Sam Houston State University

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# Table of Contents

Welcome from the President ........................................................................................................... 4

Board of Regents The Texas State University System ............................................................... 5

University Administration ........................................................................................................... 5

Introduction and Notice to Employees ..................................................................................... 6

About Sam Houston State University ....................................................................................... 6

History ......................................................................................................................................... 6

University Mission ..................................................................................................................... 7

Creating & Reviewing University Policies ................................................................................. 7

University Goals ....................................................................................................................... 7

Staff Council ............................................................................................................................... 8

Employment ................................................................................................................................ 9

Commitment to Affirmative Action and Equal Employment Opportunity .................................. 9

Discrimination, Sexual Harassment, Equal Employment Opportunity (EEO), and Title IX ......... 9

Employment of Disabled Workers and Veterans ........................................................................ 10

Eligibility for Employment ......................................................................................................... 10

Position Classification Descriptions .......................................................................................... 10

Security Clearances/Criminal Background Checks ..................................................................... 11

Multiple State Employment ....................................................................................................... 11

Nepotism ....................................................................................................................................... 11

Work Schedules, Employee Compensation, and Attendance ....................................................... 12

Outside Employment .................................................................................................................. 13

Disciplinary Action ..................................................................................................................... 13

Dispute Resolution and Formal Grievance Procedure ................................................................. 14

Separation of Employment ......................................................................................................... 15

Compensation ............................................................................................................................. 16

Longevity and Hazardous Duty Pay ............................................................................................ 16

Payroll Direct Deposit ................................................................................................................ 17

Social Security ............................................................................................................................ 17
Timesheets and Leave Reports ................................................................. 17
Change of Status .................................................................................... 17
Payroll Deductions ................................................................................. 18

Insurance .................................................................................................. 19
ERS – Texas Employees Group Insurance Program (GBP) ..................... 19
Workers’ Compensation Insurance (WCI) ................................................. 19

Leaves and Absences ............................................................................... 20
Vacation Leave .......................................................................................... 20
Sick Leave .................................................................................................. 20
Leave for Organ or Bone Marrow Donors ............................................. 20
Donation of Blood ...................................................................................... 20
Sick Leave Pool .......................................................................................... 21
Donation of Sick Leave to an Individual .................................................. 21
Bereavement Leave .................................................................................. 22
Emergency Leave ...................................................................................... 22
Military Leave ............................................................................................ 22
Volunteer Firefighters & Emergency Medical Services Training Leave .................................................................................. 23
Certified Red Cross Activities Leave ....................................................... 23
Leave for Employees with a Disability .................................................... 23
Time Off to Vote ......................................................................................... 23
Jury Service & Appearance in Official Capacity or as a Witness .......... 23
Foster Parent Leave .................................................................................. 23
Federal Family & Medical Leave Act (FMLA) & Parental Leave ....... 24
Administrative Leave for Outstanding Performance .......................... 24
Educational Activity Leave ....................................................................... 24
Administrative Leave ................................................................................ 24
Leave Without Pay .................................................................................... 24

Retirement ................................................................................................ 25
Teacher Retirement System (TRS) ............................................................ 25
Optional Retirement Program (ORP) ........................................................ 25
403b Tax Deferred Account .................................................................... 25
457 Deferred Compensation Plan – TexaSaver Plan ............................ 25

Work Life & Employee Assistance Program ........................................ 26
Wellness Works ......................................................................................... 26
Employee Assistance Program ............................................................... 26
Staff Holidays ........................................................................................... 26
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Policies</td>
<td>27</td>
</tr>
<tr>
<td>Drug Free Work Place</td>
<td>27</td>
</tr>
<tr>
<td>Workplace Violence</td>
<td>27</td>
</tr>
<tr>
<td>Keys and Access Cards</td>
<td>27</td>
</tr>
<tr>
<td>Use of University Resources</td>
<td>27</td>
</tr>
<tr>
<td>Vehicle Fleet Management</td>
<td>28</td>
</tr>
<tr>
<td>Alcohol Beverage</td>
<td>28</td>
</tr>
<tr>
<td>Gift Policy</td>
<td>28</td>
</tr>
<tr>
<td>Political Influence and Activities</td>
<td>28</td>
</tr>
<tr>
<td>Tobacco Policy</td>
<td>28</td>
</tr>
<tr>
<td>Communication</td>
<td>29</td>
</tr>
<tr>
<td>Media Relations</td>
<td>29</td>
</tr>
<tr>
<td>Electronic Mail as Official University Communication</td>
<td>29</td>
</tr>
<tr>
<td>Release of Personal Information Election</td>
<td>29</td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act (FERPA)</td>
<td>30</td>
</tr>
<tr>
<td>Parking Regulations and Permits</td>
<td>31</td>
</tr>
<tr>
<td>Recreation Facilities</td>
<td>31</td>
</tr>
<tr>
<td>Mail</td>
<td>31</td>
</tr>
<tr>
<td>Employee Dining Options on Campus</td>
<td>32</td>
</tr>
<tr>
<td>Employee Awards</td>
<td>32</td>
</tr>
<tr>
<td>Employee Education Assistance Program</td>
<td>32</td>
</tr>
<tr>
<td>Employee Training and Professional Development</td>
<td>33</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>34</td>
</tr>
<tr>
<td>Index</td>
<td>36</td>
</tr>
</tbody>
</table>
Welcome from the President

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, effectiveness in student success, and efficiency in operations.

I know you will enjoy working at Sam. We have been honored by the Chronicle of Higher Education for eight consecutive years (2010 – 2018) for being a “Great College to Work For.” Sam Houston truly is a great name in Texas education, and our staff is a big part of what makes that possible.

Again, welcome to the Bearkat family.

Sincerely,

Dana G. Hoyt
President
Board of Regents
The Texas State University System

Brian McCall, Chancellor .................................................. Austin
Rossanna Salazar, Chairman .................................................. Austin
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University Administration

Dr. Dana Hoyt ................................................................. President
Dr. Richard Eglsaer ............................................................ Provost
Mr. Mark Adams ............................................................... Vice President for Information Technology
Dr. Carlos Hernandez ........................................................ Vice President for Finance and Operations
Mr. Frank Holmes ............................................................. Vice President for University Advancement
Mr. Frank Parker ............................................................... Vice President for Student Services
Dr. Heather Thielemann ...................................................... Vice President for Enrollment Management
Mr. Bobby Williams .......................................................... Director of Athletics
Dr. Mary Robbins ............................................................. Vice Provost
Dr. Rhonda Callaway ......................................................... Interim Dean of College of Health Sciences
Dr. Stacey Edmonson ........................................................ Dean of College of Education
Dr. Ken Hendrickson ......................................................... Dean of Graduate Studies
Dr. Phillip Lyons ............................................................... Dean of the College of Criminal Justice
Dr. Mitchell Muehsam ....................................................... Dean of the College of Business Administration
Dr. John Pascarella ............................................................ Dean of the College of Sciences
Dr. Ronald Shields ......................................................... Dean of the College of Fine Arts and Mass Communication
Mr. John Yarabeck ............................................................ Dean of Students
Dr. Abbey Zink ............................................................... Dean of the College of Humanities and Social Sciences
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 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 the 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 University office.

The Faculty Handbook can be found on SHSU’s Academic Affair’s website. The Student Handbook can be found on SHSU’s Current Students’ website.

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 seven colleges: Sciences, Health 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 provides high quality education, scholarship, and service to qualified students for the benefit of regional, state, national, and international constituencies.

University Goals
- Foster a lifelong learning environment in support of a diverse faculty and staff who are excellent scholars, educators, and professionals.
- Promote a stimulating learning environment through the integration of academic settings, campus culture and service.
- Increase and develop university resources and infrastructures that support the intellectual transformation of students.
- Enhance marketing outreach and visibility to include academic and scholarly activities through consistent and integrated messaging while optimizing communication channels.
- Promote efficient data driven decision making through the integration of centralized data analysis, review and dissemination.
- Cultivate a continually sensitive and proactive response to the ever-changing needs of our constituents.

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

Commitment to Affirmative Action and Equal Employment Opportunity

It is the policy of Sam Houston State University to fill every position with the best suited person available without regard to race, creed, ancestry, marital status, citizenship, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity. Sam Houston State University takes seriously the initiative to make the needed extra efforts to remedy areas of underutilization in our workforce. The University finds that a workforce and student body that is representative of our multicultural society is integral to our educational mission as it promotes learning and valuable experience that prepares our students to succeed in a variety of diverse environments. In recognition that the University has not yet attained a critical mass of diverse employees, the University commits to providing equal employment opportunities and determines that increasing diversity is an essential and significant component of the hiring process.

Discrimination, Sexual Harassment, Equal Employment Opportunity (EEO), and Title IX

SHSU intends 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, and to resolve such complaints in a fair and timely manner.

It is the policy of Sam Houston State University to review and resolve complaints of discrimination by any member of the University community, including faculty, staff, students or visitors. Each supervisor has a responsibility to maintain the workplace free of discrimination. This duty includes discussing this policy with all employees and assuring them that they are not to endure discrimination, and that false accusations will result in disciplinary action up to and including termination. For 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. For 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.

Title VII of the Civil Rights Act of 1964 protects individuals against employment discrimination on the basis of race and color, as well as national origin, sex, and religion. Sam Houston State University, in accordance with applicable federal and state law (including Title VII) 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.

Sam Houston State University complies with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act. Sexual misconduct, as defined in the University’s Sexual Misconduct Policy and Procedures, constitutes a form of sex discrimination prohibited by Title IX and Title VII.
Complaints of discrimination based upon sex related to sexual harassment and/or sexual misconduct are governed by the University's Sexual Misconduct Policy and Procedures.

*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.

*Title IX Contacts* – Please see the Title IX website for a list of staff members that have primary responsibility for Title IX Compliance at Sam Houston State University.

**Employment of Disabled Workers and Veterans**
Sam Houston State University 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.

**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 pass a security clearance, and 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.

**Position Classification Descriptions**
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 following EEO categories are defined by the Equal Employment Opportunity Commission (EEOC):

- Administrative
- Faculty
- Professional (Non-Faculty)
- Clerical
- Technical/Paraprofessional
- Skilled Crafts
- Service/Maintenance

**Benefits Eligible (Regular) Employee:** staff and faculty positions that are employed by the university at least .50 FTE (half-time) for a definite period of 4 ½ months. Those who are in jobs that require student status as a condition of employment are excluded.

**Non-Benefits Eligible Employee:** non-student employees who work 2 months or less (if working more than .5 FTE), or who work 19 hours or less per week (if employed for more than 2 months).

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

**Part-time** – employees hired to work less than a forty-hour work week.

**Exempt Employees** – employees hired to work in a bona fide executive, administrative, or professional capacity with exemption from overtime pay requirements, as defined by the U.S. Department of Labor, Fair Labor Standards Act (FLSA).

**Non-Exempt Employees** – employees subject to the overtime provisions of the FLSA. A non-exempt employee covered by the FLSA receives overtime pay for hours worked in excess of forty (40) in a workweek at a rate of one and one-half times their regular rate of pay.

**Student Employees** – includes Student Workers, Graduate Teaching Assistants, Graduate and Undergraduate Instructional Assistants, and Graduate Research Assistants whose association with the University is for the primary purpose of furthering their formal education.

**Security Clearances/Criminal Background Checks**
Security sensitive faculty, staff, and student positions exist throughout the University. 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.

**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. More information can be found in the Finance & Operations Human Resources Policy E-4: Multiple State Employment.

**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. More information can be found in the Finance & Operations Human Resources Policy E-2: Nepotism.
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 are 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. Departments may choose to have their non-exempt employees record time directly on the online timesheet 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 ½) times their regular rate, or overtime as described in Finance & Operations Human Resources Policy ER-3: Work Schedules & Employee Compensation 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.

Outside Employment
As set forth in the Finance & Operations Human Resources Policy E-6 Outside Employment, it is the policy of Sam Houston State University to be in compliance with the guidelines set forth in the Texas State University System Rules and Regulations Chapter V, 4.83 and 5.4, to have any fulltime employee who engages in outside employment complete a Request for Approval for Outside Employment Form.

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.

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:

a. 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 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
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.

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.

More information can be found in Finance & Operations Human Resources Policy ER-2: Employee Relations and Discipline of Staff Employees

**Dispute Resolution and Formal Grievance Procedure**

At SHSU, any employee who has a problem, complaint, or dissatisfaction with the institution as an employer; has a conflict with a supervisor; or a dispute with a coworker, may file a grievance when there has been a violation of policy, procedure, regulation, or law. The grievance process is available to address issues related to wages, hours of employment or conditions of work, including work performance-related issues. Employees are assured of timely and thorough consideration of any grievance filed. Each employee is assured freedom from interference, coercion, discrimination
and reprisal in filing grievances.

If you have any questions regarding our equal employment opportunity, harassment policies, or the complaint procedure, you may contact the Human Resources Department. Certain sections of the Affirmative Action Plan may be reviewed, as appropriate, by making an appointment with a Human Resources representative. More info can be found in the Finance and Operations Human Resources Policy ER-1: Dispute Resolution and Formal Grievance Procedure.

**Separation of Employment**
Departing SHSU staff employees 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.

d. An EPAF is required for all departing employees.

More information can be found in the Finance & Operations Human Resources Policy E-3: Separation of Employment.
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, 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 Compensation Plan. Compensation 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 will have their paychecks mailed to the current W-2 address on file. Ensure that your address is correct by accessing Banner’s Self-Service Channel under Personal Information>View Addresses and Phones. Exceptions to this policy must have prior approval from the Vice President of Finance and Operations or the President.

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 who does not have a social security number must apply through the Social Security Administration. When asked, the Social Security Office will provide an acknowledgment of receipt notice, which will provide the name and date the employee applied for a social security card. The employee will need to provide the acknowledgment of receipt notice to the Payroll Department. As soon as the employee receives the card, the employee must provide a copy of the card to the Payroll Department.

All employees are required to participate in the Federal Social Security program as a condition of employment. The current wage bases for social security and Medicare as well as the tax rates may be found on the Payroll website. 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.

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 numbers online using Banner Self-Service, which may be accessed by going to My Sam under the Campus Resources tab.
**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. Box 2095
Huntsville, TX 77341-2095
936.294.1909 – Phone
936.294.1099 – Fax
Insurance

All regular (non-student) staff and faculty employees employed by the University at least .50 FTE (half-time) for a definite period of 4½ months or a full semester of more than 4 months are eligible for insurance benefits. 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 4½ 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 Texas legislation, a 60-day health coverage waiting period applies to all employees; however, the University has elected to cover the 60-day insurance waiting period for all full-time faculty and staff.

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 which has caused an absence (paid or unpaid) of thirty (30) working days (sequential or otherwise) within the immediate preceding six (6) calendar months. A catastrophic injury or illness as defined for eligibility to receive sick leave pool benefits, is a severe condition or combination of conditions affecting the mental or physical health of the employee or the employee’s immediate family that requires the services of a licensed practitioner for a prolonged period of time and forces the employee to exhaust all accrued leave and lose compensation. 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. For more information on the sick leave pool, please see Finance and Operations Human Resources Policy B-1.

**Donation of Sick Leave to an Individual**

Employees eligible for sick leave and with available sick leave accruals may donate a portion of their sick leave balance to another employee provided the receiving employee has exhausted his or her sick leave, including any time he or she may be eligible to withdraw from the university’s sick leave pool.

Sick leave donation to a specific individual is a taxable event to the donor unless the situation qualifies as a medical emergency pursuant to IRS guidelines. For taxation purposes, a medical emergency is defined as “a major illness or other medical condition that requires a prolonged absence from work (40 hours), including intermittent absences that are related to the same illness or condition”. The cash value of donations not qualified as medical emergencies are included in the gross income of the donor and treated as wages for employment tax purposes.

a. Employees may not provide or receive remuneration or gift in exchange for a sick leave donation.

b. Sick leave donations are non-returnable whether used or not by the receiving employee.

c. Recipient Information:

(1) An intended recipient of donated sick leave will be notified of the potential donation by Human Resources.

(2) An intended recipient seeking to accept a donation must provide requested documentation and participate in Human Resources assessment of the potential taxability of the donation and whether the recipient qualifies for Sick Leave Pool, FMLA, and/or other leave options.

(3) Upon confirmation of donation, a recipient employee must submit a Sick Leave Donation to an Individual – Recipient Form to effect a sick leave transfer.

(4) Use of donated sick leave must be consistent with provisions of sick leave use contained in this policy.
(5) Employees receiving donated sick leave may not receive service credit in the Employees Retirement System of Texas (ERS) or the Teacher Retirement System of Texas (TRS) for any donated sick leave that is unused on the last day of employment.

d. Donor Information:

(1) An employee donor initiates a potential transfer by submitting a **Sick Leave Donation to an Individual – Donor Form** to the Human Resources Department for processing.

(2) A potential donor may make the donation contingent upon the tax-exempt status of the leave transfer.

(2) When the leave does not qualify for tax-exempt status, the dollar value of donated sick leave is taxable to the donor and such taxes are withheld from the donor’s paycheck.

**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

An employee who must be away from the job due to a death of a member of his/her immediate family shall notify the supervisor on or before the first day of such absence.

Request for approval of bereavement leave must be submitted to the supervisor on or before the first day the employee returns to work. The request for leave must show the name, relationship and date of death of the employee’s immediate family member.

Leave for the death of anyone other than members of the employee’s immediate family (as defined above in Section 6. a.) shall be charged to vacation, compensatory time, or leave without pay.

**Emergency Leave**

The President of SHSU may grant leave with pay to an employee for reasons not related to illness or injury or 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 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.

Educational Activity Leave
An employee may use up to eight (8) hours of sick leave each calendar year to attend an educational activity 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 activities. Part-time, regular, benefits eligible employees receive this leave on a proportional basis.

Administrative Leave
University administration, at its discretion, may place an employee on leave with pay. Examples may include time pending results of an investigation or an agreement as part of a separation of employment. Approval by the divisional vice president and Associate VP for Human Resources and Risk Management is required.

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.

Further information may be found in the Finance & Operations Human Resources Policy B-1: Employee Leaves.
Retirement

**Teacher Retirement System (TRS)**
TRS is a defined program offering death, survivor, disability, and retirement annuity benefits. Employee contributions are tax deferred. Interest is credited annually on August 31st to the member’s account. Members vest after 5 years of creditable service. Contribution rates are not guaranteed and subject to legislative change. Current contribution rates for the employee and the State can be found on the Human Resources Benefits page.

**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. 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. Current contribution rates for the employee and the State can be found on the Human Resources Benefits page.

**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$aver Plan**
This program is voluntary and participation is in addition to the required retirement program. ERS benefit eligible employees can enroll in the 457 Plan any time of the year. Employees can enroll online at the Texa$aver website or call (800) 634-5091.

A summary of benefits can be found on the Human Resources Benefits page.
Work Life & Employee Assistance Program

Wellness Works
The Wellness Works program objective is to encourage faculty and staff to utilize on-campus facilities and resources to achieve and maintain an improved level of personal health, which research shows leads to improved job performance, increased work satisfaction and reduced health care/insurance costs. Specifically targeted to the benefit of SHSU employees, this program offers additional time allotment for scheduled breaks if used for workouts at the Recreational Sports Center/Health and Kinesiology Center. For more details on the Wellness Works program and employee registration forms, see the Recreational Sports Wellness Works website.

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 an SHSU program specifically designed to assist employees in need and is available to all faculty, staff, and family members 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
- Alcohol/Drug Problems
- Couples & Relationship Issues
- Anger Management
- Work Conflicts
- Depression
- Parenting & Family Concerns
- Grief or Bereavement
- Change & Life Transitions
- Communication Skills

There is no charge to you or your family members to use the EAP services. EAP services are private and completely confidential. UTEAP will not release any information regarding your contact with the EAP without your written consent or as required by law.

Staff Holidays
Staff employees enjoy a generous holiday schedule throughout the calendar year. For more details, see the staff holiday calendar and the university’s academic calendar.
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. More information can be found in Finance & Operations Human Resources Policy ER-8: Drug Free Work Place.

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 on workplace violence policy, see Finance & Operations Human Resources Policy RM-2: Workplace Violence.

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, see the Facilities Management website.

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. Employees are required to have completed appropriate training prior to being authorized to operate a University vehicle. For more information, contact the Director of EHS & Risk Management.

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 the “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, see the President’s Office Policy PRE-01.

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 W-2. The university at this time does not have a way to route these payments through our Payroll department so in order to stay in compliance with IRS rules and regulations gift cards or gift certificates in higher amounts will not be allowed. 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, see President’s Office Policy PRE-024.

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.

Tobacco Policy
In order to promote a healthy, safe, and aesthetically pleasing work, educational, and living environment, SHSU will endorse a smoke/vapor free and tobacco free environment. Tobacco products include cigarettes, vaping products, cigars, pipes, smokeless tobacco, and all other tobacco products. This policy applies to all faculty, staff, students, and visitors of SHSU.
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 Office of Public Relations. Personal journalistic, scholarly, creative, or commentary material is not required to be submitted through the Office of Public Relations.

Electronic Mail as Official University Communication
Electronic communication is the transfer of text, html, images, or data through a computer, cell phone, tablet, PDA or any other communication device. This includes E-mail, instant messaging, texting, web pages, blogs and forums. SHSU electronic communication services support the educational and administrative activities of the University and serve as a means of official communication by and between users and SHSU.

This policy is established to establish prudent and acceptable practices regarding the use of electronic communication; and to educate individuals using electronic communication with respect to their responsibilities associated with such use.

Mass E-Mails are a service provided by IT@Sam that sends out emails to any size audience on campus. These are typically emails that are sent to all students, all faculty, and everyone on campus. An employee can request a Mass E-Mail through the IT@Sam Cherwell system. Approval from the Vice President is required for any email that goes to all students, all faculty, and/or all staff.

Release of Personal Information Election
Under state law, Texas Government Code Section 552.024, the general public can make requests for information about the affairs of government and the acts of public officials and employees. The information released as a result of these requests can sometimes include the personal information of state employees. However, employees have the right to elect to keep certain categories of personal information confidential in the event of such a request.

These (below) are the categories of employee information that can be kept confidential:

• Home address
• Home telephone number
• Social security number (the SSN is already protected from release)
• Information that reveals whether employee has family members
• Emergency contact information

Please note that an election to protect the information from public release does not prohibit the release of the data to the employee or employee’s authorized representative.
Employees have the ability to allow or not allow release of the categories of personal information mentioned above by accessing Banner Self Service within My Sam. This functionality allows 24/7 employee access to our “Confidential Indicator” settings. These settings can be changed at any time. The University is required by law to release the categories of information addressed above unless an employee requests otherwise; hence, the importance of checking your settings.

**Family Educational Rights and Privacy Act (FERPA)**
The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law which provides that colleges and universities will maintain the confidentiality of student education records. 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

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 Banner Self-Service 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.

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, the university campus staff and faculty will view a confidential message on all student records found in our current Banner student information system and NO information can be released on that student without the written permission of the student, including the restriction of the student’s 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).
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 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 and other designated areas along the street.

All parking permits are sold on an annual basis and expire August 15 regardless of the date purchased.

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

Mail
The Campus Post Office exists to serve the University community. Schedules and other information are available at the Mail Services web site.

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.
Employee Dining Options on Campus
Sam Houston State University has several dining options for you to choose from while on campus, from a full cafeteria style restaurant to convenience food to retail dining. For the most current information on campus dining facilities, see the SH Dining Services website.

Staff employees receive a 10% discount with the proper identification. All restaurants accept Bearkat Bucks, Visa, Mastercard, and cash.

Employee Awards
Through the Staff Excellence Award and Recognitions of Service Program, we honor four staff employees each year who have demonstrated a commitment to 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 members (non-faculty) with a minimum of two years of service at the time of nomination are eligible. Nomination forms can be found on the Staff Excellence Award website.

Employee Education Assistance Program
The Employee Education Assistance Program is for full-time (1.0 FTE) benefits eligible staff and faculty, through the rank of Professor, who desire to enroll in university credit courses at SHSU. Applicants must have a minimum of one year full-time continuous employment at SHSU by the first class day.

a. Coursework must relate directly to the employee’s current or prospective job duties within their department. Work release time related to the Employee Education Assistance Program requires department head approval (see below).

b. Undergraduate and graduate participants may take up to nine (9) credit hours per semester. Participants are responsible for the payment of statutory tuition only, with other tuition and fees waived by SHSU. Waiver is based on successful completion of all coursework (grade of C or better). Participants are required to repay SHSU the full cost of tuition and fees for course results of less than C or incomplete (please contact the Bursar’s Office for repayment instructions). Unpaid repayments may be subject to the university’s normal collections activities.

c. Each semester, staff employees seeking release time must submit an Employee Development Participation & Teaching Request Form to their department head for consideration. Department heads will complete the approval section and retain the form in department files. Submission deadlines are as follows:

   Fall Semester – August 1st
   Spring Semester – December 1st
   Summer Semester – May 1st

d. The university may release full-time regular staff employees to take one course during regular work hours (department head approval required). Department heads are encouraged to promote professional growth of employees. Accordingly, approval is required from the Associate Vice President for Human Resources and Risk Management to decline eligibility for release time. Under this provision, the department will release a full-time staff employee for up to three (3) hours per week during each semester.
Employees participating in this program and who take advantage of release time may not use time away from work for other activities, i.e. wellness programs.

e. Staff employees also may, with the approval of their supervisor, utilize a flex-time work schedule if it does not interfere with job assignments or department activities for one course each semester.

f. Employees may take courses outside regular working hours provided that attendance does not interfere with successful completion of assigned SHSU duties.

g. Participants must meet all admission and registration requirements, and maintain a minimum 2.0 grade point average (GPA) for undergraduate courses. Graduate students must maintain a 3.0 GPA.

h. SHSU’s Employee Education Assistance Program will be administered in a manner that ensures compliance with IRS code. A portion of the fees waived under this benefit may represent taxable income to the recipient. Please consult IRS Publication 970 or your tax advisor for more information.

i. Any employee participating in the Employee Education Assistance Program who terminates employment with the university prior to the end of the semester for which tuition and fees were waived must reimburse the university for all waived tuition and fees. For purposes of this policy, the semester ends on the last day of all scheduled finals.

j. Terminating employees must contact the Bursar’s Office to make arrangements for repayment of amounts owed. Outstanding tuition and fees are subject to the university’s normal collections activities where applicable. Please see the Bursar’s website for details.

**Employee Training and Professional Development**

The Staff Professional Development Program was created to support SHSU’s Strategic Plan goal to foster “a lifelong learning environment in support of a diverse faculty and staff who are excellent scholars, educators, and professionals.”

- Aimed at employee retention, maximizing employee potential, and enhancing effective leadership.

- Recognizes diverse learning styles and needs of all staff employees.

- Helps grow the workforce for the future.

- Helps close the gaps between where we are and where we want to be.

The program requires a minimum number of hours of professional development training for all staff employees (8 hours) and managers of staff (12 hours). Courses designated as professional development enhance one or more of the twelve core competencies for our employees, which state the following:
SHSU's staff is …
Committed to SHSU's vision & mission
Innovative in thinking
Effective in communication
Accountable for ourselves and to others
Dedicated to life-long learning
Efficient in operations

In addition, our managers …
Support the strategic plan
Provide leadership
Empower others
Comply legally and ethically
Manage performance
Build trust

Courses which enhance the core competencies, as well as other mandatory and elective training, are available through the centralized learning management system Talent Management, which maintains training transcripts for all employees. Access to Talent Management is through the My Sam portal. The New Hire Training Matrix displays a matrix of required training for new hire employees.

SHSU courses are also available 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 catalog for admission/registration process.

For more information on employee development, see Finance & Operations Human Resources Policy B-5: Employee Development. To learn more about the Staff Professional Development Program, see the Human Resources Training and Professional Development website.

Conflict of Interest
Sam Houston State University depends upon the integrity and discretion of its staff with respect to actual or apparent conflicts of interest. All employees are subject to the prohibitions of state law and applicable federal guidelines. A conflict of interest occurs when an employee uses his or her University employment to obtain unauthorized privileges, benefits or things of value for oneself or others.

Consensual Relationships
A consensual relationship is a romantic, sexual, or other relationship that may create an actual or the appearance of a conflict of interest, yet is agreeable and welcomed by both parties. Such relationships between supervisors and subordinates; instructors and students; and advisors and students reasonably may influence the discharge of the supervisor, instructor, or advisor’s duties by:

a. Dividing the supervisor, instructor, or advisor’s loyalties;

b. Providing the opportunity to use his or her position to secure relational or sexual favors and advantages from his or her subordinates or students; and/or,
c. Inducing him or her to disclose confidential information gained by reason of his or her position.

For these reasons, such relationships are strongly discouraged. Should such a relationship develop, the supervisor, instructor, or advisor shall disclose to his or her immediate supervisor that a conflict of interest may exist between the parties and cooperate in making alternative arrangements for the supervision, evaluation, teaching, grading, or advising of the employee, student, and/or student employee. The supervisor, instructor, or advisor disclosing the conflict is not required to explain the nature of the conflict only that a conflict of interest exists which must be remedied. Examples include, but are not limited to:

- A supervisor dating an employee within his or her line of authority,
- A faculty member developing a close and intimate relationship with a student currently enrolled in his or her class,
- An advisor becoming sexually involved with a student he or she is advising, or
- A faculty evaluator reviewing the dissertation of a student who is a relative or close family friend.

Failure of an employee to comply with the foregoing shall constitute grounds for disciplinary action, up to and including termination of employment. Employees who are unsure whether an interest creates a conflict should contact Human Resources for guidance. Nothing herein shall be construed in derogation of the University employment-at-will policy.

More information can be found in the Finance and Operations Human Resources Policy E-8: Conflict of Interest.
Index
403b Tax Deferred Account, 25
457 Deferred Compensation Plan –
   Texa$aver Plan, 25

A
About Sam Houston State University, 6
Administrative Leave for Outstanding
   Performance, 24
Administrative Leave, 24
Alcohol Beverage, 28

B
Bereavement Leave, 22
Board of Regents, 5

C
Certified Red Cross Activities Leave, 23
Change of Status, 17
Communication, 29
Compensation, 16
Conflict of Interest, 34
Creating and Reviewing University Policies, 7

D
Disciplinary Action, 13
Discrimination, Sexual Harassment, and Equal
   Opportunity (EEO), 9
Donation of Blood, 20
Drug Free Work Place, 27

E
Educational Activity Leave, 24
Eligibility for Employment, 10
Emergency Leave, 22
Employee Awards, 32
Employee Dining Options on Campus, 32
Employee Education Assistance Program, 32
Employee Training and Professional
   Development, 33
Employment, 9
Employment of Disabled Workers and Veterans, 10
Equal Employment Opportunity, 9
ERS – Texas Employees Group Insurance
   Program (GBP), 19

F
Family Educational Rights and Privacy Act
   (FERPA), 30
Federal Family & Medical Leave Act (FMLA) &
   Parental Leave, 24
Foster Parent Leave, 23

G
General Policies, 27
Gift Policy, 28

H
History, 6

I
Insurance, 19
Introduction and Notice to Employees, 6

J
Jury Service & Appearance in Official
   Capacity or as a Witness, 23

K
Keys and Access Cards, 27

L
Leave for Employees with a Disability, 23
Leave for Organ or Bone Marrow Donors, 20
Leave without Pay, 24
Leaves and Absences, 20
Longevity and Hazardous Duty Pay, 16

M
Mail, 31
Military Leave, 22

O
Optional Retirement Program, 25
Outside Employment, 13
P
Parking Regulations and Permits, 31 Payroll Deductions, 18
Payroll Direct Deposit, 17
Political Influence and Activities, 28 Position Classification Descriptions, 10

R
Recreation Facilities, 31
Release of Personal Information Election, 29
Retirement, 25

S
Security Clearances/Criminal Background Checks, 11
Separation of Employment, 15 Sick Leave, 20
Sick Leave Pool, 21 Social Security, 17
Staff Council, 8
Staff Salary Administration, 16

T
Teacher Retirement System (TRS), 25 Time Off to Vote, 23
Timesheets and Leave Reports, 17 Tobacco Policy, 28

U
University Goals, 7
University Mission, 7
Use of University Resources, 27

V
Vacation Leave, 20
Vehicle Fleet Management, 28
Volunteer Firefighters & Emergency Medical Services Training Leave, 23

W
Work Schedules, Employee Compensation, and Attendance, 12
Workers’ Compensation Insurance (WCI), 19
WorkLife and Employee Assistance Program, 26
Workplace Violence, 27