



*Department of Human Resources
and Affirmative Action*

*Box T-0510, Stephenville, Texas 76402
254/968-9128 FAX 254/968-9590*

TO: All New Staff

FROM: Angie Brown
Director, Human Resources

SUBJECT: Staff Handbook

The Department of Human Resources is pleased to make the Staff Handbook available on the Tarleton web site at <http://www.tarleton.edu/~hr> for your convenience. We hope this handbook will answer your questions regarding employment with Tarleton State University. We encourage you to read through the handbook and become familiar with its contents. You will notice a "Policies" section in the back of the book that lists the policies referenced in this handbook; the policies, regulations, rules and procedures applicable to you as a state and Tarleton employee are found on the Tarleton web site at <http://www.tarleton.edu/~policy/>.

In addition to reading this handbook, you will also need to complete the following mandatory training modules online, *Ethics, Creating a Discrimination Free Workplace, Reporting Fraud Waste and Abuse, Orientation to the A&M System, and Information Security Awareness* within the first 30 days of employment. These training modules are accessed on the HRConnect web page through the Single Sign On system (<https://sso.tamu.edu>). Instructions for first time SSO users are available at www.tarleton.edu/~training/online.html. If you have any difficulty in accessing these training modules, please contact the Human Resources office immediately for assistance.

Staff Handbook Acknowledgement

Please read the statement below, complete the requested information, and return to Human Resources at Box T-0510.

I understand the Staff Handbook is available on the Tarleton web site and I understand it is my responsibility to become familiar with its contents. I also understand that I must complete *Ethics, Creating a Discrimination Free Workplace, Fraud Waste and Abuse, Orientation to the A&M System, and Information Security Awareness* training within the first 30 days of employment.

Print Name

Social Security No.

Sign Name

Date