, discuss them with your 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 mediation, 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 Chief Diversity Officer and 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, age, national origin, religion, sex, disability, veterans’ status, 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.

A discrimination-free workplace benefits us all. Thank you for contributing to a work environment that is comfortable and productive for each and every one of us.

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 Chief Diversity Officer/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 Chief Diversity Officer/Director of Equity and Access at 245-2539.

Investigating Reports of Discrimination
The Chief Diversity Officer/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, the Chief Diversity Officer/Director of Equity and Access will gather facts. Witnesses may be called. The results of the investigation will be provided to both parties and the appropriate 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.
Retaliation
(TEXAS STATE/UPPS No. 04.04.41)

Retaliation is overt or covert acts or reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment or deterrence against an individual or group “exercising rights under a policy”.

Texas State University will not retaliate, discipline or discriminate against any employee for reporting a claim of discrimination, sexual harassment, or other discriminatory or harassment complaint, testifying on behalf of another employee, or representing or assisting another employee with a grievance or complaint. Complaints of retaliation will be promptly investigated and anyone found to have retaliated is subject to appropriate disciplinary action, which may include immediate termination of employment.

Identification
(TEXAS STATE/UPPS. 04.04.15)

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 generally not permitted. 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 this 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


**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

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**Payroll Deductions**  
*(TEXAS STATE/UPPS No. 04.04.01)*

**Legal Requirements**

Certain payroll deductions are required by law such as:
1. Federal Withholding Income Tax (based on your W-4 form)
2. Social Security Taxes (FICA/Medicare)
3. Garnishments/Liens (Child Support Payments, Tax Levies, Bankruptcies and Student Loans)
4. Retirement (TRS or ORP)

**Optional Deductions**

These include:
1. Insurance premiums (Dependent Coverage, Optional Life, Dependent Term Life, Disability Insurance, Voluntary Accidental Death and Dismemberment Insurance, and Dental Insurance)
2. Health Care or Dependent Care Flexible Spending Account
3. 403b Tax Deferred Account
4. 457 Texa$aver Plan
5. Credit union payments
6. Texas State Development Foundation charitable gift
7. Texas Tomorrow Fund
8. TRS Service Credit Buy Back
9. Tomorrow's College Investment Plan (529 Plan)
10. Texas State Parking Permit Fee
11. Campus Recreation Membership Fees
12. Football Season Tickets
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 8a.m. to 5p.m. Work time is to be recorded and rounded to the nearest one-quarter hour.

**Place of Work**
Your department head 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 or designee (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 work 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 terminate with 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**

**Pay Policy**

(TEXAS STATE/UPPS 04.04.11)

**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 on first of month following your two year anniversary. The remaining three increases occur at two-year intervals after the first increase.

If your job title is reclassified with a pay change, you receive a market related pay increase or you are promoted, the ULP calendar for your position starts over and you will receive your next ULP increase two years following the latest personnel action. However, the counter does not advance for periods while the employee is on Leave Without Pay.

**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,
- School and College Dean/Assistant Dean
- Provost and Associate Provost, and
- President.

**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 an 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 work week 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 work week. 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, within certain limits.

Unclassified staff and administrative officers cannot earn FLSA overtime.

**State Compensatory Time**

In some work weeks 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 work week 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.

If you are classified, you earn State comp time for each 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, within certain limits. If you do not take this time off within 12 months of when you earn it, you will lose it.

If you are unclassified or an administrative officer, you are allowed to earn enough State comp time to cover Energy Conservation 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. Your supervisor can require you to take FLSA overtime off at any time. However, you and your supervisor must agree on when you will use State comp time.

**Part-Time Employees**

If you are classified and your paid hours in any work week 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 can only 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 August 31, 1995 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 October 31, 1995 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

Group Insurance Plans  
(TEXAS STATE/UPPS No. 04.04.01)  

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

Basic Insurance Plan

Regular employees between 75–100% FTE 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 these staff members.

Regular employees with 50 but less than 75% FTE 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 these staff members.

Changing Plans

75-100% FTE 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. 50-74% FTE 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, and accidental death and dismemberment. Some premiums 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, you 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)(Note: retirees hired September 1, 2001 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.

For employees with less than 15 years of GBP participation as of 8/31/2014, the level of employer contribution varies with years of service:

- 10 but less than 15 is 50%
- 15 but less than 20 is 75%
- 20 or more is 100%

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 medical and income benefits such as: 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 must report your injury to the Workers Compensation Specialist in the Environmental Health, Safety & Risk Management office within 24 hours of the date of injury. The Workers Compensation Specialist 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.

All WCI forms are available from the Texas State Environmental Health & Safety Specialist in the Environmental Health, Safety & Risk Management Department.

**LEAVE 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. Before you can be granted Emergency Leave you must use up all of your Vacation and comp time. Put your request in writing. Your vice president’s approval is required.

**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, your stepchildren,
your stepparents 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 approved each year by the TSUS Board of Regents. It is 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
(TEXAS STATE/UPPS No. 04.04.16)

In order to save on utility costs, Texas State may observe Energy Conservation Days. On these days many offices are closed. If you do not have to work on these days, you have options for covering them. You may use accrued FLSA overtime or State comp time. You may use Vacation Leave, or you may use Leave without Pay. Each year the President decides if any Energy Conservation 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
(TEXAS STATE/UPPS No. 04.04.30)

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 first exhausting all other paid leave for one of these reasons: 1) you have an unexcused absence, 2) you are suspended for disciplinary purpose, 3) you are absent due to Workers' Compensation injury, or 4) you are on an approved military leave of absence.

**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 coverage will not be paid. To keep your coverage in effect, you must make arrangements to pay your premiums 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.

There are two additional leave entitlements under FMLA that extend to the family of military personnel.

(1) Qualifying Exigency Leave – allows leave for certain activities if an eligible family member on active duty with the regular Armed Forces is deployed to a foreign country, or with the National Guard or Reserves in support of a contingency operation. Activities include military events and ceremonies, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation and post deployment activities.

(2) Military Caregiver Leave – allows up to 26 workweeks of leave in a 12 month period to care for a service member with a serious illness or injury incurred in the line of duty.

FMLA Leave is unpaid leave. However, while taking FMLA Leave you must concurrently use all your Vacation, State Comp Time, FLSA Overtime and eligible Sick Leave.

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
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. Unused leave will carry over to the next federal fiscal year up to a maximum of 45 days.

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 and accrue Vacation and Sick Leave. 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 form 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 form 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 form and attach documentation from the Red Cross and Governor’s Office.
Amateur Radio Operator Leave  
(TEXAS STATE/UPPS No. 04.04.30)  
You may be granted up to 10 days each fiscal year with pay to participate in specialized disaster relief services. You must have an Amateur Radio station license issued by the Federal Communications Commission.

Court Appointed Special Advocate (CASA) Volunteer  
(TEXAS STATE/UPPS No. 04.04.30)  
You may be granted up to five hours each month with pay to participate in training or perform volunteer services for Court Appointed Special Advocates.

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. Your supervisor may require you to fill out an Application for Leave Approval Form.

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. You cannot be paid for any unused balance. 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
(TEXAS STATE/UPPS No. 04.04.30)

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.

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. The total award per lifetime is 180 days.
If you are receiving Workers' Compensation benefits, you may not use Sick Leave Pool hours to cover your work-related injury or illness.

Extended Sick Leave  
(TEXAS STATE/UPPS No. 04.04.30)  
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 Human Resources and then your vice president for approval.

Performance Leave  
(TEXAS STATE/UPPS No. 04.04.30)  
Outstanding Performance Award  
Your department head may give you paid leave as a reward for outstanding performance. The maximum is 32 hours per fiscal year. Criteria for the reward must be determined in advance and in your departmental policy. Also, performance must be documented.

Team Award  
You may be granted paid leave as a recipient of a university or division team award.

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:

<table>
<thead>
<tr>
<th>Years of State of Texas Employment</th>
<th>Hours Earned Per Month</th>
<th>Allowable Carry Over</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 2</td>
<td>8 hours</td>
<td>180 hours</td>
</tr>
<tr>
<td>2 years but less than 5</td>
<td>9 hours</td>
<td>244 hours</td>
</tr>
<tr>
<td>5 years but less than 10</td>
<td>10 hours</td>
<td>268 hours</td>
</tr>
<tr>
<td>10 years but less than 15</td>
<td>11 hours</td>
<td>292 hours</td>
</tr>
<tr>
<td>15 years but less than 20</td>
<td>13 hours</td>
<td>340 hours</td>
</tr>
<tr>
<td>20 years but less than 25</td>
<td>15 hours</td>
<td>388 hours</td>
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<tr>
<td>35 years and over</td>
<td>21 hours</td>
<td>532 hours</td>
</tr>
</tbody>
</table>

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 for 30 hours, you earn 30/40 of the available Vacation Leave hours.
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**

**Retirement Programs** *(TEXAS STATE/UPPS No. 04.04.52)*

Texas State offers four retirement programs: Teacher Retirement System (TRS), Optional Retirement Program (ORP), Tax Deferred Account (TDA) and 457 TexaSaver Plan.
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 6.8% 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 September 1, 2007 must also be at least age 60. Members who are not vested with at least 5 years of service on 8/31/2014 must be at least age 62. 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: \(0.023 \times 30 \text{ years service} \times \$40,000 \text{ average salary} = \$27,600 \text{ annual income}\))

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 website. Or, you may call TRS toll-free at 800-223-8778.

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**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 September 1, 1995, Texas State contributes an amount equal to 8.5% of your monthly gross pay. Otherwise, Texas State contributes an amount equal to 6.6% of your monthly gross pay if you started contributing on or after September 1995.

**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 approved vendors and all applicable forms are available on the Human Resources website.

**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 for tax year 2013, it is the lesser of 100% compensation or $17,500. Also, if you are at least age 50, you may defer an extra $5,500 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 - TexaSaver Plan
(TEXAS STATE/UPPS No. 04.04.52)

Purpose ►

The State of Texas 457 TexaSaver Plan allows you to save pre-tax dollars from your salary. This reduces your current year taxable income. Or, you may choose a Roth 457 and contribute with after-tax dollars but your earnings can be tax free. 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 for tax year 2013, it is the lesser of 100% compensation or $17,500. Also, if you are at least age 50, you may defer an extra $5,500 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 from a list of approved products, offered through a third party administrator. The administrator is approved by the Employees Retirement System of Texas. Investment 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.
WORK LIFE AND EMPLOYEE ASSISTANCE PROGRAM

Work Life and Employee Assistance Program

Texas State’s Work Life Program helps connect faculty and staff with campus and community resources. One component, Bobcat Balance, consists of life-time management tools and resources. It includes counseling benefits through an employee assistance program, and resources to help you find child care, elder care, legal assistance, financial counseling, routine daily living needs and much more! This program can help you stay focused at work and enjoy your personal time away from work.

Who can use Bobcat Balance ► All faculty, staff, and graduate student employees in a benefits-eligible position and members of your household can access free, convenient, and confidential services.

How can I access Bobcat Balance ► For more information, visit www.worklife.txstate.edu/.

Mother-Friendly Worksite Program

(TEXAS STATE/UPPS No. 04.04.61)

Texas State is designated by the State of Texas as a mother-friendly worksite by providing an environment supportive of nursing mothers.

Break Time

Nursing mothers of children less than one year old may use reasonable paid break time as needed for milk expression.

Private Space

Several rooms have been renovated to provide private space for the purpose of expressing milk. A list of the rooms and other educational resources are available at www.worklife.txstate.edu. Or, contact the Work Life Coordinator in Human Resources.

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, retirees, 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.

Current faculty, staff, students, and retirees may forward email from their official university address to an alternate email address at their own risk, and subject to restrictions on transmission of restricted and
confidential information (see sections 04.09 and 07.02 of UPPS 04.01.01, Security of Texas State Information Resources). The university cannot guarantee and is not responsible for the delivery or protection of e-mail forwarded from the official university address to any other address. Individuals who forward university e-mail assume personal responsibility for its timely delivery and its protection from improper disclosure once it leaves the university network.

**Accuracy of Records**

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 records you create.
2. 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.
3. Before disposing of records, check the University’s Record Retention Schedule for proper disposal instructions.
4. Questions should be addressed to the University Archivist in the University Library.

**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)

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 and allowed only in special use facilities as designated by the University President. The Dean of Students must approve in advance, all sales or consumption of alcoholic beverages at social gatherings in special use facilities as provided in UPPS 05.03.03. 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, or you can download it from the following website: http://www.dos.txstate.edu/.

**University Bookstore**

The University Bookstore offers 20% off imprinted clothing and gifts and 10% off textbooks to staff members for their personal use. To qualify for the employee discount, you must present your Texas State ID card in person. The discount does not apply to computer hardware, software, beverages, snacks, health and beauty aids, graduation regalia or other specially priced merchandise or sale items.

University Bookstore is the official Texas State licensed gift and apparel retailer. All profits go back to the university and the bookstore supports the university infrastructure, departmental and staff activities, student organizations and partners with other departments on campus to promote Texas State University. As the bookstore is not supported by taxes, university funding or student fees, all expenses and activities are funded by sales and rentals of textbooks and the sales of all merchandise at University Bookstore and University Bookstore Fanshop.

**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 as soon as possible to IT Security in the Office of the vice president for Information Technology.

**Appropriate Use of Information Resources**
(TEKSAS 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**
(TEKSAS STATE/UPPS No. 01.04.30; UPPS 01.04.31 and 04.01.01)

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. You can block public access to this information by signing a statement in Human Resources.

**Communication with the Media**

Texas State cooperates with the media in order to promote a positive public image while ensuring our right to privacy. However, employees should not talk with media without first conferring with your department head.

**Copyrighted Computer Software**
(TEKSAS 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 electronic medium 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’ 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. You may pay for your meals using cash, check, charge or 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 or on-line at www.auxiliaryservices.txstate.edu/idservices/managemyid.html.

Drug-Free Workplace

(TEXAS STATE/UPPS No. 04.04.45)

The Drug-Free Workplace Act of 1988 and the Regents’ System, Texas State 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.

Drug Testing

(TEXAS STATE/UPPS No. 04.04.18)

The above policy explains Texas State’s policies and procedures to comply with federal, state, and regent requirements regarding the use of alcohol, drugs, controlled substances, and other performance altering substances in and out of the workplace. The procedures provide for drug testing, and are intended to meet the compliance requirements of the Drug Free Workplace Act of 1988, 41 U.S.C. §701; which reads: “The Drug-Free Workplace Act of 1988 and the Regents’ System, Texas State 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 the 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.”

This policy is also intended to meet the compliance requirements of the Drug Free Schools and Communities Act of 1989, U.S.C. §1011i; Chapter V of the Rules and Regulations of the Board of Regents, Texas State University System (TSUS); and the Rules of the Texas Workers’ Compensation Commission, T.A.C. §169.1, 169.2.

**Employee Wellness Program**  
(TEXAS STATE/UPPS No. 04.04.32)

You may take part in the Texas State Employee Wellness Program. The Program is voluntary and includes wellness activities on the Texas State campus only. Exceptions must be approved by your Vice President. It is designed to make you more aware of your health and to increase your fitness. If you take part, you may be granted one-half hour of paid release time per workday to participate in a wellness activity. 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.

**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**  
(TEXAS STATE/UPPS No. 04.04.01)

**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  
2. Designated Tuition  
3. Computer Service Fee  
4. Student Publication Fee  
5. Student Center Fee  
6. Off Campus Course Fee  
7. Bus Fee  
8. Recreational Sports Fee  
9. Library Fee  
10. Medical Service Fee  
11. International Education Fee  
12. Advising Fee  
13. ID Card Fee  
14. Environmental Service Fee  
15. Athletics Fee  
16. Electronic 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 Student Business Services for processing. If the form is received in SBS at least 5 days prior to the first day of registration, fees will be paid at registration.

**When You Must Repay**

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 University Police Department Access Services is allowed to make copies of keys. University Police Department Access Services will not provide a replacement key unless an account manager authorizes it.

Albert B. Alkek Library

The University Library for Texas State University – both the Albert B. Alkek Library on the San Marcos campus and the Round Rock Campus (RRC) Library Services – are available for use by all University staff for both professional and personal use. The Alkek Library website – http://www.library.txstate.edu/ -- provides convenient 24/7 access to information about library services and resources.

A variety of print and electronic resources support the academic programs of Texas State University. The Library collection contains more than 1.5 million print materials, including books, documents, theses/dissertations, and other resources. The Library provides access to 62,000 electronic journals, 590,000 ebooks, 500+ databases, more than 70,000 audiovisual materials, and more than 700,000 microform materials. Additionally, the library collection includes textbooks approved by the Texas Education Agency for grades K-12, and a juvenile book collection. The Alkek Library is a selective depository for federal government documents. Digital Collections (https://digital.library.txstate.edu/) is the institutional repository (digital archive) of materials produced by the faculty, students and staff of Texas State.

In addition to general collections, the Alkek Library is home to the Wittliff Collections (http://www.thewittliffcollections.txstate.edu/) and the University Archives (http://www.library.txstate.edu/about/departments/records.html). The Wittliff Collections consists of the Southwestern Writers Collection and the Southwestern and Mexican Photography Collection. These special archives are devoted to the writers, musicians, filmmakers, publishers, and photographers of the region. Located on the 7th floor of the Alkek Library, Wittliff exhibits are free and open to the public.

Library staff provide research assistance in-person, via chat, telephone, text, or email. Individual appointments may be scheduled via the Ask a Librarian website (http://askalibrarian.library.txstate.edu/). These sessions allow you to work one-on-one with a librarian to help with research topics and search strategies and/or to help navigate the library for a successful library experience.
The online catalog (http://catalog.library.txstate.edu) provides information on the Library’s holdings. The Library maintains cooperative borrowing agreements with other libraries in the region. Through TexShare, a statewide resource sharing program, students and faculty may borrow materials held by most public and private university libraries in the state.

In addition to collections and research assistance, the Library offers computer workstations on the 2nd and 4th floors. Photocopiers are also available on multiple floors of the library. Scanners are available on the 3rd and 4th floors; scanned materials can be downloaded to jump drive or emailed to an email address for free.

The library is open 114 hours per week during the fall and spring semesters with extended hours during exam periods and an abbreviated summer schedule. For complete library hours, see http://www.library.txstate.edu/about/hours.html.

Mail

Mail services are available to the Texas State campus for both Texas State business and staff and students for personal use. Mail Services has 3 locations; on the first floor of JCK, at Copy Cats in the Nueces building and its main location on Old Ranch Road 12. In these offices the primary focus is distribution of incoming and outgoing Texas State business mail. Limited retail services to meet personal mailing needs are also offered in these offices. You can contact Mail Services at 245-2293 or at Copy Cats at 245-2684.

If you need more information, visit the Mail Services homepage at http://www.auxiliaryservices.txstate.edu/printmail/.

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 Mathews Street Garage and can be reached at 245-2887.
**Paycheck Distribution**

Staff Employees are paid on the first working day of the month, following the month worked. If you would like your check automatically deposited into a checking or savings account, you may sign-up for Direct Deposit on the University’s SAP Portal/Employee Self Service at:

https://ibis.sap.txstate.edu:50001/irj/portal

or complete a paper Direct Deposit Authorization Form and return to the Payroll and Tax Compliance office for entry. The Direct Deposit form is available on their website at:

http://www.txstate.edu/payroll/resourcesforms/directdeposit.html

For those employees who choose to continue receiving a paper check, they may be picked up on payday at the Student Business Services Cashier's windows on the first floor of the J.C. Kellam Building. You must present your Texas State ID card or government issued identification card to receive your paycheck.

Electronic Earnings Statements may be viewed or printed at the SAP Portal Employee Self Service at:

https://ibis.sap.txstate.edu:50001/irj/portal

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**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.

A performance appraisal must also be completed within 15 days if you move from one supervisor to another or if you change supervisors for any reason. If your supervisor leaves during the year, you may be appraised by the next highest supervisor until a new immediate supervisor is named.

If you change supervisors during the year, your final appraisal score will be prorated based on the time you were supervised by each supervisor.

Appraisals are completed annually unless you are a new hire, receive a promotion, reclassification, demotion or are transferred within the period of October 1 to December 31. If any of these things occur you will be appraised within 6 months and then again at the end of the year.
Departments may conduct their own appraisals of your performance, but only the annual appraisal is recorded by Human Resources.

**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.

The GOJA must be signed by both you and your supervisor as part of the appraisal process. Your signatures indicate that the GOJA that was used to determine the performance standards and expectations is current and accurate.

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

**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.

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.

**Political Activities**

*(TEXAS STATE/UPPS No. 04.04.06, UPPS No. 07.04.05, and UPPS 04.01.07)*

**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 and you may not use the university’s information resources to affect the result of a local, state, or national
election or achieve any other political purpose. 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 and UPPS No. 04.04.11)

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 have 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 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, must provide a valid public purpose, and must 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 university policy and with state and federal regulations. Appropriate business gifts do not include items in recognition of events such as Bosses’ Day, Secretary’s Day, birthdays, weddings, baby showers, funerals, housewarming, holidays, or gifts to federal, state, or local public officials. Offices in the Finance and Support Services division may review expenditures to assure that the expenditures serve a public purpose. Account managers will include an explanation sufficient to support a conclusion regarding the validity of the public purpose and 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, or you can view them at [http://www.hr.txstate.edu/employment.html](http://www.hr.txstate.edu/employment.html). 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/](http://www.campusrecreation.txstate.edu/). The office is in the Student Recreation Center.

**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 full time 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 Misconduct and Harassment**

*(TEXAS STATE/UPPS No. 04.04.42)*

The Texas State system expects all employees to treat everyone with dignity and respect, thereby maintaining a unique, productive and caring work environment. Sexual harassment is a violation of the Civil Rights Acts of 1964. If you sexually harass others, you are subject to discipline.
Harassment

Any unwelcome verbal, written or physical conduct that either
denigrates or shows hostility or aversion towards a person on the basis
of race, sex, color, national origin, religion, sexual orientation, age,
veteran status or disability, that:
(1) has the purpose or effect of creating and intimidating, hostile or
offensive work environment; (2) has the purpose or effect of
unreasonable interfering with an employee’s work performance; or (3)
affects an employee’s employment opportunities or compensation.

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 to the extent
permitted by law. If you receive a report of sexual harassment, contact
the Office of Equity and Access as soon as you can. Supervisors are
required, by policy, to report it to the Office of Equity and Access. The
Office of Equity and Access will determine the best method to resolve
the issue.

Solicitation

(TEXAS STATE/UPPS No. 07.04.03)

It is the policy of Texas State to prohibit solicitation and distribution on
its premises or through campus mail by non-employees.

Texas State limits solicitation and distribution on its premises because,
when left unrestricted, such activities can interfere with the normal
operations of Texas State, can be detrimental to efficiency, can be
distracting, and can pose a threat to security. All managers are
responsible for administering this policy and for enforcing its
provisions. Speak with your supervisor for further assistance or contact
Human Resources.

Tobacco Policy

(TEXAS STATE/UPPS No. 04.05.02)

Smoking Restrictions

Texas State is a tobacco-free campus. Smoking and the use of any
tobacco product, including chewing tobacco or snuff, is not permitted
on university property or in vehicles owned, leased or under the
supervision of the university. This includes all outdoor grounds, stadia,
Sewell Park and the golf course.

To Report Violations

If you observe violations 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 repeatedly violate the tobacco policy are subject to disciplinary action and should be reported to the appropriate vice president’s office.

**Smoking Cessation**

University employees interested in assistance with smoking cessation may contact their physician or health insurance plan for information. The Student 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.

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**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.hr.txstate.edu/Forms/miscforms.html](http://www.hr.txstate.edu/Forms/miscforms.html). 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.

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**State of Texas Liability**

*(TEXAS STATE/UPPS No. 01.04.01)*

**What The State Provides**

If you are sued for a negligence matter arising from your employment with the university, you will be provided indemnification through the State for up to $100,000. You will also have certain immunity defenses available to you as a state employee. In a negligence suit, an employee's liability is capped by state statute at $100,000. This indemnification, immunity and liability cap will only apply if you are acting within the course and scope of your employment at the time of the incident giving rise to the claim. The indemnification, immunity and liability cap may not apply if you acted in bad faith, committed gross negligence, or committed an intentional act.
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 TSUS Office of the General Counsel 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 Undergraduate Admissions, Graduate College, Human Resources, and the University Police Department or in Texas State’s “Schedule of Classes”. You may also 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 a 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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