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Dear Staff Member:

It is with great pride that I personally welcome you to Sam Houston State University. SHSU has a long history rich in tradition and strength through innovation. We strive to be the best at educating the Texas workforce through excellence in academics, effective in student success, and efficiency in operations. I know you will enjoy working at Sam. We have received the honor from the Chronicle of Higher Education of being a “Great College to Work For” for three consecutive years (2010, 2011, 2012). Sam Houston is truly a great name in Texas education.

Again, welcome to the Bearkat family.

Sincerely,

Dana L. Gibson
President
TEXAS STATE UNIVERSITY SYSTEM
2012

Dr. Brian McCall
Mr. Charlie Amato
Ms. Donna N. Williams
Mr. Ryan Bridges
Dr. Jaime R. Garza
Mr. Kevin J. Lilly
Mr. Ron L. Mitchell
Mr. David Montagne
Ms. Trisha S. Pollard
Ms. Rossanna Salazar
Mr. William F. Scott

Chair - San Antonio
Vice Chair - Arlington
Regent - Huntsville
Regent – San Antonio
Regent - Houston
Horseshoe Bay
Regent - Beaumont
Regent - Bellaire
Regent - Austin
Regent - Nederland

UNIVERSITY ADMINISTRATION
2012

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Dr. Jaimie Hebert
Dr. Heather Thielemann
Mr. Frank Holmes
Mr. Al Hooten
Mr. Frank Parker
Mr. Mark Adams
Mr. Bobby Williams
Dr. Richard Eglsaeer
Dr. Genevieve Brown
Dr. Mary Robbins
Dr. Mitchell Muehsam
Dr. John de Castro
Dr. John Pascarella
Dr. Jerry Cook
Dr. Vincent Webb
Dr. Kandi Tayebi
Mr. John Yarabeck

President
Provost and Vice President for Academic Affairs
Vice President for Enrollment Management
Vice President for University Advancement
Vice President for Finance and Operations
Vice President for Student Services
Vice President for Information Technology
Director of Athletics
Associate Provost
Dean of College of Education
Interim Dean of the College of Fine Arts and Mass Communication
Dean of the College of Business Administration
Dean of the College of Humanities and Social Sciences
Dean of the College of Sciences
Dean of Special Programs
Dean of the College of Criminal Justice
Dean of Graduate Studies
Dean of Students
**Introduction and Notice to Employees**

**This Staff Handbook is intended for regular staff employees.** It is designed to give you a basic overview of Sam Houston State policies, procedures, and benefits. It is not intended to explain each subject fully. In most cases policies have been summarized for ease of understanding.

Many of the sections of this Handbook reference a specific University Policy. SHSU policies are subject to change at any time. The information in this Handbook is subject to change without notice. Change may be required for Sam Houston State to comply with State and Federal laws and Board of Regents’ Rules and Regulations.

**This Handbook does not constitute an employment contract, expressed or implied, with Sam Houston State or the Texas State University System.**

Whenever you have questions, talk to your supervisor. If questions remain, then contact the proper Sam Houston State office.

For information regarding the Faculty Handbook, click here.

For information regarding the Student Handbook, click here.

**About Sam Houston State University**

**History**

Sam Houston State University (SHSU), located in Huntsville, Texas, is a Member of The Texas State University System. The school was created by the Texas Legislature in 1879 as Sam Houston Normal Institute to educate teachers for the public schools of Texas. The baccalaureate degree was first awarded in 1919.

In 1923, the institution’s name was changed to Sam Houston State Teachers College. Two years later, the college was admitted to membership in the Southern Association of Colleges and Schools (SACS) as an accredited institution of higher learning. A graduate degree was authorized in 1936, and the curriculum was expanded to emphasize preparation in a variety of fields.

Following World War II, an increase in students and faculty as well as a wide range of faculty-research activities provided impetus for the continued emergence of a multi-purpose institution. In recognition of these developments, the institution’s name was changed by the Texas Legislature to Sam Houston State College in 1965. The
number of graduate degrees conferred increased significantly in the late 1960s; and the Texas Legislature, recognizing the changes that had taken place, changed the name of the institution to Sam Houston State University in 1969.

In the 1970s, the University was granted permission to offer its first doctorate, a Ph.D. in criminal justice. This program grew to be one of the largest and most recognized doctoral programs in the country. In the 1980s and 1990s, the University completed a number of academic, athletic, and support facilities. With the improvement of faculty and facilities, the University set a vision to become one of the best regional universities in the country.

During the last five years of the twentieth century, the University expanded its reach by offering programs online, at The Woodlands in a multi-institutional teaching center, and various other off-campus sites. Beginning in 2000, the University expanded its building program and committed resources to develop and maintain nationally-recognized academic support programs. Sam Houston State University increased the number of doctoral programs, including programs in education and psychology, and experienced a tremendous surge in enrollment and name recognition.

Currently Sam Houston State University is organized academically into six colleges: Sciences, Fine Arts & Mass Communication, Business Administration, Criminal Justice, Education, and Humanities and Social Sciences. Students are offered an extensive range of bachelor’s and master’s degrees, as well as doctorates in selected areas. The faculty and the University are recognized regionally, nationally, and internationally.

**University Mission**

Sam Houston State University is an inclusive institution whose mission is to provide high quality education, scholarship, and service to students and to regional, state, national, and international constituencies.

**University Goals**

- Promote students’ intellectual, social, ethical, and leadership growth.
- Pursue continuous improvement.
- Recruit and retain qualified, dedicated faculty and staff.
- Recruit, motivate, and retain qualified students.
- Provide the necessary library, technology, and other facilities to support quality instruction, research, and public service.
- Promote scholarly and research activities that contribute to knowledge and understanding.
• Promote and support diversity and provide equitable opportunities for underrepresented groups.
• Offer a wide range of preprofessional, baccalaureate, master’s, and doctoral programs.
• Promote cooperation with educational institutions, government and non-profit agencies, and the private sector.

Staff Council

In June 2002, Dr. James F. Gaertner, then President of Sam Houston State University, appointed an Interim Staff Council to draft a constitution and by-laws that would govern the University’s first advisory committee on matters of importance to staff. The Staff Council would not be a policy making body; however, it would provide a mechanism to bring items of concern to the President, similar to many universities across Texas and the nation.

Once the Staff Council Constitution and By-laws were complete, a transition team facilitated the first Staff Council elections using on-line and paper ballots. The first group of Staff Council Members and Alternates met with the transition team on August 11, 2003, and began the task of seeking out the needs of the staff at SHSU in an effort to promote a positive and collaborative work environment that is committed to assessing, prioritizing, and communicating Staff needs.

Staff Council Meetings - The Sam Houston State University Staff Council meets generally on the 2nd Wednesday of each month at 1:30 pm in the Lowman Student Center, Room 304. All SHSU staff members are invited to each regular meeting.

Staff Council Mission Statement

The Sam Houston State University Staff Council shall serve as an advisory body which conveys information and makes recommendations to the President regarding interests and concerns of the University Staff. The Staff Council is organized as a collective voice to foster a spirit of unified community by encouraging the exchange of ideas and concerns in keeping with the mission of Sam Houston State University.

The Staff Council shall endeavor to keep Staff informed and in turn keep the President advised of needs and interests of the Staff on University issues and activities. As such, the Staff Council will seek to promote a positive and collaborative work environment that is committed to assessing, prioritizing, and communicating Staff needs.

In this regard, the Staff Council will promote the effective contribution of Staff expertise toward University goals for the benefit of the entire Sam Houston State University community. For more information, click here.
Creating and Reviewing University Policies

Sam Houston State University is committed to developing and revising its policies to meet the demands of its mission. To this end, input from any member of the University is welcomed and considered.

Equal Employment Opportunity

SHSU will not discriminate against any person in employment or exclude any person from participating in or receiving the benefits of any of its activities or programs on any basis prohibited by law, including race, creed, ancestry, marital status, citizenship, color, age, national origin, religion, sex, disability, veterans’ status, sexual orientation or gender identity. Equal employment opportunities shall include: personnel transactions of recruitment, employment, training, upgrading, promotion, demotion, termination, and salary.

Employment

Security Clearances/Criminal Background Checks

The University will use information obtained in criminal background checks only for evaluating individuals wishing to enter into positions identified as security sensitive. The University will not use the information to discriminate on any basis prohibited by law. All personnel actions are reviewed to ensure Equal Employment Opportunity (EEO) compliance. For more information, click here.

Employment of Disabled Workers and Veterans

SHSU will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. Sam Houston State University will employ, advance in employment, and otherwise treat qualified disabled and veteran individuals without discrimination based upon their physical or mental disability in all employment practices. Sam Houston State University will comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Rehabilitation Act of 1973 as amended and Americans with Disabilities Act Amendments Act of 2008 (ADAAA) effective January 1, 2009. For more information, click here.
Dispute Resolution and Formal Grievance Procedure

At SHSU, any employee who has a problem, complaint or dissatisfaction with the institution as an employer may file a grievance when there has been a violation of policy, procedure, regulation, or law. The employee is assured of timely and thorough consideration of any grievance filed. Each employee is assured freedom from interference, coercion, discrimination and reprisal in filing grievances. For more information, click here.

Multiple State Employment

SHSU’s practice is to compensate, employ, and notify employees who hold multiple positions within Texas State government in accordance with the multiple employment provisions of the General Appropriations Act and to ensure employing and administering benefits to employees who are employed in two or more positions within Texas State government. For more information, click here.

Nepotism

It is the policy of SHSU to refuse to employ, appoint, promote or transfer any person who is related to an officer of the University or his/her spouse within the first or second degree by marriage (affinity) or within the first, second or third degree by blood (consanguinity) to any employee whose duty would involve acting in an official capacity in employment, promotion, and/or transfer decisions; nor shall any person be employed if either person would come under the administrative supervision of the other; or if either would have any official voice in recommending salary increases or promotion in rank for the other. For more information, click here.

Outside Employment

As set forth in the Texas State University System Rules and Regulations Chapter V, 4.83 and 5.4, all fulltime employees that engage in outside employment must complete a Request for Approval for Outside Employment Form. For more information, click here.
Separation of Employment

Departing SHSU must be properly cleared and checked-out from the University to assure proper settlement of wages, benefits, and related matters.

a. Employees should notify their supervisor at the earliest practical time when separating employment with the University.

b. As soon as it is known that an employee is separating, an Electronic Personnel Action Form (EPAF) must be prepared and submitted by the employee’s department. An EPAF is required for all departing employees. Failure to process the EPAF timely may result in overpayment of wages, use of non-eligible insurance benefits, or delay in initiating retirement pay.

c. The Department Head should telephonically notify Human Resources and Payroll regarding employees that leave without notice, especially when they are on an automatic, non-delay pay basis. Failure of notification may result in an overpayment of wages that cannot be recovered by the department, especially when the separation is in the middle of a pay period and/or the employee has not worked or been on leave during their last pay period.

For more information, click here.

Work Schedules, Employee Compensation, and Attendance

Office Hours – All administrative offices shall remain open from 8:00 a.m. until 5:00 p.m. Monday through Friday, except for designated holidays. Offices may be open beyond the normal schedule as required by individual departmental needs.

Offices shall remain open during the noon hours each working day with at least one person on duty to accept calls, receive visitors, or transact business. The Divisional Vice President may make exceptions where it is not practical to stay open during the noon hours.

Workweek – The standard workweek consists of forty (40) hours. The official workweek is from Sunday 12:01 a.m. until Saturday 12:00 midnight.

Lunch Breaks – Lunch breaks will not be on paid time and may vary according to the needs of the department. The employee’s supervisor will determine the specific time and length of the lunch break.

Rest Breaks – Rest (coffee) breaks will be on paid time and may be granted only when the work allows. Rest breaks are a privilege and not required by state or federal regulation. The length, time, and place of these breaks will be at the discretion of the supervisor. The supervisor will be responsible for seeing that breaks do not interfere with the normal completion of the work involved.
Starting and Quitting Times – The normal work day begins at 8:00 a.m. and ends at 5:00 p.m. However, each Department Head may establish, on an individual basis, different starting and quitting times to meet the needs of the department.

Flex-Time Scheduling – The Department Head may also use flex-time scheduling to allow individualized employee work schedules, to make available opportunities for employee development, accomplish special tasks, handle peak work periods and accommodate circumstances that are in the best mutual interest of the department and employee.

The Federal Fair Labor Standards Act (FLSA) determines whether employees are subject to or exempt from overtime provisions. If employees are serving in a nonexempt position, overtime pay or compensatory time must be provided for working more than 40 hours in a defined workweek (Sunday 12:01am until Saturday 12:00 midnight). When nonexempt employees work over 40 hours during their scheduled workweek, they are entitled to time-and-a-half pay or compensatory time calculated at time-and-a-half for all hours actually worked in excess of 40 hours. All overtime for nonexempt employees should be approved in advance by their supervisor.

You can check an employee’s job title in the HR Jobs Specification List to determine if the job is exempt or nonexempt under the FLSA. Additional information about compliance with the FLSA and other work scheduling questions is available in SHSU Finance & Operations Human Resources Policy ER-3, Work Schedules & Employee Compensation. Please contact Human Resources at (936) 294-1070 or stop by the CHSS building, 4th floor, Room 410 for additional information.

Attendance Records – An attendance record must be maintained for each employee at the departmental level. The department may devise a method or form that best meets their departmental needs to account for attendance. However, events that affect this record should be posted as they occur. This record will provide information needed to prepare semi-monthly time and leave reports for the Payroll Department. For nonexempt employees, departments may choose to have the employee record time directly on the pre-printed “Personnel Time Report” provided for reporting by the Payroll Office. FLSA provisions require that timekeeping records must be maintained for all nonexempt staff.

Standby and Call-In Duty – Employees who are required to be on official standby or are called in for emergency work at night, or weekends and holidays.

a. Standby Duty -- Employees required to serve on official standby duty (for the workweek Sunday 12:01 a.m. through 12:00 p.m. Saturday) will earn, based upon their current rate of pay, six (6) hours of compensatory time per week, or four (4) hours pay at one and one-half (1 1/2) times their regular rate, or overtime as described in section above if actual hours worked during the week exceed forty (40). Standby duty is equivalent to four (4) hours worked per week for the purpose of calculating overtime.
b. *Call-In Duty* -- Employees called in during off hours to perform emergency work will be compensated according to the overtime provisions.

**Eligibility for Employment**

If you are a citizen or national of the U.S. or a lawful Permanent Resident, you are eligible for employment. If you are an alien (not a citizen or national of the U.S. or lawful Permanent Resident), your eligibility for employment is dependent upon your status.

Employees must provide a valid social security card to verify the employee's name and social security number for payroll purposes, and the identifying documents required to establish identity and employment eligibility for the Employment Eligibility Verification Form I-9. Verification of U. S. Selective Service Registration is required in accordance with HB 558.

**Change of Status**

Each employee is responsible for notifying the Payroll Department of any changes to your current information (any changes in your name, address, and telephone number). SHSU is not responsible for any losses or errors which result from your failure to provide the required information. You should also promptly report any changes to your supervisor. Employees are able to change address and phone number online using Banner Self-Service.

**Employee Classifications**

All staff positions have a classification description that includes the SHSU position title, EEO skill category, position class, grade, FLSA status, department, education and experience requirements, nature and purpose of position, supervision given and received, primary responsibilities, and other specifications related to the position. The EEO categories are defined by the Equal Employment Opportunity Commission (EEOC). The guidelines and tests which determine the specific category a job title should be given are also provided by the EEOC. The EEO categories are:

- Administrative
- Faculty
- Professional (Non-Faculty)
- Clerical
- Technical/Paraprofessional
- Skilled Crafts
- Service/Maintenance
Regular Employees - employees hired to work at least twenty hours per week for at least four and one-half months per fiscal year and are eligible for benefits. Those who are in jobs which require student status as a condition of employment are excluded.

Full-time - employees hired to work a forty-hour week.

Part-Time - employees hired to work less than a forty-hour week.

Exempt/Unclassified - employees exempt from Fair Labor Standards Act (FLSA) overtime provisions and usually fill one of three roles:
- They take part in the management of a large department or unit.
- They manage a unit within a large area.
- Or, they perform a function that requires special expertise and/or training.

Nonexempt/Classified - employees subject to the overtime provisions of the Fair Labor Standards Act (FLSA). They do not meet FLSA exemption tests and are paid one and one-half times their regular rate of pay for hours worked in excess of forty (40) hours per week.

Non-Regular Employees - non-student employees who do not work at least twenty hours per week for at least four and one-half months per fiscal year. Non-Regular employees are not eligible for benefits.

Administrative Officers – employees appointed without fixed terms. Consist of vice presidents and deans. They are exempt from FLSA overtime provisions. They direct a division or an academic college.

Student Employees - include Student Worker, Graduate Teaching Assistant, Graduate and Undergraduate Instructional Assistant, and Graduate Research Assistant. Those assigned a Graduate title may qualify for health insurance coverage. An insurance eligible graduate student is defined as one not eligible for participation in the Teacher Retirement System of Texas, but as a condition of employment must be:
- enrolled in graduate level courses at the University, and
- employed by the University at least .50 FTE (half-time) for a definite period of 4 1/2 months or a semester of more than 4 months.

Disciplinary Action

SHSU is an “at will” employer. Staff employees serve without fixed term and at the pleasure of the President or his/her delegates and regardless of their length of service do not have vested rights for continued employment.

Disciplinary Actions
A progressive approach by supervisors is generally recommended (but not required) to allow for better employee understanding of the issue. The following are examples of disciplinary actions:
- Problem-Solving and Open Dialogue -- The mildest type of disciplinary action can increase understanding, reduce workplace tension, and encourage communication.
The objective of the meeting should be to develop with solutions to help resolve concerns before they progress further.

b. **Oral Warning** -- The employee should clearly understand the gravity of the action and that the warning is disciplinary in nature. When presenting a corrective talk the supervisor should point out the error/problem(s), explain how to correct it, and come to an understanding with the employee about what is expected in the future. The Staff Performance Evaluation (SPE) Form (or comparable as to content) will be completed and kept in the supervisor’s file to document the conversation.

c. **Written Warning** -- When an oral warning fails to achieve the desired improvement in performance or behavior or when in the supervisor’s sole judgment the nature of the offense makes its use appropriate, the supervisor may issue a written warning. A Staff Performance Evaluation (SPE) Form (or comparable as to content) is used to issue a written warning. The Human Resources Department should be contacted for assistance in preparing a written warning and a representative of the Human Resources Department may be present if desired by the supervisor when the warning is presented to the employee.

d. **Demotion** -- When in the sole judgment of the supervisor demotion is the best corrective method to remedy poor performance or behavior, this may be implemented with the approval of the Associate Vice President for Human Resources and Risk Management. When an employee is demoted to a position of decreased responsibility or complexity of duties requiring a change of title to one having a lower salary range, the employee’s salary will be adjusted to an appropriate level within the new salary range as agreed upon by the Department Head concerned and the Associate Vice President for Human Resources and Risk Management.

e. **Reduction In Pay** -- When in the sole judgment of the supervisor reduction in pay is the best corrective method to improve an employee’s performance or behavior, such action may be implemented with the approval of the Associate Vice President for Human Resources and Risk Management. Reduction in pay for disciplinary reasons provides reduction in salary to an amount within the designated salary grade no lower than the minimum entry rate. Restoration of pay may be approved by the Associate Vice President for Human Resources and Risk Management.

f. **Suspension Without Pay** -- When any one or a combination of the above possible actions have failed to achieve the supervisor’s desired results or when in the judgment of the supervisor the nature of the offense makes its use appropriate, the supervisor may suspend an employee without pay. This action must have the approval of the Associate Vice President for Human Resources and Risk Management.

g. **Discharge** -- This action may be the result of one serious act of misconduct or insubordination, or as the result of an accumulation of minor offenses, or failure to satisfactorily perform job duties. All discharges must have the prior approval of the Associate Vice President for Human Resources and Risk Management and the University President or his/her designee. All employees involuntarily separated should go through the normal separation/clearance process in order for insurance, payroll, and retirement matters to be properly handled.
Discrimination, Sexual Harassment, and Equal Opportunity (EEO)

It is SHSU’s intent to provide an educational and working environment free of unlawful discrimination or harassment to all members of the University community and to establish a complaint resolution policy to help identify and eliminate discrimination, including sexual harassment and to resolve such complaints in a fair and timely manner. Training, reporting and procedures to resolve complaints are outlined in Finance & Operations Human Resources Policy ER-7.

It is the policy of SHSU to review and resolve complaints of discrimination and/or sexual harassment by any member of the University community, including faculty, staff, students or visitors. Each supervisor has a responsibility to maintain the workplace free of sexual harassment.

Employee-related complaints - the Associate Vice President for Human Resources and Risk Management or designee will be responsible for maintaining records of all formal complaints and the results of such complaints.

Student-related complaints - the Dean of Students or designee will be responsible for maintaining records of all formal complaints and the results of such complaints.

Sexual harassment is a form of sex discrimination and will be treated as such by the University. Title IX of the Education Amendments of 1972 (Title IX) and associated regulations, prohibit discrimination on the basis of sex in education programs or activities. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sam Houston State University, in accordance with applicable federal and state law and institutional values, prohibits discrimination or harassment on the basis of race, creed, ancestry, marital status, citizenship, color, national origin, sex, religion, age, disability, veteran’s status, sexual orientation, or gender identity. All personnel actions, including recruitment, employment, training, upgrading, promotion, demotion, termination, and salary administration are reviewed to ensure Equal Employment Opportunity (EEO) compliance. For more information, click here.

Payroll Deductions

Mandatory deductions (when applicable):

- FICA
- Medicare
- Withholding
• Retirement (benefits eligible employees)
• Administrative Wage Garnishments to pay Federal Non-Tax Debts
• Bankruptcy
• Child Support Garnishments
• Spousal Support Garnishments
• Student Loan Garnishments
• Federal Tax Levies

Optional deductions:
• Charitable contributions (SECC)
• Tax Sheltered Annuities
• Deferred Compensation (Texa$aver)
• Employee Organization Membership Fees (CWA-TSEU)
• ERS Insurance
• Contributions to SHSU Annual Fund
• Parking Fees

Please contact the Payroll Department with any questions regarding your deductions.
http://www.shsu.edu/~pay_www/  •  936.294.1909 - Phone

Compensation

Paydays are the 1st and 15th of each month. If the 1st or 15th fall on the weekend or on a holiday, payday will be the following workday.

All regular benefits eligible faculty and staff are paid a fixed amount each pay period, i.e. 1/24 of annual salary for 12 month appointments and 1/18 of salary for 9 month appointments.

Temporary, non-benefits eligible staff and students are normally paid on an hourly basis and are behind one pay period. Pay is based on actual hours worked and cannot be determined until after time sheets are turned in.

Longevity and Hazardous Duty Pay

Longevity Pay

Each Sam Houston State University employee who meets the eligibility requirements is entitled to longevity pay at the rate of $20.00 per month for each two (2) years of lifetime service credit, up to a maximum of forty-two (42) years of service which pays
$420 per month. An employee’s status at the beginning of the month determines the longevity pay for that month.

Sam Houston State University longevity pay is limited to regular full-time, non-academic employees who are not eligible for hazardous duty pay.

**Hazardous Duty Pay**

All commissioned law enforcement personnel including all law enforcement officers of state higher education institutions and certain non-student security officers are eligible for hazardous duty pay of $10 per month for each 12-month period of hazardous duty lifetime service credit. The calculation of hazardous duty pay is based upon the total number of eligible years worked in a position requiring state hazardous duty.

**Staff Salary Administration**

Staff positions are appointed using job titles and pay rates published in the University Pay Plan. Pay Plan rates are based on market surveys, available funding, and internal pay relationships. Regardless of the source of funds, all staff positions are governed by University pay policies.

**Payroll Direct Deposit**

Automatic paycheck deposit is currently available for faculty and staff. A [Direct Deposit Form](#) is required for this service. Paycheck stubs showing deductions and net pay are sent to employees on payday.

Employees without direct deposit must pick up their paychecks at the University [Bursar's Office](#), located in room 103 (first floor) of the Estill Building. The employee must present a faculty/staff identification card or a valid driver’s license when picking up a check. If you wish to have your check mailed, you must provide a self-addressed, stamped envelope with a full name and Sam ID printed on the inside of the envelope at least one day in advance of payday to the [Bursar's Office](#).
Social Security

It is the policy of the Payroll Department that social security numbers be provided for payment of wages to any employee. Per Internal Revenue Service instructions, an employee’s name and social security number must be recorded exactly as indicated on their social security card. An employee that does not have a social security number must apply through the Social Security Administration. A valid receipt from the Social Security Administration that indicates the name and number that will be printed on the employee’s card when received will be sufficient to verify the information.

All employees are required to participate in the Federal Social Security program as a condition of employment. The wage bases are $110,100 (2012) for social security and unlimited for Medicare. The tax rates for social security are 4.2% (2012) for employees and 6.2% for employers. The tax rates for Medicare are 1.45% each for employers and employees. A valid social security card must be provided by all employees.

Timesheets and Leave Reports

Time sheets and/or leave reports received by the indicated due date will be processed for the next applicable payroll period. The due date is 5:00 p.m. on the second working day after the end of the pay period. Time sheets and/or leave reports that are received in the Payroll Department after the due date will be processed for the next payroll period.

Insurance

All regular (non-student) staff and faculty employees employed by the University at least .50 FTE (half-time) for a definite period of 4 1/2 months or a full semester of more than 4 months. Those assigned a Graduate title may qualify for health insurance coverage.

An insurance eligible graduate student is defined as one not eligible for participation in the Teacher Retirement System of Texas, but as a condition of employment must be:

- enrolled in graduate level courses at the University, and
- employed by the University at least .50 FTE (half-time) for a definite period of 4 1/2 months or a semester of more than 4 months.
ERS – Texas Employees Group Insurance Program (GBP)

Group Insurance
Basic health, life, and Accidental Death and Dismemberment (AD&D) are paid by the state for full-time benefits eligible employees, and a portion is paid for part-time benefits eligible employees. Medical, life, dental, and AD&D are available to the employees’ dependents. In accordance with TX legislation on September 1, 2003, a 90 day health coverage waiting period applies to all employees; however, the University has elected to cover the 90 day insurance waiting period for all full-time faculty and staff hired on or after September 1, 2004.

Additional optional coverages include: Optional Term Life Insurance, Dependent and Health Care Reimbursement Accounts, Long and Short Term Disability, and Voluntary AD&D. Detailed information regarding the Texas Employees Group Benefits Program (GBP) is available on the Employees Retirement System of Texas (ERS) website.

Workers’ Compensation Insurance (WCI)

The State of Texas provides worker’s compensation insurance to protect you in the event of a work-related injury or illness through the State Office of Risk Management. Although the Texas Worker’s Compensation Rules allow employees up to 30 days to notify an employer of an injury/illness, it is the policy of Sam Houston State that the employee notify his/her supervisor immediately when an injury/illness occurs. Additionally, employees and supervisors are responsible for timely completion of required claim forms.

Workers’ compensation is the exclusive remedy for an on-the-job injury. This means that the employee may not sue the employer or co-workers for damages. However, an employee may notify their employer in writing within five days of beginning work that they do not want to be covered by workers’ compensation and prefer to keep the common-law right to recover damages for personal injury or death. If you elect to retain your common-law right of action, you cannot obtain workers’ compensation income or medical benefits. Additionally, the state provided Texas Employees Group Benefits Program does not cover expenses for occupational illness or injuries sustained at work, regardless of whether they are covered by workers’ compensation or similar state or federal programs.
Leaves and Absences

Vacation Leave

Staff employees and faculty with twelve month appointments shall be entitled to a vacation in each fiscal year without deduction in salary. Part-time eligible employees will accrue vacation leave on a proportionate basis and the maximum carryover will also be proportionate.

An employee will earn vacation entitlement beginning on the first day of employment with the state and terminating on the last day of duty. Vacation with pay may not be taken until the employee has been continuously employed with the state for six months, although credit will be accrued during that period.

Sick Leave

Regular benefits eligible non-student employees will earn sick leave entitlement beginning on the first day of employment and terminating on the last day of duty. An employee must be in a status of pay each month to be eligible to accrue.

Sick leave entitlement shall be earned at the rate of eight (8) hours for each month or fraction of a month employment, and shall accumulate with the unused amount of such leave carried forward each month. Part-time regular employees accrue proportionate to their appointment. Sick leave accrual shall 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 the employee is needed to care for a member of their immediate family who is actually ill.

Leave for Organ or Bone Marrow Donors

A state employee is entitled to a leave of absence without a deduction in salary for the time necessary to permit the employee to serve as a bone marrow or organ donor. The leave of absence provided by this section may not exceed:

- Five working days in a fiscal year to serve as a bone marrow donor; or
- 30 working days in a fiscal year to serve as an organ donor.

Donation of Blood

A state employee shall be allowed sufficient time off, without a deduction in salary or accrued leave, to donate blood. An employee may not receive time off under this
section unless the employee obtains approval from his or her supervisor before taking time off. Upon returning to work after taking time off under this section, an employee shall provide his or her supervisor with proof that the employee donated blood during the time off. If an employee fails to provide proof that the employee donated blood during the time off, Sam Houston State University shall deduct the period for which the employee was granted time off from the employee’s salary or accrued leave, whichever the employee chooses. An employee may receive time off under this section not more than four times in a fiscal year.

**Sick Leave Pool**

Employees who have at least twelve (12) continuous months of regular staff or faculty employment with SHSU immediately preceding their eligible condition, may request pool leave for their own catastrophic illness or injury or for one in their immediate family. A catastrophic injury or illness as defined for eligibility to sick leave pool benefits, is an injury or illness, excluding routine pregnancy, which has caused an absence of thirty (30) days (sequential or otherwise) within the immediate preceding six (6) calendar months. Employees must exhaust all earned leave with pay entitlements before they may use leave from the pool. Employees with catastrophic illnesses or injuries are not required to contribute to the pool before they can use pool leave. Also, employees who use pool leave are not required to pay back pool leave. Contributions to the pool are strictly voluntary.

**Bereavement Leave**

The death of a member of the employee’s immediate family shall constitute adequate need for bereavement leave. Employees who experience a death in their immediate family may receive, if needed, up to five (5) days bereavement leave. *Immediate family* members are defined as:
- Employee’s spouse
- Employee’s parents, step-parents, children, step-children, brothers, sisters, grandparents, and grandchildren
- Spouse’s parents, children, brothers, sisters, grandparents and grandchildren

**Emergency Leave**

The President of SHSU may grant leave with pay to an employee for good cause, subject to the recommendation of the Associate Vice President for Human Resources and Risk Management and/or the Divisional Vice President.

**Military Leave**

State employees are eligible for leave to accommodate:
• Authorized training or duty for the state’s military forces and members of any reserve branch of the U.S. Armed Forces.
• Activation of the State’s National Guard by the Governor.
• National emergency activation for members of a reserve branch of the U.S. Armed Forces.

Volunteer Firefighters & Emergency Medical Services Training Leave

Employees who are volunteer firefighters and emergency medical services volunteers shall be granted a leave of absence with full pay to attend training schools conducted by state agencies provided such leave does not exceed five (5) working days in any one (1) fiscal year. The leave of absence, authorized by this subsection, shall in no way be charged against the employee’s vacation or sick leave privileges by this Act.

In addition to the five (5) days granted for training, leave with full pay not to exceed forty (40) hours per fiscal year will also be granted to volunteer firefighters or emergency medical service volunteers for the purpose of responding to emergency fire or medical situations.

Certified Red Cross Activities Leave

An employee who is a certified disaster service volunteer of the American Red Cross, or who is in training to become such a volunteer, may be granted leave of up to ten (10) days each year to participate in specialized disaster relief services. The employee must have supervisory authorization in addition to a request from the American Red Cross and the approval of the Governor’s Office. If the above conditions are met, the employee will not lose pay, vacation time, sick leave or earned overtime, and/or compensatory time during such leave. The pool of certified disaster volunteers must not exceed 350 participants at any one time.

Leave for Employees with a Disability

A state employee who is a person with a disability as defined by the Human Resources Code section 121.002 shall be granted a paid leave of absence not to exceed ten (10) days each fiscal year for the purpose of attending a training program to acquaint the employee with an assistance dog to be used by the employee.

Time Off to Vote

Employees should be allowed sufficient time off, without a deduction in pay, to vote in each national, state, or local election.
Jury Service & Appearance in Official Capacity or as a Witness

An employee is entitled to serve on a jury during regular work hours without any deduction from wages, including a deduction for any fee or compensation the employee receives for the jury service. The employee must be responding to a jury duty summons, serving on a jury, or appearing in an official capacity for the state.

Foster Parent Leave

An employee who is a foster parent to a child under the protection of the Department of Protective and Regulatory Services (DPRS) is entitled to a leave of absence with full pay for the purpose of attending staffing meetings held by the DPRS regarding the employee’s foster child. In addition, the employee may attend, with a paid leave of absence, the Admission, Review, and Dismissal (ARD) meeting held by a school district regarding his or her foster child.

Federal Family & Medical Leave Act (FMLA) & Parental Leave

State employees who have a total of at least twelve (12) months of state service credit and who have actually worked at least 1,250 hours during the 12-month period immediately preceding the commencement of leave, are hereby entitled to FMLA provided that the employee utilizes all available applicable paid vacation and sick leave while taking leave pursuant to this provision.

Those employees with less than twelve (12) months of state service or who have worked less than 1,250 hours in the 12-month period immediately preceding the commencement of leave are eligible to take a Parental Leave of absence, not to exceed twelve (12) weeks (480 hours), provided that the employee utilizes all available applicable paid vacation and sick leave while taking the parental leave. The leave period begins with the date of birth of a natural child or the adoption or foster care placement with the employee of a child under three years of age.

Administrative Leave for Outstanding Performance

In addition to employee leave authorized elsewhere in this policy, administrative leave with pay may be granted by the President as a reward for outstanding performance provided the exceptionally superior performance is properly documented. In no event shall the aggregate amount of administrative leave granted exceed thirty-two (32) hours in any fiscal year.

Parent-Teacher Conference Leave

An employee may use up to eight (8) hours of sick leave each calendar year to attend parent-teacher conference sessions for the employee’s children who are in pre-kindergarten through 12th grade. Employees must give reasonable notice of intention to
use sick leave to attend such conferences. Part-time, regular, benefits eligible employees receive this leave on a proportional basis.

**Leave without Pay**

The University may grant employees leave without pay or leave of absence without pay subject to the following provisions:

a. Except for disciplinary suspensions, military situations, Workers’ Compensation, and Federal Family and Medical Leave Act leave all accumulated paid leave entitlements must be exhausted before granting such leaves, with the additional provisions that sick leave must be exhausted only in those cases where the employee is eligible to take sick leave. Such leaves will be limited in duration to twelve (12) months.

b. Subject to fiscal constraints, approval of such leaves constitutes a guarantee of employment for a specified period of time.

c. The President may grant exceptions to these limitations for such reasons as interagency agreements or educational purposes.

d. Except in the case of an employee returning to state employment from military leave, any full calendar month in which an employee is on leave without pay, shall not be counted in the calculation of total state service for purposes of longevity pay or vacation leave entitlements. No employee shall accrue vacation or sick leave for such month or the state insurance fringe benefit. Furthermore, any such full calendar month of leave without pay shall not constitute a break in continuity of employment but shall not be included in the calculation of the six (6) continuous months of state employment set forth in other sections of this policy.

For more information regarding Employee Leaves, click [here](#).

**Retirement**

**Teacher Retirement System (TRS)**

Benefits eligible employees contribute 6.4% and the State contributes 6.0% of the employee's wages. Employee contributions are tax deferred. Interest is credited annually on August 31st to the member's account. Members vest after 5 years of credited service. TRS is a defined program offering death, survivor, disability, and retirement annuity benefits. Contribution rates are not guaranteed and subject to legislative change.
Optional Retirement Program (ORP)

Full-time faculty, librarians, and certain professionals and administrators employed in public higher education are eligible to elect the Optional Retirement Program (ORP) in lieu of TRS before the 91st day after becoming eligible. Eligible employees contribute 6.65% and the State contributes 6.0% of the employee’s wages. Employee contributions are tax deferred. These contributions are deposited with the employee’s selected ORP carrier. Participants vest after one year and one day of ORP participation. ORP is a defined contribution plan with benefits based upon individual investment decisions. The University accepts no fiduciary responsibility for the outcome of one’s ORP. Contribution rates are not guaranteed and subject to legislative change.

403b Tax Deferred Account

This program is voluntary and participation is in addition to the required retirement program. The program is eligible to all employees. The Supplemental Retirement Program (SRP) allows employees to accumulate investment funds through salary reductions, thereby deferring the payment of income tax on contributions until a future time. The SRP is subject to all applicable internal revenue codes. Salary reduction amounts are based upon internal revenue annual limits, catch up, and maximum contribution provisions. This program is also referred to as a Tax Sheltered Annuity (TSA) and/or Tax Deferred Annuity (TDA). Contact the ORP/SRP 403b Vendor Representatives for SHSU for details and how to sign up.

457 Deferred Compensation Plan – Texa$aver Plan

This program is voluntary and participation is in addition to the required retirement program. The program is eligible to all employees. Employees can enroll in the 457 Plan only– any time of the year. Higher education employees are not eligible for the 401k plan. Texa$aver is administered by Great-West Retirement Services® (Great-West). Employees can enroll online or by telephone at any time by following these steps:

1. View the Overview of the Texa$aver program.
2. View the 403(b)/Texa$aver 457 comparison chart to help with your decision.
3. Decide how much should come out of your paycheck each month, before taxes. This is called your deferral.
4. Invest your money in a Target Date Fund. No investment experience necessary. The Texa$aver Advisor Service can help with your choices.
5. Enroll at the Texa$aver website or call (800) 634-5091

For more information, click here.
WorkLife and Employee Assistance Program

All SHSU faculty, staff and family members will have free access to the University of Texas Employee Assistance Program (UTEAP). The UTEAP is a new SHSU program specifically designed to assist employees in need and is available to all faculty and staff regardless of whether you participate in the ERS health insurance plan or not.

UTEAP provides counseling sessions and support for all types of life concerns. Some of the most common reasons that employees contact the EAP are:

- Stress & Anxiety
- Depression
- Alcohol/Drug Problems
- Parenting & Family Concerns
- Couples & Relationship Issues
- Grief or Bereavement
- Anger Management
- Change & Life Transitions
- Work Conflicts
- Communication Skills

For more information, click here.

General Policies

Drug Free Work Place

SHSU is committed to providing a workplace for all University employees that is drug free in compliance with the Anti-Drug Abuse Act of 1988, and the Drug Free Schools and Communities Act Amendment of 1989. It is the policy of SHSU that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace of SHSU. For more information, click here.

Workplace Violence

SHSU is committed to providing and encouraging a safe environment and workplace for all University employees free from violence and conducive to a productive working environment. We refuse to tolerate violence in the workplace and will make every effort to prevent violent incidents from occurring. For more information, click here.
Keys and Access Cards

Faculty and staff may be issued keys or access cards to University buildings upon recommendation of the department chair or administrative head. Approval of the building liaison or his/her designee is required for all building entrance keys/cards and building master keys/cards. Keys/Cards are issued for entry to University buildings for the purpose of conducting University business only.

Duplication of University keys/cards is strictly forbidden. Physical Plant Work Control is the office of responsibility for coordinating key/card issues and will receive requests for keys/cards, notify key/card recipients of completed key/card requests, issue keys/cards, receive keys/cards when returned, issue key/card return receipts to employees to process out through their departments and provide assistance as necessary for departments to track individuals with access to their areas. Contact Work Control at 294-1926 or 1868 option 1 for assistance in processing your key/card request.

Departments are ultimately held accountable for keys/cards issued to their employees. Each department will establish internal procedures to ensure departing or transferring employees return keys/cards issued by the University to the Physical Plant Work Control office. Work Control will annotate the receipt of keys/cards on a Return Form and provide a copy to the employee to process out of their department. For more information, click here.

Use of University Resources

No state funds may be expended for payment of salary to any person who directly receives funding from a grant or consulting contract not subject to administration of the University and who may use the resources of the University in carrying out the provisions of the grant or consulting contract. No employee may use University personnel, supplies, utilities, equipment, or any other resource of the University, for personal use or gain. All uses of the University resources must be for University business and benefit.

Vehicle Fleet Management

A state road vehicle may be used only for official business of the state and may not be used in connection with any political campaign or non-university-related activity. Only people who are affiliated with the University or involved with University sanctioned activities are authorized to be passengers in University vehicles. A waiver from the University President is required to transport anyone not filling these criteria.
Prior to a University employee being authorized to operate a University vehicle an Employee Driving Permit Request must be submitted and approved by the Business Office Director and the Director of Risk Management. Employee Driving Permit Requests shall be resubmitted annually.

**Alcohol Beverage**

The sale or service of alcohol beverages on the campus of Sam Houston State University is not permitted except in “special use” buildings or facilities designated and approved by the University President.

Alcohol must be served by a licensed caterer, who must present a copy of “License to Serve Alcohol Outside of a Restaurant.” The University catering service, Aramark, has this license, and per contract with Sam Houston State University, has right of first refusal for all University sponsored events. If an outside vendor is used, proof of General Liability will be required. For more information, click here.

**Gift Policy**

Only gift cards/certificates less than $25.00 can be administered to employees. Cash gifts or cash equivalents in any amount are considered income and need to be reported on an employee's W2. In certain cases for group incentives, gift cards or gift certificates in amounts less than $25.00 may be allowed with the approval routed through the appropriate channels up to the Vice President of the division with the final approval of the Vice President of Finance and Operations.

Honorariums are, by definition, gifts to an individual. The payment of an honorarium is in violation of Article 3, Section 51 of the Constitution of the State of Texas and as such is not payable by the University. The payment of a lecturer/speaker fee is not considered an honorarium and is allowed. For more information, click here.

**Political Influence and Activities**

No University money shall be used for influencing the outcome of any election or the passage or defeat of any legislative measure.

SHSU recognizes and affirms an employee’s right to participate in political activities as long as such political activities do not interfere with the discharge of the duties and responsibilities of that employee. If you take time away from your SHSU duties and responsibilities to engage in such activities, you must charge your time to Vacation Leave or Compensatory Time. Use Leave without Pay if you have no paid time available. For more information, click here.
Tobacco Policy

In order to promote a healthy, safe, and aesthetically pleasing work, educational, and living environment, SHSU will endorse a smoke free and tobacco free environment. Tobacco products include cigarettes, cigars, pipes, smokeless tobacco, and all other tobacco products. This policy applies to all faculty, staff, students, and visitors of SHSU. For more information, click here.

Communication

University publications and marketing communications include, but are not limited to, any printed material, electronic bulletin board messages, billboard advertising, external campus signage, audio or visual production that originates at the University or which are contracted to outside printers, producers, consulting firms, and research agencies that either bears the Logo of SHSU or purports to represent the University.

Media Relations

To coordinate and maximize media coverage and assure quality, information from the University to the external public will be processed through the University's Communications Office.

Personal journalistic, scholarly, creative, or commentary material is not required to be submitted through the Communications Office.

Electronic Mail as Official University Communication

Mass E-Mails are a service provided by IT@Sam that sends out emails to any size audience on or off campus. These are typically emails that are sent to all students, all faculty, and everyone on campus. Mass Mails are typically scheduled for 6AM and 6PM of each day, but can also be sent on demand by IT@Sam staff in extreme situations.

Any employee can request a Mass Mail through the IT@Sam Workorder system. Approval from the Vice President is required for any email that goes to all students, all faculty, and/or all staff. For any other audience, Vice President level approval is not needed, but it is recommended to have it approved by a supervisor or director. In certain cases, verification with appropriate area may be needed.

Confidentiality

The 82nd Legislature passed Senate Bill (SB) 1638, revising the statutes related to the disclosure of certain employee information. SB 1638 requires that each employee of
a governmental body may choose whether to allow public access to the following employee information:

- Home address
- Home telephone number
- Social security number
- Information revealing whether or not the employee has family members
- Emergency contact information

Those employees who are designated as “peace officers” are automatically protected from release of home addresses and telephone numbers. The Texas State Comptroller’s Office may receive a request to release the above information to the public on any state employee or former employee.

**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974, as amended, (commonly known as the Buckley Amendment) is a federal law which provides that colleges and universities will maintain the confidentiality of student education records. The law basically says that no one outside the institution shall have access to students’ education records nor will the institution disclose any information from those records without the written consent of students. There are exceptions, of course, so that certain personnel within the institution may see the records, including persons in an emergency in order to protect the health or safety of students or other persons.

Under the terms of FERPA, SHSU has established the following as directory information:

- Name
- Local/Home/E-mail Addresses
- Major/Minor
- Local/Home Telephone Numbers
- Degrees, Diplomas, Certificates and Date of Award
- Honors and Awards
- Classification
- Extracurricular Activities
- Birth Date and Place of Birth
- Names and Addresses of Parents/Legal Guardians
- Weight, Height, and Related Information of Athletic Team Member
- Age, Race, Sex, and Marital Status

The above directory information will be available for release to the general public. However, the Act states that each student has the right to inform SHSU that any or all of the above information is not to be released. SHSU will honor the student’s request to restrict the release of “Directory Information” as listed. A student may restrict the
release of directory information by using the SamInfo web site or submitting written notification to the Registrar’s Office in the Estill Building. Notification must be given prior to the twelfth class day of the fall and spring semesters and the fourth class day of each summer term. Also, the restriction of information remains on the student’s record until the student takes action to remove it. If the student restricts the release of directory information, a notation is placed on the unofficial transcript that states “Restricted Information, Buckley Amendment/Open Records Act” and no information can be released on that student without the written permission of the student. This includes the restriction of the students name being listed in the commencement program, the honor’s list, and the Dean’s/President’s list. Release of information contained on a student’s academic transcript without the written consent of the person(s) identified on the document is in violation of Sec. 438 Public Law 90-247 (FERPA).

At the postsecondary level, parents have no inherent rights to inspect a student’s education records. The right to inspect is limited solely to the student. Records may be released to parents only under the following circumstances: (1) through the written consent of the student, (2) in compliance with a subpoena, or (3) by submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax form. An institution is not required to disclose information from the student’s education records to the parents of a dependent student. It may, however, exercise its discretion to do so.

**Employee Dining Options on Campus**

Sam Houston State University has several dining options for you to choose from while on campus.

**Old Main Market**
Located just behind Belvin-Buchanan Hall, Old Main Market is cafeteria style with flair. Unlike ordinary cafeterias, the Old Main Market has a Fresh Food concept that is a restaurant with no kitchen. This facility houses five independent dining stations, where all the food is stored, prepared and cooked as patrons watch.

**Paw Print**
Located next to the mall area, on the first floor of the Lowman Student Center, the Paw Print offers many excellent dining choices. Chick-fil-A offers chicken sandwiches, nuggets, and waffle fries served up hot! Burger King is the Home of the Whopper yet still serves other great burgers and fries to enjoy; it also offers a great selection of breakfast items. Pizza Hut offers a variety of toppings on personal pan pizzas and delicious hot wings. Quiznos has hot, fresh sandwiches as well as salads. Our convenience store offers fresh cookies and pastries, your favorite soft drinks, and other products you can grab and go. Einstein's Bagels (2nd Floor) comes complete with tons of choices to satisfy your bagel cravings, they also serve delicious sandwiches and coffee.
**South Paw**
The South Paw is located on the south side of campus near Academic Building 4 and right behind the Chemistry and Forensic Science Building. It features four restaurants perfect for commuters and resident students alike. Enjoy coffee and tea options with an assortment of specialty pastries from Starbucks, fresh sandwiches made fresh your way from Subway, and traditional south of the border favorites like quesadillas and burritos from Tortilla Fresca.

All restaurants accept Bearkat Bucks, Visa, Mastercard, and Cash. For more information, click [here](#).

**Mail**

The Campus Post Office exists to serve the University community. Schedules and other information are available at the Mail Services web site: [www.shsu.edu/~pst_www](http://www.shsu.edu/~pst_www).

The Huntsville Post Office is the parent office for the SHSU Mail Services department. When mail is delivered to campus, it is considered delivered to the individual. The Mail Services department will make every reasonable effort to see that the addressed recipient receives his/her mail.

**Parking Regulations and Permits**

All SHSU faculty, staff, students and other governmental employees, full or part-time, who operate or expect to operate a vehicle on University property, regularly or occasionally, are required to register the vehicle with the Parking and Transportation Office of the Department of Public Safety Services, and obtain a parking permit assigning a designated color area for parking. The University reserves the right to require proof of ownership of the vehicle being registered. Any person who wishes to register a vehicle other than one registered in their name must have approval from the Assistant Director of Parking and Transportation, Department of Public Safety Services.

Parking permits are required at all times for all surface lots and street parking on campus. Hourly parking is available in the SHSU Parking Garage.

Hangtag permits allow for transfer between vehicles, and are issued as the default permit style unless the customer indicates they prefer a windshield sticker.

All parking permits are sold on an annual basis and expire August 15 regardless of the date purchased. For more information, click [here](#).
Recreation Facilities

Recreational Sports is responsible for the management and general operation of eight recreational facilities across the SHSU campus. Each facility is available for reservation and or rental to the SHSU community. To learn more about reserving and/or renting any facility, you must contact the Recreational Sports Office. Requests will be approved or denied based on facility availability and the purpose for which the facility is requested.

Facilities include:

- Aquatic Facilities
- Bernard G. Johnson Coliseum
- Recreational Sports Center (RSC)
- Intramural Fields
- McAdams Tennis Courts
- Outdoor Recreational Rental Building
- Pritchett Field Complex
- Sand Volleyball Courts
- University Camp

For more information, click here.

Employee Awards

Through the Staff Excellence Award and Recognitions of Service Program, we honor four staff employees each year who have demonstrated a commitment of excellence. The recipients of the award include two exempt and two non-exempt staff (non-faculty) employees. Each award includes a financial stipend. Full-time, non-temporary staff member (non-faculty) with a minimum of two years of service at time of nomination are eligible.

President's Employee Scholarship Program

This scholarship is for fulltime (1.0 FTE) benefits eligible staff and faculty, through the rank of Professor, who desire to take one class or one class and a lab at SHSU (4 semester credit hours maximum). The following selection criteria have been established:

1. Applicants must have a minimum of one year fulltime (1.0 FTE) continuous employment at SHSU by the first class day, and at the time application is
submitted, have earned at least 3 semester hours at SHSU with a minimum 2.0 GPA.
2. Undergraduate students with a 2.5 GPA or greater will be given 1st priority.
3. Graduate students with a 3.5 GPA or greater will be given 2nd priority.
4. Employee’s GPA, length of employment, and student classification level are primary consideration factors.

For more information, click here.

**Employee Training and Professional Development**

SHSU provides training to develop the competency and expertise of its employees. In-house and outside training opportunities are available, including SHSU courses. SHSU courses are used as a method of training. Flex-time (variations in assigned work schedules) for one four (4) hour course per long semester may be granted when it does not interfere with work assignments and is properly approved. Refer to the University catalogue for admission/registration process.

For more information, click here and here.
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