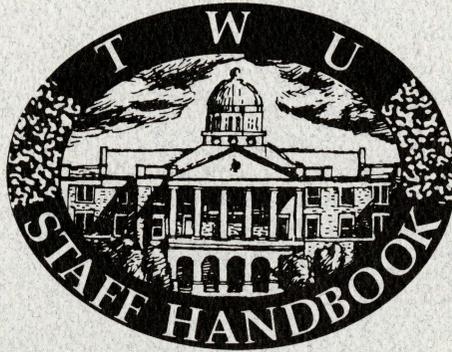


TEXAS WOMAN'S UNIVERSITY



1995-96

1996-97

I acknowledge that I have received a copy of the 1995-96, 1996-97, edition of the Texas Woman's University Staff Handbook. I understand that the Staff Handbook describes important information about Texas Woman's University, and I agree to read the entire Handbook within the next seven days. I agree to abide by all the policies and procedures contained in the Handbook. If I have any questions about the Handbook, or about other issues regarding my employment, I will consult with my supervisor or the Director of Human Resources.

I understand and agree that my employment with TWU is "at-will," that is, that both the University and I are free to terminate my employment at any time, with or without cause or advance notice. I understand that while other personnel policies, procedures, and employee benefits of TWU may change from time to time at TWU's discretion, this at-will employment relationship can only be changed by an express written employment contract signed by the President.

I, \_\_\_\_\_

(PRINT)

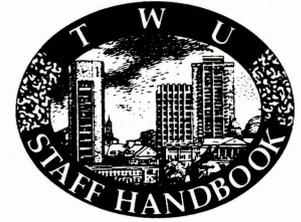
have received the Staff Handbook and completed the necessary forms through the Human Resources Department on \_\_\_\_\_, 19\_\_\_\_.

This form will be placed in my personnel file.

X \_\_\_\_\_

(SIGNATURE)

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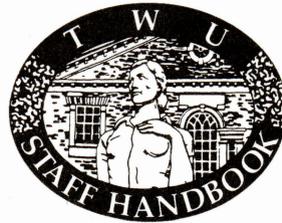


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Texas Woman's University is an Equal Employment Opportunity/Affirmative Action Employer.

This handbook has been prepared by the Human Resources Department as a convenient and useful guide for staff employees of Texas Woman's University and should not be construed as an employment contract between the university and its employees. The contents of this handbook are subject to changes in existing and applicable state or federal laws and regulations.

## ABOUT TEXAS WOMAN'S UNIVERSITY



Texas Woman's University is a comprehensive public university, primarily for women, offering baccalaureate, master's, and doctoral degree programs. A teaching and research institution, the university emphasizes the liberal arts and sciences and specialized or professional studies. TWU is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's and doctoral degrees. Texas Woman's University is the largest university for women in the United States.

Established by the Texas Legislature in 1901 to prepare women for the "industries of the age," the school was named the Girls' Industrial College, with first classes held in 1903. In 1905, the name was changed to College of Industrial Arts and in 1934 to Texas State College for Women. In 1957, the legislature approved university status and the name became Texas Woman's University.

The university is organized into three major academic divisions: the University General Divisions, which includes the College of Arts and Sciences, College of Education and Human Ecology, and School of Library and Information Studies; the Institute of Health Sciences, which includes the College of Health Sciences, College of Nursing, School of Occupational Therapy and School of Physical Therapy; and the Graduate School, which offers advanced degree programs through the colleges and schools of the university.

In addition to the 270-acre main campus in Denton, the university's Institute of Health Sciences has centers in Dallas (near Parkland and Presbyterian Hospitals) and Houston (in the Texas Medical Center) which offer upper level (junior and senior years) and graduate studies in nursing and allied health fields.

The nation's largest university primarily for women, TWU offers more than 100 majors, including the health sciences. The College of Nursing is one of the largest in the U.S.; the School of Occupational Therapy is the largest in the nation and has the only graduate program in Texas and the only doctoral degree offered at a public university; and the School of Physical Therapy has one of the leading programs in the U.S. and one of only four doctoral programs in the nation.

TWU also has excellent programs in the performing and visual arts, fashion and textiles, library and information studies, teacher education, criminal justice, computer science, business (which leads to the MBA degree) and many other fields. Research in biomedical fields and nutrition and food sciences, and a cooperative program in mathematics and engineering with the University of Texas at Dallas, are examples of the wide range of studies available at the university. TWU also has cooperative programs with Mukogawa Women's University and Baiko Jo Gaukin College in Japan.

TWU enrolls more than 9,600 students (Fall 1992). Of these, 92% are women and

59% are undergraduates. Over 20% are minority students—11.8% African American; 6.3% Hispanic; and 2.4% Asian/Pacific Islander, American Indian and Alaskan Native. An additional 2 percent are international students from about 70 countries other than the U.S. Approximately 7,700 students are enrolled at the Denton campus and more than 900 at each of the university's Institute of Health Sciences centers at Dallas and Houston. TWU has a faculty of more than 500 persons.

The University is noted for its special services and programs for students, including family housing for single parents, and for its many outreach programs for women and minority students. Among these are the Science and Mathematics Center for Women, Minority Biomedical Research Support Program, Health Professions Outreach Project and Center for Research in Women's Health. TWU also operates several health-related clinics which serve the community and provide clinical experience for students.

A good reference booklet of facts and information about TWU, *A Profile of Texas Woman's University*, is available on request from the Office of Public Information.

### TWU MISSION STATEMENT

It is the special mission of the Texas Woman's University:

- to serve as a distinct and unique institution among institutions of higher education in Texas in order to provide undergraduate and graduate education of the highest quality in a learning environment that empowers and affirms the full development of women;
- to place emphasis on the liberal arts and sciences, health-related and other professional studies, and research that will enhance the progress and welfare of the people of Texas, the nation, and the world in a time of rapid technological and social change;
- to encourage women to develop intellectual, humanitarian, and leadership skills that will advance their potential for service in all areas of human endeavor, and to provide these opportunities to men who wish to pursue their education at Texas Woman's University;
- to provide minority women an academic and social environment for learning, involvement, and leadership development to enable them to pursue and complete higher educational programs which afford economic mobility and independence;
- to provide educational programs to meet the needs of adult students, especially women, who wish to resume or initiate collegiate or graduate study in preparation for career entry or advancement;
- to serve as a resource and depository for information and knowledge about women and their particular contributions to the history and progress of the State of Texas, the nation, and the world.
- to provide service to the wider community through its on-campus health and educational clinics, continuing education programs, programs in the visual and

performing arts, and basic and applied research in nutrition, food science, textile technology, and health sciences.

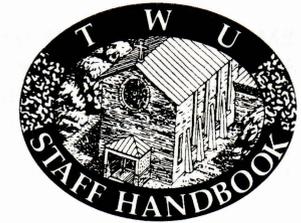
#### **ADMISSION POLICY**

As its name indicates, Texas Woman's University is historically a single-gender institution in which enrollment formerly has been limited to women. Since Fall 1972, following enactment of Titles VII and VIII of the Public Health Service Act, TWU has admitted both qualified men and women to all programs offered through its Institute of Health Sciences. The Institute offers undergraduate programs in the College of Health Sciences, College of Nursing, School of Occupational Therapy, and School of Physical Therapy.

Since 1973, following the enactment of Title IX of the Higher Education Act Amendments of 1972, the University has admitted both qualified men and women to all graduate programs. As of spring 1995 both qualified men and women may enroll in "all" University programs including undergraduate programs in the College of Arts and Sciences, College of Education and Human Ecology, and the School of Library and Information Studies.

Questions and communications regarding admission to Texas Woman's University or to one of its components may be addressed to: Office of Admissions, Texas Woman's University, P.O. Box 425589, Denton, Texas 76204-0589; phone: 817/898-3040. Graduate Admissions phone: 817/898-3073.

## **STAFF EMPLOYMENT POLICIES AND PRACTICES**



#### **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

It is the policy of the Texas Woman's University that all applicants for employment shall be treated equally in all respects regardless of race, color, religion, sex, sexual orientation, age, national origin, handicap, or veteran status. This policy applies, but it is not limited to recruitment, employment, training, promotions, demotions, transfers, layoffs, terminations, compensation, or employee benefits.

The University is pledged to develop and support an environment of affirmative action toward this policy including affirmative action recruitment of candidates for positions at all levels. This policy applies to all employees and applicants for employment.

#### **NONDISCRIMINATION POLICY STATEMENT**

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, veteran's status, or against qualified persons with disabilities.

The University complies with nondiscrimination regulations under Title VI and Title VII, Civil Rights Acts of 1964; Title IX, Education Amendments Act of 1972; Vietnam Era Veterans' Readjustment Assistance Act of 1974; Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990; the Age Discrimination in Employment Act of 1967; and other applicable statutes.

Inquiries concerning University grievance procedures may be directed to the designated officials named below:

Affirmative Action and Equal Employment Officer: Director of Human Resources, Texas Woman's University, P.O. Box 425739, Denton, TX 76204-5739.

Title IX Officer: Vice President for Student Life, Texas Woman's University, P.O. Box 425379, Denton, TX 76204-5379.

Disability Officer: Director of Human Resources, Texas Woman's University, P.O. Box 425739, Denton, TX 76204-5739.

Students with disabilities who need accommodations should contact the Coordinator of Disabled Student Services, Texas Woman's University, P.O. Box 425379, Denton, TX 76204-5379.

## EMPLOYEE AND THE UNIVERSITY

The University recognizes that its fundamental strength and future growth depend directly upon the contributions made by each person within the institution and that productivity and efficiency result from job satisfaction.

The personnel policies of the University are designed to:

1. Place each employee, insofar as possible, in a position that best suits his or her natural aptitudes and skills.
2. Offer each person the opportunity for self-development training and career advancement.
3. Accord every employee fair and equitable treatment.

Should questions or problems arise during employment with the University, each employee should feel free to talk to his or her supervisor or a member of the Human Resources staff.

## TWU OPERATING POLICY (TWU OP) MANUAL

A TWU Personnel Policy and Procedure Manual is located in each department and in the library at each center. Also, a copy may be viewed at the Human Resources Department. This manual contains TWU Personnel Policies and Procedures that outline in more detail certain policies. All employees may have access to this manual.

## TYPES OF STAFF EMPLOYMENT

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**Regular Employee** is defined as one who is employed to work one-half time or more for a period of at least four and one-half months, excluding students employed in positions which require student status as a condition of employment. Regular employees are eligible for University benefits; i.e. vacation, sick leave, holidays with pay, and insurance, and must participate in a retirement program. Regular employment may be:

1. Full-time—with a normal schedule of forty hours per week, or
2. Part-time—with a normal schedule of at least 20 but less than forty hours per week.

**Temporary Employee** is defined as one who is employed to work less than four and one-half months. Temporary assignments are usually seasonal in nature and may include periods during student registration, vacation and holiday relief, and emergency assistance. Temporary employees are paid on an hourly basis and are not eligible for University benefits.

**Furlough (Layoff)** is temporary layoff without pay, normally resulting from the curtailment of activities or loss of funding. A furloughed employee who is recalled and who returns to active employment within 120 calendar days of the date of furlough is considered to have established continuous employment.

Vacation and sick leave benefits do not accrue during the period of furlough. Group insurance may be continued with the total cost paid in advance by the furloughed employee. During a furlough, the employee may not withdraw his or her retirement deposits.

## NEPOTISM (EMPLOYMENT OF RELATIVES)

No person shall serve in a capacity when it is the duty of any relative employed by the University to act in any official capacity upon such appointments or promotions, regardless of the source of funds for payment of salary; nor shall any appointment or promotion be made if either person would have any voice in recommending salary increases or promotions.

Relatives of the Board of Regents shall not be initially appointed for employment to the University.

A relative is defined as a husband, wife, father, mother, son, daughter, brother, sister, grandparent, nephew, niece, cousin and their in-law and step-relative counterparts, or any other person within the second degree of affinity or the third degree of consanguinity.

If two employees of the University marry both may not continue to hold such positions beyond the then current fiscal year, if the employment of the married persons will violate the nepotism guidelines.

## POSITION CLASSIFICATION PROGRAM

The position classification system is designed to provide staff employees with a uniform classification and compensation plan which promotes the concept of equal pay for equal work. The plan also seeks to assure that staff pay corresponds to other similar positions in both public and private employment in the areas surrounding TWU locations.

In establishing each classification, the Human Resources Office studies the education, training, knowledge, skills, abilities, and experience necessary to perform each job. This general information, common to all positions within a particular classification, makes up a job description. In recruiting for a vacancy, the employing department may add special qualifications in order to meet particular operating needs.

Job descriptions are updated periodically to assure individual employees of both internal and external equity.

Each job classification has a specified minimum and maximum salary range. New employees are normally appointed at the minimum salary for their particular job classification. Regardless of the source of funds for salary, all staff employees are governed by the same compensation policies. The Human Resources Department is responsible for the administration of the position classification system.

## SALARY ADMINISTRATION

The University's fiscal year begins on September 1 of each year; therefore, salary adjustments are generally made in September. Increases in recent years have been in the form of across-the-board raises for all staff employees, with the amount of these increases set by the Legislature for all state agencies. The University does provide for an institution-wide merit increase program as funds are available.

The Human Resources Department performs wage and salary surveys each year to determine the proper rates for each classification. Surveys include national,

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regional, and local entities, with particular attention paid to agencies and organizations in the immediate area.

### STAFF EMPLOYMENT PROCEDURES

When a staff vacancy exists or is anticipated, the hiring department requests approval from the appropriate Vice President to fill the position. Upon approval by the appropriate Vice President, the Human Resources Department will initiate recruitment to fill the position.

Staff vacancies must be listed for at least five working days with the Human Resources Department to allow adequate time for interested individuals to apply for those vacancies. Positions are listed in the **EMPLOYMENT OPPORTUNITIES BULLETIN** which is circulated both internally to all departments and externally to state agencies, universities, and other local and regional organizations. In addition, staff positions are advertised in local, regional, and national newspapers and publications as deemed appropriate.

Prior to being considered for a position, all applicants (including current employees) must complete an **Application for Employment or an Application for Promotion or Transfer** and, when appropriate, take any applicable clerical skills tests. All testing is performed by the Human Resources staff. The Human Resources Department conducts a general interview with applicants prior to referral.

After the general interview, successful applicants are referred to the hiring department for interviewing. Once the departmental interviewer has selected the candidate most suited for the job, the Human Resources Department extends the official offer of employment.

An appropriate entry-level wage is determined in accordance with the Classified Pay Plan. Normally, new employees are hired at the minimum of the salary range for the position available.

### DUAL EMPLOYMENT

Employees who are legally employed in two positions within Texas State Government are subject to certain legislative provisions. Employees must notify Human Resources prior to accepting dual employment.

### OUTSIDE EMPLOYMENT

The primary responsibility of University employees is the full and complete performance of all assigned duties and professional obligations. If additional employment should become necessary, such employment must be compatible with the interests of the University and of such a nature that it will not detract from the usefulness and performance of the employee.

All regular staff employees must request approval through appropriate channels to the Human Resources Office to hold continuous employment with another state agency.

### NEW EMPLOYEE INITIAL EVALUATION

All new employees or current employees in new positions receive an initial

written evaluation by their supervisors within the first six (6) months of employment. Following this initial evaluation, employees will then be evaluated at least annually by their supervisors.

### PROMOTIONS AND TRANSFERS

The University encourages the principle of internal promotion and transfer. The purpose of promotions and transfers is to enhance career advancement opportunities for employees of the University.

An **EMPLOYMENT OPPORTUNITIES BULLETIN** listing current vacancies is posted weekly in the Human Resources Office and on departmental bulletin boards. Any employee who wishes to apply for one of the vacancies may do so by completing an up-to-date **Application for Promotion or Transfer** with the Human Resources Department and by taking any required skills tests.

To be eligible to make application for a promotion or transfer, the employee must have been employed in his or her present position for at least six months. However, with the approval of the Human Resources Department and the current supervisor, a promotion or transfer may occur within the first six months of employment.

Before an employee may be considered for another position, he or she must meet the minimum requirements for the vacant position. All applicable skills tests must be taken.

The employee seeking a promotion or transfer should inform his or her supervisor of the desire to change positions. Expressing interest for consideration for a promotion or transfer to a vacancy in another department will not affect an employee's present position or future opportunities.

The effective date of a promotion or transfer will be determined after consultation with the two departments involved. Two weeks notice is required unless the employee's supervisor agrees to a shorter period. All promotions and transfers are contingent upon the approval of the appropriate Vice President and the availability of funds.

### DEMOTIONS

A demotion is a move to a position with less responsibility and a lower salary range.

An employee may be offered a lower position in lieu of separation because of the employee's inability to perform in his or her current position, or because of a reduction in the work force due to unavailability of funds or program change. Also, an employee may request a transfer to a position with less responsibility and a lower salary range.

In such cases, the employee's new rate of pay will be determined based upon the salary range for the new classification, internal equity, and the availability of funds.

### RESIGNATIONS

An employee who desires to resign from the University should submit a letter of

resignation to his or her supervisor at least two weeks in advance of the intended resignation date.

The employing department will notify the Human Resources Department of the intended resignation by completing a Personnel Transaction Form immediately and forwarding it to the Human Resources Department.

The exiting employee must report to the Human Resources Department on his or her last working day to make arrangements for receipt of the final paycheck, to discuss retirement refunds, group insurance coverage, and to complete an Exit Interview Questionnaire. All University property and keys must be returned before refunds of deposits are made or before the final paycheck can be released.

#### **WORK WEEK AND WORK HOURS**

The normal work schedule consists of five eight-hour days for a total of forty hours per week. Most employees work from 8:00 a.m. to 5:00 p.m., Monday through Friday. Under certain conditions the University may define a normal work week to consist of four ten-hour days or four nine-hour days (Monday-Thursday) and one four hour day (Friday). However, some departments have responsibilities which require employees to work weekends, night shifts, or hours other than the usual daytime hours. Established work schedules are subject to change at the discretion of the supervisor when such changes are in the best interest of the University. When established work schedules are altered, the supervisor is expected to provide the maximum period of notice possible under the circumstances.

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Certain work assignments are directly involved with maintaining safe and uninterrupted operation of the University's facilities and property. Employees with such assignments may be required as a condition of employment to accept shift work or a flexible work schedule involving being "on call" or "on standby" in the event of emergency situations.

#### **OVERTIME**

The TWU official work week is Sunday through Saturday. An employee who is subject to the overtime provisions of the Fair Labor Standards Act and is required to work in excess of 40 hours in a work week is entitled to compensation for the excess hours by taking compensatory time off at the rate of 1-1/2 hours off for each hour of overtime. All overtime must be approved in advance by the employee's supervisor. Overtime accruals will be used before compensatory time accruals. Overtime that is not taken within twelve months of the time it is accrued will be paid. However, every effort must be made to take off all overtime as soon as possible after it is accrued.

#### **COMPENSATORY TIME**

In situations in which the employee has not worked more than 40 hours in a work week but the total hours of paid leave or paid holidays exceeds 40 hours, the employee shall be allowed equivalent compensatory time off for the excess hours. Compensatory time under this paragraph may not be carried forward past the end of the 12-month period following the end of the work week in which the compensatory time was accrued. Compensatory time not used within twelve months will be dropped.

Executives, Administrators, and Professional employees normally are not eligible for overtime or compensatory time.

#### **REST PERIODS/COFFEE BREAKS/SMOKING BREAKS**

Full-time employees are normally entitled to two 15-minute rest periods or coffee breaks or smoking breaks during the work day. Employees who are scheduled to work at least four hours may receive one 15-minute break for each four hours during the work day. The utilization of rest periods is subject to the workload demands of the organization unit; supervisors may schedule these breaks to provide for continuity of service.

Because rest periods are a privilege and not a right, they may not be taken at the beginning or end of the day or in conjunction with the lunch break, nor may they be accumulated for use at a later date.

#### **STANDARD OF CONDUCT, DISCIPLINE, AND SEPARATIONS FOR NON-FACULTY EMPLOYEES**

Reasonable rules of conduct are maintained in order to define and protect the rights, safety, and welfare of the Texas Woman's University and its employees. Each administrative officer has the authority and responsibility to establish and maintain an effective, and orderly work force of employees under charge. See TWU OP 50.03 for further information. TWU reserves the right to add or eliminate any part of the steps described in this policy and doing so does not preclude the at-will employment status.

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**HOLIDAYS**

Regular staff employees, those working at least 20 hours per week for a period of at least four and one-half months, are entitled to the number of holidays set by the Texas Legislature for State Agencies. The University's holiday schedule is determined by the President and is generally published in July or August each year. Education institutions have the authority to adjust the holiday schedule to prevent disruption of services and to maximize energy conservation. The number of holidays vary depending upon state legislation and the actual calendar.

A regular hourly employee is entitled to the same holidays with pay as a regular monthly employee. An employee working an irregular schedule during a work-week in which a holiday occurs shall be entitled to the same number of holiday hours as an employee working the schedule which is normal for most University employees.

When a scheduled holiday falls on a regularly assigned day-off for an employee, he or she shall be given equal compensatory time off. An employee required to work on a holiday shall be given compensatory time off to be taken on a date mutually agreed upon by the employee and supervisor.

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If a holiday occurs while an employee is on paid sick leave or vacation, it will be charged as a holiday, not as leave time. An employee who is on leave without pay is not eligible for pay for a holiday.

If a terminating employee's last day of duty immediately precedes a scheduled holiday, he or she will be paid for the holiday(s). In such a case, the employee must work his or her regular schedule on the last day of duty (or utilize accrued vacation or compensatory time), and the holiday(s) must begin on what would normally be the next work day.

A terminating employee who is to receive a lump sum payment for accrued vacation leave, overtime, or compensatory time will also receive pay for any scheduled holiday(s) the employee would have been eligible to receive had he or she remained on the payroll.

**PREVIOUS STATE SERVICE**

The total number of months of employment with the State of Texas is used to determine the amount of vacation leave and longevity pay for which a state employee is eligible. Employees who have eligible, previous State of Texas service should notify the Human Resources Department. Credit for previous state service will be given to the employee upon receipt of written documentation from the previous state agency. Public school service, junior college service, and community college service, are not eligible for previous state service credit. Questions concerning previous state service should be directed to the Human Resources Department.

**LONGEVITY PAY**

All regular full-time staff employees (except law enforcement personnel who are eligible for hazardous duty pay) are eligible for longevity pay of \$20 per month after the completion of five years of service with the University and/or the State of Texas. Longevity pay is increased at the end of each five years of service, up to a maximum of twenty-five years service. Length of service for longevity will be determined in the same manner as length of service for vacation leave. (See "Vacation Leave").

The benefit is:

|                          |             |
|--------------------------|-------------|
| 61 months to 120 months  | \$20/month  |
| 121 months to 180 months | \$40/month  |
| 181 months to 240 months | \$60/month  |
| 241 months to 300 months | \$80/month  |
| 301 months               | \$100/month |

**VACATION LEAVE**

All regular staff employees and faculty with 12 month appointments are eligible for paid vacation leave in accordance with the following State of Texas schedule. A regular part-time employee shall earn and carry forward a pro rata share based upon the percent of time worked. Vacation shall be earned in accordance with the following schedule:

| Total State Employment Including Prior Service | Hours Accrued Per Month | Maximum Hours to Carry Forward to Next Fiscal Year |
|--|-------------------------|--|
| 0 but less than 2 years                        | 7                       | 168  |
| 2 but less than 5 years                        | 8                       | 232  |
| 5 but less than 10 years                       | 9                       | 256  |
| 10 but less than 15 years                      | 10                      | 280  |
| 15 but less than 20 years                      | 12                      | 328  |
| 20 or more years                               | 14                      | 376  |

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Vacation earned during one fiscal year may be carried forward to the next fiscal year subject to the maximums shown above.

All hours of unused accumulated vacation leave which are above the maximum at the end of the fiscal year may be credited to the employee's sick leave balance as of the first day of the next fiscal year.

An employee will earn vacation entitlement beginning on the first day of employment with the University and terminating on the last day of duty. Credit for one month's accrual will be given for each month or fraction of a month of employment. Vacation with pay may not be granted until the employee has had continuous employment with the state for six (6) months, although credit will be accrued during that time.

Employees change to a higher accrual rate (based on years of total eligible service) on the first calendar day of the month if the employee's anniversary date falls on the first day of the month; otherwise, the increase will occur on the first calendar

day of the following month.

**Example:** An employee who began work on September 6, 1993, would change from earning 7 hours to 8 hours on October 1, 1995.

Employees who have eligible previous state service should contact the Human Resources Department to secure proper credit for that employment toward vacation accrual. (See "Previous State Service" for additional details.)

Vacation ordinarily will be scheduled at the mutual convenience of the employee, the department, and the University. Where conflicts arise, the needs of the University and the department shall be paramount. The University may require employees to take vacation or compensatory time for closing of buildings to maximize energy conservation.

A staff employee who resigns, is dismissed, or separated from University employment is entitled to be paid for all vacation duly accrued at the time of separation from University employment, provided the employee has had continuous employment with the State of Texas for six (6) months.

#### **SICK LEAVE**

Sick leave entitlement shall be earned by a regular full-time employee at the rate of eight (8) hours per month or fraction of a month employment, and shall accumulate with the unused amount of such leave carried forward each month. A regular part-time employee shall earn a pro rata share based on the percent time worked. Sick leave accrual will terminate on the last day of duty.

Sick leave with pay may be taken when sickness, injury, or pregnancy and confinement prevent the employee's performance of duty or when a member of his or her immediate family is actually ill. Immediate family shall be defined as those individuals related by kinship, adoption or marriage, as well as foster children certified by the Department of Protective and Regulatory Services. An employee's use of sick leave for family members not residing, in that employee's household is strictly limited to the time necessary to provide care and assistance to a 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 or her supervisor or cause him to be notified at the earliest possible time.

To be eligible for accumulated sick leave with pay during a continuous period of more than three (3) working days, an employee absent due to illness shall be required to furnish a doctor's certificate showing the cause or nature of the illness or some other written statement of the facts concerning the illness which is acceptable to the supervisor.

Sickness occurring during a vacation period may be charged to sick leave. When an employee is ill for a continuous period of more than three (3) days, while on vacation, in order to be eligible for accumulated sick leave with pay, he or she shall be required to furnish a doctor's certificate showing the cause and nature of the illness or some other written statement of facts concerning the illness which is acceptable to the supervisor.

The University may at its discretion request a doctor's release or other documentation after any absence due to illness before the employee would be allowed to return to work.

Absence due to illness in excess of the amount of accrued sick leave will be charged to accrued vacation leave. Once accrued vacation leave is exhausted, an employee would be placed on leave without pay status.

Malingering and other abuses of sick leave shall constitute grounds for dismissal from University employment.

A state employee who transfers directly from one state agency to another shall be given credit by the receiving agency for the accrued balance of his or her accumulated vacation and sick leave, provided that his or her employment with the state is uninterrupted.

Upon the death of a TWU employee, the employee's estate is entitled to payment of one-half of his or her accumulated sick leave not to exceed 336 hours.

Exceptions to the amount of sick leave an employee may take may be requested through Human Resources Department for consideration on an individual basis. (See TWU OP 50.20)

#### **TEMPORARY DISABILITY LEAVE**

During a temporary disability, an employee may continue to work as long as the employee is able to work a regular schedule and fulfill the duties and responsibilities of the position. When the temporary disability prevents the performance of duty, an employee is entitled to accrued sick leave with pay. After exhausting sick leave entitlements, an employee is entitled to accrued vacation with pay. After exhausting leave with pay entitlements, an employee may be entitled to a leave of absence without pay as needed. In determining the length of disability each case shall be evaluated on its own merit. The employee is required to provide to the appropriate supervisor, doctor's statement(s) as may be necessary to verify the disability and/or the anticipated length of disability.

#### **AMERICANS WITH DISABILITIES ACT (ADA)**

ADA gives individuals with disabilities protection from discrimination in employment and in access to public facilities, transportation, telecommunications, and state and local government services.

Faculty and staff with disabilities may request accommodations by contacting the Human Resources Department. Students must contact the Disabled Student Services Office to request assistance with accommodations.

#### **PARENTAL LEAVE OF ABSENCE**

Employees are entitled to a parental leave of absence, not to exceed twelve weeks, for the birth of a natural child or the adoption of a child under three years of age. This period begins with the date of birth or the first day the adoptive child is formally placed in the home. Employees may use available compensatory time, vacation or leave without pay for this period. Sick leave is strictly limited to those situations clearly falling within the definition of sick leave.

#### **FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA)**

FMLA provides TWU employees up to 12 weeks of leave for certain family and

medical reasons. State employees who have been employed for 12 months by the state, and who have worked at least 1,250 hours within the preceding twelve month period, are entitled to leave pursuant to the Federal Family and Medical Leave Act provided that the employee utilizes all available applicable paid leave while taking leave pursuant to this provision.

Applicable accrued paid leave time will be counted (substituted) as part of the 12 weeks of Family / Medical Leave.

Employees requesting FMLA leave may be required to submit medical certification information. Employees may be required to provide re-certification information to continue on FMLA leave. Upon the return to work the employee may be required to submit a Return to Work Medical Certification.

Failure to submit the appropriate medical certification forms within a reasonable time may cause delay or denial of FMLA leave. Failure to provide a Return to Work Medical Certification Form (fitness-for-duty certification) can result in denial of restoration of employment until a certification is provided.

The university will continue the State contribution to the employees insurance program as long as the employee continues to pay premiums that are normally deducted from the payroll. Failure of the employee to pay her/his share of the premiums will cause the insurance coverage to be canceled. Insurance may be restored upon return to work. TWU may require the employee to pay back to the university that portion of the benefits paid by the university if the employee elects not to return to work at the end of the FMLA leave period, unless the employee cannot return to work because of a serious health condition or other circumstances beyond the employee's control. See TWU OP 50.28 for additional information.

#### **LEAVE WITHOUT PAY**

Employees on leave without pay must make prior arrangements with the Human Resources Office to pay insurance premiums to ensure continued insurance coverage.

A leave of absence without pay may be granted provided that the interests of the University are given first consideration. A leave of absence without pay is not an inherent right but is the prerogative of the University. Leaves of absence without pay must be requested in writing to the Human Resources Department. The President, upon recommendations from the supervisor, the appropriate Vice President, and the Director of Human Resources, may grant an official leave.

A leave of absence without pay may be granted only after the employee has exhausted all appropriate leave entitlements. Leave without pay may not exceed twelve (12) months in duration. Sick leave must be exhausted only in those cases where the employee is eligible to take sick leave.

A leave of absence without pay implies an intent from the employee to return to work and an intent for the University to return the employee to the former position or to one of similar requirements and compensation upon the expiration of a leave of absence without pay.

Failure to return to work upon the expiration of a leave of absence shall result in the employee's termination.

During a leave without pay, benefits related to pay status are affected:

Group insurance may be continued provided premiums are paid in advance to the Human Resources Department by the employee.

Vacation, sick leave, and state service accruals are suspended. Membership in the Teacher Retirement System or Optional Retirement Program becomes inactive and contributions cannot be withdrawn.

An employee is not entitled to receive pay for holidays while on a leave of absence without pay.

#### **INCLEMENT WEATHER**

The Texas Woman's University is concerned for the safety and comfort of all students, faculty, and staff. When severe weather conditions warrant, the University may be closed or operations curtailed. In the event of inclement weather, all members of the University community should be alert for announcements regarding the operations of the University. The procedure for notifying personnel has been established, and public announcements will be made through the Office of Public Information. Interested persons are advised that announcements will be made on local radio and television stations. Those who do not have access to radio and television may call the Office of Public Safety (Denton—817/898-2911, Dallas—214/689-6666, Houston—713/794-2222).

The President or designated representative, shall make the decision for closing or curtailing of activities for all locations of the University. The decision regarding the closing of the University will be announced by 6:00 a.m. for the day concerned. The decision regarding the cancelling of evening classes will be announced by 2:00 p.m. for the day concerned.

Necessary operations of the University, including Residence Halls, Meal Services, Physical Plant, Health Services, Public Safety, and the Office of Public Information will remain open even when classes are cancelled.

Individual instructors are urged to make known the weather closing policies to students. It is suggested that a notification system be developed within classes, particularly those which meet off campus.

Classes cancelled because of severe weather conditions are to be made up as directed by the Vice President for Academic Affairs.

#### **MILITARY/VOLUNTEER FIREFIGHTERS LEAVE**

University employees who are members of the State Military Forces or the reserve components of the Armed Forces are entitled to a leave of absence not to exceed 15 working days in any one calendar year for authorized training or duty without loss of time, efficiency rating, vacation time, or salary. The 15 days need not be consecutive. An individual desiring military leave must present a copy of his or her official orders requiring the individual to attend authorized training to the Human Resources Department.

An employee who is a volunteer fireman shall be granted a leave of absence with pay not to exceed 5 days each fiscal year to attend training schools conducted by state agencies.

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. The leave of absence shall not affect the employee's vacation or sick leave entitlements. (see TWU OP 50.24)

#### **FUNERAL LEAVE**

An employee shall be granted leave because of a death in the employee's immediate family which includes the employee's spouse, or the employee's or spouse's parents, brothers, sisters, grandparents, grandchildren and children.

Absence necessitated by death in the employee's immediate family shall entitle him or her to leave with pay for the time required to attend the funeral and necessary travel time. The total time allowance normally shall not exceed three days. Funeral leave shall not be deducted from vacation leave.

#### **JURY LEAVE**

A regular employee summoned for jury service or subpoenaed to appear as a witness shall be given reasonable time off as required for rendering such services to the court. Compensation shall not be reduced nor shall time away from work be deducted from vacation leave. The employee is not required to account to the state for any fee or compensation received for jury service.

An employee shall notify his or her supervisor upon receiving a summons or subpoena and shall provide a copy of such to the Human Resources Office for verification. However, any persons serving as a paid expert witness in a court-of-law must have prior approval from the University if the court appearance is to be during normal working hours. Time spent as an expert witness must be charged to the employee's accrued vacation leave.

#### **VOTING TIME**

All employees are encouraged to vote in all appropriate local, state, and national elections.

Employees are asked to vote before or after working hours. However, employees will be allowed reasonable time off to vote during the day if they have difficulty getting to the polls before or after working hours.

#### **BLIND EMPLOYEE LEAVE**

An employee who is blind is entitled to a leave of absence with full pay for a period not to exceed 10 working days in a fiscal year to attend a training program to acquaint the employee with a seeing-eye dog to be used by the employee.

#### **PAYDAY**

Employees are paid on a monthly basis. Paychecks are distributed on the first working day of the following month. Payroll checks may be picked up at the Cashier's Office at the **DENTON CAMPUS**, at the Personnel Services Office at the **HOUSTON CENTER**, at the Personnel Services Office at **DALLAS-PARKLAND**, and at the Dean's Office at the **DALLAS-PRESBYTERIAN**. Employees may elect to have checks mailed or deposited electronically to their bank.

Employees accruing vacation and sick leave must present to the person responsible for payroll at the appropriate location their signed timesheet in exchange for their paychecks. A departmental representative may pick up paychecks for the entire department if he or she has the timesheet to exchange and appropriate identification for each employee for whom checks are being delivered.

Employees who elect to have their paychecks mailed or direct deposited must send their signed timesheets to the Payroll Office by the last working day of the month.

#### **PAYROLL DEDUCTIONS**

Certain payroll deductions are required by federal and state law. Mandatory deductions include Federal Income Tax, FICA (Social Security) and deposits for either the Teacher Retirement System or the Optional Retirement Program.

Employees are encouraged to check earnings statements for accuracy of deductions and social security numbers. Questions should be directed to the Payroll Office or the Human Resources Department.

#### **ELECTRONIC DIRECT DEPOSIT**

Employees who have appointments for a period of four (4) months or more may elect to have their paychecks electronically deposited to their bank accounts. A portion may go into a savings account and a portion to a checking account or the entire check may go to savings or checking accounts.

When an employee signs up for electronic deposit, no deposit is made the first month. The Federal Reserve requires that all numbers be verified before an actual deposit is sent. This first check will be picked up by the employee. Earnings statements for employees on direct deposit are sent to the department for distribution to the employees.

#### **SOCIAL SECURITY**

Social Security (Old Age and Survivor's Insurance) participation is required by law of all employees of the University. Social Security benefits include retirement annuities as early as age 62, disability benefits for a permanent injury or sickness, and survivor benefits for a dependent spouse and/or children.

#### **WORKERS' COMPENSATION INSURANCE**

**Eligibility:** All employees of the University are automatically covered by Workers' Compensation Insurance without cost to the employee. This insurance coverage is administered by the State Employees Workers' Compensation Division of the State Attorney General's Office.

**Report of Injuries:** An employee is required to immediately report all on-the-job injuries to his or her immediate supervisor regardless of how minor it may appear so that the injury is a matter of record. The supervisor or administrator must submit "The Supervisor's First Report of Injury or Illness," to the Human Resources Office for transmittal to the State Attorney General's Office no later than the day following the injury.

**Medical Expenses:** If an employee is injured on the job, he or she is entitled to payment for all authorized medical expenses required in connection with the injury. The State Attorney General's Office determines all authorized medical expenses.

**Sick Leave Benefits:** If the employee is unable to return to work following the injury, the employee may:

1. Choose to use accrued sick leave until exhausted and then receive compensation benefits, or
2. Choose to receive compensation benefits and not use accrued sick leave.

**Compensation Benefits:** As provided by State law, if the employee is unable to return to work after utilizing all accrued sick leave or after electing not to use sick leave benefits, the Attorney General's Office will make weekly compensation payments during the balance of the time the employee is unable to work beginning with the eighth day of incapacity or the day all sick leave benefits are utilized whichever is later. Compensation benefits amount to 70 percent of the employees average weekly salary, subject to a maximum of \$464 per week and a minimum of \$70 per week, and will continue until the employee is released to work or for 104 weeks maximum.

For injuries resulting in death, the beneficiaries of the deceased employee may receive a weekly payment to be determined by the Workers' Compensation Division.

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#### UNEMPLOYMENT COMPENSATION INSURANCE

All employees of the University, except student assistants and graduate assistants, are covered by the Unemployment Compensation Insurance Program. An employee may be eligible for weekly benefit payments during a period of unemployment which occurs through no fault of the employee. Eligibility for unemployment benefits is determined by the Texas Employment Commission.

#### RETIREMENT PROGRAMS

Each regular employee of the University is required to participate in the Teacher Retirement System. Full-time faculty, certain administrators, and professional librarians are eligible for participation in the Optional Retirement Program. Employees whose position requires student status as a condition of employment are excluded from eligibility for retirement.

**Teacher Retirement System:** The Teacher Retirement System is a state non-profit organization established in 1937 to provide benefits for employees of state colleges and universities and public schools in Texas. For each employee participating in the Teacher Retirement System, the state contributes a fixed percentage of salary, and the employee contributes a fixed percentage of salary through payroll deduction. An annual \$10 membership fee is required. Benefits in the Teacher Retirement System include;

**Vested Rights:** A member of the Teacher Retirement System has a vested right for retirement benefits upon completion of at least five years service.

**Retirement Annuities:** Members are eligible to retire with full benefits at age sixty-five with at least five years service or at age sixty with at least twenty years service. Early age retirement with a reduced annuity is also available. Retirement benefits are based on a member's total years of creditable service and the average of the 3 highest annual salaries.

**Disability Benefits:** Members who become permanently disabled are eligible to apply for disability retirement benefits.

**Death Benefits:** Members are covered by death benefits beginning the first day of employment. The designated beneficiary is entitled to receive a minimum of a lump sum payment equal to twice the members annual salary not to exceed \$80,000.

**Return of Deposits:** Members who terminate employment are entitled to receive a return of employee deposits plus five percent interest.

**Special Service:** Members have the opportunity of increasing benefits by purchasing credit for eligible special service. Special service may include withdrawn service, military service, developmental leave, and out-of-state service. Interested employees should contact the Human Resources Office for additional information.

**Optional Retirement Program:** An Optional Retirement Program is available for certain full-time professional and administrative employees. Eligible employees are given 90 days from the date of employment to make a one-time choice to relinquish membership in the Teacher Retirement System and to become a participant in the Optional Retirement Program. The decision to participate in TRS or ORP is extremely important because the law provides almost no opportunity for changing once an election is made.

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The Optional Retirement Program is a personal retirement plan purchased by the member to which the state makes contributions. Benefits are based on the accumulated contributions and interest in the member's account. Vesting occurs after one year and one day of participation.

Eligible employees who are interested in the Optional Retirement Program should contact the Human Resources Department for additional information and a list of qualified carriers.

#### GROUP INSURANCE

Effective September 1, 1992 all state employees became part of a state wide insurance program. TWU's insurance programs are administered through the Employee's Retirement System of Texas.

All regular employees are eligible to participate in the University's group insurance plans. A student employee who receives compensation for services rendered to the University pursuant to a payroll certified by the institution that as a condition of employment requires the employee to be enrolled as a student in graduate

level courses and who is employed at least 20 hours per week for a full semester or at least 4 1/2 months are eligible for the state's group insurance. New employees have thirty-one days from their date of employment in which to select insurance coverage for themselves and eligible dependents without having to satisfy evidence of insurability. Otherwise, employees must wait until the insurance coverage is offered during a later enrollment period, may have to satisfy evidence of insurability, and/or may be subject to limitations or waiting periods.

In accordance with Texas Law, the University will contribute toward the cost of the employees insurance coverage. Employee should be aware that a leave without pay status may require the state contribution to be suspended causing the employee to pay the entire premium in order to maintain coverage.

The following programs are available on an optional basis. Policy provisions are subject to change when contracts are renegotiated. Optional coverages are available to those participating in HealthSelect or HMO.

**Group Medical:** The State's group medical plan is called HealthSelect. HealthSelect is self administered through the Employees Retirement System of Texas. Claims are paid through Blue Cross Blue Sheild of Texas. HealthSelect provides hospital, surgical, medical, supplemental, accidental, prescription, and maternity benefits. The HealthSelect medical plan automatically provides \$5,000 term life coverage with \$5,000 accidental death and dismemberment coverage for the employee. Coverages under the group insurance plans are subject to change.

**Health Maintenance Organizations:** Regular employees may choose membership in a Health Maintenance Organization as an option to the group medical insurance. Specific information regarding the benefits, services, and facilities of each Health Maintenance Organization are available in the Human Resources Department in Denton or the Personnel Office at the Dallas and Houston centers.

**Term Life:** Regular employees may elect to participate in an optional term life and accidental death and dismemberment policy. Coverage is available in an amount equal to one, two, three or four times the annual salary rounded to the next thousand dollars.

**Short-Term Disability and Long-Term Disability:** Regular employees may purchase short-term disability coverage, long-term disability or both coverages. Short-term disability pays a monthly benefit up to five months. Long-term disability pays a monthly benefit for the duration of total disability or until age 65.

Benefits provided by long-term disability will be reduced by income received from other sources, such as social security, workers compensation, or the retirement plan disability benefits.

**Dependent Term Life:** All regular employees are eligible to participate in the University's dependent term life program. Term life coverage is available for the employee's eligible spouse and children.

**Accidental Death and Dismemberment:** This coverage is available to regular employees. Coverage is generally available in increments of \$10,000 for amounts up to \$200,000.

**Dental Insurance:** Regular employees may participate in the group dental plan.

**Insurance Program for Retirees:** Upon retirement from the University, a regular employee shall be eligible to continue membership in the medical and life insurance program of retired employees provided:

1. The employee has a minimum of ten years' creditable state service, and
2. The employee is eligible to receive a retirement benefit from the Teacher Retirement System or from the Optional Retirement Program.

The University will continue the state contribution toward the premiums for the retiree's insurance with the retiree paying any excess premium.

Retired employees who do not enroll themselves and/or eligible dependents in the retired employees insurance program within 31 days of retirement will be required to provide evidence of insurability prior to enrollment, if they wish to enroll later.

The surviving spouse and eligible dependents of a retired employee shall be eligible to continue medical insurance coverage upon the death of a covered employee. The surviving spouse is not eligible for the state contribution. For additional information, contact the Human Resources Department.

**Flexible Spending Account:** TexFlex is available to regular employees. Employees may elect to set aside specified dollar amounts for a specified plan year and receive reimbursement from that amount for health care expenses, not covered by insurance, or dependent care expenses.

#### TAX SHELTERED INCOME PROGRAMS

All regular employees of the University are eligible to defer income tax on a portion of current income by participation in the Tax-Sheltered Annuity Program and/or the Tax Deferred Compensation Program. Participation in either program is voluntary, and the employee may elect to participate in either or both programs.

**Tax Sheltered Annuity Program:** A tax sheltered annuity enables the employee to shelter up to 20% of gross annual income each year. This amount must be individually calculated for each participant. The principal advantages of a tax-sheltered annuity are (1) a portion of current income can be sheltered from income tax; and (2) interest or earnings on the annuity accumulate tax free until the participant elects to receive benefit payments.

**Deferred Compensation:** The Deferred Compensation Program is offered as a supplement to existing benefit programs including Teacher Retirement, Optional Retirement, or the Tax-Sheltered Annuity Program. The advantages of the deferred compensation program are similar to those of the tax-sheltered annuity program with the exception that the regulations of the program are more restrictive than those for tax-sheltered annuities. By law, sheltering under the Deferred

Compensation Program combined with all other sheltering is limited to the lesser of 25% of taxable compensation or \$7,500 per calendar year. Funds in a deferred compensation account may not be withdrawn until 30 days after employment with the state has terminated. The deferred compensation program should be regarded as a program for funds that will not be needed until the employee's retirement.

For more information concerning the Tax Sheltered Annuity Program or the Deferred Compensation Program, contact the Human Resources Department.

#### **UNITED STATES SAVINGS BONDS**

The Texas Woman's University participates in the United States Savings Bonds Payroll Plan. By enrolling, employees may purchase U.S. Savings Bonds in various denominations through payroll deductions. Savings Bonds are backed by the Federal government and provide a guaranteed rate of interest.

#### **STAFF TRAINING AND DEVELOPMENT**

The Texas Woman's University promotes and supports the overall training and development of its staff employees as an investment that benefits both the University and its employees. This training and development provide skills and knowledge that enable staff employees to perform more effectively in their current assignments and lead to employee advancement.

#### **ENROLLMENT FEE WAIVER**

The Student Service Fee, Student Center Fee, I.D. Card Fee, Publication Fee, Computer Use Fee, Building Use Fee, and Property Deposit Fee may be waived for all regular full-time faculty and staff members and their spouses and dependents who enroll in or audit courses at Texas Woman's University. (See TWU OP 50.13) Enrollment fees will not be waived retroactively. Fee waivers must be signed and approved prior to payment of fees. Employees and dependents must meet eligibility requirements on the first day of class to receive a fee waiver.

#### **TAKING TWU COURSES DURING WORK IN HOURS**

The privilege of taking one course during the workday is subject to the approval of the supervisor. Because of University staffing and heavy workloads, employees may not be able to enroll in coursework each semester. The University will normally not require the time away from the work station to be made up. However, because of workloads, individuals may be required to make up the time away from work.

Time off from work to attend class must be reported on the employee's time sheet. Class time will not be included in the calculation of overtime.

A full-time employee may take a maximum of three hours off per work week to attend class (including a maximum of three hours off work per work week during the summer) and will normally not be required to make up the time away from the work station. Time off work in excess of three hours per week to attend class requires vice presidential approval and must be made up or applied to vacation time.

Budget restrictions, work scheduling, and efficient department operations will be considered in granting time off for any staff training and development. Where

two employees within a department desire the same time off or to enroll in the same course, the individual with the most seniority will be selected if only one employee can be permitted to be away from the department.

Employees may enroll in any number of courses outside their regular working hours, provided that the coursework does not detract from the job performance at the Texas Woman's University. Because of regular work obligations, an employee should carefully weigh taking a large number of courses concurrently. The interest of the University must take first priority.

Questions concerning the staff employee training and development program should be referred to the Human Resource Office. All questions concerning the status in enrolling in college course work should be answered prior to registration.

#### **TWU WELLNESS PROGRAM**

The TWU Wellness Program is available to the faculty and staff of the Texas Woman's University and their spouses for a reduced monthly fee. The objectives of the program are:

- To achieve a higher level of wellness
- To increase awareness of life-style factors that will enhance health
- To improve overall fitness

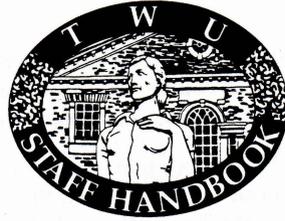
TWU facilities available for use by program participants include:

- Outdoor and indoor swimming pools
- Fitness Room
- Gymnasium
- Dance Studio
- Tennis courts
- Outdoor quarter mile track

In addition to "open" hours in these facilities, a variety of supervised activities are available at convenient times.

As an incentive for participation, an additional fifteen minutes may be added to the employee's lunch hour three times per week at the discretion of the employee's supervisor. Employees must obtain prior approval from supervisors before taking the extra time. For additional information regarding the Wellness Program, contact the Wellness Director.

## PROBLEM SOLVING AND RULES OF CONDUCT



### PERSONAL CONDUCT

Reasonable rules of conduct are maintained in order to define and protect the rights, safety, and welfare of the Texas Woman's University and its employees. All employees are expected to be in compliance with all local, state and federal regulations and statutes. In general, the rules of conduct of the University are reasonable, common sense rules which the University considers necessary to insure the mutual welfare of the University and its employees.

Should questions arise, an employee should discuss them with his or her supervisor. Employees are subject to disciplinary action including dismissal for violation of University rules or regulations, departmental policies, federal, state or local laws. The following list consists of examples of violations of the general rules of conduct governing the actions of employees.

1. Violation of public law.
2. Willfully or negligently misusing, damaging or removing property belonging to the University, other employees, or students.
3. Theft or dishonesty, or attempts to commit these acts, for example:  
Falsification of time cards, punching another's time card, falsification of personnel records, theft or removing from the premises without proper authorization any article belonging to the University or other employees, or misuse of the telephone.
4. Violation of safety or sanitation rules and regulations as explained by supervisors.
5. Smoking in unauthorized areas.
6. Carrying, possessing, selling, or being under the influence of intoxicants, narcotics, or other drugs on University premises or during work hours.
7. Carrying or possessing firearms, explosives, or other lethal or illegal weapons on University premises.
8. Insubordination.
9. Excessive tardiness or absences.
10. Failure to perform duties of employment.
11. Assault, attempted assault, or fighting on the job.

### RESPONSIBILITY OF EMPLOYEES

Employees of the University have certain responsibilities in carrying out work assignments:

1. **Employees are expected to report to work on time.** Being punctual is important for the orderly and productive completion of work. This includes returning from lunch and rest periods at the proper time. Failure to report on time can result in disciplinary action.

2. **Employees are expected to notify supervisors of absences.** Job abandonment shall be just cause for dismissal after the employee has missed three work shifts without notifying the appropriate supervisor or causing the supervisor to be notified of the reason for the absence.
3. **Employees should know the standards of work performance for their jobs.** It is the employee's responsibility to be familiar with the work standards associated with his or her job performance. Standards for work performance may be obtained from the supervisor.
4. **Employees are expected to provide friendly and courteous service.** As representatives of the Texas Woman's University and the State of Texas, employees are expected to provide friendly and courteous service to faculty, students, staff and the general public.
5. **University time, funds, property, and supplies are for University business only.** University property may not be removed from the campus without prior approval of the immediate supervisor and the inventory manager.
6. **Employees are expected to know and follow all work rules for safety.**
7. **All business should be conducted through proper channels.** Questions, comments, ideas, etc. should first be directed through the normal chain of communication. If a satisfactory response cannot be obtained, an administrative officer of the University may be contacted.
8. **The University's telephones are for official business only.** Long distance phone calls, including the Tex-an lines, are restricted to official University business. Personal long-distance phone calls at the expense of the University are not permitted under any circumstances.

### COMPLAINT AND GRIEVANCE PROCEDURES

Staff employees of the Texas Woman's University have the opportunity to obtain a just and timely review of a complaint or grievance evolving from a policy or practice which he or she may consider to be harmful or unfair. Every effort should be made to resolve complaints or grievances through informal sessions between the parties affected. The employee(s) should first consult with and have a pre-grievance meeting with the person(s) alleged to be directly responsible for the alleged violation and with persons with immediate supervisory authority related to the complaint or grievance.

When a complaint involves a matter within the administrative officer's or supervisor's control, that official will:

1. hear the employee's complaint without unreasonable delay; and
2. impartially review the facts and make every effort to affect a reasonable adjustment, if warranted.

If the matter cannot be resolved by the immediate supervisor, the Human Resources Department should be contacted for subsequent processing.

Grievance forms are obtained from the Human Resources Department. Forms must be completed and submitted to the Human Resources Department for processing within thirty (30) days of the occurrence of the alleged act.

Upon receiving the formal written grievance, the Director of Human Resources shall notify the respondent(s) that the formal grievance has been filed.

The complaint and grievance procedures for non-academic employees are detailed in TWU OP 50.19. TWU reserves the right to add or eliminate any part of the steps described in this policy and does not preclude the employment at-will status.

This grievance procedure does not pertain to termination, leave of absence without pay, non-appointment, non-reappointment, or to grievances relating to federal statutes or regulations which have grievance procedures in existence specifically pertaining to them.

#### **CONSIDERATION BY OFFICE OF HUMAN RESOURCES**

A regular staff employee who is dismissed with less than a two week notice may within five (5) calendar days after receipt of notice of dismissal, submit a written request to present the employee's contentions to the Director of Human Resources (or to a person designated by the University), if opportunity for such presentation has not previously occurred.

#### **SEXUAL HARASSMENT**

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It is the policy of The Texas Woman's University that no member of the University community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual.
3. such conduct has the purpose or effect of substantially interfering with an individual's professional or academic performance or creating an intimidating, hostile or offensive employment, education or living environment.

Sexual harassment is illegal under Title VII of the Civil Rights Acts of 1964 and other statutes. In some cases, it may be susceptible to prosecution under the criminal sexual conduct law.

All complaints concerning matters of sexual harassment will originate in the Office of the EEO Officer.

#### **DRUG-FREE WORKPLACE**

Texas Woman's University takes a very strong position toward compliance with the Drug-Free Workplace Act.

#### **Policy**

The Texas Woman's University is required by the Drug-Free Workplace Act of 1988 (41 U.S.C.A. 701-707), to notify all employees that the unlawful manufacture, sale, distribution, possession, or use of a controlled substance in or on any premises or property owned or controlled by the University is prohibited. A controlled substance is any substance so defined by federal or state statute or regulation.

TWU employees are required, as a condition of employment, not only to abide by this drug-free workplace policy, but also to report any criminal convictions for drug-related activity in the workplace. Employees are required to notify the appropriate divisional vice president no later than five days after a conviction.

The University must notify the federal contracting or granting agency of any criminal convictions of individuals employed on a federal grant or contract for illegal drug activity in the workplace. The notice must be provided within 10 days after receiving notice of a conviction. (TWU OP 50.18)

Any employee who unlawfully manufactures, sells, distributes, possesses, or uses a controlled substance in or on premises or property owned or controlled by the University, regardless of whether such activity results in the imposition of a penalty under a criminal statute, will be subject to appropriate disciplinary action up to and including termination of employment. Employee may be required to participate, satisfactorily, in an approved drug abuse assistance or rehabilitation program or both.

#### **CONCEALED HAND GUNS**

University policy does not allow concealed handguns on University property.

#### **ETHICS POLICY**

These principles and guidelines shall apply to all persons employed by any component institution, agency, or service of Texas Woman's University (TWU) regardless of rank or position.

#### **Principles of Ethical Conduct**

TWU employees shall put forth honest effort in the performance of their duties. TWU employees shall not use their public positions for private gain. TWU employees shall make no unauthorized commitments or promises of any kind purporting to bind TWU or any of its components. TWU employees shall not hold financial interests that are in conflict with the conscientious performance of their official duties and responsibilities. TWU employees shall not engage in any financial transaction in order to further any private interest using non-public information which they obtain in the course of their employment. TWU employees shall protect and conserve public property and shall not use it for other than authorized activities. TWU employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official duties and responsibilities. TWU employees shall promptly disclose waste, fraud, abuse, and corruption to appropriate authorities. TWU employees shall adhere to laws, regulations, and policies that provide equal opportunity for all persons regardless of race, color, religion, sex, sexual orientation, national or ethnic origin, age, veteran's status, or disability, except as provided by law.

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## MISCELLANEOUS POLICIES



### UNIVERSITY SAFETY

The University endeavors at all times to maintain safe working conditions. Employees are urged to practice good housekeeping continuously and to be attentive to safety in their work habits. Employees should make full use of safety devices provided for their protection and report to their supervisors any unsafe working conditions or safety hazards on the campus.

Any accident or injury received on the job must be reported immediately to the employee's supervisor, the Department of Public Safety, or the Human Resources Department.

### PARKING AND TRAFFIC REGULATIONS

Employees parking on University property must annually register their vehicles with the University Department of Public Safety, pay the established parking fees, and obtain a parking decal.

The parking permit decal allows parking in any area designated as parking for faculty and staff or all decal. Operators of motor vehicles must comply with University traffic regulations. A copy of parking and traffic regulations is available from the University DPS.

### IDENTIFICATION CARDS

All faculty and staff employees are eligible for a University identification card. This card may be used for identification, check cashing at the Bookstore, admission to special University events, and to check out books at the University Library. Identification cards may be obtained through the Human Resources Office.

### UNIVERSITY PROPERTY

Employees given responsibility for property belonging to the University are to keep such property in good condition. All property must be returned when an employee leaves the employment of the University. University property may not be relocated without prior approval of the Inventory Office.

### SAFEGUARDING OF HIGH RISK ASSETS

It is the responsibility of each employee to safeguard all movable assets assigned to them. Movable assets are defined as computer terminals, calculators, dictaphones, typewriters, telephones, transcribers, etc. which can be removed from the University easily. It is important that these items be secured by lock and key and only the individual responsible for the movable asset have access to the secured area.

### PERSONAL INFORMATION CHANGES

Employees should keep the Human Resources Department informed of any changes in name, marital status, family membership, address, and telephone number. These types of status changes can affect the individual's tax deductions,

benefits, or a number of other important items.

### CONFIDENTIAL INFORMATION

Employees must be careful not to disclose any information which might be considered confidential concerning students, student records, or any other University information of a private nature.

### MEETING THE PUBLIC

The Texas Woman's University is supported by the State of Texas and exists to serve the public through education, research, and service. Its success depends to a large measure upon the kind of relations the University, as represented by its employees, has with the public.

The public is comprised of many different groups: students, their parents, alumnae, visitors, and many others. Each employee has a share in building and maintaining good public relations. The University is judged not only on the merits of its graduates but also on the personal contacts with employees through correspondence, telephone conversations, and visits to our campus.

### NEWS AND MEDIA RELATIONS

The Office Public Information is responsible for University-initiated media contacts, including:

- The issuing of all official University news releases.
- The scheduling of all official University news conferences.
- The issuing of all official University statements to the media.

Persons who receive queries on policy matters should refer them either to their supervisors or the Director of the Office of Public Information.

### SALES, SOLICITATIONS, AND FUND RAISING

Peddling, collecting, taking orders for goods and services, and direct solicitation of funds are not permitted except under the official sponsorship of the University.

This policy applies to employees and students of the University as well as to all outsiders.

### DISRUPTION OF UNIVERSITY ACTIVITIES

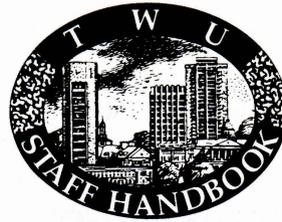
In accordance with state statutes, the University has a firm policy against actions by individuals or groups which in any way disrupt, interfere with, or instigate disruption of or interference with teaching, research, public service, or any other authorized University function or activity.

The University reserves the right to take necessary precautions to insure the safety of its faculty, staff, students, buildings and grounds, and to protect other University property. Staff members are expected to support all efforts designed to protect the University from activities which interfere with its services.

### POSTING OR DISTRIBUTING LITERATURE

The University provides many bulletin boards and other facilities for posting or publicizing official messages and announcements. Approval to post or distribute literature must be obtained from the Office of Student Activities. In the Dallas and Houston Centers, the Executive Director's approval must be obtained.

## UNIVERSITY FACILITIES AND ACTIVITIES



### BOOKSTORES

The University Bookstores serve students, faculty, and staff of the University in the sale of books, supplies and sundries. The Bookstores provide a check-cashing service for faculty, staff, and students at a small charge.

### CHILD CARE SERVICES

**Nursery School (Denton):** The TWU Nursery School is open during the nine-month academic year to children ages three and four. The Nursery School has a set tuition per semester for either the morning or the afternoon session.

**Child Care Center (Denton):** The Child Care Center is for preschool children, ages 18 months to six years of faculty, staff, and students. Several attendance plans are available; full-time, part-time, or drop-in. Snacks and lunches are provided.

Because of long waiting lists for both programs, it is advisable to enroll children as early as possible.

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Both programs are housed in the modern, easily accessible Child Development Center adjacent to University Drive, Denton. Both facilities are closed during official University holidays.

**Child Care Center (Dallas):** Child Care is available at St. Paul's Hospital and the Callier Hearing Center, both of these facilities are located close to the TWU Parkland Center. For more information, contact St. Paul's and the Callier Center directly.

**Child Care Center (Houston):** A limited number of spaces in the Renilda Hilkemeyer Child Care Center is available for children of faculty, staff, and students at the Texas Woman's University Houston Center.

The Child Care Center accepts children from 6 weeks through kindergarten daily, and from 6 through 12 years nights, weekends, and holidays. Spaces are available on a first-come, first-serve basis. For additional information call or write; Renilda Hilkemeyer Child Care Center, 5614 HMC St., Houston, Texas 77021; (713) 747-2173.

### FOOD SERVICE

Members of the faculty and staff are invited to take advantage of convenient meal service on the Denton campus. Meals are available on a cash basis at Hubbard Hall north dining rooms and Pioneer Room (lunch only); and in the Student Center Garden Room and the Baker's Dozen.

Dining room services are provided primarily to accommodate the students, faculty, and staff of the University. Meals also may be catered for groups coming on campus to participate in educational activities and programs sponsored by the University.

### TWU GOLF COURSE

The University's 18-hole golf course and club house are open for use by faculty, staff, students, and the general public. The club has pull carts and electric carts for rent to those who wish to use them.

Daily, monthly, and annual memberships are available.

### LAUNDRY AND DRY CLEANING

The University Laundry, located in Hubbard Hall, Denton, provides laundry and dry cleaning service at competitive prices for faculty, staff, and students.

### UNIVERSITY LIBRARIES

While the University libraries are available specifically to aid students in their studies, staff employees may also utilize the libraries by presenting a current staff identification card. The University has libraries on the Denton campus and at both Dallas-Parkland and Presbyterian centers; the Houston center utilizes the Houston Academy of Medicine/Texas Medical Center Library.

### FACULTY/STAFF LOUNGE

TWU faculty and staff on the Denton campus are invited to utilize the 13th floor conference center of the CFO Building. It is a special place for faculty and staff to relax, enjoy conversation, and to visit with associates from other disciplines. Spouses and off-campus guests are also welcome.

The Lounge is normally open 8:00 a.m. to 5:00 p.m. daily, Monday through Friday, and other hours by special arrangement. Kitchen facilities are available, but no food service is provided.

Large and small conference rooms are available for committee meetings. Reservations for the specific use of a certain area must be made through the College of Arts and Sciences, Deans Office, 12th Floor, CFO.

### SWIMMING POOLS

The Denton Campus has both an outdoor and an indoor pool. The outdoor pool is the University swimming and sunbathing center for use in the late spring, summer, and early fall. This pool is available for use by members of the Wellness Program at no charge. Daily or summer passes may be purchased by other faculty, staff, and dependents for a nominal fee.

The indoor pool is used during winter months when the outdoor pool is closed. Recreational swimming is scheduled for various times, including mornings, evenings and weekends. It is also used by members of the Wellness Center.

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### TENNIS COURTS

The University has a number of tennis courts on the Denton Campus which are available for faculty, staff, and students when the courts are not in use for classes, intramural, or tennis team practice.

There is no charge for the use of the courts, nor are reservations necessary at the present time. However, anyone using the courts must wear tennis shoes and refrain from taking food or glass containers onto the courts.

### UNITED STATES POST OFFICE

A United States Post Office, designated with Zip 76204 is located in the Student Center on the Denton Campus. All faculty, staff, and students may utilize the Post Office to buy stamps, mail packages, or rent a private post office box.

### ART COLLECTIONS AND EXHIBITS

The Fine Arts Building has large galleries used for the display of permanent and traveling exhibits of American and foreign art as well as work by TWU students and faculty members.

In addition, gallery space is provided on the second floor promenade of the Administration and Conference Tower Building. Through the years the Department of Art has assembled paintings and objects d'art that comprise a permanent collection.

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### CALENDAR OF EVENTS

A master calendar of academic social, cultural, and recreational events is maintained by the Office of Public Information. Events listed include student activities, concerts and recitals, exhibits, speakers, intercollegiate sports events, and alumnae activities. Members of organizations who are planning activities are advised to refer to the published calendar and also to check the central calendar in the Office of Public Information. A listing of student events is maintained in the Student Activities Office.

### CAMPUS ACTIVITIES

As a service and a convenience for faculty and staff, programs sponsored by the Office of Student Activities are available free or at discounted prices. Presentation of a faculty or staff ID card will entitle the employee to admission. At the beginning of each semester an activities calendar is issued by the office.

Faculty and staff are encouraged to attend and participate in University events of all kinds.

### LITTLE CHAPEL-IN-THE-WOODS

The Little Chapel-in-the-Woods is an interdenominational site of worship, meditation, and spiritual renewal for students at the Texas Woman's University constructed in 1939 and dedicated by First Lady Eleanor Roosevelt. The chapel is available to TWU students, faculty, staff, alumnae, and their immediate family members.

### CAMPUS MAIL SERVICE

The University operates an internal campus mail service to assist departments with their daily interoffice and off-campus mail. Departmental mailboxes, at all locations, are for the convenience of faculty and administrative offices. These mailboxes are restricted to official University business. Advertising, political literature, and other non-business mailings are prohibited.

Only official University mail should be placed in the Campus Mail Service.

### CAMPUS PERFORMANCES

In addition to the professional artists brought to the campus each year, recitals and performances by students in the Department of Performing Arts (Music, Dance and Drama) are presented regularly. Many of these productions are free or have a very low admission charge.

### UNIVERSITY PUBLICATIONS

Staff members and faculty are encouraged to keep up with University news by reading the TWU UPDATE, the TWU Times, and other publications of the Office of Public Information as well as the student edited Lasso.

### CENTER FOR THE STUDY OF LEARNING

The Center for the Study of Learning at TWU is a laboratory in which school age children (6-18 years) may be observed for reading behaviors that could be assisted with instruction. The Center is available to children of faculty, staff, students, and the Denton community. The Center is open year round, Monday through Thursday, except during University holidays. It is located in the CFO Tower.

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### DENTAL HYGIENE CLINIC

The Texas Woman's University Dental Hygiene Clinic services are available to faculty, staff, students and the general public. For a nominal charge, the Clinic provides cleaning, X-rays, fluoride treatment, sealants, and dental health information.

The Clinic is located on the first floor of the MCL Building. Screening examinations are conducted during regular clinic hours; no appointment is needed. Call the clinic, x 2888, for hours of operation.

### INSTITUTE FOR CLINICAL SERVICES AND APPLIED RESEARCH

The services for the Texas Woman's University Institute for Clinical Services and Applied Research are available upon request to the children of faculty, staff, students, and to the Denton community on a space-available basis. Depending upon the needs of the child, the Institute is equipped to develop psychoeducational evaluations, social histories, personality testing, adapted physical education evaluation, occupational therapy, and physical therapy.

Medical and neurological examinations may be scheduled if needed. The Institute is open year round, Monday through Friday, and is located in the MCL Building.

### FAMILY THERAPY CLINIC

The Texas Woman's University Family Therapy Clinic services are available to faculty, staff, students, and the community. A modest charge, based on ability to

pay, is made for each visit, the clinic is located in the Human Development Building. Additional information may be obtained from the Department of Family Sciences.

#### OCCUPATIONAL THERAPY CLINIC

The Occupational Therapy Clinic provides outpatient evaluation and treatment services for the University and Denton community. Services are available to all age groups at a minimal charge. Areas of treatment include remediation of physical disabilities due to trauma or illness, learning disabilities, and developmental and/or sensory integrative dysfunction. The Clinic is located in the MCL Building.

#### SPEECH-LANGUAGE-HEARING CLINIC

The TWU Speech-Language-Hearing Clinic serves both children and adults of the University and Denton community who need help with speech, language, or hearing problems. Individual and/or group therapy is available on an out-patient basis for persons who request the service and who qualify for it.

The Clinic also serves as a laboratory for students in the Department of Communication Sciences and Disorders. Coupled with practicum facilities in the Dallas and Fort Worth area, the Clinic serves to enrich students' learning opportunities in the area of communication disorders.

For information about the Clinic call 898-2285, or write TWU Speech-Language-Hearing Clinic, Box 425737, Texas Woman's University, Denton, Texas 76204-5737.

#### OTHER AID

Persons needing assistance from the Texas Rehabilitation Commission should contact the Commission by calling (817) 383-1521 or writing 1213 N. Locust, Denton, Texas 76201, at least three months prior to enrollment.

#### STAFF COUNCIL

The Staff Council is organized to foster a spirit of unified community among the staff members of Texas Woman's University and to promote opportunities for their democratic representation

#### TOSS

Texas Woman's University Office Support Staff (TOSS) was organized to provide opportunities for the TWU office support staff to contribute positively to the academic and professional excellence of the University. Membership is open to all office support staff of the Texas Woman's University. TOSS provides opportunities for conferences, workshops, programs, and speakers which professionally enrich the membership.

Please contact the Office of Public Information for a current listing of officers for TOSS.

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