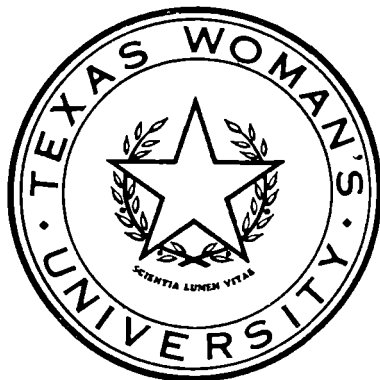


# TEXAS WOMAN'S UNIVERSITY

## STAFF HANDBOOK 1980



## NOTICE

### CLARIFICATION OF THE OVERTIME (COMPENSATORY TIME) POLICY

The paragraph relating to the University's Overtime (Compensatory Time) Policy found on Page 7 of this handbook may be misleading and needs clarification.

In brief, the University's policy is as follows:

1. Executives, Administrators, Managers, Supervisors, and Professional employees normally are not eligible for Compensatory Time.
2. All other employees are eligible for Compensatory Time on a straight time basis for all work performed in excess of the standard work week.
3. All overtime must be approved in advance.

For further information, contact the Personnel Office.

**TEXAS WOMAN'S  
UNIVERSITY  
STAFF HANDBOOK**

**1980**

# STAFF HANDBOOK

## TABLE OF CONTENTS

<b>THE PRESIDENT'S WELCOME</b>	<b>VII</b>
<b>THE TEXAS WOMAN'S UNIVERSITY</b>	<b>IX</b>
<b>I. STAFF EMPLOYMENT POLICIES AND PRACTICES</b>	
A. Equal Opportunity/Affirmative Action	1
B. The Employee and the University	1
C. Types of Staff Employment	1
D. Nepotism (Employment of Relatives)	2
E. Position Classification Program	2
F. Salary Administration	3
G. Longevity Pay	3
H. Staff Employment Procedures	4
I. Re-Employment	4
J. Employment of Aliens	5
K. Additional Employment	5
L. Probationary Period	5
M. New Staff Orientation	5
N. Promotions and Transfers	5
O. Demotions	6
P. Resignations	7
Q. Work Week and Work Hours	7
R. Overtime (Compensatory Time)	7
S. Rest Periods/Coffee Breaks	8
T. Retirement	8
<b>II. EMPLOYEE BENEFITS</b>	
A. Holidays	9
B. Vacation Leave	9
C. Sick Leave	10
D. Maternity Leave	11
E. Military Leave	12
F. Funeral Leave	12
G. Jury Duty	12
H. Voting Time	13

## THE PRESIDENT'S WELCOME

It is with particular pride and pleasure that I welcome you to the Texas Woman's University.

As a staff member of the University, you have accepted the responsibility of a partnership in the undertakings of the Texas Woman's University. In meeting your responsibility, you contribute to the efficiency and effectiveness with which the University discharges its three-fold responsibility of teaching, research, and public service. You serve the University, students, and all of the citizens of the State of Texas: you become a part of a proud tradition.

This handbook is designed to give you important information about the University, its policies, your position, and employee benefits. When you have questions concerning any phase of the University, please feel free to ask your supervisor or a member of the Personnel Services Office staff.

I hope that you will find your association with the University rewarding, and I sincerely wish you every success.

A handwritten signature in cursive script that reads "Mary Evelyn Blagg Huey". The signature is written in black ink and is positioned above the printed name.

Dr. Mary Evelyn Blagg Huey  
President

## THE TEXAS WOMAN'S UNIVERSITY

The Texas Woman's University was created by the Texas Legislature in 1901 as the Girls' Industrial College. During the first academic year (1903), 186 students were enrolled; and the college employed 14 teachers. In 1905, the name of the school was changed to the College of Industrial Arts; and in 1934, it became the Texas State College for Women. In 1957, the legislature granted university status; and the college became the Texas Woman's University.

Today TWU is the largest university for women in the United States. Now in its eighth decade of service, the institution has become a major multipurpose university with four campuses, more than 1,100 faculty and staff members, and more than 7,200 students.

A state-supported institution with campuses in Denton, Dallas, and Houston, the University offers bachelor's degrees in 58 areas; master's degrees in 54 areas; and doctor's degrees in 35 areas.

"Old Main," the first campus building, still stands amid the skyscrapers and other modern facilities which distinguish the beautifully wooded 270-acre campus in Denton. The Denton library contains nearly 1,000,000 volumes and periodicals. Special collections include the Daughters of the American Revolution Museum featuring the state's collection of inaugural gowns of Texas' First Ladies, the largest cookbook collection in the world, and the newly created collection, *The History of Texas Women*.

In Dallas, one campus is adjacent to the Presbyterian Hospital, and the other is near Parkland Hospital. The University's Houston Center is located in the heart of the Texas Medical Center, the world-renowned complex of hospitals, schools, and research facilities.

With students from more than 50 foreign countries and all of the states, TWU has grown from a small one-building college to an acknowledged leader in education for women in America.

# **I. STAFF EMPLOYMENT POLICIES AND PRACTICES**

## **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

It is the policy of the Texas Woman's University that all applicants shall receive equal opportunity for employment and that during employment they shall be treated equally in all respects regardless of race, color, religion, sex, age, national origin, handicap, or veteran status. This policy applies, but is not limited to recruitment, employment, training, promotions, demotions, transfers, layoffs, terminations, compensation, and 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 regardless of position or source of funds.

## **THE 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 organization 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 opportunity for self-development and advancement through training.
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 Personnel Services staff.

## **TYPES OF STAFF EMPLOYMENT**

**FULL TIME EMPLOYMENT** refers to a forty hour per week assignment which normally consists of five eight-hour days. Full time employees are eligible for all benefits of the University.

**PART TIME EMPLOYMENT** refers to an assignment normally scheduled for less than forty hours per week. Individuals employed half time or more but less than full time are eligible for partial benefits of the University.

**REGULAR EMPLOYMENT** reflects an assignment of one half time or more for at least four and one half months.

**SPECIAL EMPLOYMENT** designates employment for less than four and one half months. Also known as *temporary employment*, these assignments are usually seasonal in nature; and they may include student registration times, vacation and holiday relief, and emergency assistance. Special employees are paid hourly 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 by the furloughed employee. During a furlough, the employee may not withdraw his or her retirement deposits.

### **NEPOTISM (EMPLOYMENT OF RELATIVES)**

No person shall be initially appointed or promoted 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 and the President shall not be employed by 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 current fiscal year, if the employment of the married persons will violate the nepotism guidelines.

### **POSITION CLASSIFICATION PROGRAM**

Texas Woman's University established its current position classification program effective September 1, 1977. The position classification program was 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 campuses.

In establishing each classification, the Personnel Services Office studies the education, training, knowledge, skills, abilities, physical conditions, 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. All special qualifications or requirements must be approved in advance by the Director of Personnel Services.

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

## **SALARY ADMINISTRATION**

Because the University's fiscal year begins on September 1 of each year and due to limited available funding, salary adjustments are generally only made annually 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 merit increases as funds are available.

Each job classification has a salary range with specified minimum and maximum figures and several steps in between. New employees are usually appointed at the minimum salary for their particular job classification.

The Personnel Services Office performs numerous wage and salary surveys during each year to determine the proper rates for each classification. Surveys include national, regional, and local entities, with particular attention paid to agencies and organizations in the immediate area.

Because of local economic and employment conditions, employees in Dallas and Houston are paid at higher steps than are corresponding staff members in Denton.

## **LONGEVITY PAY**

Full-time staff employees are eligible for longevity pay after completion of five years of service with the University and/or the State of Texas. Any State service may be used in meeting the longevity requirements including part-time, faculty, student, or legislative employment.

After a total of sixty months service, longevity pay commences and continues at that rate until the completion of another sixty months. 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

## STAFF EMPLOYMENT PROCEDURES

When a staff vacancy exists or is anticipated, the hiring department must list the position with the Personnel Services Office.

Staff vacancies must be listed for at least five working days with the Personnel Services Office to allow adequate time for interested individuals to apply for those vacancies. Positions are listed on an *Employment Opportunities Bulletin* which is circulated both internally to all departments and externally to appropriate agencies. The Personnel Services Office also advertises in local, regional, and national newspapers and other publications as deemed appropriate.

Interested applicants are interviewed and screened in the Personnel Services Office. Prior to being considered for a position, all applicants (including current employees) must complete and file an *Application for Employment* with the Personnel Services Office. The Personnel Services Office maintains applications for two years on all persons available for positions.

If necessary, applicants are tested in the Personnel Services Office to determine clerical skills. All testing and reference checking are performed by the Personnel Services staff.

After the initial interview and screening, successful applicants are referred to the hiring department for interviewing. Once the departmental interviewer has selected the candidate of his or her choice, the Personnel Services Office extends an official offer of employment.

The Personnel Services Office is responsible for determining the appropriate entry-level wage in accordance with both the Classified Pay Plan and the operating budget. Normally, new employees are hired at the minimum step of the salary range for the position available.

## RE-EMPLOYMENT

Former employees of the University who resigned in good standing may be re-employed on the same basis as any other qualified applicant. A former

employee interested in rejoining the University must apply through the Personnel Services Office by completing a new *Application for Employment* and taking any applicable skills tests.

## **EMPLOYMENT OF ALIENS**

Federal laws prohibit the employment of all aliens who are not registered as “resident aliens” with the Immigration and Naturalization Service of the Department of Justice.

Before employing a resident alien, the Personnel Services Office must verify the official status of that individual through his or her visa or through discussions with the Immigration and Naturalization Service.

## **ADDITIONAL EMPLOYMENT**

All regular staff employees must have advance written approval from the Personnel Services Office to hold any other continuous employment while employed with the University. Outside or concurrent employment must not interfere with the individual’s University employment or represent any possible conflict of interest.

## **PROBATIONARY PERIOD**

All new employees or current employees in new positions will be considered on probation for a period of 90 days, during which time the employee’s supervisor will evaluate his or her work and suitability for the position. The employee will be evaluated in writing by his or her supervisor at the end of the 90 days. Based on the evaluation, the employee will be either:

1. retained in the current position, or
2. transferred if a more suitable position is available, or
3. terminated.

## **NEW STAFF ORIENTATION**

All regular staff employees are required to attend the first scheduled new staff employee orientation session after their date of employment.

The program, sponsored by the Personnel Services Office, is a multi-media presentation including a history of the University, discussion of the policies and procedures of the University, and discussion of the University benefits.

## **PROMOTIONS AND TRANSFERS**

The University encourages the principle of internal promotion and transfer. The purpose of promotions and transfers is to achieve optimum utilization of an employee’s skills and talents. Every effort is made to promote those qualified employees who show a special ability and capacity for growth, can prepare themselves for jobs ahead, and illustrate potential for greater responsibility.

A promotion is defined as the permanent movement of an employee from one position to another with greater responsibility and salary. A promotion may be within the incumbent's current position, the current department, or to another area of the University.

An employee promoted is normally entitled to a pay increase. When a pay increase is given, it should be to the higher of the following:

1. the equivalent of one step higher than the salary rate before the promotion, or
2. the base rate of the new classification.

A transfer is defined as the lateral movement of an employee from one position to another with comparable responsibilities and salary. A transfer may be within the same department or to another area of the University. Transfers within the same job classification are not eligible for a salary increase.

An *Employment Opportunities Bulletin* listing current vacancies is posted weekly in the Personnel Services Office and on departmental bulletin boards. Any employee who wishes to apply for one of the vacancies must do so through the Personnel Services Office.

A new up-to-date Application for Employment must be completed by the individual desiring a promotion or transfer.

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 Personnel Services Office 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 job, he or she must meet the minimum job requirements for the vacant position. All applicable skills tests must be taken.

The employee seeking a promotion or transfer is expected to inform his or her supervisor of the desired move before the Personnel Services Office will refer the employee for an interview.

The effective date of a promotion or transfer will be determined by the Personnel Services Office after consultation with the two departments involved. Normal notice is two weeks. All promotions are contingent upon available 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.

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

## RESIGNATIONS

An employee who resigns on a voluntary basis should notify his or her supervisor at least two weeks in advance of the intended termination date.

The employing department will initiate a *University Separation Procedure* form.

The exiting employee must report to the Personnel Services Office on his or her last working day to arrange for the final paycheck, discuss group insurance, retirement refunds, and to complete an *Exit Interview Questionnaire* prior to leaving the University.

## WORK WEEK AND WORK HOURS

The work week is a period of seven consecutive days, commencing at 12:00 a.m. Saturday and ending at 11:59 p.m. Friday. 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. However, work schedules may vary according to job requirements, and established work schedules are subject to change at the discretion of the supervisor when such changes are in the best interests of the University. When established work schedules are altered, the supervisor is expected to provide the maximum period of notice possible under the circumstances.

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 stand-by" in the event of emergency situations.

## OVERTIME (COMPENSATORY TIME)

When a regular full-time employee is required to work in excess of the standard work week, the employee shall be entitled to equivalent time off during the same biennium. If at all possible, this equivalent time off will be granted within the same pay period in which it is earned or the pay period immediately following.

Staff employees who do not complete weekly time cards are excluded from these provisions and do not earn compensatory time.

All overtime must be approved in advance by the supervisor.

## **REST PERIODS/COFFEE BREAKS**

Employees are normally entitled to two 15-minute rest periods or coffee 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. Supervisors may schedule these breaks to provide for continuity of service.

Rest periods or coffee breaks may not be taken at the beginning or end of the day or in conjunction with the lunch break.

## **RETIREMENT**

Employees may work through August 31 of the fiscal year in which they become age seventy.

Although employees may work to age seventy, they are encouraged to discuss their retirement possibilities with the Personnel Services staff beginning at age fifty. It is entirely possible that an employee with considerable Teacher Retirement System credit (at least ten years) could be making less money working than retired with both TRS and Social Security annuities. It is possible to work up to half-time while retired without affecting TRS or Social Security benefits.

## II. EMPLOYEE BENEFITS

### HOLIDAYS

Regular staff employees, those working at least 20 hours per week, are entitled to the number of holidays provided by the Legislature. Typically, 15 State holidays are approved by the Legislature, with educational institutions having the authority to adjust the holiday schedule to prevent disruption of the academic process. Full effort is made at TWU to schedule these days to coincide with those in which other family members will have holidays. Usually they include times for Thanksgiving, mid-winter and spring holidays, and some of the three-day weekends defined by the Federal Government.

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.

If a holiday occurs while an employee is on paid sick leave or vacation, it will be counted 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 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.

### VACATION LEAVE

All regular staff employees are eligible for paid vacation leave in accordance with the following State of Texas schedule:

<b>Total State Employment Including Prior Service</b>	<b>Hours Accrued Per Month</b>	<b>Maximum Carryover</b>
0 but less than 2 years	7	168
2 but less than 5 years	8	192
5 but less than 10 years	9	216
10 but less than 15 years	10	240
15 but less than 20 years	12	288
20 or more years	14	336

An employee will earn vacation entitlement beginning on the first day of employment with the State 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 period.

Individuals with prior State of Texas service should contact the Personnel Services Office to secure proper credit for that employment toward vacation accrual.

Regular employees working less than full time, but more than half time, are eligible for the above vacation on a prorated basis.

Vacations 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.

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**

Staff employees shall, without deduction in pay, be entitled to accrued sick leave. An employee will earn sick leave entitlement beginning on the first day of employment and terminating on the last day of employment.

Sick leave entitlement shall be earned at the rate of eight (8) hours for each month or fraction of a month.

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. An employee who must be absent from duty because of illness shall notify his or her supervisor.

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.

Sickness occurring during a vacation period may be charged to sick leave. When an employee is ill over 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. Absence due to illness in excess of the amount of accrued sick leave will be charged to accrued vacation leave.

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 or for 336 hours of sick leave, whichever is less.

## **MATERNITY LEAVE**

Maternity leave with pay shall be granted to regular employees in an amount up to the individual's accumulated sick leave.

Accrued sick leave and vacation leave must be expended before an employee is granted a maternity leave without pay.

If the employee desires additional time, she should contact the Personnel Services Office to make the proper arrangements. Normally, maternity leave is limited to six weeks prior to the birth and six weeks after the birth.

The employee shall furnish the Personnel Services Office a letter or statement from her physician giving the expected date of delivery and how long she may work prior to the delivery.

Employee benefits during a leave of absence due to pregnancy shall be as follows:

- a) Group health, life, and disability insurance coverage may be continued during the leave of absence. The State will continue to pay its share as long as the employee remains on the payroll. The employee must contribute her monthly premium as well as the State's share (\$40.00) for each complete month on leave without pay. The employee should contact the Personnel Services Office prior to taking the leave to make arrangements to continue insurance coverage.
- b) Time included in a leave of absence without pay is not creditable toward "total state employment" for vacation or sick leave earning purposes.
- c) No pay is given for holidays which occur during the leave of absence without pay.
- d) The employee's retirement program will remain intact and may not be cashed in unless the individual actually resigns.

## **MILITARY LEAVE**

University employees who are members of the State Military Forces or the reserve components of the Armed Forces are entitled to 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 Personnel Services Office.

A University employee who leaves his or her position to enter either the federal armed forces, Texas State or National Guard, or federal military reserves, upon honorable discharge within five years from the date the service was entered, is entitled to be restored to the same University position and pay held at the time of leaving or to a position of like seniority, status, and pay if he or she still is qualified physically and mentally to perform the required duties.

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 entitlement; nor shall the employee lose the ability to accrue such entitlement while on active duty.

## **FUNERAL LEAVE**

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

It is the intention of the University that such leave be limited to a reasonable amount of time for necessary travel involved, making funeral arrangements, attending funeral services, and being with other family during the immediate period of bereavement. Ordinarily, funeral leave will be for no longer than three days.

## **JURY DUTY**

An employee summoned to serve on a jury shall be excused from the work for the time which he or she serves without loss of pay or accrued leave. The employee is not required to account to the State for any fee or compensation received for jury service.

## **REQUIRED COURT APPEARANCE**

The University recognizes that a person subpoenaed to appear in a court of law as a non-expert witness (in a case in which the employee is not a party) must respond to such subpoena.

Any person serving as a paid expert witness in a court of law may do so only with the consent of the University, and the person will be required to use vacation time for the period of the absence.

When a non-academic employee misses more than two consecutive work days for a required court appearance, a request for extended leave must be sent through channels to the President of the University.

## **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.

## **LEAVE WITHOUT PAY**

In instances where unusual or unavoidable circumstances require an employee's extended absence from work, a leave of absence without pay may be granted provided that the interests of the University are given first consideration. An extended leave of absence without pay is not an inherent right but is the prerogative of the University. The President, upon recommendations from the supervisor and the Director of Personnel Services, may consider granting an official leave.

Leaves of absence without pay must be requested in writing to the Personnel Services Office. In some instances, leave may be requested by the Personnel Services Office if the employee is not available to make the request.

During a period of leave without pay, benefits related to pay status are affected. All group insurance may be continued by advance payments of full premiums to the Personnel Services Office by the employee. It is the employee's responsibility prior to beginning the leave of absence to make financial arrangements with the Personnel Services Office to continue insurance programs. Vacation and sick leave do not accrue during a period of leave without pay. Tax deferred annuities are suspended along with contributions to the Teacher Retirement System or the Optional Retirement Program. These contributions may not be withdrawn as long as the employee is on leave without pay.

## **PAYDAY**

### **Denton Campus**

Employees on a monthly salary basis are paid on the last working day of each month. Hourly compensated employees are paid every other Friday. Payroll checks may be picked up by the employee or a departmental representative at the Cashier's Office.

### **Houston Campus**

Payroll checks may be picked up by the employee or a departmental representative at the Executive Director's Office.

### **Dallas**

Payroll checks may be picked up by the employee or a departmental representative at the Dean's Office on the Inwood and Presbyterian campuses.

## **PAYROLL DEDUCTIONS**

Deductions from each regular employee's payroll check include social security, federal income tax withholding, and retirement deposits.

Employees may have optional deductions for group insurance, annuity programs, and United States Savings Bonds.

## **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 dependents of a deceased employee.

The University pays 5.85 percent of the first \$16,500 of each employee's salary toward his or her future benefits in Social Security. This represents a benefit of up to \$965.25, depending on the individual's annual salary.

## **WORKERS' COMPENSATION INSURANCE**

All employees of the University are automatically covered by Workers' Compensation Insurance without cost to the employee. Workers' Compensation Insurance provides that the State of Texas will pay all reasonable costs of medical treatment and hospitalization if an employee is accidentally injured on the job or if he or she contracts a disease or infection directly caused by a condition at work. Additional benefits include death benefits and weekly compensation beginning on the eighth day of disability.

In the event of an on-the-job injury, employees are urged to seek immediate medical care at a local hospital or in the office of a physician. Employees may not use the Student Health Center for on-the-job injuries except in cases of extreme emergencies.

The injured employee must notify his or her supervisor or the Personnel Services Office immediately of any accident regardless of how minor it may appear. State law requires that an injury report be completed for each accident.

## **UNEMPLOYMENT COMPENSATION INSURANCE**

The University protects all employees by participating in the Unemployment

Compensation Insurance Program through the State of Texas. Should an employee leave the University, he or she may be eligible for unemployment compensation benefits. The University-financed benefits are based on earnings prior to unemployment and the reason for leaving the Texas Woman's University.

Weekly benefits are available for up to 26 weeks if the individual is unable to secure new employment.

## **ELIGIBILITY FOR RETIREMENT AND GROUP INSURANCE PARTICIPATION**

All faculty and staff employed half time or more for at least four and one-half months are eligible for and must participate in a retirement program.

Group health, life, and disability insurances are available to all employees eligible for retirement participation. The University will contribute up to \$40.00 per month for each employee's insurance premiums.

Student employees, including graduate assistants, are not eligible for participation in retirement or the group insurances.

## **TEACHER RETIREMENT SYSTEM OF TEXAS**

The Teacher Retirement System is a State non-profit organization established in 1937 to provide benefits for retired employees of State colleges, universities, and public schools in Texas. Under the Teacher Retirement System (TRS), retirement income, which is paid in the form of a monthly annuity, is based on the average of a member's five highest annual salaries and the total years of service. With at least ten years of creditable service, an individual has a vested right to retirement benefits upon reaching retirement age if he or she leaves covered employment and does not withdraw the deposits. Full retirement benefits are available at age 65 with ten years of service and age 60 with twenty years of service. Reduced benefits are available at age 55 with 10 years of service or at any age with thirty years of service.

Teacher Retirement provides the employee free life/survivor insurance. This coverage begins the day a member begins work. The designated beneficiary is entitled to receive a minimum of a lump sum payment equal to the member's annual salary.

The individual has the opportunity to purchase "special service" to increase his or her years of service. "Special service" may include active duty military time, full-time teaching out-of-state, and full-time employment with any out-of-state public school. While a member of the Teacher Retirement System, the individual is eligible for disability income protection should he or she become disabled.

Under the Teacher Retirement System program, employees contribute 6.65 percent of their salary annually with the State of Texas contributing 8.5 percent. Teacher Retirement charges participants a \$5.00 fee annually for administrative costs.

Upon leaving Teacher Retirement System covered employment, an employee may withdraw only his or her own deposits plus five percent interest with the State's matching funds reverting to the System.

## **GROUP INSURANCE**

The University will contribute up to \$40.00 per month toward the payment of premiums of the group insurance programs for regular faculty and staff.

### **Health Insurance**

The University provides two health insurance plans for its employees. These plans include hospital room and board; benefits for surgery and accidents requiring medical attention; maternity benefits; and major medical protection.

The two plans differ in the amount of room and board coverage, deductibles for hospital admission, surgical coverage, and coverage for maternity benefits.

### **Basic Term Life Insurance**

The University also makes available a basic term life insurance of \$5,000, with an additional coverage of \$5,000 for accidental death and dismemberment.

### **Optional Term Life Insurance**

An optional term life insurance program is available to all regular employees. Employees may purchase coverage equal to one or two times their annual salary rounded up to the next \$1,000. This program also protects the individual with accidental death and dismemberment coverage.

### **Disability Insurance**

Disability insurance protection is available for all regular employees. This benefit provides a weekly income for individuals who are unable to work because of sickness or injury.

## **TAX-DEFERRED ANNUITIES**

### **Tax-Sheltered Annuity Program**

Each employee of the Texas Woman's University is eligible to purchase a Tax-Sheltered Annuity in addition to his or her regular retirement contributions. A Tax-Sheltered Annuity enables the employee to shelter up to approximately 20 percent of his or her current salary. Such amounts would not be subject to Federal Income Taxes until they are received in the form of benefits, generally when the participant is retired and in a lower tax bracket. It is usually possible

to cash in a Tax-Sheltered Annuity at any time before retirement; the Deferred Compensation Program is more restrictive.

### **Deferred Compensation Program**

The University offers a Deferred Compensation Program which enables employees to defer Federal income tax liability on a part of their income during their high earning years to the time when they retire. The object of deferred compensation is to let the employee defer present earnings on which he or she would be taxed now and send them ahead for payment in the future, usually at retirement, when it is possible to be in a lower income tax bracket.

This is not a short-term savings program. If an employee desires to save for a new car, new house, or college education for his or her children, these savings should be outside this program. A tax-deferred program must be regarded as something that will remain untouched until retirement.

For more information regarding Tax-Sheltered Annuities or the Deferred Compensation Program, contact the Personnel Services Office.

## **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. Series "EE" Bonds in various denominations through payroll deductions. Savings Bonds are backed by the Federal Government and provide a guaranteed rate of interest.

## **DENTON AREA TEACHERS CREDIT UNION**

Regular employees are eligible to join the Denton Area Teachers Credit Union. The Credit Union exists to assist members with financial matters and usually offers competitive interest rates.

The Credit Union is located at 225 West Mulberry.

## **STAFF TRAINING AND DEVELOPMENT**

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.

One of the most important training and development programs is the *College Degree Program*, which is a natural extension of Texas Woman's University's primary mission. This program, leading to a degree, provides college-level education and training on campus. Individuals must meet the TWU entrance requirement standards and take job-related courses which will serve the interest

of the University as well as the employee. The University presently has a number of partial stipends available for first-time TWU employee-students.

All regular staff employees working at least half time are eligible to participate in this program. An employee may enroll for up to one 3-hour course per semester at TWU (including three hours total in the summer) to be taken during the working day or may audit one course. The course must be taken on a campus located in the city at which the employee is assigned.

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.

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.

When an employee enrolls in *any* training and development course, the supervisor shall submit the following information to the Personnel Services Office:

1. Name of Employee
2. Job Title of Employee
3. Department
4. Course Title
5. Course Schedule (day and time)
6. Statement of how course will improve the individual's work performance

All records will become part of the employee's permanent personnel file.

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 interests of the University must take first priority.

Questions concerning the staff employee training and development program should be referred to the Personnel Services Office. All questions concerning the status in enrolling in college coursework should be answered prior to registration.



## **SPECIAL TUITION FOR EMPLOYEES AND DEPENDENTS**

Regular staff employees, their spouse, and children pay resident tuition fees if enrolling for course work with a state supported institution.

To utilize the in-state tuition fee, an employee must submit to the Registrar prior to the time of each registration a statement from the Director of Personnel Services certifying that such employment will be in effect at the time of registration.

### III. 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.

The following list outlines violations of the general rules of conduct governing the actions of employees. The Texas Woman's University reserves the right to add to or amend this list as may be necessary. Employees are subject to disciplinary action, including dismissal for any of the following reasons:

1. Violation of public law when at work for the University or on University property.
2. Willfully or negligently misusing, damaging, or removing property belonging to the University, other employees, or students.
3. Theft or dishonesty, as 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.
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 working hours.
7. Carrying or possessing firearms, explosives, or other lethal or illegal weapons on University premises.
8. Insubordination.

#### RESPONSIBILITIES 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 inform their supervisors promptly of planned and*

- emergency absences.* Leave time should be discussed and planned with supervisors in advance. Unplanned leave time, such as illness, should be reported to supervisors promptly.
3. *Employees should know the standards of work performance for their job.* 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, 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 your supervisor and 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.

## GRIEVANCE PROCEDURE

Any employee of the Texas Woman's University has the opportunity to obtain a just and timely review of grievances evolving from a policy or practice which he or she may consider to be harmful, unfair, or discriminatory. Every effort should be made to resolve complaints through informal sessions between the parties affected. When a complaint involves a matter within the administrative officer's or supervisor's control, that official will:

1. hear the employee's complaint immediately;
2. impartially and objectively review the facts and make every effort to effect a reasonable adjustment, if warranted; and
3. inform the employee of the right to seek resolution at a higher administrative level if not satisfied with the remedy reached.

A complaint becomes a grievance when an employee has exhausted all avenues available to obtain administrative remedy to the complaint through informal measures with supervisors and/or administrative officers.

The grievant(s) should first consult with and have a pre-grievance meeting with the respondent(s) alleged to be directly responsible for the alleged violation and/or persons with immediate supervisory authority related to the grievance.

If the matter cannot be resolved by the immediate supervisor, an appeal should be made to the Personnel Services Office for subsequent processing.

Grievance Forms may be obtained from the Personnel Services Office. They

should be completed and submitted to the Personnel Services Office for processing.

A grievance must be filed within sixty (60) days of the occurrence.

Within five (5) days of the filing of a written grievance, the Director of Personnel Services shall notify the respondent(s) of the grievance.

The grievance processing levels for non-academic employees are:

- Level I Supervisors of the employee (including managers and directors)
- Level II- Director of Personnel Services of the Texas Woman's University
- Level III Five member Ad Hoc Committee appointed by Vice President for Fiscal Affairs, whose recommendations are advisory to the Vice President. The Vice President for Fiscal Affairs may elect to omit Level III and consider the matter at Level IV without the advisory Ad Hoc Committee.
- Level IV Vice President for Fiscal Affairs

These grievance procedures do 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 thereto.

## **IV. 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 University Safety Officer, or the Personnel Services Office.

### **PARKING AND TRAFFIC REGULATIONS**

Employees parking on University property must annually register their vehicles with the University Police, pay the established registration fee, and obtain a parking permit decal. The parking permit decal allows parking in any area designated as parking for faculty and staff. Operators of motor vehicles must comply with University traffic regulations. A copy of parking and traffic regulations is available from the University Police.

### **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 Registrar's 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.

### **PERSONAL INFORMATION CHANGES**

Employees should keep the Personnel Services Office 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 people 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 campuses.

## **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 the Vice President for Student Affairs.

## **INDEBTEDNESS TO THE UNIVERSITY OR THE STATE OF TEXAS**

Neither salary payments nor any other payments shall be made to an employee who is indebted to the University or the State of Texas until such debts are paid.

## **V. UNIVERSITY FACILITIES AND ACTIVITIES**

### **UNIVERSITY LIBRARIES**

While the University libraries are available specifically to aid students in their studies, staff employees may also utilize the libraries. The University has libraries on the Denton and Dallas campuses; the Houston campus utilizes the Texas Medical Center Library.

### **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 charge of ten cents a check.

### **FOOD SERVICE**

Members of the faculty and staff are invited to take advantage of convenient meal service in Denton and Houston.

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

### **LAUNDRY AND DRY CLEANING**

The University Laundry, located in Hubbard Hall, provides laundry service at a modest cost for faculty, staff, and students.

### **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.

### **CHILD CARE SERVICES**

The TWU Nursery School is open to children ages three and four. The Nursery School has a set tuition per semester for either the morning or the afternoon session.

The extended Child Care Center is for preschool children, ages 18 months to six years (eight years in summer), of faculty, staff, alumnae, students, and the

general public. Several plans are available: unlimited service (flat rate) and drop-in (higher per hour charge plus lunch) on a regular basis. Snacks are provided.

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

### **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, examinations, and mouth disease control clinics.

The Clinic is located in the MCL Building. A screening interview may be arranged by calling the Clinic.

### **OCCUPATIONAL THERAPY CLINIC**

The Occupational Therapy Clinic provides outpatient evaluation and treatment services for the University and Denton community. Areas of treatment include remediation of physical disabilities due to trauma or illness, learning disabilities, and developmental and/or sensory integrative dysfunction.

### **SPEECH AND HEARING CLINIC**

The Speech and Hearing Clinic provides diagnosis of hearing, speech, and language problems and remedial speech and hearing therapy for children of faculty, staff, students, and the Denton community.

### **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 receive diagnostic testing for reading difficulties and remedial instruction. The Center is available to children of faculty, staff, students, and the Denton community at no charge. The Center is open year round, Monday through Friday, except during University holidays. It is located in the CFO Tower.

### **INSTITUTE FOR MENTAL AND PHYSICAL DEVELOPMENT**

The services of the Texas Woman's University Institute for Mental and Physical Development are available upon request to the children of faculty, staff and students and 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.

## **SWIMMING POOLS**

The University has both outdoor and indoor pools. 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 faculty, staff, and the general public for \$15.00 per family for the entire summer. The indoor aquatic center is generally used only for teaching, intramurals and varsity athletics.

## **TENNIS COURTS**

The University has a number of tennis courts on the Denton campus which are available for faculty, staff, and students when they are not in use for classes, intramurals, or tennis club 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.

## **CAMPUS MOTION PICTURES**

As a service and a convenience for faculty, staff, and students, current motion pictures are shown regularly. Presentation of a student, faculty, or staff I.D. card will entitle the member to admission at the TWU student price. At the beginning of each school session, a list of the scheduled movies is issued by the Office of Student Life.

## **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 open 8 a.m. to 5 p.m. daily, Monday through Friday, and other hours by special arrangement. Coffee and cold drinks may be purchased, but no food service is provided. Kitchen facilities are available with the provision that those who use the kitchen must also leave it clean.

Committee meetings may be held, and small conference rooms are available. Reservations for the specific use of a certain area must be made through the Office of the Director of Development, 12th Floor, CFO.

## **TEXOMA LAKE CAMP**

The University campsite on Lake Texoma is available from March 15 until

November 1, for camping, water sports, retreats, and picnicking. Students, faculty, and staff may make reservations through the Office of Student Life for the use of the cabin facility. There is no charge for the use of this facility.

### **TWU BLOOD CLUB**

Each year the TWU campus at Denton engages in a two-day Blood Drive in cooperation with the Wadley Blood Bank. All members of the University community, whether they are able to donate or not, are eligible to draw upon the credits accumulated during the Blood Drive. Faculty, staff, and students and members of their immediate families who are in need of blood may request credits to be transferred to almost any hospital in the United States. As most health insurance plans do not cover the actual cost of blood, hospital charges can be substantially reduced by applying for TWU Blood Club credits through the Office of Student Life.

### **UNITED STATES POST OFFICE**

A United States Post Office, designated as TWU Station (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.

### **CAMPUS MAIL SERVICE**

The University operates an internal campus mail service to assist departments with their daily inter-office and off-campus mail. Departmental mailboxes, located on the second floor of the Administration and Conference Tower, are for the convenience of faculty and administrative offices. These mailboxes are restricted to official University use with advertising, political literature, and other non-business mailings prohibited.

University stationery and postage may be used for official communications. Stamped personal mail should be taken to the United States Post Office in the Student Center.

### **CALENDAR OF EVENTS**

A calendar of social, cultural, and recreational events is published for each semester. Events listed include campus student activities, professional conferences, recitals, intercollegiate sports events, and alumnae activities.

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

### **UNIVERSITY PUBLICATIONS**

Staff members are encouraged to keep up with University news by reading the TWU News, the *Daily Lass-O* student newspaper, and other publications of the Office of Information.

## **CAMPUS PERFORMANCES**

Professional artists perform on the campus throughout the year. Presentation of student, faculty, or staff I.D. Cards will entitle the member to admission at the TWU student price.

## **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.

# INDEX

## A

Additional Employment	5
Affirmative Action Policy	1
Aliens, Employment of	5
Art Collections and Exhibits	31

## B

Blood Club	30
Bookstore	27

## C

Calendar of Events	30
Campus Mail Service	30
Campus Motion Pictures	29
Campus Performances	31
Center for Study of Learning	28
Child Care Service	27
Coffee Breaks	8
Compensatory Time	7
Confidential Information	26

## D

Deferred Compensation	17
Demotions	6
Dental Hygiene Clinic	28
Denton Area Teachers Credit Union	17
Disruption of University Activities	26

## E

Employee and the University	1
Employment,	
additional	5
aliens	5
procedures of	4
re-employment	4
relatives	2
resignation from	7
types of	1
Equal Opportunity Policy	1

## F

Faculty/Staff Lounge	29
Food Service	27
Funeral Leave	12

## G

Golf Course	27
Grievance Procedure	22

## H

Holidays	9
Hours, Work	7

## I

Identification Cards	25
Indebtedness to the University	26
Institute for Mental and Physical Development	28
Insurance,	
eligibility for	16
group coverage	16

## J

Jury Duty	12
-----------	----

## L

Laundry and Dry Cleaning	27
Leave,	
funeral	12
jury duty	12
maternity	11
military	12
sick	10
vacation	9
without pay	13
Library	27
Longevity Pay	3

## M

Maternity Leave	11
Meeting the Public	26
Military Leave	12

## N

Nepotism	2
----------	---

## O

Occupational Therapy Clinic	28
Orientation, New Staff	5
Overtime	7

## P

Parking and Traffic Regulations	25
Payday	13
Payroll Deductions	14
Personal Conduct	21
Personal Information Changes	25
Position Classification Program	2
Post Office	30
Posting Literature	26

Probationary Period	5
Promotions	5

## **R**

Re-Employment	4
Resignations	7
Responsibility of Employees	21
Rest Periods	8
Retirement, eligibility for Teacher Retirement System	15

## **S**

Salary Administration	3
Sales, Solicitations and Fund Raising	26
Savings Bonds	17
Sick Leave	10
Social Security	14
Speech and Hearing Clinic	28
Staff Employment Procedures	4
Swimming Pools	29

## **T**

Tax-Sheltered Annuity Program	16
Teacher Retirement	15
Tennis Courts	29
Texoma Lake Camp	29
Training, Staff	17
Transfers	5
Tuition for Employees and Dependents	19

## **U**

Unemployment Compensation Insurance	14
University Property	25
University Publications	30
University Safety	25

## **V**

Vacation Leave	9
Voting Time	13

## **W**

Work Week	7
Workers' Compensation Insurance	14