

The mission of the University of Houston is to discover and disseminate knowledge through the education of a diverse population of traditional and non-traditional students, and through research, artistic and scholarly endeavors, as it becomes the nation's premier public university in an urban setting. In this role, the University of Houston applies its expertise to the challenges facing the local, state, national, and international communities, and it establishes and nurtures relationships with community organizations, government agencies, public schools, and the private sector to enhance the educational, economic, and cultural vitality of Houston and Texas.

UNIVERSITY OF HOUSTON

Staff Handbook



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FOREWORD

The University of Houston Staff Handbook and related policies do not constitute an employment contract or offer to contract with any employee. The University of Houston reserves the right to change, amend, or abandon any of the policies contained in this handbook at any time. Nothing contained in this handbook changes the employment at will status of any employee, or creates any additional rights, remedies at law, or expectations of continued employment.

This handbook applies to all staff employees, including full-time, part-time, benefits eligible, temporary, exempt, non-exempt, (collectively referred to throughout this handbook as employees). This handbook and its related policies do not apply to consultants, independent contractors, workers on assignment from a contracted employment service, or student workers in positions requiring student status.

This handbook replaces all previously published editions. This handbook does not replace the more detailed and comprehensive personnel manuals such as the University of Houston System Administrative Memoranda (SAMs) and the UH Manual of Administrative Policies and Procedures (MAPPs). In the event of a conflict between information in this handbook and information in the SAMs or MAPPs, the SAMs or MAPPs will control. This does not replace the staff employment policies issued periodically by the Board of Regents.

MISSION STATEMENT

The mission of the University of Houston is to discover and disseminate knowledge through the education of a diverse population of traditional and non-traditional students, and through research, artistic and scholarly endeavors, as it becomes the nation's premier public university in an urban setting. In this role, the University of Houston applies its expertise to the challenges facing the local, state, national, and international communities, and it establishes and nurtures relationships with community organizations, government agencies, public schools, and the private sector to enhance the educational, economic, and cultural vitality of Houston and Texas.



UH System Strategic Initiatives

In accordance with its mission, the University of Houston pursues the following strategic principles established by the UH System Board of Regents:

Strategic Principle 1 - Institutional Excellence

The UH System universities will continue to strive for academic excellence in all undergraduate, graduate and professional programs, as well as in research and public service.

Strategic Principle 2 - Student Access

The universities of the UH System will continue to provide broad access to higher education opportunities in the upper Gulf Coast region and Texas.

Strategic Principle 3 - Diversity

The diversity of the UH System universities is a strength that distinguishes us among universities nationwide. Increasingly, the faculty, staff, administration and students of our universities will reflect the diversity of Houston.

Strategic Principle 4 - Research

The cornerstone of higher education is the creation and dissemination of new knowledge, through which the UH System universities will enrich the educational experience of students, enhance the cultural life of our constituents, and contribute to economic development.

Strategic Principle 5 - External Partnerships

Partnerships with business, industry, government, the community and alumni are critical to achieving institutional goals of excellence and ensuring the financial health of the UH System universities.

Strategic Principle 6 - Faculty and Staff Recruitment and Retention

Faculty and staff constitute the most valuable assets of the UH System universities. As such they must have access to career opportunities that are competitive with those at other universities.

Strategic Principle 7 - PK-16 Partnerships

Partnerships among the UH System universities, public schools and community colleges are critical to increasing the college-going rates of Texas students to the national average.

Strategic Principle 8 - Accountability and Administrative Efficiency

The universities of the UH System will be accountable for student learning and for the effective use of resources.

For additional information please visit the UHS website:
<http://www.uhsa.uh.edu/>



Brief History and Profile of the University of Houston

The university was founded in 1927 as Houston Junior College (H.J.C.), operated by the Houston Independent School District. Superintendent Edison E. Oberholtzer was the first president and served in that position until 1950. The first classes were held the summer of 1927 at San Jacinto High School; the enrollment was 230 with eight faculty members.

In 1933, the Texas Legislature approved the extension of H.J.C., and in 1934, it became the four-year University of Houston.

In 1936, 110 acres were acquired from the Settegast and Taub families to establish a campus on St. Bernard Street (now Cullen Boulevard). A community fund drive, led by oilman Hugh Roy Cullen, raised money for buildings. Cullen gave the campus its first building, the Roy G. Cullen Building, in honor of his son. The Cullen and Science buildings opened in 1939, with both day and evening classes offered. Due to the institution's growth, an advisory board for UH to the HISD board was appointed in 1943. The advisory board proposed separation of UH from HISD, which occurred in 1945. UH was operated as a private university, with a board of regents headed by Hugh Roy Cullen. Gifts of land from the Cullen family and the M. D. Anderson family had added 140 acres to the campus. In 1944 and 1945, Hugh Roy Cullen donated oil royalty monies to UH in excess of \$3 million.

Beginning in 1959, the university's leadership began a campaign to have UH become a state supported institution; this status was finally accomplished in 1963. Enrollment steadily increased from about 13,000 to more than 25,000 by 1970.

State support was the impetus for a building campaign on campus that, between 1965 and 1971, saw the construction or addition of more than 31 structures, including most of the campus' current buildings. The University of Houston has achieved the status of the state's premier urban teaching and research institution, standing on the forefront of education, research and service. The largest and most comprehensive component of the University of Houston System, UH is a leader in the state-assisted system of higher education in Texas. This campus serves more than 35,000 students in 14 colleges and a host of schools and programs offering 307 undergraduate, graduate and professional degrees. Outstanding faculty and facilities draw students from across the country and around the world. As a result, the University of Houston is characterized by a rich mix of cultural backgrounds.

The campus incorporates 548 acres of parks, fountains, plazas, sculptures, and recreational fields surrounding modern classroom, laboratory, and study facilities, affording students a comfortable and well-equipped setting for academic pursuits and proximity to the nation's fourth largest city. UH public service and community activities, such as cultural offerings, clinical services, policy studies, and small business initiatives, serve a diverse metropolitan population. Likewise, the resources of the Gulf Coast region complement and enrich the university's academic programs.

UH campus activities include more than 280 registered student organizations, film series, concerts, theatrical productions, art exhibits, and NCAA sports representation.

Learn more about the University of Houston at: <http://www.uh.edu/about/uh-glance/index.php>

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

The University of Houston is an Affirmative Action/Equal Opportunity institution. The University has pledged to develop and support an environment that fosters equal opportunity and affirmative action. This pledge includes active recruitment of protected class candidates for all positions at all levels, and a continued commitment to provide equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation except where such distinction is required by law. This policy applies to all employees regardless of position or source of funds. The University makes it the responsibility of all persons making employment decisions to support these policies.

The University complies with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and sections 503 and 504 of the Rehabilitation Act of 1973. Furthermore, the University of Houston, in compliance with the Age Discrimination in Employment Act of 1967, Executive Orders 11246 and 11375, and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, does not discriminate against any employees or applicants for employment on the basis of age or because they are disabled veterans or veterans of the Vietnam era. These nondiscrimination laws cover admission, access, and treatment in programs and activities, and application for and treatment in employment. The University of Houston also complies with the Americans with Disabilities Act (ADA) of 1990 as amended, which prohibits discrimination against qualified individuals with disabilities.

Inquiries and/or complaints regarding the university's affirmative action and/or equal opportunity policies may be directed to the Executive Director of the Office of Affirmative Action/Equal Employment Opportunity who is the designated Title IX Coordinator, ADA Coordinator, Section 504 Coordinator, Title VI Coordinator, Texas Employment Opportunity Educational Plan Coordinator, and the Equal Employment and Education Opportunity Compliance Officer.

For additional information call the Office of Affirmative Action/Equal Employment Opportunity at extension 3-8835 or visit the OAA/EEO webpage at <http://www.uh.edu/ogc/oaal/>

Sexual Harassment and Sexual Assault

The University of Houston is committed to providing a professional working and learning environment free from sexual harassment. Sexual harassment is a form of sex discrimination and is illegal. Sexual harassment on a university campus most often exploits a relationship between individuals of unequal power and authority (as, for example, between an employee and supervisor or between a student and teacher), but may also occur between student peers or employees of equal rank. At a university, sexual harassment also constitutes unwelcome unprofessional conduct of a sexual nature which compromises the University's commitment to the integrity of the learning process.

As such, the University of Houston will not tolerate any form of sexual harassment. Failure to investigate allegations of sexual harassment or failure to take timely corrective action is considered a violation of the University's sexual harassment policy and may also violate federal and state laws. Furthermore, this institution is committed to providing the training necessary to educate the staff, faculty, and students to understand and respect these policies and procedures.

Sexual assault is a non-consensual sexual act involving force, manipulation, or coercion; it is an act of aggression, violence, and power. The perpetrator can be a stranger, relative, acquaintance, or date. The University of Houston is committed to providing a working and learning environment free from sexual assault. A sexual assault is an illegal criminal act which can devastate victims physically, violate their sense of safety and trust, and interfere with personal and educational goals; as such, it can damage the educational atmosphere for the entire University community. Sexual assault is a serious and flagrant violation of the University's rules of conduct for faculty, staff, and students, and will not be tolerated. The University will vigorously investigate all allegations of sexual assault; it will treat victims with respect, make their legal rights and options clear, and fully cooperate with them in their exercising those rights. The University will continue to sponsor programs to educate faculty, staff, and students about sexual assault: myths, prevention, treatment services, legal remedies, date rape, and other forms of sexual misconduct. Procedures protecting the rights of sexual assault victims and those accused of sexual assault have been established, are readily available, and will be enforced rigorously. Victims of sexual assault must immediately contact University of Houston Police Department at 3-3333 or 911.

Disability Discrimination and Reasonable Accommodation

Reasonable accommodation is a modification or adjustment to a job, the work environment, or the way things usually are done that enables an otherwise qualified individual with a disability to enjoy an equal employment opportunity. The Americans with Disabilities Act (ADA) and other federal and state laws require reasonable accommodation in three aspects of employment. They ensure equal opportunity in the application process, enable a qualified individual with a disability to perform the essential functions of a job, and enable an employee with a disability to enjoy benefits and privileges of employment equal to those enjoyed by the employees without disabilities.

Making facilities readily accessible to and usable by an individual with a disability, restructuring a job by reallocating or redistributing marginal job functions, altering when or how an essential job function is performed, obtaining or modifying equipment or devices, and permitting use of accrued paid leave or unpaid leave for necessary treatment are examples of common types of reasonable accommodation that an employer may be required to provide. These examples cannot cover the range of potential accommodations, because every reasonable accommodation must be determined on an individual basis. People who have any particular disability may have very different abilities and limitations.

In order for an accommodation to be considered, a University employee or applicant must inform his or her supervisor or interviewer of the disability and request an accommodation. In most cases, a physician's statement including diagnosis, prognosis, work-related restrictions or limitations and recommended accommodations will be required to verify the existence of the disability and to assist with accommodation. Medical records are confidential and will be kept in the OAA/EEO office.

The University is not required to provide employment accommodations that are unduly burdensome (financially and/or administratively). Otherwise qualified employees must be able to meet the essential functions of a job, either with or without accommodations.

For more information or questions, call the OAA/EEO at extension 3-8835 or visit the OAA/EEO webpage at <http://www.uh.edu/ogc/oa/index.html>

BENEFITS

The University of Houston offers a variety of benefits programs to eligible employees as part of their employment and compensation package. A regular, benefits-eligible employee is defined as one who is employed to work at least 20 hours per week for a period of 4.5 months or longer, excluding student workers in positions requiring student status.

Unless otherwise noted, the Human Resources Service Center should be contacted at 3-3988 for more information on any of the following topics:

INSURANCE PROGRAMS

Group Insurance

A variety of insurance programs are available to employees of the university through the State of Texas Uniform Group Insurance Program (UGIP). All UGIP plans are administered by the Employees Retirement System of Texas (ERS). Plan design and premiums are established on an annual basis by ERS in accordance with State regulations.

The university offers the following programs that provide broad coverage at a lower cost than that normally available to employees on an individual basis. Basic and optional group insurance programs include:

1. Health insurance - Provides you with comprehensive coverage that includes medical, prescription drug benefits, \$5,000 Basic Group Term Life Insurance and \$5,000 of Accidental Death and Dismemberment (AD&D) coverage.

2. Vision insurance – Provides a discount for your annual routine eye exam by simply presenting your HealthSelect Blue Cross and Blue Shield of Texas (BCBSTX) ID card to a Davis Vision Provider and mentioning that you are using the “BCBSTX Plan 400” (since this is a discount program only, your HealthSelect membership information will not be in the Davis Vision system). “Plan 400” alerts the Davis Vision provider that you should receive a discount. You can receive discounts on most vision products and services, including frames, lenses and contacts.

To locate a Davis Vision provider, go to Davis Vision's website. If you are prompted for a Control Code, enter 4495.

3. Dental insurance - Provides two different dental plans. Both administered by HumanaDental. The State of Texas Dental Choice Plan lets you use any dentist with your dental work covered according to a payment schedule. The Dental DMO offers discounted charges on services by a primary care dentist (PCD) from a list of approved providers.

4. Life insurance - May be purchased by employees. It is an age-related plan and options may be purchased at one, two, three or four times annual salary. Dependent life insurance in the amount of \$5,000 term life and \$5,000 AD&D is available is available for eligible dependents.

5. Disability insurance - Provide short-term or long-term protection from loss of income during extended absences due to disability.

6. Accidental death and dismemberment insurance - Provides additional coverage in the case of death or dismemberment resulting from an accident.

For additional information regarding these insurances, including premium rates, please visit the ERS website at: <http://www.ers.state.tx.us/home/default.aspx>

Insurance coverage is available on the first of the month following 90 days of employment in a benefits eligible position. A new employee has a 30-day period during which to select coverage. Summer enrollment occurs each fiscal year, generally during the months of July and August. During the summer open enrollment, employees may make changes to their existing insurance coverage. Certain changes will require the employee to complete an Evidence of Insurability (EOI) form.

By federal regulation, the Consolidated Omnibus Budget Reconciliation Act (COBRA), group health and dental insurance coverage may be extended for the employee and insured dependents for a period of time after employment with the university ceases. Group health and dental insurance coverage may be extended for insured dependents of an active employee for specified reasons for an extended period of time.

For information regarding COBRA, including premium rates and time limits please visit the ERS Website at: <http://www.ers.state.tx.us/insurance/cobra/default.aspx>

TEXFLEX

The Health Care Reimbursement Account (HCRA) allows employees to deduct money from their checks before taxes and put the money into an account to pay medical bills that are not covered by the group insurance. The HCRA must be renewed on an annual basis at the beginning of each fiscal year. Any money not used by the end of the fiscal year is forfeited.



The Dependent Care Reimbursement Account (DCRA) allows employees to deduct money from their checks before taxes and put the money into an account to pay day care expenses for a child under the age of 13 or an adult family member. The dependent care account must be renewed on an annual basis at the beginning of each fiscal year. Any money not used by the end of the fiscal year is forfeited.

Workers' Compensation

All university employees are covered under provisions of the Texas Workers' Compensation Act. In addition to medical coverage for job-related injuries, monetary compensation is available for employees in the event of injury while performing authorized services for the university and to their beneficiaries in the event of death. Any accident, illness, or injury occurring while on the job must be reported to the employee's supervisor immediately.

See the Employee Health and Safety section of this handbook for additional information.

Unemployment Compensation

The university provides unemployment compensation at no cost to employees through the Texas Workforce Commission. Employees should be aware that voluntary termination or discharge for cause are not usually covered by unemployment compensation. Specific qualification requirements for benefits may be obtained from the local Texas Workforce Commission Office.

RETIREMENT PROGRAMS

All regular, benefits-eligible employees are required by state law to participate in one of two retirement programs offered by the university: Teacher Retirement System of Texas (TRS) or Optional Retirement Program (ORP).

Eligibility for participation is discussed below.

Teacher Retirement System of Texas (TRS)

All regular employees of the University of Houston are required by state law to participate in the Teacher Retirement System of Texas (TRS), unless they qualify for and elect to participate in the Optional Retirement Program (ORP). Eligibility and other provisions of the ORP are presented later in this handbook.

TRS is a defined benefit plan that provides three basic benefits to employees based on length of service and salary level: retirement, disability, and survivor and death benefits. The vesting period for TRS is five years.

An employee participating in TRS is required to contribute 6.4 percent of his gross salary to the TRS account. All employee contributions are tax deferred. The State of Texas also contributes a percentage equal to 6.58 percent your monthly gross salary.

If an employee leaves his job with the University of Houston, all money withheld from paychecks for TRS, plus interest earned through the previous fiscal year, will be refunded if a TRS Application for Refund form is completed. Refunds from retirement accounts are subject to early withdrawal penalties from the IRS, unless the money is placed in an IRA account within 60 days of receipt.

Upon retirement age, employees who contribute to TRS for five years or more can apply for a monthly retirement benefit based on your age, years of service and highest 5 salaries. TRS provides early retirement benefits (reduced benefits) at any age below 50 years with a minimum of 30 years membership or at age 55 with at least 5 years of service credit. Regular retirement (unreduced benefits) is available at age 50 with 30 years membership. Regular retirement is also available at age 65 with 5 or more years membership, or if your age and years of service total 80 with at least 5 years of service credit.

Annual retirement benefits under the standard annuity option are calculated as 2.3 percent times the number of years membership in TRS times the average of the highest five (or three for certain grandfathered employees) years annual salaries while participating in the program.

Other benefits offered to active members of the TRS program include survivor death benefits equal to twice an employee's salary to a maximum of \$80,000 and disability income benefits. TRS has provisions for purchase of additional service credit for time served in the military, employment in public education in another state, and the purchase of withdrawn TRS accounts.

Optional Retirement Program (ORP)

Optional retirement plans are available to certain full-time professional and administrative staff, provided these staff members meet requirements as set forth in the state regulations for ORP. Usually these staff positions report directly to a vice president or higher, require a national search when filling the position, head a department and have budget authority for the department, or have a primary responsibility for directing affairs of faculty. It is the employee's responsibility to select a company in which to invest his retirement contributions. Employees may obtain a list of approved companies on the HR Website at: <http://www.uh.edu/hr/benefits/ORP&TDA.htm>. Contributions made by the university to the ORP are vested for employees after one year and one day of participation in the program.

Participation in ORP is a one-time election and must be made in writing within 90 days of the date an employee becomes eligible. Eligible employees will be enrolled in the TRS program until an election for ORP participation is made in writing. If an employee does not submit an application for ORP participation before the expiration of the 90-day election period, ORP eligibility is forfeited and the employee must remain in the Teacher Retirement System of Texas for the remainder of his employment in higher education in Texas.

For additional information on retirement options please visit the Human Resources website at: <http://www.uh.edu/hr/benefits/retirementinfo.htm>

Tax Deferred Annuity

The Tax Deferred Annuity (TDA) program is a voluntary supplemental retirement program offered to all benefits-eligible employees. It is a qualified plan under Section 403(b) of the Internal Revenue Code. Investments are made through life insurance and mutual fund companies that are licensed to do business in the state of Texas. All contributions are excluded from taxable income until distributed from the account. Contributions to a tax deferred annuity are made by the employee only; there are no matching contributions. The minimum monthly contribution is \$25.00. The maximum monthly contribution allowed is set by the IRS and changes annually.

For more information on TDAs annual maximums or to obtain a list of approved companies please visit the HR Website at: <http://www.uh.edu/hr/benefits/GRP&TDA.htm>

State of Texas TexaSaver Program

All employees are eligible for the TexaSaver Program. TexaSaver is a deferred compensation program that allows you to invest a portion of pre-tax income in a retirement savings plan. TexaSaver is similar to the Tax Deferred Annuity Program. It is subject to the same IRS rules and the same maximums.

For more information on the TexaSaver program please visit the ERS Website at: <http://www.ers.state.tx.us/texasaver/default.aspx>

Social Security

All employees participate in the Federal Social Security Program (FICA), which provides an employee with death, survivor and disability benefits during the years of employment, as well as retirement benefits.

Contribution rates to Social Security are determined by the United States Congress. The university and the employee contribute equally to the cost of social security benefits. The deduction from an employee's payroll check and the amount contributed by the university are deposited with the federal government according to federal guidelines.

TIME OFF

Vacation

The university provides paid vacation for benefits-eligible employees. Full-time (100 percent FTE) employees earn vacation hours according to the following schedule:

Employees with Total State Employment of	Hours Accrued Per Month	Maximum Hours Carried Forward to Next Fiscal Year
Less than 2 years	8	180
at least 2 but less than 5 years	9	244
at least 5 but less than 10 years	10	268
at least 10 but less than 15 years	11	292
at least 15 but less than 20 years	13	340
at least 20 but less than 25 years	15	388
at least 25 but less than 30 years	17	436
at least 30 but less than 35 years	19	484
at least 35 years or more	21	532

Part-time employees (less than 100 percent but at least 50 percent FTE) earn pro-rated vacation hours.

Although vacation hours are earned during the first six months of employment, employees are not eligible to take vacation until they have completed six months of verified continuous employment with the state of Texas. Employees should submit their leave request for appropriate supervisory approval and are encouraged to

select the dates they wish to take vacation as far in advance as possible. Vacation will be granted as requested, provided the work schedule of the department permits.

Employees are responsible for providing the Human Resources Department with written verification of prior state employment to receive credit for such employment to increase the accrual rate and to have transferable hours added to the vacation balance.

Employees terminating state employment after at least six months of continuous employment will be paid for their accrued vacation balance unless they are a direct transfer to another state of Texas agency. In the case of a direct transfer the employee's vacation balance will be transfer to their new agency. Vacation leave transferred may not exceed the university maximums previously specified.

Holidays

The total number of annual holidays available to benefits-eligible staff employees is set by state law. The holiday calendar is approved annually by the Board of Regents. The university observes holidays that include most national holidays and an extended break between Fall & Spring semester. Staff employees are entitled to observe religious holidays as specified by the Appropriations Act in lieu of any state-approved holiday or holidays on any day which the university is required to be open and staffed. Such substitutions must be requested in advance and have the approval of the supervisor.

Employees required to work on a scheduled holiday will be entitled to equivalent time off with pay to be taken during the 12-month period following the end of the workweek in which the holiday occurred. The date(s) of such equivalent time off will be mutually agreed upon in advance by the employee and the supervisor. Unless an employee actually works on a scheduled holiday, holiday hours are not considered as hours worked for the purpose of computing weekly overtime of nonexempt employees.

If an eligible employee begins work on the first workday of the month, the employee is entitled to be paid for a university designated holiday that occurs before the first workday if the holiday occurs during the same month and does not fall on a Saturday or a Sunday. An eligible employee who terminates employment on the last workday of the month is entitled to be paid for a university designated holiday that occurs after the last workday if the holiday falls within that month and does not fall on a Saturday or a Sunday.



Sick Leave

All full-time regular employees earn sick leave beginning on the first day of employment. Sick leave is earned at the rate of eight hours for each month or fraction of a month of employment. Unused sick leave is carried forward each month and may be accumulated indefinitely. Part-time regular employees earn sick leave equivalent to the percentage of their appointed work time.

Sick leave may be used when personal sickness, injury, or pregnancy and confinement prevent the employee's performance of duty, for medical and dental appointments, or when the employee is needed to care for and assist a member of his immediate family who is actually ill. For purposes relating to regular sick leave, immediate family is defined as those individuals who reside in the same household and are related by kinship, adoption, or marriage, as well as foster children certified by the Texas Department of Protective and Regulatory Services. Minor children of the employee, whether or not living in the same household, will be considered immediate family for purposes of regular sick leave. An employee's use of sick leave for family members not residing in that employee's household is limited to the time necessary to provide care and assistance to a spouse, child, or parent of the employee who needs such care and assistance as a direct result of a documented medical condition.

An employee who must be absent from duty because of illness shall notify his supervisor or have the supervisor notified of that fact at the earliest practicable time. When an employee returns to work after taking sick leave, he is required to complete a sick leave application which is submitted to the appropriate approving authority.

To be eligible for paid sick leave during a continuous period of equal to or more than three working days, an employee must provide the supervisor with a doctor's certificate showing the cause or nature of the illness, or some other acceptable written statement of the facts concerning the illness. After a period equal to or more than three continuous days' absence, the employee must submit a doctor's release to return to regular duty before the employee may return to work.

Employees are expected to maintain low absenteeism rates by reporting to work on time as scheduled. Supervisors who observe a pattern of absences indicating possible abuse of sick leave privileges may require a doctor's statement before approving payment for sick leave. Continuous and frequent use of sick leave may require a medical assessment from a physician verifying that the employee is medically fit to perform the duties for which the employee was hired. Sick leave abuse or failure to provide a doctor's statement in a timely manner may result in disciplinary action, including involuntary termination, in addition to denial of sick leave pay.

There is no payment for unused sick leave upon termination of employment, nor will an employee be allowed to remain on the payroll after the planned final workday to utilize sick leave. In the event of the death of an employee, however, the estate of the employee will be paid for one-half of any unused sick leave, not to exceed 336 hours, provided that the employee had continuous state employment for at least six months at the time of death.

Employees separated from employment with the state under a formal reduction in force policy shall have their sick leave balance restored if reemployed by the state within 12 months of their termination. In addition, employees are allowed to have their sick leave balance restored if they are separated from their employment for other reasons and are reemployed by the state within 12 months of their termination.

An employee moving from one state agency to another will have his sick leave balance transferred to the new agency provided there is no break in service. The employee is responsible for obtaining written documentation of his transferable balance. Forms for obtaining documentation of previous state credits are available on the Human Resources Website: <http://www.uh.edu/hr/>.

Employees are responsible for completing and submitting a Prior State Service in order to receive credit for time worked at a state of Texas agency.

Extended Sick Leave

Extended sick leave may be available to employees who have become disabled to provide continued income from the time all accumulated paid leave has been exhausted through the end of the waiting period for long-term disability benefits to begin. An employee is eligible to apply for extended sick leave even if he is not enrolled in the group long-term disability program. However, under no circumstance will the extended sick leave exceed 90 calendar days. In addition to being disabled, the employee must be a long-term employee in good standing with the university to be eligible for extended sick leave with pay.

Extended sick leave applications that have been approved by the department are routed to the Human Resources Department for review and determination of eligibility and then forwarded for additional approvals including that of the president.

Sick Leave Pool

The sick leave pool provides a source of additional sick leave for those employees who suffer a catastrophic illness or injury, who must be off work due to the illness or injury for a minimum of 30 days and who have exhausted all accrued sick leave and annual leave balances. Sick leave pool hours may be used for personal illness or illness of a member of the employee's immediate family. Regular, benefits-eligible employees are eligible to apply for leave from the sick leave pool.

All contributions to the sick leave pool are voluntary. Any employee may contribute sick leave hours by submitting a sick leave pool contribution form to the Benefits Section of the Human Resources Department.

An employee may apply for sick leave pool hours by completing a sick leave pool application form and by providing the licensed practitioner's statement form. The application must meet all requirements of the policy and must be approved by the Plan administrator in the Benefits Office. Employees are eligible for up to 90 workdays (720 hours) or one-third of the hours available within the pool, whichever is less.

Family and Medical Leave

The Family and Medical Leave Act of 1993 requires an employer to grant up to 12 weeks of job-protected leave to eligible employees for certain qualified medical conditions. The amount of leave granted is based on what is certified as medically necessary on the required physician statement. During an approved family and medical leave the employee receives the state contribution toward the cost of medical insurance.

An eligible employee may take family and medical leave for the birth of a child and the care of the newborn, the

placement of a child with an employee in connection with the adoption or state-approved foster care of the child, the serious health condition of a child, parent, or spouse, or a serious health condition of the employee. To be eligible to apply for family and medical leave an employee must have 12 cumulative months of state employment and have worked at least 1250 hours in the year immediately prior to the first day off from work due to one of these qualifying conditions.

An eligible employee must first utilize all applicable accrued paid leave balances (including sick leave, vacation leave and compensatory leave) while taking family and medical leave. If no paid leave is available, then the family and medical leave will be designated as unpaid leave. Employees receiving workers' compensation due to an on-the-job injury are not required to exhaust their accumulated sick leave and vacation as a part of the family and medical leave. Employees should contact the Benefits Section of the Human Resources Department regarding eligibility and details.

The full text of the Family and Medical Leave Policy is available in the Manual of Administrative Policies and Procedures 2.02.01.

Parental Leave

Employees with less than 12 months of state service or who have worked less than 1250 hours in the 12-month period immediately preceding the commencement of leave are eligible to take a parental leave of absence, not to exceed 12 weeks, provided that the employee utilizes all available applicable paid vacation and sick leave while taking leave. If no paid leave is available, then the parental leave will be designated as unpaid leave. Parental leave is limited to and begins with the date of the birth of a natural child or the adoption or foster care placement of a child under 3 years of age.

The full text of the Parental Leave Policy is available in the Manual of Administrative Policies and Procedures 2.02.02.

Active Duty Leave

Up to 12 weeks of unpaid leave may be granted because of any qualifying exigency for a spouse, child, or parent of a service member who is on active duty, or notified of an impending call or order to active duty in the Armed Forces (including the Reserves and National Guard, in support of a contingency operation)

Military Caregiver Leave

Up to 26 weeks of unpaid leave during a 12 month period may be granted to an employee who is the spouse, child, parent or next of kin of a service member undergoing medical

Leave Without Pay

Employees may be granted leave without pay with their supervisor's approval for sufficient reason. Such approval will depend upon the department's ability to satisfactorily reschedule the workload. Approved leave without pay may not exceed one year.

Leave without pay cannot be authorized until paid leave time for which the employee is eligible has been exhausted, unless the leave is due to an on-the-job injury. Sick leave may only be used as described in the leave of absence policy in the Manual of Administrative Policies and Procedures 2.02.03.

A request for leave without pay must be submitted in writing to the immediate supervisor and must have a specified return date. If an employee fails to return to work on the specified return date, the employee must provide documentation for extension which is acceptable to university management. If an employee fails to comply with conditions of the leave, privileges of the leave are forfeited. If the period of leave without pay extends to a full calendar month or longer, the employee will not accrue vacation, sick leave, or state service credit and will not be eligible for holiday pay.

Employees may arrange to continue group insurance while on leave without pay by paying premium cost direct to ERS. An employee on leave without pay will be contacted by ERS directly to arrange coverage.



Jury Duty and Witness Service

If called for jury duty, an employee will be granted time-off with pay from their regular work schedule to perform this civic responsibility. An employee must notify his supervisor immediately upon receipt of the official notice of such duty.

Time off will begin on the day the employee is required to serve, and the employee will be given a reasonable amount of time to report for jury duty. An official written record of the time served must be given to the employee's supervisor upon return to work.

An employee who is subpoenaed to serve as a witness in a case, or who appears as a witness and accepts a

fee, must take vacation leave or leave without pay if no vacation leave is available. This type of court appearance is considered personal business. When an employee is called to appear in court at the university's direction in an employee's official capacity, it will be considered time worked.

Emergency/Bereavement Leave

Employees may be given up to 3 days leave with pay, 5 days if out of the Houston area, for the death of immediate family members. Immediate family includes: husband, wife, children (including step-children), brothers, sisters (including stepbrother or stepsister), brothers-in-law, sisters-in-law, parents (including stepparents), grandparents, grandchildren, father-in-law, mother-in-law, sons-in-law, or daughters-in-law. To be eligible for emergency leave, an employee should notify the supervisor or department head immediately. Upon return to work, an official record, obituary notice, or other form of documentation to substantiate the request for paid leave may be required.

The President/Chancellor may grant emergency leave to an employee for other reasons determined to be for good cause.

Leave for Military Service and Volunteer Firefighters

Benefits-eligible employees who are members of the state or federal military forces or reserve units are entitled to military leave with pay for the days on which they are ordered to active duty for training or field exercises, for a period not to exceed 15 days within a calendar year. Requests for military leave must be submitted in advance in writing to the employee's supervisor for approval, along with a copy of the official military orders.

A leave of absence with full pay will be provided to university employees called to active duty with the National Guard by the governor of Texas because of a state of emergency.

An employee called to active duty during a national emergency by a reserve branch of the U.S. Armed Forces shall have a leave of absence without pay. The employee shall accrue state service credit while on such leave but does not accrue vacation or sick leave. However, the employee retains any accrued sick or vacation leave and will be credited with those leave balances upon return. The employee may use accumulated vacation prior to the beginning of leave without pay.

Employees called to active duty are entitled to state or federal re-employment upon discharge from active duty provided application for re-employment is made to the university within 90 days of discharge, and the length of active duty does not exceed five years.

University employees who are volunteer firefighters are entitled to a leave of absence with pay to attend training schools conducted by state agencies, provided the leave does not exceed five working days in any one fiscal year.

Voting

Time off with pay to vote in primary and general elections is not normally necessary. Voting hours are such that an employee generally may vote either before or after work. However, when it is not possible to vote before or

after regular working hours, supervisors may give an employee permission to be up to two hours late in arriving to work or to leave up to two hours early to vote. The supervisor will determine whether or not the request will be approved based on the particular situation.

OTHER BENEFITS

College Program

The College Program is an educational benefit available to all full-time, benefits-eligible employees to encourage their development through formal education. To participate in this program, employees must have completed at least six months of employment. The program allows full-time employees release time from work to attend college courses. In general, courses may be job-related, degree-related or for UH career development. A maximum of three hours per week can be allowed for course attendance, and requests to take courses at other college campuses may be approved. Prior to registering for a class during work hours, an employee must obtain written approval from his supervisor.

For more information and forms, contact the Human Resources Service Center at extension 3-3988.

Staff Tuition Scholarship Program

The Staff Tuition Scholarship Program is designed to support and encourage employee development through formal education, with a priority on the attainment of a baccalaureate degree and beyond at the University of Houston.

The Staff Tuition Scholarship Program is only for courses taken at the University of Houston.

Staff Tuition Scholarship Program is outlined under MAPP [02.06.01](#)

Travel Insurance

The university purchases a travel policy which insures employees traveling on university business. The plan also provides travel assistance when traveling 100 miles or more from home for both domestic and foreign travel.

Employees have access to Worldwide Assistance Services. The services are available 24 hours a day and include medical assistance, information services, legal assistance, and personal assistance. Information on business travel insurance is available from the University of Houston System director of risk management at extension 35858.

Credit Union

Employees are eligible for membership in the Smart Financial Credit Union. With a minimum deposit of \$25.00, an employee may become a member of this full-service financial institution. Benefits include savings accounts,

checking accounts, money market accounts, certificates of deposit, IRAs, and complete loan services. For information, contact the Smart Financial Credit Union Office at 4605 Southwest Freeway, Suite 100, Houston, Texas 77027, (713) 850-1600.

Staff Awards

Employees are honored annually on Staff Awards Day. Based on nominations submitted by members of the university community, a selection committee recommends to the president those employees to receive Excellence Awards for meritorious service, and one employee to receive the prestigious McElhinney Award. The excellence awards recognize meritorious service, dedication and significant contributions to the university.

The C.F. McElhinney Award is the highest honor given by the university to a staff member. The award is presented annually to one outstanding employee whose exemplary service is representative of the contributions made by the late Charles F. McElhinney. McElhinney was an associate professor and business manager of the university beginning in 1946 and senior vice president and treasurer of the university at the time of his retirement in 1972. Winners of these awards receive a plaque and monetary recognition from the university at a formal ceremony in their honor.

COMPENSATION

PAY INFORMATION

Pay Days

University employees are paid either biweekly or monthly depending on their job classification. Employees in exempt positions are paid monthly on the first working day of the month. Employees in nonexempt positions are paid biweekly on alternate Fridays. If Friday is a holiday, pay day will be the last workday immediately preceding the holiday. Special provisions may apply during the extended break between Fall and Spring semester.

Direct Payroll Deposit

As a cost-saving measure, the University of Houston requires employees to have their salaries deposited directly into a checking, savings, Bank of America PayCard account or loaded onto their employee Higher One ID card. The employee's financial institution must be a member of the Southwestern Automated Clearing House Association in order to activate direct deposit.

Payroll Deductions

By law, the university is required to make certain deductions from an employee's pay. These include the following:

- Federal Income Tax (FIT);
- Social Security (FICA);
- Medicare Tax;
- TRS or ORP retirement program (if required, based on employment status); and Court-ordered garnishments (child support and IRS levy);

- Employees have the option of requesting additional deductions, such as:
- Health insurance;
- Voluntary life, accident and disability insurance;
- Dental insurance;
- State Employee Charitable Campaign;
- State of Texas Employees' Union dues; and Annuities.

Time Sheets

All employees are required to complete and submit time sheets. Employees will be notified by their supervisors regarding time keeping requirements.

Nonexempt (hourly) employees must complete a time sheet (UH System Biweekly Time and Effort Report) every two weeks itemizing hours worked and absences, if any, during that payroll period.

Exempt (monthly) employees are required to submit all leave time taken through Time & Labor, the electronic time reporting system. All leave time must be entered by the end of the month in which the time is taken. Supervisors are required to review and approve the electronic submission for accuracy and to verify that the information submitted by the employee is accurate.

A Leave Request Form must be submitted for all leave requests for both Monthly and Biweekly employees. The Leave Request Form must be approved by the employee's supervisor.

Falsification of a time sheet is grounds for disciplinary action, up to and including termination.

Overtime Pay

It is the policy of the university to plan, organize and schedule its activities so that overtime work is held to only that which is absolutely necessary. In unavoidable circumstances, such as emergencies or peak load periods, non-exempt employees will be compensated for overtime work in accordance with university policy and the Fair Labor Standards Act (FLSA). Employees who are classified as exempt are not eligible to receive overtime payments or compensatory time for hours worked in excess of the standard workday.

All overtime work is to be authorized in advance by the appropriate supervisor. Nonexempt employees may not make unauthorized decisions to work overtime. Working unauthorized overtime may subject the employee to disciplinary action, up to and including termination.

The standard workweek for overtime purposes is the consecutive 168 hour, seven day period beginning at 12:01 a.m. Wednesday and ending at 12:00 midnight on the following Tuesday. Only hours actually worked will count toward the computation of overtime pay or compensatory time.

Nonexempt employees who are required to work in excess of 40 hours in the standard workweek must receive either overtime pay at the rate of one and one-half times the regular rate of pay or compensatory time off at a rate of one and one-half the overtime hours worked. Compensatory time may also be accrued in situations where a nonexempt employee has not worked more than 40 hours in a workweek but the total of hours worked and hours of paid leave and/or paid holidays exceeds 40 hours. Accrued compensatory time must be taken during

the 12-month period following the end of the workweek in which the overtime occurred. Accrued compensatory time not taken during the 12-month period must be paid at the rate when the payment is processed.

The full text of the Overtime Policy is available in the UH System Administrative Memorandum 02.B.02.

Longevity Pay

All regular full-time non-academic employees who have a minimum of two years of service with the state of Texas are entitled to longevity pay for each year of service up to and including 42 years of service. Payments shall be made in two-year increments. Longevity pay commences the month following the second-year service anniversary date unless the anniversary date is the first day of the month. If the anniversary date occurs on the first day of the month, then longevity pay commences that month. State service refers to all employment with the state, including temporary, part time, student employment, and legislative service.

Not included is employment at a public school district or junior college. Length of service for longevity gives one month credit for each full month or fraction of a month of state service. State service is the cumulative total months of state employment. The present schedule for longevity pay is:

2-4 years	\$20/month	28-30 years	\$280/month
4-6 years	\$40/month	30-32 years	\$300/month
6-8 years	\$60/month	32-34 years	\$320/month
8-10 years	\$80/month	34-36 years	\$340/month
10-12 years	\$100/month	36-38 years	\$360/month
12-14 years	\$120/month	38-40 years	\$380/month
14-16 years	\$140/month	40-42 years	\$400/month
16-18 years	\$160/month	42+ years	\$420/month
18-20 years	\$180/month		
20-22 years	\$200/month		
22-24 years	\$220/month		
24-26 years	\$240/month		
26-28 years	\$260/month		

UH COMPENSATION PROGRAM

Compensation Philosophy

The university's compensation philosophy is to develop compensation plans and programs that reflect the organizations' values, characteristics, and vision. As a state-assisted institution, the compensation philosophy also recognizes the university's responsibility to administer its resources in an efficient and effective way.

The University of Houston Total Compensation Package consists of salary as well as monetary and non-monetary benefits. The actual value of UH benefits varies from 20% to 35% above salary depending on the options an employee chooses. University of Houston, Human Resources (UH HR) Compensation is committed to providing a total compensation program to attract and retain talented employees. Accordingly, jobs are assigned to the pay range using the midpoint that is closest to 90% of the market value.

UH HR Compensation will support the university's overall goals and values through the application of the following objectives:

- provide a total compensation package that considers the external market, while ensuring internal equity and emphasizing the advantages of a collegial work environment;
- reward and retain those individuals who exceed defined performance parameters;
- provide flexibility in job design to meet the needs of the university;
- encourage progression and mobility to excellent performers through job enrichment and promotions from within;
- and to encourage and reward the acquisition of skills.

Job Descriptions

All benefits-eligible staff positions covered by the UH Compensation Program have a generic job description that includes the official UH job title and code, a general job summary, a list of principal duties and responsibilities, and minimum job requirements (minimum education, experience and other qualification requirements). Rather than listing every conceivable task, major responsibility areas are normally included on the official job description. An individual's position description may vary from the generic job description by listing other tasks and activities assigned to an individual employee. The official job title on the job description will be used for all personnel records. A different functional job title may be used for internal departmental purposes. New official job titles may be created only with the prior review and approval by the Human Resources Department.

Position Classification and Salary Ranges

Job classification is the basis for determining the pay grade for a position, and for maintaining equitable salaries within pay grades. The job evaluation process determines the appropriate classification and pay grade for each position. Positions that involve substantially the same kind of work, equivalent levels of difficulty and responsibility, and require comparable experience and training are grouped together into a single job classification and/or pay grade.

A pay range for each job has been established to promote equal pay for equal work and to provide adequate compensation for the work performed. Midpoints of the pay ranges represent the university's desired competitive position to the external market and are determined by a statistical analysis of salary survey data. New employees are normally hired between the range minimum and the 1st quartile of the range. However, pay rates for new employees possessing additional qualifications may be placed above the first quartile up to the midpoint of the range with approval.

The full text of the Classification of Staff Jobs Policy is available in the Manual of Administrative Policies and Procedures 2.01.02.

Salary Increases

With prior administrative approval, employees may receive salary increases to advance within the pay range depending on their job performance, the availability of funding, and guidelines established by university management. The university provides for salary increases as mandated by the state legislature. The university also has provisions for merit increases, equity pay adjustments, interim assignment pay adjustments, and other

pay adjustments as authorized by the president and subject to budgetary restrictions. Employees promoted from one pay grade to a higher pay grade normally receive a promotional salary increase. All salary adjustments require the prior approval of the Human Resources Department. In certain circumstances, salary adjustments also require prior approval of the Executive Vice President for Administration and Finance.

The full text of the Pay Guidelines for Staff Employees Policy is available in the Manual of Administrative Policies and Procedures 2.01.01.

Performance Appraisals

Each staff member is an integral component in the success of achieving the stated goals of the University of Houston. Employees deliver success through their competencies: professional expertise, innovation, communication and cultural awareness. Continued success requires effective and interactive performance dialogues between staff and supervisors that identify goals, initiatives, professional development, results, accountability and mutual respect.

The University of Houston's performance appraisal system is a strategic approach to performance management focuses the staff member and supervisor on having regular dialogues linking performance expectations, feedback and coaching in alignment with the organization's strategic principles and imperatives. The major objectives include:

- Improved communications between supervisors and employees;
- Enhancing the understanding of the university and departmental goals;
- Development of clear, mutually established performance objectives and fair criteria for measuring attainment of these objectives;
- Ongoing feedback throughout the year concerning job performance;
- Employee career and skill development;
- And development of a fair and objective tool to recognize outstanding performance.

All staff employees are required to receive a formal performance review before the end of the initial probationary period and annually according to established schedules. Throughout the year, the supervisor and staff member communicate and discuss the goals, objectives and job performance. The final meeting at the end of the year summarizes the performance for the year and documents the process. Following a performance appraisal interview, employees will be asked to sign their appraisal form to show that job performance was discussed and will receive a copy of their performance appraisal. Employees are entitled to have their written comments filed with the appraisal in the official personnel file. This may be done by submitting a memorandum to the supervisor within five working days after the date of the appraisal and requesting that it be sent to Human Resources, where it will be included in the employee's official personnel file.

The full text of the Performance Appraisal Policy is available in the Manual of Administrative Policies and Procedures 2.01.04.



EMPLOYEE RESPONSIBILITIES

BOARD OF REGENTS POLICIES

Standards of Conduct

A state employee should not:

- accept or solicit any gift, favor, or service that might reasonably tend to influence the employee in the discharge of official duties or that the employee knows or should know is being offered with the intent to influence the employee's official conduct;
- accept other employment or engage in a business or professional activity that the employee might reasonably expect would require or induce the employee to disclose confidential information acquired by reason of the official position;
- accept other employment or compensation that could reasonably be expected to impair the employee's independence of judgment in the performance of the employee's official duties;
- make personal investments which could reasonably be expected to create a substantial conflict between the employee's private interest and the public interest; or
- intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the employee's official powers or performed the employee's official duties in favor of another.

Consulting and Other Outside Employment

An employee may engage in external consultation or other paid professional employment provided such

activities are approved in writing in advance by his supervisor, present no conflict of interest, and do not interfere with the employee's regularly assigned university duties. Consulting and other outside employment is defined as activities undertaken for remuneration from a third party where the activity is within the scope of activities, functions, or expertise for which the individual is compensated by the university.

The full text of the Consulting and Paid Professional Services Policy is available in the Board of Regents Policy 49.02 and UH System Administrative Memorandum 02.A.08.

Dual Employment

The Board of Regents must give its approval before any university employee may hold other non-elective state or federal office or position of honor, trust, or profit. Approval will be based upon clear evidence that the dual office holding is of benefit to the state or required by state or federal law and creates no conflict of interest. If there are any questions regarding dual employment, contact Human Resources.

Employment of Relatives-Nepotism

University policy prohibits the employment of relatives within a supervisory chain. Relatives of university employees shall not be employed by the university in positions where the employee has the official authority to hire or recommend or approve the hiring, salary, or promotions of the relative. Relatives shall not be employed in the supervisory-subordinate relationship even if it results from marriage after the employment relationship was formed. The provisions of this policy apply to all university programs regardless of funding source.

For the purposes of this policy, the term relative is defined as anyone related to the employee within the second degree of affinity or the third degree of consanguinity and includes the employee's spouse and the employee's or the spouse's parents, grandparents, great grandparents, brothers, sisters, half brothers and sisters, children, grandchildren, great grandchildren, aunts, uncles, nieces, nephews, first cousins, second cousins, and persons married to them.

The full text of the Nepotism Policy is contained in the Board of Regents Policy 49.07 and System Administrative Memorandum 02.A.21.

Conflict of Interest

Employees are prohibited from using their positions to influence the university's business, academic, administrative, or other decisions in a way that could lead to personal financial gain or advantage for that employee or that employee's family or business.

Similarly, employees are prohibited from assuming obligations outside the university or elsewhere within the university which interfere with or prevent them from adequately discharging their primary obligations and commitments to the university. Therefore, employees should not engage in activities which create a conflict of interest or commitment.

When such conflicts arise, disclosure and resolution of conflicts of interest and conflicts of commitment must be made in writing through appropriate administrative channels. Specifics of the procedures for doing this may be

obtained from one's supervisor, department/unit head, or other appropriate administrative official.

The existence of a conflict of interest, failure of an employee to disclose a conflict of interest, or failure to eliminate a conflict when so directed, may be grounds for disciplinary action, up to and including termination.

The full text of the Conflict of Interest Policy is available in the Board of Regents Policy 13.08 and System Administrative Memorandum 02.A.09.

Governmental Appearances

All university employees appearing before Congress or the Texas Legislature, or their agencies, committees, or members to offer testimony, opinions, or commentary about existing or potential laws, rules, or regulations, not expressly authorized to do so by the board of regents or the chancellor, must clearly state in advance that they are appearing in their individual capacities and that their testimony, opinions, and commentary are not authorized by, and must not be construed as reflecting on, the position of the university.

Board of Regents Policy 31.01.

UNIVERSITY OF HOUSTON SYSTEM AND UH POLICIES

Employee Financial Responsibility

University employees are required to satisfy their financial obligations to the university in a timely manner. Employee financial obligations include payment for parking permits, parking citations or towing charges, tuition and housing fees, library fines, Health Center or Counseling and Testing charges, any personal checks submitted for payment, and any other financial obligation to the university incurred by the employee. Applicants will not be approved for employment unless and until any delinquent debt to the university is paid.

The writing and/or presenting of a check against insufficient funds or a closed account or the issuance of a stop payment after goods or services have been delivered is considered theft, under certain circumstances, according to Texas statutes. Employees who present checks to the university that are returned unpaid by the financial institution will be subject to service charges and may be subject to forfeiture of check writing privileges, loss of certain university opportunities and services, disciplinary action up to and including termination from employment, and referral for prosecution.

Failure of an employee to pay for services provided or fines assessed by the due date noted on any billing statement will constitute debt delinquency and may result in loss of these services, loss of certain university opportunities, assessment of a collection charge, disciplinary action up to and including termination from employment, referral to a collection agency, and reporting to a credit bureau.

The full text of the Employee Financial Responsibility Policy is available in Manual of Administrative Policies and Procedures 05.03.01

Internal Controls

Internal controls help an institution achieve efficiency of operations, reliability of financial reporting and compliance with laws and regulations. The governing board, the administration, the faculty and the staff are all involved in implementing the internal controls process. The process also includes the policies and procedures which help to ensure that management directives are carried out.

Control activities occur throughout the organization, at all levels, in all functions. These activities include a range of actions such as approvals, authorizations, verifications, reconciliations, reviews of operating performance, security of assets and segregation of duties. These activities should be an integral part of all routine job functions.

Reporting Suspected Criminal Activity

All employees of the university, including student employees, have an obligation to report any suspected theft, fraud, embezzlement, destruction of property, or any other irregularity causing a loss of cash, property, or any other asset of the university. University employees who, in good faith, report suspected criminal activity are protected against any retaliation by the University for making such a report. Employees who are aware of criminal activity against the university and fail to report it may be subject to disciplinary action. Failure to cooperate fully shall be grounds for disciplinary action, including possible termination of employment.

Employees who suspect criminal activity should report it to one of the following:

- the senior vice president for Administration and Finance;
- the campus police department;
- the director of internal auditing;
- www.uh.edu/police;
- www.mysafecampus.com;
- University counsel; or
- the system risk manager

Any known criminal activity requiring prompt response should be reported immediately to the university police department at extension 3-3333 or by dialing 911. Non-emergency criminal activity can be reported by calling 3-0600.

The full text of the Reporting Suspected Criminal Activity Policy is available in System Administrative Memorandum 01.C.04.

Gifts and Gratuities

Employees may not accept gifts, gratuities or favors which could be interpreted as an attempt to influence them in the conduct of their duties at the university. The definition of a gift is available in the Manual of Administrative Policies and Procedures 5.02.02. Intellectual Property

University research often results in the invention of new technology or the creation of new copyrighted material. Such results may have commercial value. While the production of commercially valuable intellectual property

is not necessarily the purpose of university research or the duty of anyone engaged in research, the Board of Regents desires that both society and each component university under the governance of the board use all knowledge to the greatest possible benefit.

Accordingly, when appropriate, each component university will protect all intellectual property rights in technology and copy-righted material and use diligent efforts to make productive use of such rights for the good of the public, the creator, and the System. When this result is achieved by the attraction of private risk capital, or by the transfer or licensing of rights in technology or copyrighted material, income may be realized, which the board will seek to distribute in a manner fair both to the creator and to the component university at which the intellectual property was developed. Financial return, however, always remains secondary and incidental to the public service aspect of developing and disseminating knowledge for public use. The board delegates management of intellectual property to the component university at which it is generated.

The full text of the Intellectual Property Policy is available in the Board of Regents Policy 11.08.

Political Aid and Legislative Influence

State appropriated funds shall not be used for influencing the outcome of any election, or the passage or defeat of any legislative measure. This prohibition shall not be construed to prevent an employee from furnishing to any member of the Legislature or committee upon request, or to any other state official or employee, or to any citizen, information in the hands of the employee not considered under law to be confidential information. Any action taken against an employee for supplying such information shall subject the person initiating the action to immediate dismissal from state employment.

PERSONAL CONDUCT

Work Hours

Regular full-time employees are required to work 40 hours per week. Supervisors establish work schedules and may schedule flexible working hours within the limits of state law if the requirements of that department will allow a flex time schedule. Employees are expected to report to work on time daily and to remain on the job throughout regular work hours. If an employee has to be absent from work or has an urgent reason for leaving, prior permission of the supervisor is required.

All university offices that serve the public are normally open from 8 a.m. to 5 p.m., Monday through Friday, and are required to remain open during the noon hour with at least one person on duty to accept calls, receive visitors and transact business. Some offices, due to the nature of their services, may have extended workdays or different work schedules.

Some staff positions require a greater number of actual working hours than others, and the acceptance of such a requirement is a condition of employment for persons employed in these positions. Whenever practical, employees will receive reasonable notice when a department makes significant changes in work schedules or establishes a requirement to work in excess of 40 hours on a regular or recurring basis.

Nonexempt employees whose positions require them to work overtime on a regular basis are expected to be

available to work overtime on short notice. Part-time and temporary employees are expected to work those hours designated by the employing department as necessary to fulfill the requirements of their position.



An employee whose position is subject to emergency call duty and who subsequently fails to report when called for such duty may be subject to disciplinary action, up to and including termination, unless the employee provides an acceptable reason for the failure to report.

Reporting Absence or Tardiness

Employees of the university are expected to maintain a punctual and regular attendance record. Being repeatedly late for work or absent from work without good reason is grounds for disciplinary action, up to and including termination. Departments have their own internal procedures for reporting absences or tardiness.

Refer to the Sick Leave Policy for an explanation of documentation necessary for an absence due to illness.

Personal Appearance and Uniforms

Employees are expected to use good judgment at all times regarding their personal appearance. Employees are expected to dress appropriately, to be neat, to wear clean clothing and to be careful of personal hygiene. Employees must adhere to special dress standards or uniforms that have been established in their department. Flagrant violations of commonly accepted standards of cleanliness or dress may be cause for disciplinary action.

Telephone and Fax Machine Use

Efficient and courteous service delivered via the telephone is one of the most important means by which students, visitors, and coworkers increase the quality of service at the university. If an employee's position requires answering the telephone, it is required that they be courteous.

Personal telephone calls should be kept to a minimum and in some areas are prohibited. Supervisors are

required to caution employees who use the phone excessively for personal calls. Personal use of university telephones and/or fax machines or placing personal long distance telephone calls and/or faxes that result in additional billable cost to the university is prohibited and is grounds for disciplinary action up to and including termination.

An employee authorized by his supervisor for business use of a mobile telephone or a telecommunications line in his residence for microcomputers, terminals, or faxes, normally must pay the cost of the service for which he may be reimbursed. Personal services should not be billed to a university-owned or leased mobile phone.

The full text of Employee Responsibilities–Telecommunications Resources is available in Manual of Administrative Policies and Procedures 10.03.05.

Computer Use

The university computing facilities exist to provide computing services to the university community in support of instructional, research, and university business activities. University computing facilities are a public resource and may not be used for personal or corporate profit.

The following conditions apply to all users of the computing facilities:

The user agrees to respect the privacy of other users. For example, users shall not intentionally seek or reveal information on, obtain copies of, or modify files, tapes, or passwords belonging to other users, or misrepresent others, unless explicitly authorized to do so by those users.

The user agrees to respect the legal protection provided by copyright and license to programs and data. For example, users shall not make copies of a licensed computer program to avoid paying additional license fees or to share with other users.

The user agrees to respect the intended usage for which access to computing resources was granted. For example, users shall use computing resources authorized for their use by the individuals responsible for these resources only for the purpose specified by that individual.

Examples of inappropriate use may include the use of computing resources for purely recreational purposes, the production of output that is unrelated to the objectives of the project, and, in general, the use of computers simply to use computing resources.

The user agrees to respect the integrity of computing systems. For example, users shall not intentionally develop or use programs that harass other users or infiltrate a computer or computing system and/or damage or alter the software components of a computer or computing system. Any defects discovered in system accounting or system security should be reported to the appropriate system administrator so that steps can be taken to investigate and solve the problem.

The user agrees to respect the financial structure of a computing system. For example, users shall not intentionally develop or use any unauthorized mechanisms to alter or avoid charges levied by the University for computing services.

The user agrees to respect the shared nature of the computing resources. For example, users shall not engage in deliberately wasteful practices such as printing of unnecessary listings, performing endless unnecessary computations, simultaneously queuing numerous batch jobs, or unnecessarily holding public work stations, magnetic tape drives, or dial-up telephone lines for long periods of time when other users are waiting for these devices.

The user agrees to respect the rights of other users. For example, users shall not engage in private or public behavior that creates an intimidating, hostile, or offensive environment for other users.

In addition to the above, each facility may have additional guidelines for the use of particular types of accounts; it is the user's responsibility to read and adhere to these additional guidelines.

Users of computing resources should be aware that although many computing facilities provide and preserve the security of files, account numbers, and passwords, security can be breached through actions or causes beyond the reasonable control of the facility. Users are urged, therefore, to safeguard their data, to take full advantage of file security mechanisms, and to change account passwords frequently.

Violations of these conditions—such as unauthorized use of another user's account; tampering with other users' files, tapes, or passwords; harassment of other users; unauthorized alteration of computer charges; unauthorized copying or distribution of copyrighted or licensed software or data; deliberately wasteful practices; and online behavior that intimidates or offends,—are unethical, violate university policy or are potentially unlawful. Users should report to the facility manager or to the individual in charge of their computing resource information they may have concerning instances in which the above conditions have been or are being violated.

Personal Mail

Postage for personal mail cannot be charged to a university account. The use of the university mail system for personal purposes is unauthorized use of university property. An official United States Postal Service substation is located in the bookstore of the University Center.

Personal Use of a University Vehicle

Only persons authorized by the university may drive vehicles owned or leased by the university. Vehicles may be used for university business only, except where specifically authorized otherwise. In accordance with state law no employee shall use any state-owned vehicle except on official university business. Authorized persons are responsible for complying with all guidelines set forth in System Administrative Memorandum 03.E.06, Business Use of Vehicles and 03.E.07, Fleet Management.

The driving records of all persons authorized to drive university vehicles will be checked prior to employment and annually thereafter. An employee with a probationary or unacceptable driving record may have his driving privileges suspended. The inability to drive a university vehicle due to an unacceptable driving record may be grounds for termination.

Where vehicles are allowed for personal use, costs associated with personal use shall be reported as income, in

accordance with Internal Revenue Service regulations. Authorization of drivers shall, in most cases, be restricted to university employees, except in those cases where students or spouses may be authorized for limited use of certain vehicles.

Use of Employee's Personal Vehicle for University Business

An employee may be reimbursed for mileage at the official state rate when a personal vehicle is used for university business whether local or outside the university area. Mileage reimbursement is not available for those employees receiving automobile allowances. To be eligible for reimbursement, a travel request must be submitted in advance. The state mileage reimbursement rate takes into account gasoline costs, wear and tear on the vehicle, maintenance and insurance.

The full text of the Business Use of Vehicles Policy is available in System Administrative Memorandum 03.E.06 and the complete Travel Policy is available in Manual of Administrative Policies and Procedures 4.02.01.

Alcoholic Beverages and Drugs

All members of the university community and guests are required to comply with federal, state, and local laws regarding the distribution, possession, and consumption of alcoholic beverages. Employees may not consume alcohol while on duty. Reporting for duty under the influence of alcohol or drugs, thereby impairing an employee's ability to perform his duties, is grounds for disciplinary action up to and including immediate termination.

State Property

University furnishings, tools, and equipment are property of the state of Texas. University equipment may be removed from the campus only when necessary to conduct official university business. Prior to removing equipment, an employee should complete either a Request for Authority to Remove Equipment from Campus or a Portable Equipment Log.

Any employee who has university property at an off-campus location is responsible for that property and should consider providing insurance coverage under his own personal property insurance. Should the property be lost, stolen, damaged, or destroyed, the employee must reimburse the university.

The full text of the Property Management Policy is available in System Administrative Memoranda 03.E.02.

Procurement and Purchasing

Commitments incurred against university funds must be based upon university procurement and expenditure policies and procedures and other university guidelines. Obligations incurred by any university employee contrary to these purchasing guidelines become personal obligations of the employee.

The full text of the Procurement Policy is available in the Manual of Administrative Policies and Procedures 4.01.01, and other procurement directives are available throughout Section 4 of the MAPP.

Soliciting of Funds and Sales of Nonfood Items on Campus

State law prohibits the use of the university's facilities and grounds for personal gain including the distribution or posting of commercial literature or other items on campus. Activities involving sales or solicitation of funds are allowed only when they are sponsored by the university or a university-recognized student organization. For additional information, contact the Reservations Office, University Center, extension 35287.

Weapons

University policy prohibits the possession, carrying, or use of prohibited weapons including firearms, illegal knives, and clubs on university owned or controlled properties. Violation of this policy is grounds for immediate termination. (The Concealed Weapons Law does not supersede this policy).

Various articles of the Texas Penal Code apply to the possession of a firearm or prohibited weapon on the University of Houston Campus. Section 46.05 Prohibited Weapons. makes it a violation if an individual knowingly possesses an explosive weapon, machine gun, short-barrel firearm, firearm silence, switchblade knife knuckles, armor-piercing ammunition, a chemical dispensing device (other than a small chemical dispenser sold commercially for personal protection) or a zip gun. Section 46.02 Unlawful Carrying makes it an offense for a person to carry a handgun, illegal knife; or club in public places. Section 46.03 Places Weapons Prohibited make it an offense to carry a firearm, (long-rifle or handgun); illegal knife or prohibited weapon on to the physical premises of a school. Premises are defined as buildings or portion of a building. This section does not exempt those who hold a valid handgun license from the State of Texas from prosecution.

EMPLOYEE RELATIONS

Progressive Discipline

The university values its employees and is committed to fair, efficient, and equitable solutions to problems arising out of the employment relationship. Progressive discipline will be followed when a non-probationary, regular employee fails to comply with university rules, policies, and/or work directives. An employee will receive a verbal warning or oral counseling, a written reprimand, and a suspension without pay, prior to being terminated for continued rule or policy violations. A supervisor may skip one or more of those steps depending on the seriousness of the infraction or if there are grounds for immediate termination. An employee who receives formal disciplinary action may appeal the action through the executive director of human resources in accordance with the Employee Grievance Policy (MAPP 2.04.01).

Grievances

The university provides a grievance procedure for employees who have attempted to solve complaints through their supervisors but who still cannot reach a satisfactory solution. This procedure is available to all regular employees who have completed their initial probationary period of employment.

A grievance may include, but is not limited to, involuntary transfer to a different job classification, discipline, performance evaluation, demotion, or dismissal. Issues such as assignment of duties, determination of work hours, rate of pay, and other management responsibilities are reserved as management rights and are not grievable.

Employees in the initial probationary period of employment may file a grievance only on the basis of discrimination such as race, sex, color, religion, national origin, age, disability, veteran status, or sexual orientation. Grievances believed to be based upon discrimination are handled by the Office of Affirmative Action.

There are time limits for filing a grievance or appealing a dismissal. Further information and guidance concerning the university's grievance procedure is available on the HR Website at: <http://www.uh.edu/hr/>

EMPLOYMENT

Types of Staff Appointments

The university permits a wide range of appointment types as necessary to accomplish the varied tasks associated with conducting business and academic affairs. The following describes the types of staff appointments.

Regular, Full-time Appointment (Benefits-eligible) A regular, full-time appointment occurs when an individual is employed to work 100 percent FTE (40 hours per week) for a period of four and one-half months or longer.

Part-time Appointment A part-time appointment occurs when an individual is employed to work for less than 100 percent FTE (40 hours per week), and is not a student employed in a position which requires student status as a condition of employment. A part-time appointment may result in an individual having eligibility for all state and university benefit programs, depending on the FTE.

Regular, Part-time Appointment (Benefits-eligible) A regular appointment on a work schedule basis of at least 20 but less than 40 hours per week for four and one-half continuous months or longer. This does not include individuals employed in a position that requires student status as a condition of employment.

Non-regular, Part-time Appointment (Not Eligible for Benefits) An appointment on a work schedule basis of less than 20 hours per week regardless of the duration of the appointment. This does not include an individual employed in a position that requires student status as a condition of employment.

Temporary Appointment (Not Eligible for Benefits) A temporary appointment occurs when a person is appointed to a position of short duration (less than four and one-half continuous months), intermittent in nature, or in a position where it is clearly impractical to employ an individual on a continuing basis for more than four and one-half continuous months.

Term Appointment A term appointment occurs when an individual is employed for a specified period of time. Such appointments are frequently dependent on both the source of the funding and continuation of the funding. An individual on a term appointment may be employed in any of the staff appointment categories listed above.

Student Employee A student employee is an individual whose association with the university is for the primary purpose of furthering a formal education at either the undergraduate or graduate level. Students may be appointed to work 50 percent FTE or less during the regular academic session, and up to 100 percent FTE during breaks between academic semesters.

Recruiting and Posting of Vacant Positions

It is the policy of the university that recruitment and selection for vacant staff positions will be conducted in accordance with applicable federal and state statutes and regulations and in a spirit consistent with the principles of equal employment opportunity and affirmative action. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the university will be based on merit, qualifications and abilities.

To provide fair consideration of all interested candidates, all regular non-exempt (hourly) positions will be posted by internal employment bulletin for a minimum of five working days prior to a hiring decision. Regular exempt (monthly) positions will be posted for a minimum of 10 working days prior to a hiring decision. Only in unusual or hardship cases will posting requirements be waived by the Office of Affirmative Action.

Security Sensitive Positions

The University of Houston has designated as security sensitive certain positions of special trust. Generally, these are positions in which employees have access to or control of activities, systems, and/or resources that are subject to misappropriation, malicious mischief, damage, and/or loss or impairment of communications or control. Positions that may be designated as security sensitive shall be restricted to and identified from positions that handle currency; have access to confidential information and/or have the capability to create, delete, or alter records in any of the university student, financial, personnel, payroll, or related computer databases or in research databases that may contain trade secrets; have routine access to building master control and key systems; are responsible for the care or instruction of children; or work in an area designated as a security-sensitive area.

The university will conduct a criminal history investigation of the final candidate in a security sensitive position. No job offer for a regular position may be extended until the criminal history record investigation is complete and a recommendation to hire has been conveyed to the appropriate college or division business administrator.



If the final candidate is a current employee who is seeking a transfer or promotion, he or she will also be subject to a criminal history investigation. If a regular employee who has applied for a transfer or promotion to a security sensitive position on campus has a recommendation of not employable due to a positive criminal history, he or she may remain in his/her current position if the nature of the criminal activity does not preclude employment in that position and if there is no evidence of providing false information to the university regarding the criminal history. Otherwise, the employee will be subject to termination from the current position.

Job announcements for all security sensitive positions will be clearly identified as “security sensitive” so applicants are fully aware that a criminal history investigation will be conducted. Applicants who decline to submit to a criminal history investigation or fail to provide required information will be denied employment in a security sensitive position.

NEW EMPLOYEE SIGN-UP

Work Authorization

All new employees are required by the provisions of the Immigration Reform and Control Act of 1986 to complete an Immigration and Naturalization Service form I-9 on or before employment. This form attests to the individual's eligibility for employment in the United States. Certain specific documents which prove eligibility for employment in this country must be presented within 3 day of hire date. This law applies to all individuals, regardless of employment status, who enter into an employment relationship with the university.

Current employees whose employment authorizations have an expiration date must present documents to re-verify employment authorization prior to the expiration date or risk forfeiting employment. The Human Resources Department is the official signatory authority for all employment-related petitions submitted to the Immigration and Naturalization Service, as well as labor certification applications submitted to the Department of Labor.

Identification Cards

The Cougar One Card office issues all benefits-eligible staff a photo identification card at the time of employment. Employees should carry this card at all times for identification purposes. It may be used to secure library privileges, to purchase tickets for recreational and athletic events, to obtain parking, to make discount purchases at the bookstore, and to access emergency health services and discounted services at the Optometry Clinic. The Cougar One Card office will also replace lost identification cards for a small fee.

Benefit Selection

New employees have 30 days to make their benefit selections. All benefits-eligible employees, excluding graduate assistants, who fail to make such a selection are automatically given a basic insurance plan at no cost to the employee. Contact the Benefits Section of the Human Resources Department for more information.

Orientation

It is the responsibility of the employee's immediate supervisor to provide job orientation. This includes explaining duties and responsibilities of the job, departmental employment rules, physical layout of the building and

introducing the employee to coworkers.

The Human Resources Department provides general orientation sessions on a weekly schedule to acquaint new employees with university policies and procedures, facilities and services, and to explain benefits available to University of Houston employees. New employees will be advised at sign-up or by their supervisor of the times and location of these weekly sessions. Employees may also call the Human Resources service Department at extension 3-3988 for more information.

Direct Deposit Sign Up

New employees are provided an EmplID during the I-9 processing, the new employee will log into P.A.S.S. using their EmplID and the password provided during the I-9 processing and enter their direct deposit information or fill out the Bank of America Pay card application.

Initial Probationary Period of Employment

A regular staff employee serves a probationary period during the first six months (non-exempt employees) or 12 months (exempt employees) of continuous employment at the university or during the first six months (non-exempt employees) or 12 months (exempt employees) of re-employment following a break in service for any reason other than a recall to work after an approved reduction in force. At any time during this initial probationary period, the employee may be terminated without application of the discipline and dismissal policy and procedure. If the probationary period is interrupted by any authorized leave other than earned sick leave, the probationary period will be extended by the amount of time the employee is absent from work. Normally, an employee may not transfer to another area of supervision during the initial probationary period.

The full text of the Probationary Period for Regular Staff Employees Policy is available in System Administrative Memorandum 02.A.18.

Central Campus Promotion and Transfer

Employees are encouraged to grow and develop in their careers with the university. Opportunities for promotion can be viewed by visiting the University of Houston (Main Campus) Human Resources webpage at: <http://www.uh.edu/hr>.

Employees may apply for a transfer or promotion at any time after satisfactorily completing the initial probationary period in the current position. Consideration may be given for other positions for which the minimum qualifications are met. A department considering a current university employee for a vacant position is expected to contact the current department to obtain a recommendation before making a final hiring decision.

Two weeks' notice is generally required if an employee is transferring from one department to another. Exceptions to this requirement may be mutually agreed upon by the two departments. An employee's accumulated annual leave, sick leave, and other university benefits are not affected by transfers. If a non-exempt employee is promoted or transferred to another department, any compensatory or overtime balance must be cleared before the effective date unless the receiving department agrees in writing to accept the liability. Transfers to other UH System components are considered new hires and not subject to the transfer policy.

PERSONNEL RECORDS

Personnel Files

Each employee's official personnel file is maintained in the Human Resources Department and contains copies of official personnel documents. These documents include, but are not limited to, original documentation of job and salary history, performance appraisals, disciplinary history, benefits selections, and other personnel-related matters. An employee has the right to examine documents in his personnel file at any time during normal working hours by making an appointment with the personnel records supervisor at extension 3-5766.

As a state institution, the university is subject to the Public Information Act (formerly Texas Open Records Act). It defines a public record as being the portion of any document, letter, memorandum, or other written, printed, typed, copied, or developed material that contains public information. The result of the act is that most information held in a public agency is available to the public by definition. There are numerous exceptions to the Public Information Act. Such exceptions will be determined on a case-by-case basis.

Employees have the right to deny public access to their home address, home telephone number, or family member information. If an employee asks the university to deny public access to this information, it will not be used in published directories, nor included on lists of employees secured from university files under the Public Information Act by private firms or individuals. The information will be used by the university, however, for any official business purpose, including mailing correspondence and informational materials to an employee's home address. Public Access Authorization forms are available in the college or division business office or the Human Resources Department.

Notification of Change in Address, Number of Dependents or Marital Status

An employee should promptly log into PASS to make changes to his or her personal information or status.

Telephone Directory

The student, faculty, and staff telephone directory is published each year. Information for the faculty and staff portion of the directory is gathered via data sheets provided to the department managers for distribution to their employees. Employees verify business information, such as title, department, office location, telephone number, and mail code numbers. Employees may elect to withhold specific personal information from the directory. See the Personnel Records Policy of this handbook for information regarding Public Access Authorization. Directory information is also available via various on-line services at the university under the World Wide Web.

SEPARATION FROM EMPLOYMENT

Voluntary Terminations

Voluntary terminations include resignations and retirement. Two weeks' notification is expected from employees who voluntarily terminate employment with the university. Failure to provide appropriate written notice could affect future employment consideration at the university.

Involuntary Terminations

An involuntary termination may involve the dismissal of an employee due to unsatisfactory job performance or misconduct. Certain rule infractions may justify immediate termination; these include dishonesty, theft, gambling, consumption of alcohol while on duty, reporting for duty under the influence of drugs or alcohol, thereby impairing one's ability to perform assigned duties, commission of a felony offense, fighting or other acts of violence, or the falsification of information on an employment application or resume or any other university records. This is not a complete list; it is meant to represent serious offenses for which immediate termination may be instituted.

A non-probationary employee who is terminated may request a post-dismissal appeal hearing in writing to Human Resources, within 20 working days of receipt of the notice of termination.

Employees who are not performing adequately may be placed on performance probation in accordance with the Staff Performance Appraisal Policy. In the case of performance probation, the employee will be provided written notification of the length of the probation, the performance problems, and the actions that the employee must take during this period to improve job performance for continued employment with the university. Failure to perform adequately thereafter may result in termination of employment.

See the Performance Appraisal section of Manual of Administrative Policies and Procedures 2.01.04

Reduction in Force

Should it become necessary to reduce the work force in any department or division for budgetary or other administrative reasons, employees will receive written notification at least 30 days before the reduction takes effect. The reduction will follow the procedures as set forth in the Reduction in Force Policy of the university. Employees may appeal a reduction to Human Resources within five (5) working days of receipt of the notice of a reduction in force.

The Human Resources Department will provide professional support and services to assist regular employees displaced as a result of a reduction in force. If an employee is rehired in a regular position at the university or at any other state of Texas agency within 12 months of the layoff date, his or her accrued sick leave will be reinstated. Additionally, employees may continue group health insurance on a self-paid basis for up to 18 months for themselves and their insured dependents. This extension of coverage is provided as required by federal legislation (COBRA). Eligible employees will be notified by the Human Resources Department and may apply for such continuance.

The full text of the Reduction in Force Policy is available in the Manual of Administrative Policies and Procedures 2.04.06.

Termination Clearance

University property may be issued to a university employee in cases where the property is required for fulfilling job responsibilities. It is the employee's responsibility to maintain all university property in his or her charge such as keys, tools, equipment, uniforms, books and periodicals, identification cards, parking access cards, credit cards, and vehicles. Upon termination, such property must be returned. Failure to return university property or the removal of university property may be construed as theft and appropriate legal action may be

taken if the property is not returned on demand. In addition, all financial matters and/or indebtedness to the university, including outstanding parking tickets, should be settled. Computer passwords must be revealed to the appropriate person and/or supervisor prior to leaving the campus.

Re-employment

Employees who terminate in good standing may be re-employed in the same type of work or in another job for which they are qualified. Upon re-employment, an individual will serve an initial probationary period of employment. Vacation, longevity pay, and all other benefits or privileges of employment based on length of service will accrue based on the employee's total length of employment with the state of Texas.



Employees are responsible for completing submitting a Prior State Service in order to receive credit for time work at a state of Texas agency.

EMPLOYEE HEALTH AND SAFETY

Environmental Health and Safety

It is the goal of the university to maintain a safe and healthy environment for all students, employees, and visitors in accordance with federal and state standards. The university complies with regulations for the safe use of biohazards, chemicals, and radiation-producing devices and isotopes. State and federal environmental programs are followed, and emissions to air, water, soil, and surface waters are prohibited, minimized, and/or permitted (as required).

To accomplish this goal and maintain compliance, the Environmental and Physical Safety Department

(EPSD) has been created. EPSD is responsible for the operation of an effective risk management program and for eliminating or reducing potential hazards. In addition, EPSD is charged with providing safety training, establishing specialized safety procedures, and advising the faculty, staff, and administration of the university in matters relating to health, safety, or the environment.

The creation and maintenance of a safe workplace, and the development of positive attitudes regarding safety among all members of the university community, is the duty of all university employees. Before any alterations or renovations are made to an existing workplace, EPSD must be consulted to ensure the safety of the construction activities, as well as the foreseeable safety of the finished project. In addition, any project requiring the use of potentially hazardous equipment, specialized safety controls, or hazardous materials must be reviewed by EPSD prior to initiation.

Employees are expected to be continuously cognizant of the safety needs of themselves, students, and coworkers. They must initiate necessary preventive measures to control hazards associated with activities under their direction and are responsible for adherence to applicable health, safety, and environmental regulations. Although the safety and health of the individual must always be the top priority, prudent control of potential liability and support of the University Risk Management Program are also required. Safety is to be incorporated as an integral part of all programs.

Operation of the University Under Emergency Conditions

During emergency weather conditions or any other potentially dangerous circumstances, the primary concern of the central administration is the welfare of all members of the campus community. Emergency guidelines are designed to maximize rapid and widespread communications necessary to minimize uncertainty and inconvenience. Employees should check with their immediate supervisors concerning the procedures to follow in emergency conditions. In the event of an emergency closing of the university, announcements will be made over the university television and radio stations (KUHT and KUHF-FM) and other local television and radio stations.

In the event of an emergency closing of the campus declared by the president or the presidential designee, employees who leave or cannot get to the campus as a result of the condition will receive paid administrative leave for the period the university is officially closed. Nonexempt employees who are requested by their supervisors to stay on campus or to come to campus because of the critical nature of their work will receive compensation if the campus has been declared closed by the president. The full text of the Emergency Preparedness Policy is available in the Manual of Administrative Policies and Procedures 6.01.01.

Reporting Injuries on the Job

The university is committed to maintaining a safe working environment that is free of hazardous conditions for all faculty and staff members. However, when unavoidable incidents arise, it is critical that employees suffering from a work related occupational injury or illness receive proper medical attention. In addition, proper documentation must be completed and forwarded to the Workers' Compensation Division of the State of Texas Attorney General's Office so that compensation may be paid should the employee be temporarily or permanently disabled.

When an employee is injured on the job, suffers an occupational disease, or dies as a result of an occupational

disease or job-related injury, the employee (or person acting on the employee's behalf), the supervisor, and Environmental and Physical Safety Department each have responsibilities regarding reports and actions to be taken. To receive Workers' Compensation benefits in a timely manner, the reports and actions defined in MAPP 6.05.01 must be initiated within the time frames prescribed. No Workers' Compensation benefits can or will be paid until the Employer's First Report of Injury (TWCC-1S) is received by the Office of the Attorney General in Austin. For more detailed information call the Environmental and Physical Safety Department at extension 35858.

The full text of the Workers' Compensation Policy is available in the Manual of Administrative Policies and Procedures 6.05.01.

Return-To-Work Program (Following On-the-Job Injuries)

The university will assist injured employees in returning to work following an injury or illness sustained during the course and scope of employment. If an employee is unable to return to his or her regular duties, the employee or the university may request a special work assignment. The university will consider specific criteria when evaluating requests for modified assignments. Approval procedures as stated in the current version of the Return-to-Work Program will be followed. Assignment may be made to the employee's regular position with temporarily modified duties, to a temporary position with duties which he or she is able to perform for a maximum of six months, permanent reassignment to another position with duties the employee is able to perform, or permanent restructuring of the employee's regular position with permanently modified duties.

Employees returning to work after an absence of one or more days due to work-related illness or injury must present their supervisor with a physician-signed release to work.

Please contact the Environmental and Physical Safety Department at extension 35858 for more specific information or for a copy of the most recent program document. The current program version is available on the World Wide Web at: <http://www.uh.edu>.

SECURITY

University of Houston Police Department

The University of Houston Department of Public Safety (UH DPS) is a multi-service organization whose mission is to ensure the safety and security of persons and property at the university in a manner which enhances the intellectual and educational atmosphere of the university. The department's officers are commissioned by the Board of Regents, and licensed as peace officers through the state of Texas after receiving state certified training in the duties and responsibilities of a Texas peace officer. Under state law, the officers are empowered to stop any person on campus for the purpose of obtaining identification. Persons without legitimate business on campus may be asked to leave.



In addition to traditional police services, the department offers crime prevention workshops, on-campus escorts,

and assistance with disabled vehicles. Emergency call boxes and telephones are located throughout the university to provide citizens with direct, immediate access to police services.

All employees, including student employees, have an obligation to report any suspected theft, fraud, embezzlement, destruction of property, or any other irregularity causing a loss of cash, property, or any other asset of the university. Employees who, in good faith, report suspected criminal activity are protected against any retaliation by the university for making such a report. Employees who are aware of criminal activity against the university and fail to report it may be subject to disciplinary action. Failure to cooperate fully shall be grounds for disciplinary action, including possible termination of employment.

Employees who suspect criminal activity should report it to one of the following:

- the vice president for Administration and Finance;
- the campus police department;
- the director of internal auditing;
- www.uh.edu/police;
- www.mysafecampus.com;
- University counsel; or
- system risk manager.

The full text of the Reporting Suspected Criminal Activity Policy is available in System Administrative Memorandum 01.C.04.

It is a violation Section 46.03 of the Texas Penal Code to carry a firearm, club or illegal knife onto the physical premises (buildings) of an educational institution. (Note: The holders of concealed handgun permits are not exempted from Section 46.03.) It is a violation of Section 46.05 of the Texas Penal Code to possess a prohibited weapon (explosive weapon, machine gun, short barrel firearm, firearm silencer, switchblade knife, knuckles, armor-piercing ammunition, chemical dispensing device, or a zip gun).

Individuals or organizations desiring to host special events on campus that require police services must utilize university police officers. For additional information, call University Center Reservations or the UHDPS special events section. More information concerning special event security requirements and the process for procuring security for special events can be accessed on the UHDPS website at http://www.uh.edu/police/special_events.html.

Any known criminal activity requiring prompt response should be reported immediately to the university police department at extension 3-3333 or by dialing 911. Non-emergency criminal activity can be reported by calling 3-3333.

We encourage all staff members to visit the UHDPS website at <http://www.uh.edu/police/> to learn more about the Department and the services we offer.

GENERAL HEALTH & SAFETY POLICIES

Smoking

Smoking of cigarettes, cigars, pipes, or other products is prohibited inside all facilities and vehicles owned or

leased by the university, regardless of location, except as noted below. Smoking is also prohibited in every university owned or leased outdoor area in which smoking would present a fire or safety risk and in university owned or leased stadiums or event areas where spectators and/or participants are crowded together.

The only university owned or leased areas where smoking is permitted are leased public facilities where a government smoking ordinance or regulation shall govern, the Hilton Hotel on campus where specific areas shall be clearly designed smoking and non-smoking according to an approved plan, the covered arbor area and the terraces of the University Center, and additional temporary space the president may designate. Smoking by artists or actors in authorized performances that require smoking as part of the artistic production and by participants in academic research projects that have prior presidential approval is also permitted.

Smoking violations related to compliance with this policy which cannot be resolved informally should, in the first instance, be brought to the attention of the appropriate supervisor and handled through the normal chain of command. Where the alleged offender is a supervisor, the complaining person may contact the supervisor's supervisor or the assistant vice president for human resources. Employees who violate this policy will be subject to the same disciplinary actions that accompany infractions of other university rules.

Persons who smoke in areas where smoking is prohibited by state law (classrooms, laboratories, libraries, and elevators) are subject to fines not to exceed \$200.00 (Title 10, Texas Penal Code, Chapter 48).

If there are any questions regarding this policy, please contact the Human Resources Department at 35770.

Drug Abuse Prevention

It is the policy of the university that manufacture, sale, distribution, dispensation, possession, or use of illicit drugs is prohibited in the workplace, on the campus, or as part of any university activity. Possession of illegal and/or unauthorized drugs on the university campus or while on university business is grounds for immediate termination.

AIDS

The university has adopted a policy consistent with the Human Immunodeficiency Virus (HIV) Services Act, Texas Health and Safety Code, Section 85.001. The purpose of the policy is to address the issue of Acquired Immune Deficiency Syndrome (AIDS) and to establish guidelines for responding to AIDS within the university community.

UNIVERSITY COUNCILS AND STANDING COMMITTEES

University councils or standing committees have specific charges, meet on a regular, ongoing basis over a period of more than one year, and have as their appointing officers an administrator at the level of vice president or higher. Councils and standing committees are advisory to their appointing officer.

Councils

Councils at the university have representation from both the academic and administrative communities. The councils are generally responsible for developing specific policies relevant to the area of their concern.

Standing Committees

Committees are charged with specific tasks by the senior administrator to whom they report.

Office of the President

Athletic Advisory Committee

University Commission on Women

Sexual Harassment Board

Title IX Grievance Committee

University of Houston Committee on Art

Office of the Executive Vice President for Academic Affairs/Provost

Biohazards Safety Committee

Chemical Safety Committee

Committee for the Protection of Human Subjects

General Safety Committee

Grievance Committee

Health Professions Advisory Committee

Intellectual Property Committee

Library Committee

Promotion and Tenure Committee

Radiation Safety Committee

Teaching Excellence Award Committee

Undergraduate Admissions Review Committee

Writing Proficiency Appeals and Grievance Committee

Office of the Senior Vice President for Administration and Finance

A&F Leadership

Bookstore Advisory

Campus Facilities Planning

Chief Accounting Officers

Chief Human Resources Officers

Emergency Management Committee

Food Service Advisory

Institutional Compliance

Sustainability Task Force

For a complete list go to: <http://www.uh.edu/af/>

Office of the Vice President for Student Affairs

A. D. Bruce Religion Center Policy Board

Child Care Center Advisory Board

Center for Students with Disabilities Advisory Board

Health Center Policy Board

International Students Advisory Board

Organizations Board

Student Fees Advisory Committee
 Student Publications Committee
 Student Traffic Court
 Substance Abuse Committee
 University Center Policy Board
 University Hearing Board
 Other Governance Bodies
 A. D. Bruce Religion Center Policy Board
 Child Care Center Advisory Board
 Center for Students with Disabilities Advisory Board
 Health Center Policy Board
 International Students Advisory Board
 Organizations Board
 Student Fees Advisory Committee

For changes or updates to standing committees, please consult the offices to whom they report.

Staff Council

The interests and concerns of staff members are represented by the Staff Council, an elected advisory council to the president. The Staff Council was established to promote a positive and meaningful interchange among staff, faculty, and students; to promote recognition of staff contributions to the university; and to involve the staff in decisions affecting their activities. The Staff Council is responsible for nominations of staff members to serve on university-wide committees, appointment of standing committees and ad hoc committees as determined by a majority of the council, preparation and submission to the president of an annual report, coordination of annual elections to Staff Council, preparation and submission to the president of proposals and position papers on staff concerns as determined by a majority of the Staff Council, and semiannual meetings of campus staff, along with meetings of staff by divisions and classification. Employees should contact their elected representative to voice suggestions or concerns.

For additional information on Staff Council visit: <http://www.uh.edu/sc/fy2009/pages/index.html>

STUDENT AFFAIRS

Dean of Students

Promoting a campus environment that provides an opportunity for all students to learn and grow is an important function of the Dean of Students' Office. This includes enforcing university policies and procedures as outlined in the Student Handbook. Staff may occasionally have a situation where they believe a student's behavior was unacceptable. If this occurs, the employee is encouraged to contact the Dean of Students' Office at extension 3-5470 to review the situation and discuss options.

Dean of Students Ombudservice

University staff have many opportunities to interact with students. Those who are unable to adequately address a

student's questions are encouraged to call the Dean of Students' Office at extension 35470 for assistance.

Dean of Students EXCEL Mentor Program

The EXCEL Mentor Program gives university staff the opportunity to positively influence a new student through his or her first year on campus. This relationship can make all the difference in whether a student succeeds academically and returns for future semesters. All employees are encouraged to consider volunteering for this very important program by calling extension 35470 for more information.

CAMPUS FACILITIES AND SERVICES

In addition to more traditional benefits, the university offers its employees a variety of free or discount-priced facilities and services.

FACILITIES

Athletic Events

Full-time employees may purchase two season tickets at discount rates for home university football and basketball games. Tickets for other athletic events are reasonably priced. Contact the Athletic Ticket Office in Hofheinz Pavilion at extension 39444 for information.

Wellness Center

The Wellness Center is a university-wide campus outreach service, clearinghouse, and centralized coordinating service for healthy lifestyle and wellness promotion. Peer educators are trained to provide outreach prevention programs. The center provides:

- resources, referral, and information services;
- wellness programs and special events including alcohol awareness week and drug prevention month;
- clearinghouse for wellness related campus programs;
- outreach programs for the campus community; and
- peer education program in which students complete a three credit hours course and a lab to become peer educators. The peer educators provide outreach programs including topics related to the prevention of sexual assault, Human Immunodeficiency Virus (HIV) Disease and other Sexually Transmitted Diseases (STDs), alcohol and other drug abuse.

For more information, contact the Wellness Center at extension 35455.

Sarah Campbell Blaffer Gallery

The Blaffer Gallery, through exhibitions, programs and publications, presents art that is intellectually stimulating and relevant to the university and the community. Located in the Fine Arts Building, the gallery hosts six exhibitions a year ranging from the Student and Master of Fine Arts exhibits to art work by local, national, and international artists. For information, call extension 39530.

Bookstore

The University Bookstore, located in the University Center, offers a variety of services including books, cards, office supplies, university imprinted items, gifts, and records. Employees are eligible for a 15 percent discount with their staff I.D. card.



Cullen Performance Hall

Cullen Performance Hall provides a professional environment in which undergraduate and graduate students of dance or music may display the practice of their art. The hall also provides a venue in which other academic departments produce events to augment and enhance their programs. The facility is an essential site for campus and community cultural and performing arts events. Cullen Performance Hall also serves the city's arts community through its association with other university units such as the Dance Program and KUHF radio. It has ongoing relationships with community-based organizations such as the Cultural Arts Council of Houston, the Houston Dance Coalition, and various other Houston dance, theater, and musical ensembles. For information, call extension 35186.

Dudley Recital Hall

Dudley Recital Hall is a 300-seat auditorium operated by the Moores School of Music, which offers more than 100 recitals each year featuring faculty, student, and guest performers. For information, call extension 33009.

Libraries

All employees are welcome and encouraged to use the various university libraries. A staff identification card may be used as a library card. Assistance is available from the library staff for employees unfamiliar with library procedures.

Swimming Pools

Natatorium (Indoor Pool) Campus Recreation

Monday—Thursday 6:00 a.m.—10:00 p.m.

Friday 6:00 a.m.—7:30 p.m.

Saturday 10:00 a.m.—7:30 p.m.

Sunday 12:00 noon—10:00 p.m.

Outdoor Leisure Pool

Sunday—Thursday 12:00 noon—8:00 p.m.

Friday 12:00 noon—7:30 p.m.

Saturday 12:00 noon—7:30 p.m.

For more information please call 713-743-SWIM.

University Center

The University Center is the focal point for many services for the university community. The University Center contains several dining facilities, meeting rooms, a bank, art gallery, food vending machines, automated bank tellers, hair salon and barber shop, TV area, reading lounges, games area, U.S. Post Office, travel agency, computer store, Ticketmaster outlet, and bookstore. All of these facilities are available to university staff. In addition, the University Center sponsors a number of special programs and events for the campus. The University Center Satellite, located in the area adjacent to the Science and Research Building and the Social Work Building, provides fast food service, a games area, an automated bank teller, TV and reading lounges.

University Hilton Hotel

Operated by the Conrad N. Hilton College of Hotel and Restaurant Management, the University Hilton Hotel provides guest housing for visitors on campus. Food and beverage service is available in Eric's or Barron's Restaurants, or in private dining rooms. For further information on availability and cost, contact the University Hilton Hotel at extension 32500.

Wortham Theatre

Wortham Theatre is a 566-seat theatre offering several drama productions throughout the year, such as Children's Theatre and the Shakespeare Festival. University staff are eligible to purchase individual or season tickets at reduced rates for the five major productions offered each year by the School of Theatre. For information, call extension 32929 (box office) or 33003 (theatre).

SERVICES

Check Cashing Facilities

Personal checks may be cashed for a small charge at Woodforest Bank in the University Center, with a staff I.D. card and driver's license. Also, there are Automated Teller Machines (ATMs) in the University Center, the University Center Satellite, Oberholtzer Hall, and the Moody Towers. Note: The Cashier's Office in the Ezekiel Cullen Building no longer grants check-cashing privileges to university employees.

Child Care Center

The Child Care Center, open throughout the year, provides a quality program of child care service to meet the needs of students, faculty and staff parents. Trained personnel organize special programming for children from ages 3 months to 5 years. For further information, contact the Child Care Center at extension 35480.

Continuing Education

Continuing Education workshops and programs covering a broad range of interests are scheduled throughout the year. For information, contact Continuing Education at extension 31060.

Counseling and Psychological Services (CAPS)

Counseling and Psychological Services helps all members of the university community function well personally, professionally, and academically. Psychologists, licensed professional counselors, and certified social workers staff the Counseling Center. The Counseling Center also serves as a mental health center for the university community, offering consultation, crisis intervention, and outreach workshops and seminars to academic departments, administrative units, and others. For information, contact Counseling and Consultation/Outreach Service at extension 35454.

Work Life Balance Program

The University of Houston's Work/Life Program is dedicated to helping and encouraging faculty and staff with personal and professional development, enrichment, and overall health and well-being.

The benefits offered by UH and services provided by on-campus and off-campus vendors are highlighted within this web site: <http://www.uh.edu/work-life/>. We encourage you to check back frequently as it will be updated monthly and new benefits and services may become available.

Employee Assistance Program

The Employee Assistance Program, available through the Counseling Center, is a confidential resource for faculty and staff experiencing distress that may interrupt or cause deterioration in work performance. The program offers consultation, problem assessment/evaluation, referral, follow-up, and education and training. For information, contact the Employee Assistance Program at extension 35454.

Food Services

There are a number of dining facilities on campus where employees may enjoy meals at a reasonable cost. Dining facilities are located in the Moody Towers, Oberholtzer Hall, the University Center, University Center Satellite, and the University Hilton Hotel. In addition, most buildings on campus have food, candy, and drink vending machines.

Health Services

The University Health Center provides primary medical care for students of the university. Employees who become ill or are injured while on campus may utilize the Health Center for emergency medical care. Immunizations, allergy injections, and blood pressure screenings also are provided for employees. Employees will be charged a nominal fee for services rendered.

The Health Center is staffed by licensed physicians and registered nurses. Hours are 8:00 a.m. to 5:30 p.m. Monday, Tuesday, Thursday, and Friday and 8:30 a.m. to 6:30 p.m. on Wednesday. Hours may change during the summer and holidays.

Upon presentation of a staff I.D., employees may use the Health Center pharmacy for prescriptions and the purchase of over-the-counter medications at reduced prices. Pharmacy hours are 8:30 a.m. to 5:30 p.m.

Monday, Tuesday, Thursday, and Friday and 8:30 a.m. to 6:30 p.m. on Wednesday. For additional information, call the Health Center at extension 35151 or the Health Center Pharmacy at extension 35125.

Information Technology Customer Services

Information Technology Customer Services provides free computer consulting, introductory training and technical documentation to all students, faculty and staff of the university. Customer Service personnel are available to assist employees in the use of all Information Technology resources including the university mainframe systems (UHUPVM1, the Jetson VAXcluster, Bayou and the Admin VMS cluster), Macintosh and PC hardware and software, electronic mail, and Internet tools.

Help Desk

Walk-in and phone-in consulting are available at the Customer Services Help desk in PGH, first floor, Monday through Friday from 9 a.m. to 4 p.m. Walk-in consulting is available at the Help desk in the M.D. Anderson Library. Consultants at the Social Work Help desk are available Monday through Friday from 8 a.m. to 10 p.m., and Saturday and Sunday from 9 a.m. to 5 p.m. For more information call the Help Desk at extension 31411.

Computer Training Classes

Human Resources Service Centers offers free seminars and hands-on introductory computer training to assist the students, faculty, and staff of the university in the use of supported Information Technology computing resources.

The current training schedule is available on the web at <http://www.support.uh.edu/www/classes/course.html>. Training Schedule flyers are available at the Central Site Computing Center (Social Work, Room 110) and Human Resources Service Centers (Heyne, Room 36). To obtain more information regarding Human Resources Service Centers Training, call the Help Desk at extension 31411 or send e-mail to Courses@Support.uh.edu.

Technical Documentation

Customer Service Centers provides free introductory technical documentation. The documents cover topics as simple as changing a password on a computer account to configuring and using Internet tools. Cabinets are located at the Engineering Computing Center (W129 D3) and Customer Services (36 Heyne). All documentation is available on the web at <http://www.support.uh.edu/www/documentation.html>.

Employees who would like multiple copies of any document or have topic suggestions, may contact the Documentation Coordinator at extension 31596 or send e-mail to Documentation@Support.uh.edu.

Computer Accounts

The Resource Accounting area of Customer Services provides computer accounts on all Information Technology supported computers. A staff account is available to all university or staff members. This account is available on any of the academic computer systems and provides full Internet access.

Software Distribution

Shareware and freeware versions of anti-virus software, Internet tools and communication programs such as Kermit are available from Customer Services. To obtain a copy of any of the available software, bring several blank disks to Customer Services in room 36 Heyne. Software is also available from the Customer Services public file servers.

The public Macintosh file server is in the AppleTalk Zone SW-CITE, Room 107, on the Maura file server. Employees may connect to Maura as a Guest, and select the Support Services volume. The public PC file server is located on the network drive \\Maura\ Suppserv. Software is also available from the Software Library on the web <http://miura.uh.edu>.

On-Line Computer Access to UH Information

Information about the university is available electronically on the World Wide Web. Examples of information available on the Web are as follows:

- UH Manual of Administrative Policies and Procedures (MAPPs);
- UH System Administrative Memoranda (SAMs);
- UH Employment Bulletin;
- The Daily Cougar;
- college information;
- information about M. D. Anderson Library;
- computing and telecommunications assistance; and
- Houston area weather and traffic reports;

UH Staff Handbook

Every effort will be made to keep the on-line version of the Staff Handbook updated with the most current information; however, if the contents of the on-line version are in conflict with official policies and procedures of the university, the official policies and procedures will take precedence. Departments are responsible for notifying Human Resources when changes or updates are needed to their sections.

Lost and Found

A lost-and-found service is operated by the University Police Department, Records Section, Monday through Friday from 8:00 a.m. to 10:00 p.m. Hours may differ during the holidays. For information, call extension 30620 during office hours.

Media Services

The university maintains a full service instructional communication and technology facility in the basement of M.D. Anderson Memorial Library. University Media Services provides assistance to all university constituents in the development and utilization of media, to produce various instructional materials and to provide audiovisual equipment in support of the use of these resources. While there are charges associated with production and maintenance, some services are free.

The following services can be scheduled during the hours of 8:00 a.m. to 5:30 p.m., Monday through Friday:

- instructional development and design;
- instructional graphics, photography, audio, and video production;
- equipment loans, maintenance, deliveries, and specifications;
- instructional film orders, rentals, and previews;
- personal E-6 color slide processing and passport photography;
- media consultation, workshops, and supplies; and
- satellite teleconference origination and reception.

For information, call extension 31145.

Notary Services

A notary public service is offered to the public in the University Center Administrative Office, Room 282, after 2:00 p.m. Monday through Friday. For information, call extension 35280. A notary service is also available at Woodforest Bank located on the second floor of the University Center. For information, call 713-743-1080.

Optometry Clinic— (UH Employee Eye Care Plan)

The University Eye Institute, a public patient care facility of the College of Optometry, is located at 4901 Calhoun Road, UH entrance #2 at the east edge of the campus. Free parking is available. Hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

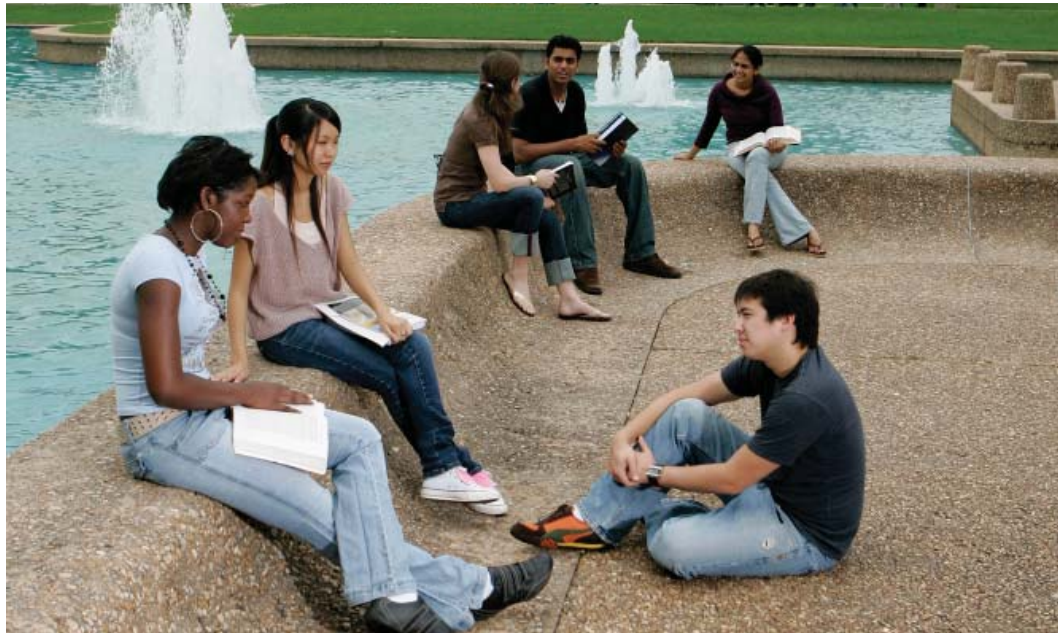
In addition to comprehensive eye examinations which are offered to faculty, staff, students and eligible dependents at a 33 percent fee reduction, the institute provides many specialty services including contact lens, pediatric, adult and geriatric vision rehabilitation (low vision), ocular diagnostic, color vision, sports vision, and emergency services. In several specialty services, optometrists and ophthalmologists coordinate patient care to provide a wide array of special exams and procedures. For appointments or questions, call extension 32020.

The Optical Service staff is available to fill or refill optical prescriptions. A wide variety of frames is available, including designer and other high fashion style frames. Sunglasses and special protective eyewear for leisure, sports, and industry are also available. Many items purchased from Optical Service are discounted 10 percent. For information, call extension 32030.

To participate in the UH employee eye care plan, simply present your Blue Cross Blue Shield medical card at the time of the appointment. A copayment applies.

Parent Education Project

The Parent Education Project is a clearinghouse of information on parenting, child abuse and foster care. Handouts, pamphlets, books, and videos are available to university faculty, staff, and students as well as to social workers and child abuse prevention professionals. All services are free. The office is located in Room 202, Student Services Building.



Parking and Transportation

The Parking and Transportation Department is in the Wellness Center. Parking and Transportation is responsible for parking registration, the university shuttle service, the information booth and special events parking. For information concerning parking fees, temporary parking, decal replacement, refunds, or other information, refer to the Parking and Transportation Regulations publication or call extension 31097.

Any person who parks on university property must have a decal or permit, unless parking at meters, visitor lots, or the University Hilton Hotel garage. The registered holder of the decal is at all times responsible for the vehicle to which it is affixed. Violations will be chargeable to the registered decal holder, regardless of who drives or parks the vehicle. The decal is non-transferable to other individuals. Application for parking permits should be made through the employee's department. Full compliance with the regulations is expected, and any citation received is to be resolved by selecting one of the options stated on the citation.

Psychological Research and Services Center

The University of Houston Psychological Research and Services Center (UHRPSC) offers psychological services to staff and their families. The center is staffed by clinical psychology doctoral students and faculty from the Department of Psychology. The UHRPSC is a training facility offering treatment for anxiety, panic, depression, personality disorders and sexual dysfunction, as well as adjustment problems related to sexual abuse, marital discord, divorce, and general life difficulties. Individual, couple, family, and group treatment approaches are included with emphasis on the most recent developments in psychotherapy. Psychiatric consultation is also available when needed. In addition to treatment, another major service of UHRPSC is the psychological assessment of intellectual, developmental, and personality functions. These services are available to adults, adolescents, and children. Fees, collected at the time of service, may be adjusted according to ability to pay.

The UHPRSC sees clients from 9:00 a.m. to 8:00 p.m., Monday through Thursday, and 9:00 a.m. to 5:00 p.m. on Friday. Special scheduling arrangements can be made. For additional information, call extension 38600.

Speech, Language, and Hearing Clinic

Diagnostic evaluations and appropriate therapy for various types of speech, language, and hearing problems are available on campus to all employees. These services, offered through the university clinic, may be scheduled by telephone. Consultative services at reasonable rates are provided by professional staff in speech pathology, language disorders, and audiology. For additional information, contact the Speech, Language, and Hearing Clinic at extension 32898.

HUMAN RESOURCES

Employment

The Employment Office is responsible for assisting departments in the timely filling of vacant staff positions with qualified applicants through the following services:

- recruiting, pre-screening, and referring prospective employees in all benefits-eligible professional clerical and technical positions;
- advising managers in preparing advertisements as part of the recruiting effort;
- fostering the nondiscriminatory and responsible treatment of all applicants;
- identifying internal candidates for transfer and promotion opportunities;
- preparing accurate descriptions for job posting on the employment bulletin;
- tracking applicant and position requests and record keeping;
- counseling and assisting employees whose positions have been eliminated through reduction in force; and providing certification for foreign national employee visas.

Compensation

The Compensation Section of the Human Resources Department is responsible for design and development of cash compensation programs, policies and procedures, day-to-day administration of the university's salary administration program and management reporting. Its responsibilities and duties include the following:

- reviewing and maintaining current job descriptions;
- maintaining and updating the university's pay ranges and job classification system;
- reviewing salary recommendations for staff employees for consistency and fairness;
- conducting salary surveys and job audits of staff positions;
- reviewing position requests from colleges and divisions;
- answering questions concerning compliance with all applicable laws and regulations, in particular the Fair Labor Standards Act (FLSA); and assisting with the staff performance appraisal process.

Employee Relations

The Employee Relations Section of the Human Resources Department is responsible for assisting the management of each department or unit with the fair and effective management of its staff and helping employees who have job-related concerns. This involves the following types of activities:

- policy interpretation and advice to supervisors and managers;
- employee counseling;
- problem solving;
- grievances;
- post-dismissal appeals;
- reductions in force;
- unemployment compensation matters; and
- performance appraisal process.

Benefits

The Benefits Section of the Human Resources Department is responsible for administering the following programs for all faculty and staff of the university. These benefits programs are determined by the state of Texas; therefore, are subject to change.

Medical Insurance

Health Select Blue Cross Blue Shield

Dental Insurance

HumanaDental DMO and State of Texas Dental Choice

Life and Accidental

Optional Term Life, Dependent Life, Voluntary Accidental Death Insurance Death and Dismemberment, short-term and long-term disability

Cafeteria Plan (TexFlex)

Premium conversion, Health Care Reimbursement Account, Dependent Care Reimbursement Account

Retirement Programs

Teacher Retirement System of Texas, Optional Retirement Program, Tax Deferred Annuity, State of Texas Deferred Compensation Plan

Leave Programs

Vacation, sick leave, extended sick leave, sick leave pool, family and medical leave, and leave without pay

Other Benefits

Holidays, longevity pay, prior state service, direct deposit

This office assists with completion of all benefit enrollment form claims, leave applications, and service and disability retirement processing.

Training and Development

The Training and Development Section of the Human Resources Department is responsible for developing, procuring, and implementing programs that will help university employees improve their effectiveness in their current jobs and prepare for future job responsibilities. The office offers the following programs:

- employee development;
- orientation;
- management development;
- college Program.
- mandatory Training

Records

The Records Section of the Human Resources Department is responsible for personnel file maintenance through the following functions:

- setting up individual personnel files and maintaining all official employee personnel documents as required by federal and state laws or guidelines;
- verifying employment, where required by law (mortgages, Texas Department of Human Services and prior state service).

Human Resources Contact Information

For more information, contact the HR Service Center at extension 3-3988.

PAYROLL

Contact Information

General payroll questions are handled in customer service 713-743-3389.

Paycheck Glossary

Hours and Earnings

- **Current columns:** The rates, hours and earnings included in the paycheck being viewed.
- **Year to date columns:** The hours and earnings accumulated since the beginning of the calendar year.
- **Regular Earnings:** The total regular pay for all assignments with the University of Houston System.
- **Longevity:** An incentive pay for regular, full-time, non-academic employees that relates to years of service. Faculty with administrative appointments or those who are assigned to full time research in the summer are eligible for longevity pay during these appointments. To view the longevity schedule, go to http://www.uh.edu/admin/hr/resources/handbook/4com_spc.htm#Longevity.
- **Hazardous Duty Pay:** An incentive pay that police receive instead of longevity pay.
- **Haz–Inc–Long Annualized:** A non-paying earnings code used in the calculation of the Fair Labor Standards Act (FLSA) overtime rate. The System includes Hazard/Incentive/Longevity pay in its overtime calculation. The amount reflected on the paycheck is a calculation code. It is not added to the gross pay.
- **Holiday Pay:** If Holiday Pay is reflected in the Hours and Earnings section, faculty should add these earnings to the regular earnings to equate the contracted amount.
- **Insurance Stipend:** Available to graduate students and Teaching assistants. The stipend is currently \$150.00.–
- **FLSA Overtime Pay:** This pay is calculated on a seven day basis from Wednesday to Tuesday. Only non-exempt (bi-weekly) positions are eligible for overtime according to the Federal Labor Standards Act. In addition to regular pay the System also considers Hazard, Incentive, and Longevity pay when calculating the overtime rate. This Haz–Inc–Long Annualized rate is the non-paying code reflected on your paycheck used in the overtime calculation. Go to http://www.uh.edu/finance/Doc_Ref/Overtime%20Calculation.xls to calculate your overtime rate.

Taxes

- **OASDI/Disability-EE:** Old Age, Survivors, and Disability Insurance (OASDI) is the federally mandated Social Security insurance program. (The maximum annual earnings that may be taxed for social security are \$97,500.) The University of Houston System matches the employee contribution amount.
- **FICA Med Hospital Ins/EE:** Federal Insurance Contributions Act is the Medicare portion of your Social Security taxes. The System matches the employee contribution amount.
- **Withholding:** Your federal income taxes withheld from pay. The IRS Withholding Calculator can estimate your withholdings at <http://www.irs.gov/individuals/article/0,,id=96196,00.html>, however please be aware that it is only an estimate as it does not take into consideration any retirement contributions deducted from your paycheck.
- **Social Security (FICA) Exemption:** Qualified student employees of the System may be eligible for exclusion from Social Security and Medicare withholding. For more information, please go to <http://www.uh.edu/finance/pages/ficaExem.htm>.

Before-Tax Deductions

- **Before-Tax Deduction:** The deductions taken from your pay before taxes are calculated.
- **Teachers Retirement System:** The University of Houston System's retirement plan provides

service and disability retirement benefits and death and survivor benefits funded by the TRS pension trust fund.

- **TRS 90 Day Wait**: A valid TRS contribution that the employee pays. The deduction code applies to the source of the employer matching contribution for the first 90 days of enrollment only.
- **Optional Life**: The first \$50,000 of optional life insurance coverage is taken before taxes are calculated. The remaining balance is included in after-tax deductions.

After-Tax Deductions

- **Optional Life**: The first \$50,000 of optional life insurance coverage is taken before taxes are calculated. The remaining balance is included in after-tax deductions.

Employer Paid Benefits

- **Employer Paid Benefits**: The benefits that the System pays on behalf of the employee. Items listed in this section are not deducted from your paycheck.
- **TRS 90 Day Wait**: The deduction code applies to the source of the employer matching contribution for the first 90 days of enrollment only. The amount listed is being contributed by the System during this period.

Federal Taxable Gross

- **Total Gross**: The gross amount you earned for this paycheck as well as year-to-date.
- **Fed Taxable Gross**: The current and year-to-date portions of your pay that are subject to federal withholding tax after your before-tax deductions have been subtracted.
- **Total Taxes**: The total of all taxes subtracted from the paycheck being viewed as well as your year-to-date total taxes paid.
- **Total Deductions**: The total deductions subtracted from the paycheck being viewed as well as the year-to-date total of all deductions taken.
- **Net Pay**: The take-home portion of your pay after all deductions and taxes have been subtracted for the paycheck being viewed as well as for the calendar year.

Leave Accrual

- **Leave Accrual / Fiscal Year**: Faculty with administrative appointments (12 pay 12) are eligible for vacation and sick leave. Faculty without administrative appointments (9 pay 9) are eligible for sick leave only.
- **Earned**: Your leave balance at the end of the previous fiscal year and any leave accrued during the current fiscal year will be indicated in this section.
- **Taken**: The hours of leave taken during the current fiscal year.
- **Balance**: The remaining hours when Taken hours are subtracted from Earned hours.

Recording Elapsed Time

Exempt (monthly) employees are required to add their leave time in Time & Labor. An online tutorial is available at: <http://www.uh.edu/hrms/training/timelabor.htm>

Reprinting/Printing W-2

Instructions are found at <http://www.uh.edu/hrms/training/docs/reprintW2.pdf> the document will walk the user through printing or reprinting W-2 for year post 2001.

People Advantage Self Service (P.A.S.S.)

All students, faculty and staff are assigned an identification number referred to as a Student ID (if you are a student), EmplID, User ID or PeopleSoft ID (if you are an employee), when their personal data is entered into the university's student or human resource database. This User ID is used throughout the student's academic years with UH or the employee's employment history with the university. This UserID is the login ID for the university's student self service database and the employee self service database. The UserID is the same ID used by all UHS components. The employee self service database is called People Advantage Self Service (P.A.S.S.). The user will be empowered to handle transactions online at their convenience in a secure and expeditious manner. For example changes to:

Personal Data – Address, phone numbers, email addresses, and add emergency contacts.

Request name changes and marital status change (requires social security card and legal documentation provided to HR).

W-4 – View and edit withholding allowances

Paycheck Data – View/print paycheck data for their most current paycheck and all paychecks issued since September 2001.

Compensation History – view changes in their salary for the current year and all compensation history since September 2001.

Benefits Coverage – View their benefit elections and coverage's.

W-2's –Employees will be able to print W-2's for years past 2001.

Affirmative Action and Equal Employment Opportunity 713-743-8835

The Office of Affirmative Action, a separate office in the President's Division, is responsible for administering an affirmative action program for the university. The program includes the educational mission of the university as well as employment, thus serving students, faculty, staff, and administrators. The employment responsibilities focus on monitoring policies and practices of the university to ensure equal treatment and assisting employees and managers with concerns regarding discriminatory treatment and involves the following types of activities:

- Affirmative Action and Equal Employment Opportunity policy interpretation and advice to supervisors and managers;
- informal resolution of complaints and concerns regarding allegations of discrimination;
- conducting formal hearings for complaints of discrimination;

- review of employment policies and practices for adverse impact against protected groups;
- approval of advertisements for nondiscriminatory language and qualifications;
- approval of reductions in force and waivers of posting;
- training in sexual harassment prevention, disability accommodations, diversity sensitivity; and compliance with Affirmative Action and Equal Employment Opportunity laws;
- assisting employees and supervisors with accommodations for persons with disabilities;
- maintaining records of all discrimination complaints;
- monitoring and training search committees for compliance with equal opportunity laws and affirmative action goals; and maintaining applicant tracking data on applicants from protected groups