

TEXAS STATE

FY 2021 STAFF HANDBOOK

TEXAS  STATE
UNIVERSITY
The rising STAR of Texas



WELCOME

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,

A handwritten signature in black ink that reads "Denise M. Trauth". The script is elegant and cursive.

Denise M. Trauth
President

Texas State University

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| Texas State University Administration

The Texas State University System Board of Regents

William F. Scott, Chairman (2025)	Nederland
David Montagne, Vice Chairman (2021)	Beaumont
Charlie Amato, Regent (2025)	San Antonio
Earl C. "Duke" Austin, Regent (2023)	Houston
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Dr. Veronica Muzquiz Edwards, Regent (2021)	San Antonio
Dionicio "Don" Flores, Regent (2025)	El Paso
Veronica "Nicki" Harle, Regent (2023)	Baird
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Katey McCall, Student Regent (2020)	Orange
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University Administration

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Eric Algoe, M.B.A.	Vice President for Finance and Support Services
Eugene J. Bourgeois II, Ph.D.	Provost and Vice President for Academic Affairs
Barbara E. Breier, Ph.D.	Vice President for University Advancement
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Lawrence B. Teis, Ph.D.	Director of Athletics

Academic Deans

Mary C. Brennan, Ph.D.	College of Liberal Arts
Kambra K. Bolch, Ph.D., Interim Dean	University College
T. Jaime Chahin, Ph.D.	College of Applied Arts
John Fleming, Ph.D.	College of Fine Arts and Communication
Heather C. Galloway, Ph.D.	Honors College
Andrea Golato, Ph.D.	The Graduate College
Christine E. Hailey, Ph.D.	College of Science and Engineering
Michael O'Malley, Ph.D.	College of Education
Sanjay Ramchander, Ph.D.	McCoy College of Business Administration
Ruth B. Welborn, Ph.D.	College of Health Professions

Welcome




WELCOME TO TEXAS STATE

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

You may have been hired for a short-term job. You may be looking at your new job as career advancement. Or, you have already been working at Texas State for a while. 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.



*We must open the doors of opportunity.
But we must also equip our people to
walk through those doors.*

Lyndon B.

Introduction



INTRODUCTION AND NOTICE TO EMPLOYEES

ABOUT THIS HANDBOOK

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.

Please Note: The Staff handbook does not constitute a contract, but rather is an informational document which is subject to change, as appropriate. University policies and procedures may be modified and approved before updates are made to this handbook. To ensure you have the most current information, visit the [Policies and Procedures website](#).

RELATION TO POLICIES

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

CHANGES

The information in this Handbook is subject to change without notice. Change may be required for Texas State to comply with State and Federal laws, [Board of Regents' Rules and Regulations](#), and/or decisions made by campus leaderships. Changes may be described in both electronic and written notifications.

QUESTIONS

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

About



ABOUT TEXAS STATE UNIVERSITY

Mission of the University: Texas State University is a doctoral-granting, student-centered institution dedicated to excellence and innovation in teaching, research, including creative expression, and service. The university strives to create new knowledge, to embrace a diversity of people and ideas, to foster cultural and economic development, and to prepare its graduates to participate fully and freely as citizens of Texas, the nation, and the world.



Old Main

Texas State University was founded in 1899. It is a doctoral-granting Emerging Research University and has an enrollment of nearly 38,000 students. Faculty and staff total more than 4,000. Texas State is the state's seventh 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.

Students choose from more than 200 undergraduate and graduate degrees offered by 10 colleges (Applied Arts, The Emmett and Miriam McCoy College of Business Administration, Education, Fine Arts and Communication, Health Professions, Honors, Liberal Arts, Science and Engineering, The Graduate College and the University College).

The San Marcos Campus comprises about 500 acres. You can take a virtual tour on the [campus map website](#). Texas State also has an additional 4,000 acres of agricultural, research and recreational areas. Texas State owns more than 260 buildings, including 23 residence halls and apartments that house more than 6,800 students on campus.

TEXAS STATE SHARED VALUES

- Teaching and learning based on research, student involvement, and the free exchange of ideas in a supportive environment;
- Research and creative activities that encompass the full range of academic disciplines—research with relevance, from the sciences to the arts, from the theoretical to the applied;
- The cultivation of character, integrity, honesty, civility, compassion, fairness, respect, and ethical behavior in all members of our university community;
- A diversity of people and ideas, a spirit of inclusiveness, a global perspective, and a sense of community as essential conditions for campus life;
- A commitment to service and leadership for the public good;
- Responsible stewardship of our resources and environment; and
- Continued reflection and evaluation to ensure that our strengths as a community always benefit those we serve.

TEXAS STATE GOALS

- Promote the success of all students.
- Offer high quality academic and education programming.
- Achieve significant progress in research and creative activity as measured by national standards.
- Provide the necessary services, resources, and infrastructure to support the university's strategic direction.



Lyndon Baines Johnson, 36th president of the United States, 1930 Graduate

STAFF COUNCIL

The mission of the Texas State [Staff Council](#) is to promote and enhance the status of the university staff, ensure the effective contribution of staff expertise toward university goals, and to act as the liaison between the university president and staff. Council reports directly to university president.

To address its mission of serving as an advocate for all university staff, four goals were adopted for the 2017-2023 strategic planning period:

- Goal 1.** Staff Council will provide effective, timely, and inclusive communications to staff and staff organizations.
- Goal 2.** Staff Council will actively support programs that improve staff recognition and retention.
- Goal 3.** Staff Council will be the voice for staff and enhance collaboration with administrators.
- Goal 4.** Staff Council will contribute to and make recommendations regarding university planning and policy decisions that impact staff.

The Staff Council consists of up to 28 positions proportionally representative of six EEO job categories and elected by full-time university staff employees within their respective EEO category. If elected, service on Staff Council is considered part of the staff member's job duties. Council meetings are open to all university staff and are held from 10:00 a.m. – 12:00 p.m. on the second Tuesday of each month. An agenda and follow-up Meeting Highlights are sent to all staff prior to and after each meeting.

Each year, Staff Council awards scholarships to at least two staff pursuing Texas State degrees; Council also honors staff members for excellence in five categories. Staff Council is also committed to giving back through two university-wide service events each academic year.

The [Staff Council homepage](#) provides contact information for officers and members, meeting minutes, and scholarships and awards applications. Staff Concerns and Staff Shout-Outs can be submitted at any time using the forms on the website. If you have questions or concerns about staff-related issues, or would like more information about Staff Council, contact any officer or member or send an email to [Staff Council](#).

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 Albert B. Alkek Library. They are published on the [Policy and Procedure Statements website](#). Those UPPS's relating to personnel issues may also be reviewed in Human Resources or on the [HR Policies website](#).

EQUAL EMPLOYMENT OPPORTUNITY – NON-DISCRIMINATION STATEMENT

Texas State University is committed to an inclusive education and work environment that provides equal opportunity and access to all qualified persons. Texas State, to the extent not in conflict with federal or state law, prohibits discrimination or misconduct on the basis of race, color, national origin, age, sex, religion, disability, veterans' status, sexual orientation, gender identity or expression.

TITLE IX

Texas State University is firmly committed to maintaining an educational environment free from all forms of sex discrimination. Sexual Misconduct, as defined in the Texas State University System Sexual Misconduct policy, is a form of sex discrimination and will not be tolerated. The term sexual misconduct is a broad term encompassing a range of non-consensual sexual activity or unwelcome behavior of a sexual nature. The term includes but is not limited to sexual assault, sexual exploitation, sexual intimidation, sexual harassment, domestic violence, dating violence, and stalking. Sexual misconduct can be committed by men or women, strangers or acquaintances, and can occur between or among people of the same or opposite sex. The term also includes Title IX Sexual Harassment. Texas State will maintain an environment that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct complaints. Texas State will take prompt and appropriate action to eliminate Sexual Misconduct when such is committed, prevent its

recurrence, and remedy its effects. In order to address concerns related to Sexual Misconduct at Texas State University, please contact the Title IX Coordinator, Alexandria Hatcher, in the Office of Equal Opportunity and Title IX at 512.245.2539, by [email](#), or in person at J.C. Kellam 164.

Specific definitions, reporting policies and protocols, procedures for investigating sexual misconduct, and sanctions are outlined in the [Texas State University System Sexual Misconduct Policy](#).

To report an incident of sexual misconduct, please visit the [Sexual Misconduct Weblene](#).

STAFF RESOURCES

The Staff Resources Committee have created a website to assist employees quickly locate business processes, services, forms, training opportunities and other useful information that can assist them on the job. Please visit the [Staff Resources Website](#) to explore the many resources available to you. You can also access the website through the Texas State home page under Faculty & Staff.

The site lists resources alphabetically (A-Z) or by division. The A-Z listing provides an alphabetical listing of links for a variety of resources. The divisional listing provides a list of departments, sections, and functions within each division.

This website has become a primary tool for staff searching for resources spread throughout campus. It is an organic site in that it is continuously updated and expanded. Employees are encouraged to submit their feedback to the committee by completing the [feedback form](#).

Employment



EMPLOYMENT POLICY | [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. Examples 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 | [UPPS No. 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 Form I-9, Employment Eligibility Verification Form. The university also participates in E-Verify. Human Resources partners with HireRight for electronic completion of the form and for E-Verify.

CRIMINAL HISTORY | [UPPS No. 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. It is employee's responsibility to report criminal offenses. Criminal history checks are required for promotions/transfers, and reclassifications.

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, 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, to the extent permitted by law. 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 IN EMPLOYMENT

Veterans qualify for an employment preference. The veteran must have been honorably discharged and must be qualified. A veteran's orphan or surviving spouse who has not remarried retains this preference if the veteran was killed on active duty. Texas State University is committed to recognizing and hiring the veterans who served our country. To learn more visit the [Veteran's Preference in Employment website](#).



DISCIPLINE/DISCHARGE | [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 (1) the president, vice presidents, academic deans, Director, Athletics, and (2) assistant and associate vice presidents, 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 [UPPS No. 04.04.06](#)

To Work in Another Job Outside the University: You must report all outside employment. Outside employment is any compensated employment, consulting, or service you perform for another organization. It includes self-employment.



To Participate in An Activity Outside the University: An outside activity is *uncompensated* activity, consulting, or service you perform for another organization.

Examples include volunteering for a church or holding an office for a private organization.

Most activities do not need to be reported. However, if there is concern over a potential conflict of interest it should be reported for approval.

To Participate in A Public Service Activity: You must report all activities related to public service. You may not accept any pay. This includes an elected or appointed position, in any federal, state, or local government entity including governing bodies of school districts, cities, towns, or other local government districts.

Examples of public service include being elected or appointed to serve on a city water board or public-school board.

How to Self-Report: You must get approval from your Vice President before accepting a second job or activity. An online form is available in the [SAP Portal](#). It goes to your Department Head and your Vice President for approval. You will receive confirmation of the decision.

To Hire an Employee Already Working for A Governmental Entity: Before offering employment to someone who will be working for another governmental entity, you must have them submit a [request form](#) for approval before coming to work for Texas State.

Texas State resources are not to be used to support outside employment or activities.

STAFF EMPLOYMENT MEDIATION, AND GRIEVANCES

[UPPS No. 04.04.41](#)

Purpose: The Mediation Program is designed to help you resolve on-campus disputes and conflicts quickly. Mediation is a form of alternative dispute resolution. The mediator is not responsible for resolving the issues. 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 misconduct conflicts and violations of Texas State policies and Regents Rules. You may obtain more information on the [Mediation website](#).

The grievance process is designed to help full-time and part-time staff members resolve problems in a reasonable time. The process includes various appeal levels. Each level has a time limit to address the problem. To use the grievance process, you must complete a located on the [HR form website](#) under Employee Relations and give it to Human Resources no later than ten working days after the event which caused the problem.

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 the processes to you and give you a copy of the appropriate form. Human Resources will also help answer your questions concerning the process. You

will not be penalized in any way for using the mediation, or grievance process.

Differences Between Grievances: A grievance can be an appeal of any action that directly affects the grieving employee's employment with the university. Examples of these are: an appeal of a suspension without pay, reduction in pay, demotion and discharge, written reprimand, oral reprimand or any form of discipline. Employees may also use the grievance process to complain about working conditions or most conditions of employment. Human Resources will assist the employee in determining the appropriate grievance process to follow.

Charges of illegal discrimination and sexual misconduct are handled by the Chief Diversity Officer and Director of Equity and Access

DISCRIMINATION OR MISCONDUCT POLICY [UPPS No. 04.04.46](#)

Reporting Discrimination: The university encourages its faculty, staff, students, and guests who believe they are victims of discrimination to seek resolution through university-supported procedures which can be found in ([TEXAS STATE/UPPS No. 04.04.46](#))

Those in supervisory positions (i.e., vice presidents, deans, directors, chairs, department heads, and supervisors) are REQUIRED to notify the Chief Diversity Officer/Director of Equity and Inclusion (512.245.2539) when they learn of a possible instance or allegation of discrimination.

Investigating Reports of Discrimination: The Chief Diversity Officer/Director of Equity and Inclusion will review the concerns outlined in the report. In most cases, a formal investigation will be conducted. Please refer to [UPPS 04.04.46](#), Prohibition of Discrimination or Misconduct for more detailed procedures.

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 | [UPPS No. 04.04.41](#)

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

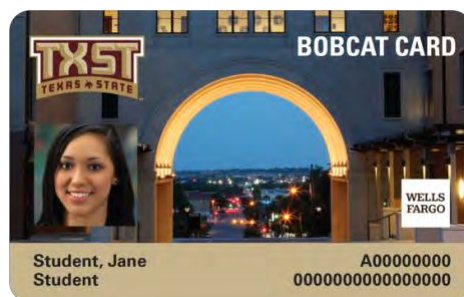
Texas State University will not retaliate, discipline or discriminate against any employee for reporting a claim of discrimination, sexual misconduct, or other discriminatory or misconduct complaint, testifying on behalf of another employee, or representing or assisting another employee with a grievance.

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

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 or report it online at get.cbord.com/txstate. There is a replacement charge for a lost, stolen, or

damaged card. If you separate from the University keep your ID card for two years. If you return to the University during this 2-year period, you will use your existing ID card, while replacement charges apply if you need to replace the card.



NEPOTISM POLICY (EMPLOYING RELATIVES)

[UPPS No. 04.04.07](#)

Guideline: The following is a guide for reporting and employing relatives at Texas State. You must have an approval from the President's Office 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.
2. If you are related within the second degree of affinity or third degree of consanguinity to another person in your division, you must self-report. An online form is available in the SAP Portal. It goes to your Department Head and your Vice President for approval. You will receive confirmation of the decision.
3. You must obtain approval from the President's Office to supervise or indirectly supervise this person. 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.
4. A department may not hire an individual under the age of 19, an individual enrolled in high school pursuing a diploma; or an individual as a student worker if that individual is related within the second degree of affinity or third degree of consanguinity to any employee in that department.

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

Affinity, second degree - Spouse's sister, spouse's brother, spouse's grandparents, spouse's grandchildren.

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

Consanguinity, second degree - Grandparents, sister, brother, and grandchildren.

Consanguinity, third degree - Great-grandparents, aunt, uncle, niece, nephew, and great-grandchildren.

PAYROLL DEDUCTIONS

Legal Requirements: Certain payroll deductions are required by law such as:

1. Federal Income Tax Withholding (based on your W-4 form)
2. State Income Tax Withholding (based on your state W-4 form)
3. Social Security Taxes (FICA/Medicare)
4. Garnishments/Liens (Child Support Payments, Tax Levies, Bankruptcies and Student Loans)
5. 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, Vision Insurance and Dental Insurance)
2. TexFlex Flexible Spending Account (FSA)
3. Health Savings Account
4. 403b Tax Deferred Account
5. 457 Texa\$aver Plan
6. Credit union payments
7. Texas State Development Foundation charitable gift
8. Texas Tomorrow Fund
9. TRS Service Credit Buy Back
10. Tomorrow's College Investment Plan (529 Plan)
11. Texas State Parking Permit Fee

- 12. Campus Recreation Membership Fees
- 13. Football Season Tickets
- 14. Texas State Employees Union membership dues

WORK HOURS/PLACE OF WORK (TELECOMMUTING)

[UPPS No. 04.04.01](#)

Hours: Normal work hours are 8 a.m. to 5 p.m., Monday through Friday. However, supervisors may approve other hours. To provide services, some staff may have to work weekends, night shifts, or hours other than 8 a.m. to 5 p.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 home cannot be your normal place of work without written approval by your department head or vice president (telecommuting).

Telecommuting: A request to telecommute must be made by completing the remote work request in Employee Self-Service. 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. Your Vice 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 notify 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 be allowed 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 | [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 Forms: You must complete an Employee Separation Statement. Your department head is responsible for submitting a Departmental Checklist to Human Resources. Both forms can be found [on the HR Forms website](#).

Check Out Process: You should send your Separation form to Human Resources. The Employees Retirement System (ERS) will notify you of insurance continuation rights under COBRA. Contact Human Resources if you have questions regarding insurance, retirement or paid leave benefits.

VOLUNTEERING | [UPPS No. 04.04.09](#)

Staff may volunteer to assist with various events on campus. President's Cabinet will determine which events are sponsored by the university and may be considered work time. In addition, employees may volunteer their own time for off-campus events. State resources may not be used for volunteer events not approved by President's Cabinet as sponsored by the university.

Compensation



PAY POLICY [UPPS No. 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 pay plan minimum.

Pay Raises: If funds are available, you might receive a pay raise. This could be to reward your job performance, longevity, correct a pay inequity, or implement a market-based salary 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 [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. In order for 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 PAY | [UPPS 04.04.11](#)

Policy: Each regular staff employee is entitled to receive a 1.5 percent increase every two years up to a maximum of four such increases from the initial eligibility date and are limited to four such increases during an employee's lifetime.

Exceptions: Staff employees in positions covered by departmental career ladders, as well as the president, provost, associate provost, vice presidents, associate vice presidents, assistant vice presidents, director of Athletics, coaches, college deans, and associate and assistant college and academic deans in the division of Academic Affairs are not eligible for ULP increases.

OVERTIME/COMPENSATORY TIME [UPPS No. 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 a classified employee, 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 an unclassified employee or an administrative officer, you are expected to earn enough State comp time to cover Energy Conservation Days. With supervisor approval, you may also be allowed to take off State comp hours for other uses.

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. Your supervisor may require you to take compensatory or overtime hours worked prior to using accrued vacation time. For unclassified employees and administrative officers, no more than 24 consecutive hours of state comp time may be used at any one time without approval from the divisional vice president. This does not include energy conservation days.

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 [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 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 60th 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 automatically covered on the first day of employment by the basic plan 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 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, vision, 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 be age 65 or meet the rule of 80 (age + years of service = 80). Second, you must have at least 10 years of

creditable service in TRS, ORP, ERS or any combination thereof.

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 5 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%

Summer 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 may also coordinate additional workshops to help explain these changes to you. If you have questions, contact [Human Resources](#).

ERS Website: Details about the insurance plans may also be found 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 summer enrollment. Newly hired part-time employees are subject to a 60-day waiting period. 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)

[\(UPPS No. 04.04.43\)](#)

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.

Workers' Compensation forms are also available in the EHSRM website for your convenience.

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 your Sick Leave. Then you may use all or part of your Vacation Leave. This allows you to continue to receive full pay and benefits. After using your own leave, workers' compensation benefits begin. Workers' compensation benefits are less than full salary.

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

Forms: All WCI forms are available from the Workers Compensation Specialist in the Environmental Health, Safety & Risk Management Department.

Leaves and Absences



DONOR LEAVE | [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 | [\(UPPS No. 04.04.30\)](#)

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, FLSA overtime, and State comp time. Put your request in writing. Your vice president's approval is required.

FUNERAL LEAVE | [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, with a general guideline of 3 days for in-state services and 5 days for out of state. 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 | [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 | [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 compensation you receive from the court for jury duty.

VOTING | [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 | [UPPS No. 04.04.30](#)

Policy: You may request a Leave without Pay for personal reasons. The Leave may not exceed 6 months. Put your request in writing. Your department head's approval is required. Before you can be granted a Leave without Pay, you must use up all of your Vacation Leave, accrued FLSA overtime and State 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 | [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 | [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 to your supervisor and a Certification of Health Care Provider form to Human Resources. 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 work weeks. When the Leave is for the birth or placement of a child, such a schedule can only be made with your supervisor's consent. Consent is not required if such a schedule is needed because of your or a family member's "serious health condition."

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

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

MILITARY LEAVE | [UPPS No. 04.04.30](#)

When Leave Is Allowed: If you are in the military, you are given time off to serve for several reasons. 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. The Governor may call you to active duty in the National Guard for a state emergency or, you may be called to active duty as a member of the U.S. armed forces because of a national emergency.

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 Federal Active Duty Declared Emergency: You are given up to 22 paid workdays per calendar year if you are called to federal active duty to provide assistance to civil authorities in a declared emergency or training for that purpose.

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. Time limits for returning to work depend on the duration of your military service.
- Pay Differential:** You will receive a pay differential if your military gross pay is less than your university gross pay. The combination of these may not exceed your actual university gross pay.

ASSISTANCE DOG TRAINING LEAVE

[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/SEARCH & RESCUE VOLUNTEER LEAVE

[UPPS No. 04.04.30](#)

If you are a volunteer firefighter, emergency medical service, or search and rescue 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, medical, or search and rescue situations. You must complete an Application for Leave Approval form and attach documentation of the training or emergency.

AMERICAN RED CROSS LEAVE | [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 | [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 | [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 | [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 Sick 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 educational activities 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 give your supervisor an excuse from your doctor. As an alternative, your supervisor may accept some other written statement explaining 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.

Donating Hours: You may donate your sick leave hours to another employee under certain circumstances. For example, the employee must have an

immediate need and have exhausted all of their own leave, sick leave pool, and extended sick leave available to them. If the recipient does not use the hours for the specified illness, you cannot have them back. Special forms are available for this process.

Medical and Mental Health Care Leave for Veterans: If you are a veteran, you receive an additional 15 days of paid leave each fiscal year to obtain medical or mental health care administered by the VA.

SICK LEAVE POOL [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 Before you can use hours from the Pool, two conditions must be met.

Use the Pool: 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 also submit a Certification of Health Care Provider Form to Human Resources.

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

EXTENDED SICK LEAVE | [UPPS No. 04.04.30](#)

In some special cases your vice president may extend more Sick Leave to you. Normally, no more than 30 work 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 | [UPPS No. 04.04.30](#)

Outstanding Performance Your department head may give you paid leave as a reward for outstanding performance. The maximum is 32 hours per fiscal year.

Award: 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 | [UPPS No. 04.04.30](#)

How You Earn You start earning paid Vacation Leave on your first day of work.

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

Years of State of Texas Employment	Hours Earned Per Month	Allowable Carry Over
Less than 2	8 hours	180 hours
2 years but less than 5	9 hours	244 hours
5 years but less than 10	10 hours	268 hours
10 years but less than 15	11 hours	292 hours

15 years but less than 20	13 hours	340 hours
20 years but less than 25	15 hours	388 hours
25 years but less than 30	17 hours	436 hours
30 years but less than 35	19 hours	484 hours
35 years and over	21 hours	532 hours

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

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

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

What If You Don't Use Your Vacation: You can carry Vacation hours from one fiscal year to the next within the limits in the schedule. If you have more hours in your Vacation balance than you can carry over, those excess hours will be added to your Sick Leave balance. This occurs on September 1 each year.

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

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

paid for your balance. Instead, your Vacation balance will transfer with you.

Supervisory You are strongly encouraged to use your Vacation Leave in the year in
Approval Required: 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 | [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 Texa\$aver Plan.

TEACHER RETIREMENT SYSTEM | [UPPS No. 04.04.52](#)

Membership Is You are required to become a member of a retirement program.

Required: 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 TRS is financed through tax deferred payroll deductions. You

Benefits: contribute 7.7% of your monthly gross pay. Texas State contributes an amount equal to 7.5% of your monthly gross pay. Each August 31, your TRS account is credited with 2% 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: .023 X 30 years' service X \$40,000 average salary = \$27,600 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 A TRS or ERS ([Employees Retirement System of Texas](#)) member

Credit: 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 Your unused Sick Leave may benefit you. You are allowed to

Credit: 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.

OPTIONAL RETIREMENT PROGRAM | [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 any time 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.

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. You must maintain an ORP account to qualify for retiree insurance. If you terminate, you may withdraw your ORP account. However, surrender fees or tax penalties may apply.

403B TAX DEFERRED ACCOUNT | [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 2021, it is the lesser of 100% compensation or \$19,500. Also, if you are at least age 50, you may defer an extra \$6,500 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 – TEX\$AVER PLAN

[UPPS No. 04.04.52](#)

Purpose: The State of Texas 457 Texa\$aver Plan allows you to save pre-tax dollars from your salary. This reduces your current year taxable income. 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 2021, it is the lesser of 100% compensation or \$19,500. Also, if you are at least age 50, you may defer an extra \$6,500 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 childcare, 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 the [Work Life Website](#).

MOTHER-FRIENDLY WORKSITE PROGRAM [UPPS No. 04.04.61](#)



Texas State is designated by the Texas Department of State Health Services 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 on the [Work Life website](#), or you can contact the [Work Life Coordinator](#) in Human Resources.

General Policies



COMMUNICATION – ELECTRONIC MAIL AS OFFICIAL UNIVERSITY COMMUNICATION

[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. This information should be secured per the provisions in [UPPS 04.01.01, Security of Texas State Information Resources](#).

ACCURACY OF RECORDS

In the course of performing your job, you will mostly likely create and/or maintain official university records. University records are important assets and must be managed to ensure protection and accessibility. Employees are responsible for protecting university records and assuring the authenticity, utility, integrity, confidentiality, and availability of university records, from creation to disposition.

The University's records management policy (see [UPPS 01.04.32](#)) defines employee responsibilities for retaining and disposing records. Visit [Records Management](#) for links to the University's certified Records Retention Schedule, the required Records Disposition Log, and dates for records management training. Questions about retention and disposition of records should be addressed to the University Archivist & Records Manager.

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 [Records Management](#) page for links to the required Records Disposition Log, the University's Records Retention Schedule, and disposition instructions.
4. Questions should be addressed to the [University Archivist & Records Manager](#).

ABANDONED AND UNCLAIMED PERSONAL PROPERTY

[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)

[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

[UPPS No. 05.03.03](#)

The sale and consumption of alcohol on University campuses is restricted and allowed only in special use facilities as designated by the University President. A University Approver (the appropriate Vice President or Designee), must approve, in advance, all sales or consumption of alcoholic beverages at social gatherings in special use facilities. If you wish to serve alcohol at the university, please review [UPPS 05.03.03](#), and download and complete an Alcoholic Beverage Activity Form. Events with alcohol purchases in excess of \$1,000 will require approval from the Vice President for Finance and Support Services. Once all signatures are obtained, the form should be submitted to the appropriate Vice President for final review and approval.

INFORMATION SECURITY

[UPPS No. 04.01.01](#) and [04.01.11](#)

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 (NetID, or any other access ID) for access to the university network or services, 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 the Information Security Office.

APPROPRIATE USE OF INFORMATION RESOURCES

[UPPS No. 04.01.07](#) and [01.04.27](#)

In accepting any Texas State computer account (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 misconduct, 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

[UPPS No. 01.04.30](#) ; [UPPS 01.04.31](#) and [04.01.11](#)

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 or through the employee self-service portal.

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 [UPPS No. 01.04.27](#)

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 [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 brief summary of some, but not all, 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 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.
9. Comply with university policy with respect to reporting any outside (non-Texas State University) employment or activities. [UPPS No. 04.04.06](#).

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' System Rules and Regulations](#) and Texas State policies. If you do not abide by these rules, you are subject to disciplinary action.

DINING ROOMS

Staff members are welcome to eat in any dining hall or restaurant on campus. You may pay for your meals using cash, check, charge or the Bobcat Bucks debit card system. Bobcat Bucks are available on the [ID Services website](#).



You may purchase a meal plan online on the [Texas State Dining website for Faculty and Staff](#).

DRUG-FREE WORKPLACE | [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 | [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, 28 T.A.C. §169.1, 169.2.

EMPLOYEE WELLNESS PROGRAM [UPPS No. 04.04.32](#)

The university encourages faculty and staff to participate in [WellCats](#), the Texas State Employee Wellness Program.

WellCats provides specific, structured individual and group wellness activities.



WellCats is free to all employees and includes activities to support employee health and wellness.

Registered members receive unlimited access to educational sessions covering a variety of wellness topics, open racquetball at the Jowers Center, health behavior change coaching, nutrition consultation, subsidized membership to the Student Recreation Center, cooking classes, group fitness classes, and much, much more.

You may be granted one-half hour of paid release time per workday with supervisor approval to participate in a wellness activity.

PARTICIPATION IN NON-ACADEMIC PROFESSIONAL DEVELOPMENT ACTIVITIES

[UPPS No. 04.04.35](#)

What is Available: Texas State is committed to supporting and providing professional development opportunities that are not college or university credit courses.

Time away from work during regular working hours to attend development activities should be recorded as regular work time. Supervisors are encouraged to allow staff employees the opportunity to enroll in non-academic professional development activities that are related to the employee's current or prospective job duties. The supervisor has final authority to grant time dependent on adequate duty coverage.

Opportunities are offered through Organizational Development & Communications, the Office of Human Resources, Instructional Technologies Support, Technology Resources, and Faculty Development, as well as other campus offices.

Supervisors are reminded that planning for annual training and development opportunities should be incorporated into an employee's annual performance plan.

Department funds may be used to pay registration and other similar fees, as well as appropriate travel costs, if the activity relates to the employee's current or prospective job duties in the department and the employee's department head approves both the enrollment in the activity and the payment.

GED ATTAINMENT PROGRAM

[UPPS No. 04.04.35](#)

Texas State encourages access to the education and job training necessary for career advancement and lifelong learning.

Attainment of a General Educational Development (GED) Certificate by any full-time regular employee is supported through this program, which supports the registration, assessment, and completion of the GED certificate.

Detailed information about registration, assessment, and test completion is outlined at [University Support of GED Attainment](#).

Employees will be granted release time from work to attend registration and assessment if those time periods are during their regular work hours.

The employee will be reimbursed the cost of the test fee upon successful completion of each of the subtests. Upon completion of all four subtests, the employee will receive a one-time payment of \$500 to help cover costs involved in travel for study sessions as well as testing.

ACADEMIC RELEASE & TUITION SUPPORT PROGRAM

[UPPS No. 04.04.35](#)

Texas State supports enrollment in college or university credit courses taken at Texas State or other accredited higher education institutions through the [Academic Release and Tuition Support](#) Program.

**Release Time for Enrollment in College
or University Credit Courses**

Class release time may be granted for Texas State full-time, benefits-eligible staff to attend Texas State or other accredited institutions of higher education college or university credit courses during regular work hours upon the determination of the department head that the release will not materially affect department operations, and approves the release time.

Under this provision, the department may provide class release time for eligible staff to take one course, or up to three hours per week to attend class. Release time is allowed for only courses with meeting times during normal working hours. Self-paced, online, distance learning, night, and other classes at other institutions that do not have regular meeting times during normal working hours are not eligible for release time.

Time away from work during regular working hours is considered training time if the activities are

- a) directly related to the employee's current or prospective job duties in the department, or
- b) part of a formal degree program for a bachelor's or graduate degree.

The employee should record this time as "class release time" and use code 3070 on the employee's timesheet. The employee must also make up any time taken in excess of the allotted release time limits, including travel time to and from the classroom, by working additional hours in the same week or taking leave from an appropriate leave category.

**Fees and Designated Tuition Waiver for
Texas State University Credit Courses:**

Texas State will waive certain fees and charge \$0 for designated tuition for faculty and staff employees provided

a) the employee is employed full-time in a benefits-eligible position at the university by the twelfth class day for long semesters, and fourth class day for summer and

(b) remains in good academic standing by meeting the Texas State GPA qualifications of satisfactory academic progress (must have a Texas State GPA of 2.0 for undergraduates and 3.0 for graduates) for continued awards per Texas Education Code 54.2001.

Courses provided by the Office of Distance Education and Learning, which include Education Abroad, Correspondence Texas State Intensive English (TSIE), and Continuing Education courses are not eligible to receive fee waivers. Texas State employees are responsible for paying statutory tuition, graduate increment, McCoy Program fees, and any other fees not specified below.

Fees Covered: Fee waivers are only applicable to courses taken at Texas State. These include:

- | | |
|-------------------------------|--------------------------|
| • ID Service fee | • Athletics fee |
| • International Education fee | • Designated Tuition fee |
| • Recreational Sports fee | • Student Service fee |
| • Computer Service fee | • Library fee |
| • LBJ Student Center fee | • Off-campus course fee |
| • Environmental Service fee | • Electronic course fee |

- Bus fee
- Student Publication fee
- Medical Service fee

Other Tuition and Fees: Excluding travel costs, department funds may be used to pay tuition and fees not covered for college or university credit courses at Texas State or other accredited institutions of higher education if all the following criteria are met:

- The course relates to the employee's current or prospective job duties,
- The employee's department head approves the enrollment and payment
- The employee remains in good academic standing.

How to Participate in the Academic Release and Tuition Support program: All faculty and staff employees considering taking academic courses at Texas State or other accredited institutions of higher education under the [Academic Release and Tuition Support](#) program should review the fee or designated tuition waiver, release time, or other tuition and fees payment provisions in [UPPS 04.04.35](#).

The [Academic Release and Tuition Support](#) form is located in SAP. The form should be completed by eligible employees who seek to:

- ask for class release time,
- opt-out of the fee waiver, or
- ask for department funds to cover any costs

Completed forms must be received by HR by the twelfth-class day of the fall or spring semester or the fourth-class day of the summer term.

Employees wishing to opt-out of the fee and designated tuition waivers must either:

a) notify Student Business Services via email request at tuiassisst@txstate.edu; or

b) select opt-out on the [Academic Release and Tuition Support](#) form.

STAFF EDUCATIONAL DEVELOPMENT LEAVE PROGRAM

[UPPS No. 04.04.35](#)

The Staff Educational Development Leave is a special program for staff employees that allows up to 20 hours per week of release time for college or university credit courses taken at Texas State or other accredited institution of higher education.

Only seven participants per semester will be chosen within the university, one from each Cabinet Member's division. Participants may be selected for one semester or two consecutive semesters, with a maximum of four semesters during their employment with Texas State.

Participants will be compensated at their full-time pay rate during their enrollment in the program. Participants will arrange their work schedules with their respective supervisor.

Who is Eligible: Full-time, benefits eligible staff employees who are and who have been employed at the university at least one year are eligible to participate in this program.

Requirements and Procedures for Selection: Undergraduate participants are expected to enroll for a minimum of nine credit hours with a maximum of 12 credit hours per fall or spring semester. Graduate student participants are expected to enroll for a minimum of six credit hours with a maximum of nine credit hours per fall or spring semester. Learn more program requirements and

procedures for selection by visiting the [Staff Educational Development Leave Website](#). More details are also provided in [UPPS 04.04.35](#).

KEYS TO UNIVERSITY BUILDING [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 Ingress Management Services is allowed to make copies of keys. Ingress Management Services will not provide a replacement key unless an account manager authorizes it. Electronic entry access is managed by Ingress Management Services and all authorized personnel will be provided access with an account manager authorization.

UNIVERSITY LIBRARIES

The **University Libraries** provide key services and resources that fuel the success of research and innovation at Texas State University. University Libraries comprise three facilities and two prestigious collections that are continually evolving to meet the needs of the growing university and an ever-changing, technology-driven world. The libraries are available to all university staff for professional and personal use. All library information and online resources are housed on the [library website](#).

The **Albert B. Alkek Library** on the San Marcos campus is the architectural centerpiece and intellectual hub of the campus. The library offers patrons the opportunity to explore, create and discover in an expansive, seven-story building that is packed with resources, technology and spaces for silent, quiet or collaborative research and study. Library staff provide expert research assistance in-person, via online chat, by telephone or through email. In addition to research assistance and study space, the library offers computer work stations, photocopiers, scanners, 3D printers, information technology and extensive hours of service. The first floor of the Alkek Library is home to a suite of creative technology spaces, known as Alkek One, that provide patrons with access to specialized equipment and high-tech tools that support geospatial, recording, design, X-reality and maker activities. For more information about all there is to explore in the Alkek Library visit the [Alkek Library website](#).

The **Round Rock Campus Library** (RRC Library) supports the research and information needs of faculty and students at the growing RRC. Professional librarians are on site to help guide research and assist with circulation of materials. The RRC Library is located in room 255 of the Avery Building and makes all Texas State information resources (including those housed in San Marcos), computers, and printers available to the campus community. To learn more, visit the [Round Rock Campus Library website](#).

The **Archives and Research Center** (ARC) is a state-of-the-art library that preserves decades of university treasures and library resources, collections and research materials. Located at the Science, Technology, and Advanced Research (STAR) park, its climate-controlled environment with cold temperatures and low humidity prolong the life of these unique assets keeping them available for exploration and discovery while supporting the growth of the Alkek Library, the RRC Library and Texas State. The library facility is open to the public and has a reading room to allow students, faculty, staff and researchers to interact with materials on site. Daily transportation of materials checked out from the ARC to the Alkek Library will make accessing the materials quick and easy, so patrons will not need to drive to STAR Park to retrieve desired items. For more information visit the [Archives & Research Center website](#).

The **Wittliff Collections** and **University Archives** are collections unique to Texas State that preserve the heritage and legacy of the university and Southwest region. University Archives offices are located on the fifth floor of the Alkek Library. Learn more on the [University Archives Website](#). Committed to preserving the creative legacy of the Southwest to instruct and inspire future generations, The Wittliff includes the Southwestern Writers Collection, the Southwestern and Mexican Photography Collection, and the Texas Music Collection. These three cultural pillars provide the keystone for discovery of our region's heritage through thousands of archival treasures collected first-hand from such icons as Cormac McCarthy, Sandra Cisneros and Willie Nelson. Located on the seventh floor of the Alkek Library, The Wittliff features beautiful galleries, exhibition spaces, an archival research room and an event space. Faculty and staff are encouraged to visit the free museum-like space which also features a Lonesome Dove collection with original set pieces and costumes from the renowned miniseries. For more information, visit [The Wittliff Collections website](#).

The [University Archives](#) helps unlock the stories of Texas State that connect its past to its present. University Archives preserves and makes available original documents, photographs, yearbooks and a variety of artifacts that help tell how the university has evolved from a small teacher's college to an emerging research university. University Archives collects materials that reveal the legacy of the university and provides researchers with unique sources of information about Texas State and the surrounding community, including the most comprehensive collection of historical photographs related to the Hays County region of Texas. Contact [University Archives](#) or visit the [University Archives website](#).

PRINT & MAIL

Print and Mail services are available to the Texas State community for both business and personal use. Print and Mail Services has an office in the Nueces Building (Copy Cats) and their main location is on Old Ranch Road 12. Mail services is also open on the first floor of JCK Monday through Friday in the afternoon. In these offices the primary focus is distribution of incoming and outgoing Texas State business mail. Official Texas State stationery and business cards are available and can be ordered online. All types of 2-D design, print and production are offered. Limited retail services to meet personal mailing needs are also provided in these offices. You can contact Print and Mail Services at 245.2293 or at Copy Cats at 245.2684.

If you need more information, visit the [Print and Mail Services homepage](#).

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. The [Texas State Traffic and Parking Regulations](#) are available on the [Parking Services website](#). 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 and you purchased a virtual permit, you are required to inform Parking Services.

The Parking Services Office is in the Mathews Street Garage and can be reached at 245.2887.

PAYCHECK DISTRIBUTION [FSS/PPS 03.25](#)

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](#) 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 the [Payroll and Tax Compliance Office website](#).

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 website](#).

PERFORMANCE MANAGEMENT [UPPS No. 04.04.20](#)



Overview: The Texas State [performance management process](#) measures how well you achieve the goals and objectives, job duties, behaviors, competencies and any professional development target set for you by your supervisor. You are appraised during the April-May time frame each year. At the start of each June 1-May 31 appraisal cycle your supervisor will discuss your performance management goals for the coming year with you during a 1:1 meeting.

Schedule: During October-November, your supervisor will meet with you to conduct an informal mid-cycle check-in to see how you are doing re: your stated goals and objectives, job duties, behaviors, competencies

and your professional development targets. Near the end of the appraisal cycle you will be asked to conduct a self-appraisal on your performance. At the end of the appraisal cycle and following your self-appraisal, your supervisor completes your appraisal and meets with you to discuss it during a 1:1 meeting.

If you do not agree with the appraisal, you may file an appeal. You may contact HR with any questions concerning the appeal process.

If you transfer to another supervisor or are otherwise assigned a new supervisor during the appraisal cycle, that person will conduct your performance appraisal for the cycle. The new supervisor is encouraged to obtain feedback from your previous supervisor.

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 AND EXPRESSIVE ACTIVITIES

[UPPS No. 04.04.06](#), [04.01.07](#) [06.02.10](#), [07.04.02](#), [07.04.04](#), [07.04.05](#), [07.04.07](#)

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 office and does not conflict with the employee's university duties and responsibilities. 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 [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 [UPPS No. 04.03.02](#)

The Texas Constitution prohibits gifting or granting of public funds unless there is valid public purpose. This prohibition applies to all university funds, regardless of the source, including a Texas State University “discretionary” or gift account. When there is a valid public purpose, the cost of gifts and/or promotional items purchased with university funds must be de minimis in amount, must provide a valid public purpose, and must support the university’s educational mission. Per university policy, these de minimis gifts and/or promotional items may only be purchased only from a non-Educational and General (state) funding sources.

Each account manager has the primary responsibility for assuring that the funds for which they have financial control are expended only for a valid public purpose. Valid public purposes do not include items in recognition of events such as Bosses’ Day, Administrative Professionals Day, birthdays, weddings, baby showers, funerals, housewarming, holidays, or gifts to federal, state, or local public officials.

Financial Services may review expenditures to assure that the purchases serve a public purpose. When making such a purchase, account managers must include an explanation sufficient to support a conclusion regarding the validity of the public purpose. Account managers will be held personally liable and may face disciplinary action should they make inappropriate gifts from university funds.

PROMOTION AND TRANSFER | [UPPS No. 04.04.03](#) and [04.04.11](#)

You may apply for any posted vacancy in your own department or 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 on the [employment website](#). All postings are updated daily.

There are rules which determine the rate of pay for either a promotion or transfer; depending on whether or not the position was posted. Please see [UPPS 04.04.11](#) for more information.

Employees may voluntarily transfer to a posted or un-posted position or may receive a promotion. The level of compensation received for either a transfer or promotion is determined by policy and the individual circumstances regarding the promotion or transfer. These include whether or not the position was posted and the posted rate for the position.

RECREATIONAL FACILITIES

You and your family and guests may use Texas State recreational facilities. These include the Student Recreation Center, 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](#) at 512.245.2392 or visit the [Campus Recreation website](#). The office is in the Student Recreation Center.

SERVICE AWARDS | [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 Texas State University 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. This event includes a reception and ceremony. It is normally held in April or May.

SEXUAL MISCONDUCT [\(TEXAS STATE UNIVERSITY SYSTEM SEXUAL MISCONDUCT POLICY\)](#)

The Texas State University System complies with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act. Sexual misconduct constitutes a form of sex discrimination prohibited by Title IX and Title VII.

Texas State University expects all employees to treat everyone with dignity and respect, thereby maintaining a unique, productive and caring work environment. If you violate the Sexual Misconduct policy, you are subject to discipline, up to and including termination of your employment.

Sexual Misconduct: Sexual Misconduct is a broad term encompassing a range of nonconsensual sexual activity or unwelcome behavior of a sexual nature. The term includes but is not limited to sexual assault, sexual exploitation, sexual intimidation, sexual misconduct, domestic violence, dating violence, and stalking. Sexual misconduct can be committed by men or women, strangers or acquaintances, and can occur between or among people of the same or opposite sex. Specific definitions, reporting policies and protocols, procedures for investigating sexual misconduct, and sanctions are outlined in the [Texas State University System Sexual Misconduct policy](#).

What to Do If You Are A If you have been a victim of sexual misconduct, report it as soon
Victim: as you can through the [Sexual Misconduct Weblne](#). You can also report it to the Title IX Coordinator in the Office of Equity and Inclusion and a Responsible Employee, which includes all administrators, faculty, staff, and student workers. Reports can

also be made confidentially through the university Counseling Center and the Student Health Center.

How to Report an Incident: A responsible employee who receives a report of sexual misconduct must report it to the Title IX Coordinator through the [Sexual Misconduct Weblne](#).

A responsible employee should not share information with law enforcement without the Victim's consent.

If Sexual Misconduct Is Reported: If you receive a report of sexual misconduct, contact the Title IX Coordinator immediately. Responsible employees are required, by policy, to report it to the Title IX Coordinator.

Contact Information: In order to address concerns related to Sexual Misconduct at Texas State University, please contact the Title IX Coordinator, Alexandria Hatcher, in the Office of Equity and Inclusion at 512.245.2539, by [email](#), or in person at J.C. Kellam 164.

SOLICITATION | [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.

Any solicitation on the San Marcos campus must be approved by the Dean of Students, or designee, unless listed as an exception in [UPPS No. 07.04.03 \(02.01\)](#). The Round Rock Student Affairs Supervisor must approve solicitation for the Round Rock Campus. The Dean of Students or Round Rock Student Affairs Supervisor, or designee, may establish narrowly tailored, reasonable content-neutral regulations for the distribution of publications on the San Marcos or Round Rock campuses respectively.

Speak with your supervisor for further assistance or contact Human Resources.

TOBACCO AND SMOKING POLICY | [UPPS No. 04.05.02](#)

Smoking Restrictions: Texas State is a tobacco-free campus. Smoking and the use of any tobacco product, including smokeless tobacco, electronic cigarettes, vaporizers, pipes, and hookahs, is not permitted on

university property or in vehicles owned, leased or under the supervision of the university. This includes all outdoor grounds, stadia, and Sewell Park.

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 and smoking 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](#) also provides links to Internet resources for smoking cessation.

STAFF EMPLOYEE OF THE MONTH/YEAR [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 on the [HR Forms website](#). A selection committee reviews the nominations. This committee is comprised of staff from all divisions. The nominee receiving the highest ranking is named Employee of the Month. Each Employee of the Month receives a \$500 award (less taxes), framed certificate and is given a day off work with pay. Each is also invited to a luncheon hosted by the President in August and is recognized in the [Human Resources Bulletin](#).

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

STATE OF TEXAS LIABILITY

[UPPS No. 01.04.01](#)

What the State If you are sued for a negligence matter arising from your

Provides: 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 You may be defended by the Attorney General for a matter arising
The Attorney General: out of the course and scope of your employment. For this to occur, you must notify the TSUS Office of General Counsel and the Office of the Attorney General of any process served on you no later than ten days after you receive it.

If You Receive A If you are served with a citation in a civil suit, you must contact the
Citation TSUS Office of the General Counsel immediately at 245.2530 and provide the Office of General Counsel with a copy of the citation. Failure to do so may forfeit an opportunity for representation by the AG's Office and for state indemnification. Contact the Attorney General's office within ten days.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

The Student-Right-to-Know and Campus Security Act was enacted in 1990 by federal law. The law requires institutions that receive student aid assistance to prepare and distribute an Annual Security Report (Campus Watch). The Campus Watch for Texas State University at San Marcos and Round Rock campuses include descriptions of campus crime prevention programs, procedures for reporting crimes and information about the number

and frequency of crimes reported to the University Police Department for the last three years. It also provides Texas State's policies for campus security and law enforcement related to sexual offenses to include the Violence Against Women Reauthorization Act (VAWA) that requires universities to report domestic violence, dating violence, and stalking for statistical purposes. For additional information you may review the [Sexual Misconduct Policy](#). In addition to publishing crime statistics, the act requires the Institute to provide timely warnings to the campus community of certain crimes reported to the University Police Department or local law enforcement which may be considered a threat to the campus community. The Campus Watch is available on the [Texas State Police website](#), in the Office of Undergraduate Admissions, Graduate College, Human Resources, and the University Police Department. You may also call 512.245.2890 to have a copy mailed to you free of charge.

UNIVERSITY POLICE DEPARTMENT JURISDICTION

The University Police Department (UPD) is a public service-oriented law enforcement agency responsible for the safety and protection of all Texas State students, faculty and staff. UPD officers have law enforcement authority in any county in which the university owns or controls property. All university police officers are licensed as peace officers by the State of Texas. University police officers are commissioned as peace officers by the Board of Regents of the Texas State University System under the authority of section 51.203 of the Texas Education Code.

The University Police Department has a close working relationship with local, state, and federal law enforcement agencies. Many of these relationships are formalized through interagency agreements/memorandums of understanding. These include memorandums of understanding (MOUs) with Hays County, Round Rock, and San Marcos. The MOU with the city of San Marcos is significant in that in addition to cooperation it authorizes UPD Officers to enforce most city ordinances on any property within the city of San Marcos.

TELEPHONES | [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.

UNIVERSITY-OWNED VEHICLES | [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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This information is available in alternate format upon request from the Office of Disability Services.