

TARLETON STATE UNIVERSITY

Staff Handbook



October 2008

Published by the Department of Human Resources

TABLE OF CONTENTS

ABOUT THIS HANDBOOK	III
INTRODUCTION	1
Tarleton State University	1
Tarleton State University Administrative and Academic Organization	2
EMPLOYMENT	10
Your Job.....	10
Job Classification	10
Standards Of Conduct	11
Equal Employment Opportunity and Affirmative Action.....	12
Americans With Disabilities Act (ADA)	13
HIV/AIDS in the Workplace and Learning Environment	13
Sexual Harassment	14
Complaint And Appeal Procedure	15
Drugs and Alcohol	16
Smoking and Tobacco Use.....	16
Criminal History Record Check.....	17
Performance Evaluations.....	17
Promotions.....	17
Transfers.....	18
Attendance, Punctuality and Dependability	18
Discipline And Dismissal.....	18
Additional Employment	19
Overtime Provisions.....	20
Nepotism.....	22
Romantic or Sexual Relationships.....	22
Use Of System Property	23
Network Acceptable Use Policy.....	23
Fraud, Waste and Abuse	24
WORK ENVIRONMENT	26
Hours	26
Salary Payment	26
Pay Advances	26
Personnel Records	27
Fiscal Year	27
Emergency Numbers	27
Crime Information and Statistics.....	27
Tarleton Emergency Alert System.....	28
Lightning Warning.....	28
Parking.....	29
Conferences And Professional Meetings	29
Business Travel	29
Dress Standards	29
Voice Mail, Electronic Mail, and Internet Use	29
Children in the Workplace.....	30
Billboards	30
Employees Registering as Students.....	30
Staff Employees Who Have Adjunct Appointments.....	31
Student Counseling Center.....	31

Dining Hall.....	32
Sporting Events.....	32
Fine Arts.....	32
Tarleton State University Libraries.....	32
Staff Council.....	33
Staff Identification Card	34
Supplies	34
Mail Services.....	34
Telecommunications.....	35
LEAVE PROGRAM	36
Holidays	36
Vacation.....	37
Sick Leave With Pay.....	37
Sick Leave Pool.....	38
Leave of Absence with Pay	39
Family And Medical Leave Act (FMLA)	40
Parental Leave.....	42
Other Leave Provisions	42
Reporting Leave Requested/Taken.....	42
BENEFITS.....	44
Insurance	44
Service Programs	45
Retirement Plans	45
Workers' Compensation Insurance	46
TRAINING	47
Goal	47
Employee Training.....	47
Mandatory Training.....	47
Job Training	48
Staff/Faculty Development.....	48
Diversity Education	48
POLICIES.....	50

ABOUT THIS HANDBOOK

In this handbook, we will explain what the University expects from you and what you may expect from the University. We have found this understanding is essential to good working relationships.

This handbook applies to all full-time and part-time non-faculty employees. If any statement in this handbook is not completely clear to you, please feel free to contact the Department of Human Resources at 254-968-9128. Throughout this handbook, a System Policy or Regulation may be referenced. A full copy of The Texas A&M University System Policies and Regulations can be found in your department, the Human Resource Office or, on the World Wide Web at:

<http://www.tarleton.edu/~policy/>

This handbook is not a contract between Tarleton State University and the employees. Tarleton State University and The Texas A&M University System reserve the right to change policies, working conditions and benefits as set forth in this handbook without notice.

We sincerely hope you will enjoy working with us and that you will find opportunities for growth and success.

INTRODUCTION

Tarleton State University

Established by a \$100,000 bequest of John Tarleton, an Erath County pioneer, John Tarleton College opened in 1899 as a private preparatory school and college for the youth of the surrounding rural region. In 1917 the Texas Legislature placed the college in the state system of the Agricultural and Mechanical College, which would later become The Texas A&M University System. John Tarleton Agricultural College, as renamed by the Legislature, retained the two-year degree as well as the preparatory program and specialized in agriculture, home economics, and military training. In 1949 it was named Tarleton State College.

To meet the needs of a changing constituency, Tarleton has adjusted and enriched its curriculum since the 1920's. In 1973, the Texas Legislature recognized the institution as a university and the name officially changed to Tarleton State University. Tarleton offers undergraduate and graduate degree programs including agriculture, business administration, teacher education, allied and community health, the fine arts, social sciences, physical and biological sciences, humanities, mathematics and technology. Other degree areas include preparation for professional schools such as dentistry, engineering, law, medicine and veterinary medicine.

Tarleton is comprised of several campuses and facilities including the main campus in Stephenville, the Tarleton - Central Texas campus in Killeen, the Terrell Medical Technology Center and the Hickman Building in Fort Worth, the W.K. Gordon Center in Thurber, the McLennan Community College University Center in Waco, and the Dora Lee Langdon Cultural and Educational Center located in Granbury.

Tarleton has established strategic goals that support our tradition of growth and innovation, and focuses our vision for the future. These goals are simply stated as:

- Excel in Scholarship, Teaching and Learning
- Expand Our Horizons
- Encourage Leadership, Service and Student Success
- Extend Our Reach

More information on our strategic goals can be found at <http://www.tarleton.edu/main/strategicgoals.html>.

Tarleton State University is a proud part of The Texas A&M University System (TAMUS). More information on The Texas A&M University System can be found by visiting the TAMUS web site at: <http://www.tamus.edu/>.

Tarleton State University Administrative and Academic Organization

President and Chief Executive Officer

The President of Tarleton State University is also its Chief Executive Officer. As Chief Executive Officer, the President administers all aspects of Tarleton State University's operation including:

- supervision of all faculty and staff employees,
- management of the annual budget,
- providing vision for a comprehensive curriculum of undergraduate, masters and doctoral degree programs
- facilities planning, operation and upkeep
- administration of the business and financial management of the University, and
- development of procedures and standards for personnel administration

In addition to the daily activities of the University, the President also provides recommendations to the Chancellor and Board of Regents associated with the strategic operation of the university.

To assist with the accomplishment of these duties and activities, the President has an Executive Leadership Team. The President's executive leadership team includes the:

- Provost and Vice President for Academic Affairs
- Vice President for Finance and Administration
- Vice President for Student Life
- Vice President for Institutional Advancement
- Executive Director of the Texas Institute for Applied Environmental Research (TIAER),
- Executive Director of the Office of Planning, Evaluation, and Institutional Research (OPEIR)
- Executive Director of the Tarleton University System Center – Central Texas

Additionally, the Athletics Director reports to the President.

Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs, the chief academic officer of the University, is responsible for the operation of the academic programs of the:

- College of Agriculture and Human Sciences
- College of Business Administration
- College of Education
- College of Liberal and Fine Arts
- College of Science and Technology
- College of Graduate Studies

The Provost and Vice President for Academic Affairs also oversees the operation of:

- The Center for Instructional Technology and Distributed Education (CITDE)
- University Libraries
- Enrollment Management
- General Studies
- The Honors Program
- International Academic Programs
- The Military Science Department
- The Center for Agribusiness Excellence (CAE)
- The W.K. Gordon Center for the Industrial History of Texas, Museum and Gallery
- Sponsored Projects
- University Outreach Programs.

Additional information on the above listed departments, programs and projects is listed under “Other Departments, Programs and Projects” in the Academic Organization section of this chapter.

Vice President for Finance and Administration

The Vice President for Finance and Administration is the chief financial officer of the institution and is responsible for:

- Accounting Services
- Building and Grounds Maintenance
- Business Services
- Bookstore Contract
- Campus Safety
- Capital and Campus Facility Planning
- Contract Administration
- Environmental Services
- Human Resources
- Information Technology Services
- Physical Facilities
- Purchasing
- Risk Management and Safety
- Texan Card Office
- University Police

Vice President for Student Life

The Vice President for Student Life is responsible for the planning, administration, and coordination of services and programs that make students' experiences at Tarleton more fulfilling personally, socially, and academically. Student Life strives to create an outstanding campus environment for learning and development by serving students' interests in every aspect of university life. By effectively combining dedicated people and innovatively-applied resources, Student Life achieves its purpose of providing a climate of accessibility, advocacy, and assistance for Tarleton students. The offices and programs under the administration of the Vice President for Student Life include:

- Career Services
- Center for Diversity Initiatives (CDI)
- Dean of Student Life

- Financial Aid
- Food Services
- Residential Living and Learning
- Recreational Sports
- Rodeo Activities
- Student Activities
- Student Counseling Center
- Student Health Center
- Student Leadership Programs
- Student Life Studies
- Student Publications
- Thompson Student Center

Vice President for Institutional Advancement

The Vice President for Institutional Advancement has overall administrative responsibility for the University's public information, fund raising, and alumni relations programs. This Vice President develops support for University endowments, scholarships, unrestricted funds, and other projects. The Vice President for Institutional Advancement works closely with the Tarleton Alumni Association and the Tarleton State University Foundation, Inc., and assists the President in external fundraising. The Division of Institutional Advancement is comprised of the following departments:

- Alumni Relations
- Development
- Langdon Center
- Public Information

Executive Director Tarleton University System Center – Central Texas

Tarleton University System Center – Central Texas (Tarleton-CT), under the leadership of the executive director and Tarleton State University, offers junior, senior, and graduate level courses that lead to both baccalaureate and master's degrees that are currently approved for Tarleton State University. In addition to facilities on the Central Texas College campus, Tarleton-CT shares classrooms and libraries with Fort Hood, Temple College, The Texas A&M University AgriLife Research Center, and the independent school districts of Temple, Copperas Cove, and Killeen. The operation of

Tarleton-CT follows the policies and rules established by the Texas Higher Education Coordinating Board, The Texas A&M University System, and Tarleton State University.

Executive Director Texas Institute for Applied Environmental Research

The Texas Institute for Applied Environmental Research (TIAER) conducts scientific research, economic inquiry, and institutional, statutory, and regulatory analyses to address pressing environmental issues facing the state and nation, and assists public entities in the development and implementation of policies that promote environmental quality. Functioning within an open research forum, TIAER seeks to involve all affected parties in developing practical, equitable, and economically feasible solutions to environmental problems.

Executive Director Office of Planning, Evaluation, and Institutional Research

The Office of Planning, Evaluation, and Institutional Research (OPEIR) is responsible for the submission of reports required by The Texas A&M University System, the Southern Association of Colleges and Schools, the Texas Higher Education Coordinating Board, the U.S. Department of Education, the Governor's office, the Legislative Budget Board, and other governmental agencies. Additionally, this office is charged to create and maintain a University strategic plan acceptable to the aforementioned authorities, to coordinate the institutional evaluation function for Tarleton, and to design institutional research strategies by collecting data, statistically analyzing the data, and presenting the data in appropriate and timely reports.

Academic Organization

The University is organized academically into the College of Graduate Studies and five undergraduate colleges and academic departments. Each college is administered by a dean and each department by a department head.

College of Agriculture and Human Sciences

- Department of Agribusiness, Agronomy, Horticulture, and Range Management
- Department of Agricultural Services and Development
- Department of Animal Sciences
- Department of Human Sciences

College of Business Administration

- Department of Accounting, Finance, and Economics
- Department of Computer Information Systems
- Department of Management, Marketing, and Administrative Systems

College of Education

- Department of Curriculum and Instruction
- Department of Psychology and Counseling
- Department of Educational Leadership and Policy Studies
- Department of Health and Physical Education

College of Liberal and Fine Arts

- Department of English and Languages
- Department of Fine Arts
- Department of Communication Studies
- Department of Social Sciences
- Department of Social Work, Sociology, and Criminal Justice

College of Science and Technology

- Department of Biological Sciences
- Department of Chemistry, Geosciences, and Environmental Science
- Department of Clinical Laboratory Sciences
- Department of Engineering Technology
- Department of Mathematics
- Department of Nursing
- Department of Physics, and Engineering

Other Departments, Programs and Projects

- Center for Instructional Technology and Distributed Education - coordinates technology-based distance learning initiatives for Tarleton State University; assists faculty in the design, development, and delivery of distance learning courses; supports the systematic use of technology in teaching and learning processes; and facilitates educational collaboration with public and private K-12 schools, colleges, universities, businesses, and communities in order to meet the diverse educational needs of Tarleton's current and future learners.
- University Library – Tarleton's libraries in Stephenville and Killeen provide relevant and effective user-centered services, facilities, technologies, collections, and personnel that facilitate the University's mission.

- Enrollment Management – comprised of the Admissions, Registrar, School Relations, and Scholarships offices, Enrollment Management is a service oriented organization for prospective and current students whose mission is telling the Tarleton "story" to prospective students, helping them complete the admissions process, helping them obtain scholarships, and helping them through every step of their university experience.
- General Studies - advises liberal studies and liberal arts majors and all students required to take developmental courses. Students who are subject to Texas Success Initiative (TSI) requirements and who have not successfully passed all areas of the TSI assessments or students whose Tarleton placement exams indicate the need for developmental courses must be advised by the Division of General Studies.
- Honors Program – comprised of the Presidential Honors Program and Honors Degrees Program, this program offers intellectually challenging material, innovative approaches to the subject, increased opportunities for honing critical thinking and writing skills, and the opportunity to interact closely with similarly motivated students and with outstanding faculty.
- International Academic Programs (IAP) – oversees the academic admission process for non-resident international students while maintaining close amiable relationships with Student Life, Scholarship Office, banks, apartment managers, and Social Security Administration. Once international students arrive on campus, the IAP office meets compliance requirements of their non-immigrant status with the Department of Homeland Security from registration through graduation. The IAP Office also works with the International Education Advisory Council for promotion of study abroad programs and exchange visitors.
- Military Science Department - part of the Army Reserve Officer Training Corps or ROTC commissioning program provides Tarleton State University with a world class leadership development program dedicated to the education and development of ethical, selfless leaders that provide character forged leadership to the nation, local communities, families and the profession of arms.
- Center for Agribusiness Excellence - provide research, training, and resources for data warehousing and data mining of agribusiness and agriculture data. The CAE provides facilities and staff to make full use of data warehousing and data mining technologies for development of Agribusiness Decision Support Systems and Agricultural Risk Management Products
- W.K. Gordon Center - a research facility of Tarleton State University is a combined museum and special collections library. Located at the site of the Thurber ghost town, its interactive exhibits explore the birth and death of a company town.

- Sponsored Projects – the purpose of the Office of Sponsored Projects is to assist the faculty and staff of Tarleton State University in securing funding for research and public service projects.
- University Outreach Programs - Tarleton State University operates significant University Outreach programs in the Southwest Metroplex and in Waco. Tarleton is a leading participant in the University Center on the campus of McLennan Community College in Waco. Both graduate and undergraduate degree completion programs are offered at that location. The Tarleton State University Southwest Metroplex Outreach program is delivered in two stand alone Tarleton facilities in Fort Worth (the Hickman building and the Schaffer building), and in classrooms within the Fort Worth ISD, Region XI Service Center, Weatherford College and Hill College-Johnson County in Cleburne. Both graduate and undergraduate degree completion programs are offered at these locations.

EMPLOYMENT

Your Job

You have been selected to join Tarleton State University because we believe you possess the necessary qualifications for the job to which you are being assigned.

By way of instruction and training, you will be given every opportunity to succeed. Succeeding on a job is as much a matter of attitude as of skill. Some of the more obvious indications of a helpful attitude are: following work guidelines within our System Policies and Regulations and within our Tarleton Rules, being punctual, not abusing privileges, willful cooperation with fellow employees and, friendliness and service to students and visitors to our campus.

Nothing in this handbook imposes a contract obligation on Tarleton or limits the employer's right to terminate at will. The employment situation is such that either the employee or the employer can terminate the employment relationship at will.

Job Classification

Regular Full Time employees are those who are not in a temporary or probationary status and who are regularly scheduled to work for Tarleton State University for at least 40 hours per week and at least four and one-half months per fiscal year. Generally, regular full time employees are eligible for benefits, subject to the terms, conditions and limitations of each benefit program.

Regular Part Time employees are those who work at least 20 hours, but less than 40 hours per week and at least four and one-half months per fiscal year. Generally, regular part time employees are eligible for Tarleton State University benefits in the same proportion as their work month is to full time employment. Students holding positions for which student status is a requirement for employment and budgeted part-time employees less than 50% FTE are excluded from this classification.

Classified positions generally involve the performance of secretarial, clerical, craft, trades, technical, maintenance or service activities or, as a primary responsibility, the direct supervision of individuals performing such activities. Most, but not all, classified positions are considered nonexempt, meaning that they must adhere to the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA).

Non Classified positions are customized for a single position, involve executives, managers, faculty and other professional non-faculty, and are primarily degree requiring positions. Supervisory or managerial responsibility is typical and the positions often carry authority to recommend hiring and dismissal, evaluate performance, and use discretionary judgment. Non-classified positions

are not paid according to a defined pay grade with identified steps and are generally exempt from the wage and overtime provisions of the Fair Labor Standards Act (FLSA).

For further information regarding Job Classification, see *System Regulation 31.01.01 Compensation Administration*.

Standards Of Conduct

Ethical guidelines are necessary in any organization to maintain a standard of conduct for all. The set of guidelines applicable to Tarleton State University employees have been carefully written to protect you and your rights against the arbitrary actions of others, to protect Tarleton State University property, and to carry out policies for the good of all concerned. We are convinced that those who conduct themselves in a responsible and professional manner will not find the guidelines bothersome but, in fact, beneficial to them by guaranteeing them a safe, more orderly environment.

All personnel of Tarleton State University shall conform in every respect to the laws of the State of Texas relative to their employment. The standards of conduct and conflict of interest are implemented by *System Policy 07.01, Ethics Policy, TAMUS Employees* and *System Policy 21.04, Control of Fraud and Fraudulent Acts*.

Political Activity

A state employee has the rights of freedom of association and political participation guaranteed by the state and federal constitutions except as prohibited by Section 004 of Chapter 556 of the Government Code as noted below:

- No appropriated funds, regardless of their source or character, shall be used for influencing the outcome of any election, or the passage or defeat of any legislative measure. This prohibition, however, shall not be construed to prevent any employee from furnishing to any member of the Legislature or to any other state official or employee or to any citizen, any information in the hands of the employee not considered under law to be confidential information. Any action taken against an employee for compliance with this provision shall subject the person initiating the action to immediate dismissal from state employment;
- No appropriated funds shall be expended in payment of the full or partial salary of any state employee who is also the paid lobbyist of any individual, firm, association, or corporation;
- No employees of the state shall use any state-owned automobiles except on official business of the state, and such employees are expressly

prohibited from using such automobiles in connection with any political campaign or any personal or recreational activity;

- No appropriated funds shall be paid to any employee who violates any of the provisions enumerated above.

Privileges as a Citizen

Each employee of Tarleton State University enjoys the same general privileges and is bound by the same general obligations as other citizens, with the understanding that the obligations are a little increased and the privileges a little diminished through employment by the state in a position of particular importance, delicacy and responsibility. Each employee must assume this additional responsibility upon acceptance of employment with the University.

Employees of Tarleton are free to express, their opinion, subject only to those restrictions that are imposed by high professional ethics, fair-mindedness, common sense, accurate expressions, and a generous respect for the rights, feelings, and opinions of others. Each employee should emphasize the fact that the opinion is personal and not institutional. (see *System Policy 33.01, Privileges as a Citizen*)

Equal Employment Opportunity and Affirmative Action

It is the policy and commitment of Tarleton State University to observe the principles of equal employment opportunity. This has been and shall continue to be the basic employment policy of Tarleton. We also maintain programs of affirmative action which we will continue to engage.

Tarleton State University's commitment to equal employment opportunity is demonstrated through the following practices:

- All applicants for employment will be considered without regard to race, color, religion, age, disability, sex, national origin or veteran status.
- All disabled applicants for employment will be considered without discrimination based on physical or mental disability in regard to any position for which the individual is qualified.
- All disabled veterans and veterans of the Vietnam Era will be considered without discrimination in respect to any position for which the individual is qualified.
- There shall be no discrimination based upon race, color, religion, age, sex, national origin, disability or veteran status against any employee in any manner pertaining to his/her employment, or any benefit arising thereby including, but not limited to promotion, demotion, layoff, termination, transfer, compensation and working conditions. Reasonable accommodation, when requested, will be provided.

This policy applies to advertising, recruitment, employment, compensation, promotion, transfer, termination, selection for training, and all other privileges and conditions of employment.

Affirmative action embraces the idea that progress toward achieving equal employment opportunities requires positive steps to remove discriminatory barriers. Equal opportunity is facilitated by taking affirmative action in all matters relating to personnel administration. The Affirmative Action Officer (Director of Human Resources) is located in room 107 of the Administration Annex. The phone number is 254-968-9128. A copy of the Affirmative Action Plan may be viewed in the Department of Human Resources or at the following web address: www.tarleton.edu/~policy/affirmat.htm. (*System Regulation 33.02.01 EEO and Affirmative Action Programs*).

Americans With Disabilities Act (ADA)

Tarleton State University does not discriminate against any qualified individual with a disability because of the disability of that individual in such matters as job application procedures; hiring, advancement or discharge practices; compensation; job training; or other terms, conditions, and privileges of employment.

Individuals with disabilities may request reasonable accommodations when accepting positions within the University or during employment. If you have questions, contact the Director of Human Resources located in room 107 of the Administration Annex. The phone number is 254-968-9128. (*System Regulation 33.02.02 Compliance with the Employment Provisions of the Americans with Disabilities Act and Tarleton Rule 33.02.02.T1, Reasonable Workplace Accommodation*).

HIV/AIDS in the Workplace and Learning Environment

The Texas A&M University System has established guidelines to ensure the rights and privileges of individuals infected with the Human Immunodeficiency Virus (HIV) are protected. Tarleton will not use a person's HIV status to make employment decisions or determine how service is delivered nor will Tarleton deny services to HIV infected individuals, except as allowed by state or federal law. Tarleton complies with the Americans With Disabilities Act provisions protecting all people with disabilities from discrimination in job application procedures, hiring, promotions, discharge, compensation, job training and other terms or conditions of employment. (see *System Regulation 34.04.03, HIV/AIDS in the Workplace and Learning Environment*, and *System Regulation 33.02.02, Compliance With The Employment Provisions Of The Americans with Disabilities Act*)

Sexual Harassment

In order to establish an educational and work environment that is conducive to the personal and professional development of each member of the university community, Tarleton State University shall be free from all forms of sexual discrimination and harassment.

Each supervisor has a responsibility to maintain the learning environment and workplace free of sexual harassment. This includes dissemination of this rule and discussion of it with all employees while assuring them that they are not to endure insulting, degrading, or exploitative sexual treatment. Sexual harassment is a form of discrimination and will be treated as such, and will not be tolerated by the University.

Sexual harassment is difficult to define because it involves feelings and perceptions. What is considered acceptable behavior by one person may be perceived as sexual harassment by another. Generally, sexual harassment is repeated, oppressive behavior directed at someone because of his or her gender. It can consist of unwanted, unwelcome and offensive verbal comments and visual images as well as physical advances, in which:

- Submission to, or toleration of, such conduct is a condition of employment or participation in other System-related activities; or
- Submission to or rejection of the advances is used as a basis for making employment or academically-related decisions affecting such individual; or,
- Such conduct creates an intimidating, hostile or offensive work environment which unreasonably interferes with an individual's normal work performance.

Examples of conduct which may be considered sexual harassment include but are not limited to:

- Offensive sexual flirtations, advances, or propositions;
- Verbal abuse of a sexual nature;
- Graphic verbal comments about an individual's body or sexual behaviors;
- Sexually degrading words used to describe an individual;
- Unwelcome touching or physical contact;
- The display of sexually suggestive objects, posters, or pictures;
- Whistling, obscene gestures, suggestive or insulting sounds; and
- Unwelcome, repeated requests for dates.

What You Should Do If You Are Being Sexually Harassed

If you are experiencing sexual harassment, it is important to keep in mind that you can take action to eliminate it:

- Speak up because ignoring sexual harassment does not make it go away. Express your objections clearly, and in a timely way. There is a chance the harasser did not realize the behavior was offensive. Also, if you file charges at a later date, it is sometimes helpful (but not essential) to have objected to the behavior.
- Keep records including any notes or letters received from the harasser. Write down dates, times, places, witnesses, what happened or what was said, and what you said or did in response.
- Get help. Your supervisor or Human Resource Officer cannot take steps to solve the problem if the behavior is not reported. It will take courage to confront a harassment problem, but you may keep another person from having the same problem later. Sexual harassment can be reported to an immediate supervisor, a department head, an intermediate administrator, a vice president or executive director, or the Affirmative Action Officer (Human Resources Director).
- Take it seriously. A sexual harassment allegation has a considerable impact on the individual accused. Do not make allegations that are without foundation, as you could be disciplined for filing a false report.

What You Can Expect When You Report An Incident

The University takes complaints seriously. All complaints are investigated promptly, fairly, and confidentially, maintaining the employee's sense of dignity and respect. If a supervisor receives a complaint of sexual harassment, he or she will report it to the Director of Human Resources, and then proceed with an investigation. A typical investigation may involve meetings with all parties, including possible witnesses. When warranted, appropriate disciplinary action is taken.

Every effort is made to prevent retaliation directed at an employee who has filed a complaint or assisted in an investigation. If an employee is found to have engaged in any form of retaliation, appropriate disciplinary action will be taken.

If it is determined that an allegation of sexual harassment is without foundation, and if there is evidence of malicious intent, the complainant may be subject to disciplinary action. (*See System Policy 34.01, Sexual Harassment and Tarleton Rule 34.01.99.T1, Sexual Harassment*)

Complaint And Appeal Procedure

You are encouraged to resolve complaints regarding wage or work-related conditions, including discrimination, through discussions with your immediate supervisor or the Director of Human Resources. However, in cases where resolution is not reached, the following procedure has been developed:

If the complaint is not resolved, through a discussion between you and your immediate supervisor, arrange a meeting between you and your department head to discuss the complaint either directly or through the Director of Human Resources. The department head will then make a decision regarding the complaint. If you find the department head's decision unsatisfactory, you may proceed through the formal complaint and appeal procedure or you may request mediation.

Mediation is a facilitated discussion between you and another party by an unbiased, trained mediator. Mediation is available to employees anytime during the complaint process and before a final decision is rendered by the appropriate administrator (i.e., Vice President or Executive Director). For information regarding mediation, see the Director of Human Resources.

If you choose to proceed with a formal complaint, you may complete a written complaint form, available from the Department of Human Resources, and forward it to the Director of Human Resources. The complaint will be forwarded for review to the appropriate administrator (Vice President or Executive Director), who will return a written decision. This will be the final decision on the complaint. (*System Regulation 32.01.02, Complaint and Appeal Procedure for Non-Faculty Employees and Tarleton Rule 32.01.02.T1, Complaint and Appeal Procedure for Non-Faculty*)

Drugs and Alcohol

A&M System agencies/institutions are required to adhere to state and federal laws relating to controlled substances, illicit drugs and alcohol use. System policy prohibits the unlawful manufacture, distribution, possession or use of illegal drugs or alcohol on System property while employees are on official duty or as part of any System activities. Further Tarleton's rule on drug and alcohol abuse provides additional requirements regarding illicit drugs, prescription drugs, and alcohol. To enforce these requirements, drug and alcohol testing is permitted under certain circumstances. Employees found in violation of these rules are subject to discipline including termination. System policy does not require routine testing of new employees or random testing of employees. System members may test employees if reasonable suspicion exists that alcohol or drug use is affecting job performance. For more information regarding drug and alcohol abuse, contact the Department of Human Resources or see *System Policy 34.02* and *System Regulation 34.02.01, Drug and Alcohol Abuse and Rehabilitation Programs*, and *Tarleton Rule 34.02.01.T1, Drug and Alcohol Abuse and Rehabilitation Rule*.

Smoking and Tobacco Use

All University facilities, buildings, and vehicles, regardless of location or ownership, must be entirely smoke-free. This includes all foyers, classrooms, rest rooms, offices, athletic facilities (indoor and outdoor), eating areas, and

university-owned/leased housing. Recognizing that individuals may choose to smoke, or to use other, smokeless tobacco products, Tarleton permits smoking, or the use of smokeless tobacco products, in designated areas on the campus. For more information on smoking and tobacco use, see *Tarleton Rule 34.05.99.T1, Smoking and Tobacco Use*.

Criminal History Record Check

The Texas A&M University System is committed to protecting the safety and welfare of employees and the general public, preserving state property, and upholding the reputation and integrity of the A&M System for the citizens of Texas. To achieve these goals, Tarleton may obtain, at any time, criminal history record information on any applicant for employment or any existing employee. Criminal history record information may be used to make employment decisions affecting the applicant or employee as provided by System Regulation 33.99.14, Criminal History Record Information – Employees and Applicants.

Individuals with a criminal history will not be automatically disqualified for employment with the A&M System except as provided by System Regulation 33.99.14. It is the practice of the A&M System not to employ or to continue the employment of individuals who may be deemed unsuited for service by reason of certain convictions, or conduct leading to arrest or conviction. While an arrest or conviction of a crime, in and of itself, may not be an automatic bar to employment, if conduct leading to arrest or conviction relates to suitability of the individual to perform duties in a particular position, such person may be denied employment.

Criminal history records shall not be used to discriminate on the basis of race, color, national origin, religion, sex, disability, or age.

Performance Evaluations

Employee performance evaluations are conducted on an annual basis during the Spring Semester. In addition, new employees will receive a performance evaluation within the first six months of employment See *System Regulation 33.99.03, Performance Evaluation for Nonfaculty Employees*

Promotions

Promotions will be made without regard to race, color, sex, religion, age, national origin, veteran status or disability.

Employees may be considered for promotion within the same department, in other departments, or with other System components after three months of satisfactory performance in the current position. Exceptions to the three-month

probation may be authorized by the President on a case-by-case basis. (*System Regulation 33.99.04, Promotion, Transfer and Voluntary Moves*)

Transfers

Nonfaculty employees of Tarleton State University are eligible for transfer after being employed in their present position for at least three months. Exceptions may be authorized by the president on a case-by-case basis. A transfer may be lateral (a transfer to another position with the same salary range) or may involve a promotion.

You are expected to give your present employer notice two weeks before you intend to transfer. (*System Regulation 33.99.04 Promotion, Transfer and Voluntary Moves*)

Attendance, Punctuality and Dependability

Because the accomplishment of Tarleton's mission is directly affected by its employees, it is important that employees attend work as scheduled. Attendance, punctuality, dependability, and a commitment to perform the job correctly are essential at all times. Employees are expected to work all scheduled days and during all scheduled work hours. Additionally, employees are expected to report to work at the scheduled time and in proper mental and physical conditions to perform their assigned duties. Employees must notify their supervisor if they will be late or absent for a scheduled work day. Failure to meet these expectations may result in disciplinary actions. (*see System Regulation 32.02.02, Discipline and Dismissal Procedure for Nonfaculty Employees and Tarleton Rule 33.06.99.T1, Alternate Work Schedules for Full-Time staff (Non-Faculty Employees)*)

Discipline And Dismissal

All nonfaculty positions in the A&M System are "at will," meaning that any nonfaculty employee may be dismissed from employment with or without cause. Any such dismissal must be in compliance with federal and state law.

If and when discipline is used the degree of discipline imposed by Tarleton for violation of work or safety guidelines, or for other misconduct, depends upon the seriousness of the violation or in light of all the circumstances involved in a particular case. Some violations may result in termination for the first offense. Other violations may result in lesser disciplinary action for the first offense, such as a verbal reprimand, a written reprimand or suspension without pay.

Heads of departments or similar administrative units are responsible for their employees being informed of the rules and regulations to be followed, the standards of conduct to be met, and the job performance to be achieved.

Employees are expected to fully acquaint themselves with the rules, procedures, and standards of conduct and performance of their departments or units. Employees who do not assume the responsibilities set out by these rules, procedures, and standards may be subject to disciplinary actions.

When and if discipline becomes necessary, any of the following actions may be taken depending upon the circumstances involved.

- Documented Personal Conference (with the record in personnel file).
- Written reprimand (with the record in personnel file).
- Temporary suspension without pay (with the record in personnel file).
- Dismissal from employment.

See System Regulation 32.02.02, Discipline and Dismissal Procedure for Nonfaculty Employees

Additional Employment

External Employment

It is the policy of this state that a state officer or state employee may not have a direct or indirect interest, including financial and other interests, or engage in a business transaction or professional activity, or incur any obligation of any nature that is in substantial conflict with the proper discharge of the officer's or employee's duties in the public interest. (Government Code, Chapter 572, Section 001)

The first priority of full-time employees, insofar as their vocation is concerned, is the accomplishment of the duties and responsibilities assigned to their position of employment with Tarleton State University. Outside employment and consulting activities of such employees are considered as secondary activities that may be engaged in only after their duties and responsibilities to the University are fulfilled.

Administrative approval of outside employment and consultation is necessary to protect the prestige of the institution, as well as to ensure that employees meet the obligations of their positions. External employment must be approved by your department head and vice president. Forms are available from the Department of Human Resources.

All authorizations terminate on August 31 of each year. Outside employment by or consulting work through a firm or company in which the employee is a principal owner is also governed by this policy. (see *System Policy 31.05, External Employment and Expert Witness* and *System Regulation 31.05.02, External Employment*)

Internal Part-Time Employment

If you are a part-time employee, you may accept additional part-time employment with another department or unit of the university provided you obtain the advance approval of the head of your existing department or unit. Approval is necessary to ensure proper coordination of employment when more than one department is involved.

If you are a full-time employee, you may accept additional part-time employment with the University of a temporary or intermittent nature with the approval of your department head and appropriate vice president or Executive Director. All hours worked in the secondary job must be worked outside regular work hours and, so long as the work is in a different capacity from that of the full-time job, will be compensated at a straight time rate. (See *System Regulation 33.99.05 Part Time Employment* and *System Regulation 33.99.06, Administration of Multiple Employment*)

Overtime Provisions

In compliance with System Regulation 31.01.02 of The Texas A&M University System and the Fair Labor Standards Act (FLSA), Tarleton State University operates under the following rules and procedures:

Workweek

Nonexempt employees will be compensated at a rate not less than one and one-half times the regular rate of pay for all hours worked in excess of forty (40) hours within a workweek. A workweek is defined as a fixed and regularly recurring period of seven consecutive 24-hour periods (168 hours), and, for overtime compensation purposes, each workweek is considered to stand alone. Tarleton's workweek is Monday through Sunday. The hours worked in a workweek can be adjusted in anticipation of overtime hours in order to maintain the 40-hour workweek.

Hours Worked

Since FLSA places no limitation – either daily or weekly – on the number of hours an employee sixteen (16) years of age or older may work, a nonexempt employee may work as many hours as are agreed upon with the supervisor, provided overtime compensation is paid for hours worked in excess of forty hours in a workweek OR compensatory time, at the rate of time and one-half, is granted during the twelve-month period following the workweek in which the overtime was worked.

Please Note: Work not requested by an employer, but permitted, must also be counted as hours worked, with the individual receiving appropriate

compensation. FLSA places responsibility with the supervisor for controlling hours worked by an employee.

Vacations, holidays, sick leave, and official leaves of absence are not counted as hours worked for the purpose of calculating overtime, nor shall overtime compensation be paid for work performed on Saturdays, Sundays, or holidays, unless the hours worked on those days cause the actual 40-hour workweek maximum to be exceeded.

Travel is counted as hours worked if an employee: (a) travels during normal duty hours, or corresponding hours on Saturdays and Sundays, and is kept away from home overnight; (b) travels both during and outside normal duty hours in conjunction with a one-day assignment in another city which does not necessitate an overnight stay; or (c) travels as an official duty of his/her position, such as driving a truck or bus, regardless of whether performed during or outside normal duty hours.

Regular Hourly Rate

A regular rate of pay, expressed as a rate per hour, must be calculated for the purpose of computing overtime pay. This rate must include the basic monthly or hourly rate and any longevity/hazardous duty pay received during the month in which overtime occurs.

The “regular hourly rate” is determined as follows: for an employee paid on a monthly basis, add the longevity or hazardous duty pay to monthly rate, multiply by 12 (months), and divide by 2,080 (working hours in a year).

Multiple Employment

Multiple Employment may occur as either Joint Employment or Dual Employment. Joint Employment occurs when a System employee occupies one position, but is assigned to duties in more than one department, unit, or component of the System; the various segments of a joint employment position have common basic educational and experience requirements and are paid at a common salary rate. Dual Employment exists when an employee of the state occupies two or more separate positions within the Texas state government.

In a joint employment relationship, all hours worked by a nonexempt employee are to be combined for the purposes of assessing overtime compensation (for information see *System Regulation 31.01.09*). When a nonexempt employee works in a Dual Employment arrangement in two or more System positions, the hours in the two separate positions will be combined for overtime purposes. However, if an employee undertakes, on an occasional or sporadic basis, and solely at the employee’s option, part-time employment with the System which is in a different capacity from that in which the employee regularly engages, the hours worked in the additional part-time job shall be excluded in assessing hours

worked for overtime purposes. When a nonexempt System employee also works for a state agency outside the System, the hours in the two separate positions will be combined for overtime purposes.

Compensation for Overtime Worked

Nonexempt employees will be compensated for overtime hours worked by being granted compensatory time at the rate of one and one-half hours off for each hour of overtime worked OR by being paid for the overtime at the rate equal to one and one-half times the regular rate of pay, where granting compensatory time off is impractical.

In situations where non-exempt employees have not worked more than forty (40) hours in a workweek, but the total hours worked and hours of paid leave and/or paid holidays exceed forty (40) hours, such employees will be allowed equivalent (straight) compensatory time off for the excess hours – that is, one hour off for every hour worked in excess of forty (40) in a workweek. Where granting compensatory time off is impractical, this time may be paid if approved by the department head, and as applicable the appropriate vice president or Executive Director.

Exempt or salaried employees are not eligible for overtime payment or compensatory time off. Except that such individuals can work extra hours earning compensatory time to accommodate a flexible work schedule.

Any questions regarding overtime/compensatory time guidelines and procedures may be addressed to Tarleton's Department of Human Resources. Additional information regarding the Fair Labor Standards Act (FLSA) can be found on line at <http://www.dol.gov/esa/regs/compliance/whd/flsa/faq.htm>

Nepotism

Any officer of the System or member of the Board of Regents is prohibited from appointing a person who is related to him or her, within the second degree by marriage or the third degree by blood, to a position paid through public funds. In addition, an individual generally may not supervise or have control over the salary or other conditions of employment of the relative. (See *System Regulation 33.03 Nepotism*)

Permission should be obtained prior to an offer of employment from the Department of Human Resources.

Romantic or Sexual Relationships

Due to the public nature of being a state funded university, Tarleton and its employees should be aware of how their actions will be perceived by others,

including romantic or sexual relationships. As such Tarleton encourages employees to use good judgment with regards to these relationships. Individuals in supervisory or other influential roles are subject to more stringent requirements due to their status as role models, their access to sensitive information and their ability to influence others. Additionally, romantic or sexual relationships between a supervisor and a subordinate could lead to on the job problems such as claims of favoritism, discrimination, sexual harassment and strained working relationships. Supervisors should make the relationship known to their manager to ensure there are no potential conflicts of interest or violation of System policy. Tarleton does not intend to inhibit the social interaction (such as lunches, dinners, or attendance at entertainment events) that are or should be an important part or extension of the working environment, nor does Tarleton intend to prevent the development of friendships or romantic relationships between coworkers; however, the university believes that an environment where employees maintain clear boundaries between employee personal and business interactions is most effective for conducting business.

Use Of System Property

System property generally cannot be used for personal benefit, except as allowed by System Policy 33.04, Use of System Property.

Use of System telephones, facsimile machines, electronic mail, and other means of communication is considered a misapplication of state equipment if it results in additional costs being incurred by The Texas A&M University System. Incidental use of telephones during working hours by employee for local calls is not considered a misapplication of state property and is permissible so long as it does not unduly interfere with the employee's assigned responsibilities or the normal functioning of the office and does not result in additional cost to the University.

The use of telecommunication services for private, commercial purposes is strictly prohibited even if it does not result in additional charges to the state.

Tarleton vehicles are used for official business only and non-employees normally are not transported in those vehicles. Individuals who are not employees of Tarleton or the System may be transported if the travel is directly related to university business sanctioned activity. (See *System Policy 33.04, Use of System Property, System Regulation 33.04.01, Use of System Resources for External Employment, and Tarleton Rule 33.04.99.T1, Transporting Non-Employees in University-owned or University-leased Vehicles*)

Network Acceptable Use Policy

Tarleton State University's electronic information resources are vital academic and administrative assets which require appropriate safeguards. Computer systems, networks, and data are vulnerable to a variety of threats. These threats

have the potential to compromise the integrity, availability, and confidentiality of the information. Effective security management programs must be employed to appropriately eliminate or mitigate the risks posed by potential threats to the University's information resources.

Under the provisions of the Information Resources Management Act, information resources are strategic assets of the State of Texas that must be managed as valuable state resources. Tarleton State University has developed rules and procedures that address acceptable use of information resources.

The purpose of the rules and procedures is to provide a set of measures that will mitigate information security risks associated with acceptable use of University information resources. There may also be other or additional measures that will provide appropriate mitigation of the risks. The assessment of potential risks and the application of appropriate mitigation measures will be determined by the information resource owner or their designee. (see *Tarleton Rule 24.99.99.T1, Security of Electronic Information Resources* and *Tarleton Procedure 24.99.99.T1.01, Information Resources - Acceptable Use*)

Fraud, Waste and Abuse

Fraud, waste and abuse of resources of any kind by employees or members of The Texas A&M University System (system) are prohibited. The system places a strong emphasis on establishing and maintaining strong internal control systems to assist in the prevention, deterrence and detection of fraud, waste and abuse.

The responsibility for achieving The Texas A&M University System mission of teaching, research and outreach carries with it the duty to adhere to the highest ethical standards and principles. In recognizing our obligation to our students, employees, and other stakeholders to maintain these ethical principles and standards, the A&M System has established the Risk and Misconduct Hotline. The hotline is a phone and web-based reporting system that provides a way to anonymously report instances of suspected wrongdoing.

Every person, regardless of position, shares in the responsibility for promoting an ethical and safe environment. If you have factual information suggestive of wrongdoings by any A&M System member, employee, student, or other affiliate, we want you to report it. Examples of reportable issues include misuse of A&M System property, information or resources, violations of safety rules or environmental laws, theft, conflicts of interest, NCAA violations or discrimination.

You are encouraged to resolve concerns through established institution/agency channels whenever possible, but The Texas A&M University System recognizes that this is not always an option. In such circumstances, we encourage you to utilize the Risk and Misconduct Hotline so that we may properly address your concerns. EthicsPoint, a private contractor, provides this reporting service for all members of the A&M System community.

The Risk and Misconduct Hotline is operated 24 hours a day, 365 days a year. Reports submitted through EthicsPoint will be forwarded to the appropriate institution or agency officials for prompt action and can remain anonymous to the extent allowed by law.

System Policy 21.04, Control of Fraud Waste and Abuse, provides guidance to protect the assets, resources, and interests of the system; to increase the awareness of all employees of the possibility of fraud, waste and abuse, and to govern the reporting and investigation of allegations of suspected fraud, waste and abuse. You may report suspected fraud or abuse online at https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=20490 or by phone at 888-501-3850.

WORK ENVIRONMENT

Hours

Normal working hours are 8 a.m. to noon and 1 p.m. to 5 p.m. unless otherwise specified by an individual department. The meal period is not considered work time (*System Policy 33.06 Hours of Work for Full Time Salaried Employees*). For adjusted work hours, see *Tarleton Rule 33.06.99.T1 Alternate Work Schedules for Full-time Staff (Non-Faculty) Employees*. Overtime hours for non-exempt employees must be approved by the employee's supervisor. See the Leave Program section of this handbook for more information on compensatory time, vacation, sick leave, and holidays.

Some departments on campus observe a morning and afternoon break period. Break periods are paid time and should not last longer than 15 minutes each. Break periods are granted at the discretion of the supervisor and are subject to change.

Salary Payment

Budgeted university employees are paid once a month on the first working day of the month after the month worked. Part-time hourly employees are paid biweekly. You may view the actual payroll schedule on line at <http://www.tarleton.edu/~payroll/biweekly.html>. Direct deposit to a bank of your choosing is required by the state except under special circumstances. If your bank or address changes, notify Payroll at 254-968-9608 in Stephenville and all other campus locations (except Killeen) or 254-519-5457 in Killeen. (see *System Regulation 31.01.07, Direct Deposit of Payroll Payments*)

Pay Advances

Under no circumstances will an employee receive a pay advance. State law prohibits distribution of salary payments before payday.

Personnel Records

To keep necessary personnel records up to date, it is extremely important that you notify the Human Resources Department of any change in:

- Name
- Marital status
- Address
- Telephone number
- Number of eligible dependents
- W-4 deductions
- Emergency contact information

You may update personal information other than your name and number of eligible dependents through HRConnect.

Fiscal Year

The fiscal year for The Texas A&M University System begins September 1 and ends August 31.

Emergency Numbers

For emergencies or crimes in progress on the Stephenville campus dial 911 or the Tarleton Police Department at (254) 968-9002. Dialing 911 will connect you to the Stephenville Police 911 operator who will dispatch the appropriate emergency service. You may also use (254) 968-9002 for police matters or to speak to Police personnel. When the university is closed dial 911. Employees at other campus locations should discuss how to report emergencies and crimes with your supervisor.

Other non-emergency (leaking pipes, broken sprinklers, parking lot escort, accidents not involving an injury) can be reported to the Control Center at Ext. 311.

Crime Information and Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires institutions of higher education make public their campus security policies and release to the campus community crime data collected or reported. In compliance with the Clery Act, Tarleton State University is required to distribute this information to all current and prospective employees and students.

The report may be viewed at <http://www.tarleton.edu/main/righttoknow.html>. Additionally, a paper copy of the annual security report, clarification, and additional information may be provided by contacting the Office of Planning, Evaluation & Institutional Research at (254)968-9354.

Tarleton Emergency Alert System

Safety and security are paramount for our students, employees and visitors. As a public university, Tarleton must maintain a climate conducive to teaching and learning and void of danger, threat to safety, and harmful conditions. To assist in making Tarleton a safe and secure campus, an emergency notification system, known as Code Purple, is available to Tarleton students and employees.

Code Purple is a state-of-the-art communication system designed to notify individuals of emergencies such as closings or delays due to weather, crime alerts or other events that threaten campus security. Code Purple is not the only source of university communication; however, it is an important addition to Tarleton's existing communication system. With Tarleton's multiple locations, this system allows us to notify individuals regarding information specific to their location.

Code Purple is a mass-notification system that can alert students and employees via text messages on their cell phones as well as wireless PDAs, text pagers, e-mail, RSS feeds or Internet home pages. Subscription is limited to Tarleton students and employees. The system is voluntary. Subscribers may opt-in or opt-out at any time. There is no charge from the university to be a subscriber, but there may be an additional charge for the text message depending on your wireless carrier plan.

More information about Code Purple, including subscription to the service is available at <http://www.tarleton.edu/codepurple/>. (see *System Policy 34.07, Crisis Management* and *Tarleton SAP 34.07.98.T1, Code Purple – Emergency Notification Protocol*)

Lightning Warning

A system designed to detect cloud-to-ground lightning within a 15 mile radius is located at Memorial Stadium and is monitored continuously by the Tarleton Control Center Operator. One long 15 second blast of the horn or an intermittent flashing light from the system means there is a high risk of cloud-to-ground lightning. Employees outside should discontinue activities promptly and find shelter as soon as possible. Three 5 second blasts indicate the danger has passed. A portable lightning warning device is used for sport activities away from the main campus. Other outdoor activities conducted away from the main campus should notify the Control Center of the activity and provide a method of contact in case of possible lightning activity.

Parking

Employees who plan to park on campus must purchase a parking hang-tag from the Parking ID Office. To purchase a parking permit, contact the Police Department at 254-968-9001 in Stephenville or the Business Office in Killeen at 254-519-5456. Employees are responsible for abiding by all Parking Rules and Regulations.

Conferences And Professional Meetings

You may attend conferences and professional meetings as part of your regular duties with the approval of your department head. Approval will be granted when it is determined that your attendance will bring prestige to the University and will contribute to your professional development.

Business Travel

When traveling on approved System business, you will be reimbursed for actual expenses up to certain limits. These limits vary according to your destination and are updated periodically. A State of Texas credit card may be obtained to pay for hotel costs and transportation. Your supervisor can explain how to obtain a card or how to handle travel expenses if you are not eligible for a card. (See *System Regulation 25.02.01 Travel Regulations* or *Section 8 of System Policy 07.01, Ethics*)

You must fill out a Travel Request prior to traveling. The Travel Request requires the approval of your department head.

Dress Standards

Tarleton State University is a professional organization and employees should wear appropriate attire according to their normal conduct of business. Uniforms in some working areas may be required. Employees should refrain from wearing clothing which may be offensive to others in the workplace.

Tarleton observes "Purple and White" day on Thursday and "Casual Friday" throughout the school year.

Questions regarding dress standards should be directed to your supervisor.

Voice Mail, Electronic Mail, and Internet Use

Tarleton State University provides various forms of information technology to employees including voice mail, electronic mail (email), and internet. Access to this technology is a privilege and you are expected to abide by the guidelines of

Tarleton Procedure 27.99.99.T1.01, Computer Use. These information technology tools are property of Tarleton and messages sent over these systems may be monitored and accessed without the permission of the employee and without notice.

All Tarleton employees receive an email account and have free access to the Internet. For information on how to access your email account, contact the Information Technology Services Help Desk at 254-968-9885.

Children in the Workplace

Generally, a child in the workplace with the employee parent during the workday is inappropriate and is to be avoided.

If an emergency situation arises and bringing a child to work is unavoidable, the employee must contact their supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working. Factors that must be considered are the age of the child, how long the child needs to be present, the employee's work environment, the quality and quantity of work of the employee while the child is present, and any possible disruptions to the employee's and co-worker's work. Consideration will not be given in allowing a child with an illness to come to work with the employee. A child that is approved to be brought into the workplace will be the responsibility of the employee parent and must be accompanied and under the direct supervision of the employee parent at all times.

This guideline is established to avoid disruptions in job duties of the employee and co-workers, reduce property liability, and help maintain the university's professional work and educational environment.

Billboards

The Tarleton State University Network system is not for commercial use. All advertising must be approved before it is disseminated to the campus. For personal ads, a billboard has been established on the Tarleton Web page at <http://www.tarleton.edu/main/bb/>. Employees should use this billboard instead of the email network system for personal advertising.

Employees Registering as Students

You may take classes at Tarleton by applying for admission, being accepted to the University, and going through the registration process as described in the class schedule. Classes taken during normal working hours are limited and must be approved by your immediate supervisor. You will be responsible for any class costs and for utilizing earned vacation and compensatory time to cover missed work time. However, as an employee of Tarleton, you and your family members

may be eligible for an employee Scholarship. Contact the Scholarship Office at 254-968-9922.

Salary adjustments are given for the completion of a Bachelor's, Master's, or Doctoral degree. Salary adjustments will not be given for a second Bachelor's, Master's, or Doctoral degree. One time salary adjustments may be given for professional certification received while employed. See *Tarleton Rule 31.99.99.T2, Salary Adjustments for Completion of Academic Degrees*.

Employees can audit formal courses at Tarleton free of charge providing space is available and approved. For additional information on how to audit a course, contact the Staff Council.

Staff Employees Who Have Adjunct Appointments

A staff employee who teaches an academic class must be treated as an adjunct (a separate appointment not associated with regular position).

The employee will be required to use vacation time if the class is taught between 8:00 a.m. and 5:00 p.m. (if that time is the employee's standard time of work, even if working an alternate schedule) so longevity is not forfeited. Using the lunch hour is not an acceptable replacement.

Staff appointed to teach must be hired and a Personnel Budget Action Form submitted and approved by their primary vice president or Executive Director (in Killeen) and by the Provost at the beginning of the semester. The Payroll and Human Resources Offices must have full knowledge of the commitment to correctly verify leave and longevity issues.

Student Counseling Center

Faculty and staff members often have the most influential, ongoing, and direct contact with students and therefore notice students who are struggling. For those who choose to be supportive and involved in helping a troubled student, the responsibility can sometimes be overwhelming, frightening, and tiring. Sometimes the best option for all concerned is a referral to campus resources like the Student Counseling Center (SCC).

Check out the Student Counseling Center on the World Wide Web at:

<http://www.tarleton.edu/~counseling/>.

Information about counseling services and self-help virtual pamphlets are available. To talk with a counselor, call 254-968-9044 or come by room #212 of the Thompson Student Center.

Dining Hall

The Dining Hall serves an all you can eat breakfast and lunch buffet, Monday through Friday. Catering is also available. For more information call 254-968-9445. Employees are invited and can receive a discounted meal price with a staff ID.

Sporting Events

Tickets to Tarleton State University athletic events are available from the Athletic department. Season tickets or individual game tickets may be purchased. Call 254-968-9178 for ticket and game information.

Fine Arts

Tickets, including season tickets, to Tarleton State University theater and musical events are available through the Box Office located in the Fine Arts Building. You may contact the Box Office for details at 254-968-9634.

Tarleton State University Libraries

The Dick Smith Library, as the academic heart of the Tarleton community, provides materials, services, personnel, and facilities that supplement and enrich classroom teaching and learning, personal research efforts, and campus activities. In Killeen, the Tarleton Library – Central Texas staff offices and holds materials in a building shared with Central Texas College in the Oveta Culp Hobby Memorial Library.

Library materials and services are available to all faculty and staff of the University, both in the library and online (<http://www.tarleton.edu/~library>). Materials can be checked out with a valid University ID card, and online research materials can be accessed with your university-assigned network username and password (also used to access your Tarleton email account). For materials not available at the University Libraries, Interlibrary Loan (ILLiad) and the TexShare card are alternative resources.

Online access to Tarleton materials and services includes local holdings information for the Stephenville and Killeen book collections, as well as over 130 online databases and resources many of which include full-text. In addition to offering academic materials and recreational reading, Dick Smith Library also supports local history and genealogy research by providing records from Erath and surrounding counties, Tarleton publications (Grassburr, J-TAC, theses, etc.), and Tarleton memorabilia, as well as archives of local, state, and national newspapers.

A number of special services in Stephenville are also available: community education classes, course reserves, faculty carrels, lamination and die-cut equipment, library instruction, lockers, reservable meeting room space, copiers, display cases for special events, satellite transmissions (C-band), and study rooms. Tarleton Library – Central Texas has course reserves, library instruction, copiers, displays, and study rooms.

University Library staff members are always available in person, by phone, and through email:

- Materials checkout and room reservations
Stephenville (254) 968-9450
Killeen (254) 526-1244 (no room reservations)
Email mylibrary@tarleton.edu
- Interlibrary loan
Stephenville (254) 968-9660
Killeen (254) 526-1619
Email ill@tarleton.edu
- Proxy server, password, and database access
Stephenville (254) 968-9466
Killeen (254) 519-5466
Email libsystems@tarleton.edu
- Reference, research, and information assistance
Stephenville (254) 968-9249
Killeen (254) 526-1617
Email reference@tarleton.edu

Staff Council

The Staff Council represents the staff of Tarleton State University in all matters of general interest to staff employees including matters raised by Council Representative, Council Committees, and by the President of the University, and through petition, by any full-time and any part-time staff employee. The Staff Council is an effective means of communication between the staff and the administration of the University. The Staff Council shall be empowered to act for and on behalf of the staff and shall express the opinion of the staff on all matters laid before the Staff Council.

Elected members of the Staff Council are full-time staff below the level of vice president or Executive Director. To be elected, a staff member must have a minimum of two years full-time continuous employment at Tarleton during the 24 month period immediately preceding the election. An individual may not serve

two successive full terms of office. For more information go online at www.tarleton.edu/~staffcon/

Staff Identification Card

As an employee of the A&M System, you are required to have a staff ID and it entitles you to:

- check cashing privileges at the cashier's office
- use of the library
- discounts at the book store
- admission to recreational facilities
- discounted Fine Arts and Sporting Event Tickets

To obtain an ID, contact the Texan Card office in Stephenville at 254-968-1880, or the Business Office in Killeen at 254-519-5456. Initial issuance of the Staff Identification Card is at no cost; however, you may be charged for replacement cards.

Supplies

Purchasing and Central Receiving keep large quantities of office materials and supplies on hand at the Stores warehouse in Stephenville and the Business Services area in Killeen. Departments can get most commonly used office supplies quickly and at quantity rates. For more information, please contact them at 254-968-9837 in Stephenville and at 254-519-5456 in Killeen.

Mail Services

The University Mail Service handles three categories of mail:

- Campus Mail (using names and mail stops)
- Off-Campus Mail (metered and paid for by the department, with the department's official return address printed on the envelope)
- Off-Campus Mail (stamped with U.S. postage)

Contact the University Mail Service at 254-968-9008 in Stephenville and at 254-519-5421 in Killeen for more information.

A courier service is available between the Stephenville and Killeen campuses. Additionally, courier service is available between Stephenville, Fort Worth and Waco.

Telecommunications

The Telecommunications Office offers direct long distance service for university business purposes to all employees. Business codes may be obtained from Telecommunications for placing non-personal long distance calls. All calls made using your code will be billed to your name and department no matter what phone or extension you are making the call from. This code should be protected and you should not let others use your code. Additionally, the access code should not be used for personal business.

Telecommunications will provide you instructions for making calls to on-campus extensions, off-campus extensions, and long distance, toll free, and international numbers. Telecommunications web page provides information on services, equipment, and fees associated with telecommunication equipment and other related information. (see Tarleton Procedure 24.99.T1.01, Information Resources – Acceptable Use)

LEAVE PROGRAM

Holidays

Regular employees who are budgeted for at least 50% FTE for 4-1/2 months are entitled to holiday pay, regardless of length of service. System holidays are set by the Board of Regents each year; therefore, they may differ from year to year. Although you do not necessarily get the same holidays as other A&M System employees, all state employees get the same number of holidays each year. If you work less than full time, you will receive holiday pay proportionate to your percentage of full-time work.

In order to qualify for holiday pay, you must work at least part of your last scheduled work day immediately before and after the holiday; or be in a paid leave status for such scheduled workday such as vacation or sick leave. However special rules apply if the holiday is the first or last workday of the month.

If a staff employee is scheduled to work more than eight (8) hours on a scheduled state holiday, the employee will receive 8 hours of holiday pay only. The employee must take the appropriate number of vacation or comp time hours to make up for the holiday pay not received. An employee may make up the time within the same workweek in lieu of vacation or comp time.

In some instances, the President or the Executive Director of Tarleton Central Texas will announce an early release or a university closing the work-day prior to a university holiday. If essential offices must remain open through the normal closing time, employees who remain working will earn the appropriate number of compensatory hours (straight-time), as long as they work at or under 40 hours. Vacation, sick leave, compensatory time and other paid leave will be taken hour for hour. Employees who are in a paid leave status the day of an early dismissal or a university closing will need only to record the amount of leave taken up to the time of the dismissal or closing.

As a condition of employment, staff may be required to work on some of the holidays. Work on a scheduled holiday must be approved in advance by the supervisor. Persons in FLSA exempt or non-exempt positions who work on a scheduled holiday will be entitled to equivalent time off with pay to be taken during the twelve-month period following the end of the workweek in which the holiday occurred. The supervisor must approve the time-off when taken.

You may use accrued vacation or compensatory leave to observe Rosh Hashanah, Yom Kippur, Good Friday, or any other holy day. (A "religious holy day" means a holy day observed by a religion whose places of worship are

exempt from property taxation.) See *System Regulation 31.04.01, System Holidays*

Vacation

Regular employees who are budgeted for at least 50% FTE for 4-1/2 months are eligible to earn vacation leave. Part time eligible employees earn vacation leave in proportion to the percentage of full time work. (See *System Regulation* for eligibility requirements). Credit for prior State employment is given for each month or fraction of a month of service.

Employees must have six months continuous employment with the State before they are eligible to take vacation leave. Vacation leave is accrued but cannot be taken until the employee has completed six continuous months of service. If termination occurs before six months of service is completed, this benefit is forfeited.

If an employee is on leave on the first day of the month, the employee will not be able to use the leave accrued for the month until he or she returns to work.

Vacation leave is earned in accordance with the schedule listed in *System Regulation 31.03.01*.

All hours of unused accumulated vacation leave which exceed maximum carryover provisions at the end of the fiscal year will be credited to the employee's sick leave balance as of the first day of the next fiscal year. (see *System Regulation 31.03.01, Vacation*)

Sick Leave With Pay

Regular employees (including faculty) who are budgeted for at least 50% FTE for 4-1/2 months and do not require student status as a condition for employment are entitled to sick leave with pay. Sick leave shall be earned by full-time employees at the rate of eight hours for each month or fraction of a month of employment. Eligible part-time employees accrue sick leave on a percentage basis for the time worked, e.g., half-time employees earn four hours per month. The rate of accrual does not change according to months of service. There is no maximum to the amount of sick leave an employee may accrue. There is no probationary period before sick leave can be used. It may be used the first month a person is employed.

An employee, who transfers directly from one State agency or institution to another or from one System Member to another, without a break in service, will be given credit by the receiving agency or institution for the unused balance of accumulated sick leave. On termination of employment, sick leave will not accrue

nor be taken while employee remains on the payroll as an optional method of receiving pay for accumulated vacation.

Sick leave with pay may be taken when sickness, injury, or pregnancy and confinement prevent the employee's performance of duty, or when the employee is needed to care for and assist a member of his/her immediate family who is actually ill. Immediate family is defined as those individuals related by kinship, adoption, or marriage, or foster children (so certified by the Department of Human Services) and are living in the same household.

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

Use of sick leave must be documented and reported as described in the Reporting Leave Requested/Taken section of this handbook.

Employees who are absent from duty because of illness will notify the supervisor of the fact at the earliest possible time. Upon return to duty, an employee will, without delay, report the reason for absence to the supervisor.

For absences of more than three continuous days, the employee must submit a physician's statement indicating the cause or nature of the illness, its duration and the estimated date of recovery.

Malingering and other abuses of sick leave entitlement will constitute grounds for dismissal.

No lump-sum compensation for unused sick leave is authorized when employment is terminated for any reason other than death. An employee who is retiring under the Teacher Retirement System may be eligible to purchase one year of service credit if they have at least 400 hours of accumulated state sick leave. (See *System Regulation 31.03.02, Sick Leave*, and *Tarleton Rule 31.03.02.T1, Sick Leave*)

Sick Leave Pool

A sick leave pool has been established for all eligible employees who have exhausted their sick leave and vacation leave due to a catastrophic illness or injury which would otherwise force the employee to lose income from the State. For this purpose, a catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or the immediate family and that requires the services of a licensed practitioner for a prolonged period of time in excess of 160 working hours. The maximum benefit is 1/3 of the pool balance or up to ninety working days.

Employees may contribute their sick leave to the Sick Leave Pool at any time. Contribution must be in whole hour increments. See the Department of Human Resources for Sick Leave Pool Contribution forms.

To qualify for use of the sick leave pool, an employee must exhaust all leave - sick leave, vacation, and compensatory time - in order to request a withdrawal. There is no probationary period to be met prior to requesting hours from the pool. An employee does not have to contribute time to the sick leave pool to request a withdrawal.

An eligible employee may also use sick leave pool hours for an illness/injury other than that of a "catastrophic" nature if that individual has contributed to the sick leave pool and has exhausted his/her sick leave balance. Such an employee may receive no more than the total number of hours he/she contributed. (See restoration)

Pregnancy is not treated as a catastrophic illness except in cases where severe illness and prolonged complications arise with respect to either the mother or the child.

Under no circumstances can Sick Leave Pool be used for a workers' compensation related injury or disease.

Contact the Human Resources Department for exact information on requirements that must be met and documentation that is required as soon as there is an indication that an employee might have need of the sick leave pool. (See System Regulation 31.06.01, Sick Leave Pool Administration and Tarleton Rule 31.06.01.T1)

Leave of Absence with Pay

Emergency Leave

Tarleton provides Emergency Leaves of Absence with Pay in the event of the death of a family member or friend. For details on eligibility and amount of paid leave given, see Tarleton Rule 31.03.03.T1, Emergency Leaves of Absence with Pay.

Additionally, Tarleton provides emergency leave for the following:

- Unsafe Working or Travel Conditions
- Emergency Evacuation Order
- Other Circumstances as determined by the President of Tarleton State University

Jury Duty

In the event an employee is called to jury duty service, the employee will receive regular compensation while serving. Part time employees will be paid for hours that would be considered part of their normal work day/week. An employee called to jury duty may keep any payment received from the appointed court in addition to regular compensation. In addition to reporting this time off, you must submit a statement to Human Resources from the Clerk of the Court specifying the date(s) and time(s) served, in order to be compensated for this time. (see *System Regulation 31.03.03, Leave of Absence With Pay*)

Military Leave

Leaves of absence are granted for military training and active duty. Long military leave is generally unpaid; however, if you are a member of the state military forces or Reserves, you will be granted paid leave for up to 15 days each federal fiscal year for military training or duty. You will also be entitled to emergency leave with pay if you are a member of the National Guard called to emergency active duty by the governor. If possible, you must notify your supervisor in advance of your need for military leave. Employees who take leave of absence for military duty should contact the Human Resources department for details and requirements associated with the military leave. (see *System Regulation 31.03.06, Military Leave and Service*)

Family And Medical Leave Act (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) requires the A&M System to provide up to 12 weeks of unpaid, job-protected leave each fiscal year to “eligible” employees for certain family and medical reasons. Employees are “eligible” if they have worked for the state for at least one year and for 1,250 hours over the previous 12 months.

Reasons for Taking Leave...If you are an eligible employee, you will be granted unpaid leave for one or more of the following reasons:

- for the care of your child immediately following birth or placement in your home; for adoption of foster care;
- for the care of your spouse, child or parent who has a serious health condition; or
- for a serious health condition that makes you unable to perform your job.

You must take all paid leave for which you are eligible before using unpaid leave. Any paid or unpaid leave you take for these reasons will count toward the 12 weeks of FMLA leave that you are allowed each fiscal year.

Advance Notice and Medical Certification

- You must provide advance Leave notice and medical certification. Ordinarily, you must provide 30 days advance notice when the leave is “foreseeable.”, or as soon as practicable.
- You must provide medical certification to support a request for leave because of your or a family member’s serious health condition.
- You must provide medical certification that you are able to return to work.
- You also must provide medical certification if you are unable to return from leave because of a serious health condition.

Intermittent or Reduced Leave

- You may take intermittent leave or may work a reduced hour schedule to reduce your usual number of hours per day or work week.
- Intermittent or reduced leave schedules are subject to your employer’s approval unless the schedules are medically necessary.
- Intermittent or reduced leave may only be taken for serious health conditions of the employee or immediate family member.

Job and Benefits Protection

Upon return from FMLA leave, you will be restored to your original or an equivalent position with equivalent pay, benefits and other employment terms, unless you would not otherwise have been employed at that time, or you are considered a “key” employee under FMLA.

You will not lose any employment benefit that accrued before the start of an FMLA leave, except accrued leave used as part of the FMLA leave.

The use of unpaid FMLA leave will not affect your exempt status if you are a bona fide executive, administrative or professional employee under the Fair Labor Standards Act.

Medical Insurance Coverage

For the duration of FMLA leave, the state will pay its contribution toward your health insurance coverage (or optional coverage, if applicable) under the conditions coverage would have been provided if you had continued working.

(See System Regulation 31.03.05, Family and Medical Leave Act)

Parental Leave

Employees who are not eligible for FMLA leave are entitled to a parental leave of absence without pay, not to exceed 12 weeks, for the birth of a natural child or the adoption or placement of a foster child younger than 3 years. This period begins with the date of birth or the first day the adoptive or foster child is formally placed in the home and expires 12 weeks later.

As with FMLA, employees must use any available vacation or sick leave as part of the parental leave. However, use of sick leave is strictly limited to situations clearly falling within the definition of sick leave. The employee must submit proof of adoption or placement of a foster child. Employees may continue to participate in insurance benefit plans, but once an employee goes on unpaid leave, he/she is responsible for payment of all insurance premiums. (See *System Regulation 31.03.05, Family and Medical Leave Act*)

Other Leave Provisions

The Texas A&M University System policies provide for various other leaves of absence, with and without pay. Please contact Human Resources to inquire about other leave provisions not mentioned in this handbook.

Reporting Leave Requested/Taken

Time off is normally reported through the LeaveTraq system. LeaveTraq is accessed through the Single Sign On page (<http://sso.tamu.edu>) which can be accessed from the Tarleton Home page under Faculty and Staff. If LeaveTraq is unavailable to an employee, contact the Human Resource department for assistance.

Leave is reported in hourly increments. The number "2" indicates 2 hours, not two days; ½ (.5) indicates half an hour. Leave should be rounded off to the nearest quarter hour (e.g., .25, .5, .75).

If sick leave is for less than 3 continuous working days, a brief statement as to the reason must be recorded in LeaveTraq. If the sick leave is for more than 3 continuous working days, a doctor's statement must be submitted to Human Resources. These same requirements are also applicable for dependent sick leave.

If any type of leave requested will cause the employee to exhaust all available leave and go into a leave without pay status, notify Human Resources immediately.

Jury duty, military training, fireman training, etc. all require documentation to be submitted to Human Resources.

Sick Leave Pool, Family and Medical Leave Act (FMLA) and Leave Without Pay (LWOP) all require prior approval. Please contact Human Resources for documentation requirements.

BENEFITS

Insurance

A variety of insurance benefits are available to you as an employee of the A&M System. You may add to or change your benefits package within 60 days of the date you were hired and during annual enrollment. Annual enrollment occurs during the month of July each year. You may enroll in coverage such as:

- Health Insurance
- Dental Insurance
- Life Insurance
- Dependent Life Insurance
- Long-Term Care Coverage
- Vision Insurance
- Long-Term Disability Insurance
- Accidental Death & Dismemberment Insurance

If you enroll in the System Health plan, you are automatically covered by a \$5,000 Basic life insurance policy and a \$5,000 Basic accidental death and dismemberment policy. Basic Life also provides \$2,000 in life insurance on your eligible dependent children. You also receive a group medical insurance contribution as a state employee that is applied to your Health and Basic Life/Basic Accidental Death & Dismemberment premiums.

Unemployment Compensation insurance and Worker's Compensation are also provided.

Changes to coverage can be made in the event of a family status change such as marriage, divorce, or dependent change. The Benefits Office must be notified within 60 days of the event.

Although not an insurance plan, Tarleton also offers two Tax Saver Spending accounts that allow you to pay for certain approved expenses with before tax dollars.

For additional information regarding insurance plans and the Tax Saver Spending accounts log-on to <http://tamus.edu/benefits/programs/> and select the information you are interested in.

Service Programs

Tarleton employees and retirees have access to additional benefits and services including:

- Discount Hearing Aids – this program allows you to purchase hearing aids at discounted prices and does not require enrollment or payment of premiums.
- Insurance Comparison Shopper Service – this service provides access to hundreds of top-rated insurance companies to allow you to quickly and easily comparison shop for a wide variety of insurance and financial services
- Relocation Service – this service helps make all of the necessary arrangements associated with a move including: planning the move, selling your existing home, selecting movers, locating a new home, mortgage pre-qualification, and providing other tools to assist you with your move.

Individual providers of these services, along with specific coverage's, are updated periodically. For the latest information log-on to:

<http://tamus.edu/benefits/programs/>.

Retirement Plans

The System offers two retirement plans. You are eligible for the Teacher Retirement System (TRS) pension plan. If you are a department head or in certain professional positions, you may elect, instead, to participate in the Optional Retirement Program (ORP), a before-tax savings plan. Both plans are partially funded by the System. Eligible employees must enroll in one of the two plans.

In addition to the TRS pension plan and the ORP, the System also offers two additional options to help you save for your retirement. You may set up a Tax-Deferred Annuity (TDA), which will allow you to save for retirement on a tax-deferred basis. Another option is the Deferred Compensation Plan (DCP) which allows you to defer payment on a portion of your salary until you are no longer employed by the state.

Contact Human Resources at (254) 968-9129 in Stephenville and other campus locations (except Killeen) and at (254) 519-5457 in Killeen or log on to <http://tamus.edu/benefits/retirement/> for more information on these plans. (see *System Policy 31.02, Employee Insurance and Retirement Benefits; System Policy 31.07, Retirement; System Regulation 31.02.08, Teacher Retirement System of Texas; System Regulation 31.02.09, Optional Retirement Program; System Regulation 31.02.10, Tax Deferred Annuity Program; System Regulation 31.02.11, Deferred Compensation Program*)

Workers' Compensation Insurance

You are covered by Workers' Compensation Insurance. If you sustain an accidental injury or occupational disease while working, Workers' Compensation pays for medical expenses and, in some cases, for lost wages.

You must report any injuries you sustain on the job to your supervisor immediately even if your injury does not appear serious. All accidents must be reported within 30 days of occurrence. Details regarding Workers' Compensation and the required actions are accessed on Tarleton's Worker Compensation web page at:

http://www.tarleton.edu/~hr/workers_compensation.html

For more information or assistance, contact the Department of Human Resources. (see *System Regulation 24.01.02, Workers' Compensation Insurance Program*)

TRAINING

Goal

The goal of Human Resources Training and Development (HRTD) is to provide timely and practical training and development opportunities to faculty, staff, and student employees to assist each individual in meeting his or her potential at Tarleton State University.

We also believe that to be of the greatest value, a training department must be flexible and adaptive. If you see training and/or development needs that are not being met, please let us know. We will do all we can to address the issue.

HRTD is here for you! We want to help you achieve goals and grow. We are always available if you have questions, comments, or suggestions. Visit us any time at http://www.tarleton.edu/~hr/Training_Development.html or e-mail us at hrted@tarleton.edu.

Employee Training

All employees of The Texas A&M University System will receive training on the duties and responsibilities of their positions and on the various policies, regulations, rules and procedures related to their employment. Training shall be in accordance with state law and regulations established by the Chancellor (see *System Policy 33.05, Employee Training*)

Mandatory Training

New Employee Orientation:

Required at the beginning of employment with Tarleton State University. Covers basic information on benefits and expectations of employment at Tarleton State University.

System Required Training:

The Texas A&M University System requires all employees to complete specified on-line training as new employees and periodically throughout your employment within the System. These requirements are listed in System Regulation 33.05.02, Required Employee Training.

Other Required Training:

You may also be assigned other required training by the University or your supervisor as appropriate for your job duties.

Job Training

There are a number of Tarleton procedures and systems on which we provide training.

- FAMIS - Financial Accounting Management Information System
- Purchasing
- Banner
- Voucher
- Driver Safety Training - Required for all university sanctioned group or student travel.

If you need training in one of these areas, check the University Calendar for dates and times or contact the HRTD by phone at 254-968-9592 or by e-mail at hrted@tarleton.edu.

Staff/Faculty Development

There are always development needs at every level and we are committed to providing opportunities for growth to all of the Tarleton community. The Human Resources Training Department can assist you in identifying solutions to your training needs.

A variety of self-paced personal and professional development workshops are available through a contract with MindLeaders.com. Purchase of a MindLeaders license opens the door to over 400 workshops from any computer with internet access. Licenses are available to all staff, faculty, and work study/student workers as well as to any student asked to purchase a license for a class. Licenses may be purchased by departments or individually. Visit MindLeaders at www.mindleaders.com/products/catalog.html for a full list of courses offered.

Additionally, on-line training pertaining to System expectations for supervisors are available through the training tab on HRConnect.

Diversity Education

The expanding diversity on our campus provides Tarleton State University with an exciting opportunity. Diversity is not limited to race, color, gender, ability, national origin, religion, and age. It includes all of the social differences that we carry with us into the work environment, including such things as socioeconomic origin, marital status, and sexual preferences.

Although responsibility for assuring access and equity at Tarleton belongs to each of us individually, Tarleton has created the Center for Diversity Initiatives to facilitate our understanding.

CDI engages faculty, students and staff in an educative process that unfolds levels of consciousness whereby the community realizes the importance of diversity. CDI creates culturally vibrant, academically challenging, and socially diverse society on campus through strategic initiatives such as recruitment, retention, education and services.

CDI believes that educational and professional opportunities are linked to competencies related to diversity. CDI offers a wide range of educational, cultural and social programs and services that are designed to educate all students to succeed in and after graduation. CDI's motto is "Diversity is the key to success."

The Center for Diversity Initiatives offices are located in Room 201A of the Thompson Student Center. The web address is www.tarleton.edu/~cdi/ and email address is cdi@tarleton.edu.

POLICIES

This handbook refers to the following policies, regulations, rules, and procedures. Employees should refer to the actual policies, regulation, rules, and procedures either online at www.tarleton.edu/~policy or hard copy of the System Policy and Regulation Manual.

System Policy 07.01, Ethics Policy

System Policy 21.04, Control of Fraud, Waste, and Abuse

System Policy 31.02, Employee Insurance and Retirement Benefits

System Policy 31.05, External Employment and Expert Witness

System Policy 31.07 Retirement

System Policy 33.01, Privileges as a Citizen

System Policy 33.03 Nepotism

System Policy 33.04, Use of System Property

System Policy 33.05, Employee Training

System Policy 33.06, Hours of Work for Full-Time Salaried Employees

System Policy 34.01, Sexual Harassment

System Policy 34.02, Drug and Alcohol Abuse and Rehabilitation Programs

System Policy 34.07, Crisis Management

System Regulation 21.04.01, Control of Fraud, Waste, and Abuse

System Regulation 24.01.02, Workers' Compensation Insurance Program

System Regulation 25.02.01, Travel Regulations

System Regulation 25.99.08, Use of Telecommunication Service

System Regulation 31.01.01, Compensation Administration

System Regulation 31.01.02, Fair Labor Standards

System Regulation 31.01.07, Direct Deposit of Payroll Payments

System Regulation 31.01.09, Overtime

System Regulation 31.02.08, Teacher Retirement System of Texas

System Regulation 31.02.09, Optional Retirement Program

System Regulation 31.02.10 Tax Deferred Annuity Program

System Regulation 31.02.11 Deferred Compensation Program

System Regulation 31.03.01, Vacation

System Regulation 31.03.02, Sick Leave

System Regulation 31.03.03, Leave of Absence With Pay

System Regulation 31.03.04, Leave of Absence Without Pay

System Regulation 31.03.05, Family and Medical Leave Act

System Regulation 31.03.06, Military Leave and Service

System Regulation 31.04.01, System Holidays

System Regulation 31.05.02, External Employment

System Regulation 31.06.01, Sick Leave Pool Administration

System Regulation 31.07.01, Retirement and Employment After Retirement

System Regulation 31.99.01, Employees Registering as Students

System Regulation 32.01.02, Complaint and Appeal Procedures for Nonfaculty
Employees

System Regulation 32.02.02, Discipline and Dismissal Procedure for Nonfaculty
Employees

System Regulation 33.02.01, EEO and Affirmative Action Programs

System Regulation 33.02.02, Compliance with the Employment Provisions of the
Americans With Disabilities Act

System Regulation 33.05.02, Required Employee Training

System Regulation 33.99.03, Performance Evaluation for Nonfaculty Employees

System Regulation 33.99.04, Promotion, Transfer and Voluntary Moves

System Regulation 33.99.05, Part Time Employment

System Regulation 33.99.06, Administration of Multiple Employment

System Regulation 33.99.14, Criminal History Record Information – Employees and Applicants

System Regulation 34.02.01, Drug and Alcohol Abuse and Rehabilitation Programs

System Regulation 34.04.03, HIV/AIDS in the Workplace and Learning Environment

Tarleton Rule 24.99.99.T1, Security of Electronic Information Resources

Tarleton Rule 31.03.02.T1, Sick Leave

Tarleton Rule 31.06.01.T1, Sick Leave Pool Administration

Tarleton Rule 31.99.99.T2, Salary Adjustment for Completion of Academic Degrees

Tarleton Rule 32.01.02.T1, Complaint and Appeal Process for Nonfaculty Employees

Tarleton Rule 33.02.01.T1, Affirmative Action Plan

Tarleton Rule 33.02.02.T1, Reasonable Workplace Accommodation

Tarleton Rule 33.04.99.T1, Transporting Non-Employees in University-owned or University-leased Vehicles

Tarleton Rule 33.06.99.T1, Alternate Work Schedules for Full Time Staff (Non-Faculty) Employees

Tarleton Rule 34.01.99.T1, Sexual Harassment

Tarleton Rule 34.02.01.T1, Drug and Alcohol Abuse and Rehabilitation Rule

Tarleton Rule 34.05.99.T1, Smoking and Tobacco Use

Tarleton Procedure 24.99.T1.01, Information Resources – Acceptable Use

Tarleton Procedure 27.99.99.T1.01, Computer Use

Tarleton Procedure 31.03.03.T1, Emergency Leaves of Absences with Pay

Tarleton SAP 34.07.98.T1, Code Purple – Emergency Notification Protocol