



## **University Guide**

WELCOME! We are glad to have you as part of the UTPB Team! We hope this guide will help you learn some of the basics about UTPB's programs, policies and processes. This information is to be reviewed by all new employees within 30-days of hire. Upon review of the material, you will be asked to complete a form acknowledging your understanding of the information provided.

Throughout your career at UT Permian Basin, the Office of Human Resources pledges to provide quality service and counsel. If you have any questions or concerns, we hope you will not hesitate to contact us for assistance.

The UTPB University Guide is designed only as a source of information and does not represent a contract between UTPB employees and the university. Official policies governing staff employment are available in the Office of Human Resources. The University of Texas of the Permian Basin reserves the right to amend or revise rules, policies and procedures without prior notice.

## INTRODUCTION

The Texas Constitution of 1876, Article VII, Section 10 provided that "The Legislature shall, as soon as practical, establish, organize and provide for the maintenance, support and direction of a university of the first class, to be located by a vote of the people of this State and styled "The University of Texas..." The Legislature vested the government of the University in the Board of Regents of The University of Texas.

Today, as a result of succeeding legislatures adding institutions of higher education since 1881, the University has developed into a statewide system of higher education.

The central management and coordination of the System is the responsibility of the System Administration, as provided in the Rules and Regulations of the Board of Regents of The University System. The Rules further provide that "The System Administration shall be based in Austin, Texas to benefit from personnel and facilities with The University of Texas at Austin. System Administration officers shall travel to the other component institutions as their administrative responsibilities require".

The component institutions of The University of Texas System, in addition to The University of Texas of the Permian Basin are:

The University of Texas at Arlington

The University of Texas at Austin

The University of Texas at Brownsville

The University of Texas at Dallas

The University of Texas at El Paso

The University of Texas - Pan American

The University of Texas at San Antonio

The University of Texas at Tyler

The University of Texas Southwestern Medical Center at Dallas

The University of Texas Medical Branch at Galveston

The University of Texas Health Science Center at Houston

The University of Texas Health Science Center at San Antonio

The University of Texas M. D. Anderson Cancer Center

The University of Texas Health Center at Tyler

# UNIVERSITY PROCEDURES

## **Recruitment**

The Office of Human Resources has the responsibility of attracting and recruiting staff employees for the University. The employment opportunity bulletin board, Human Resources employment opportunity website, and Texas Workforce Commission are methods used to publicize staff vacancies.

## **Code of Ethics**

Employment with The University of Texas of the Permian Basin carries a responsibility to be constantly aware of the importance of ethical conduct. Employees must refrain from taking part, or exerting influence, in any transaction, in which their own interests may conflict with the interests of the University. Review the *Standards of Conduct Guide* at <http://www.utpb.edu/compliance/standardsofconductguide.htm>

## **Nepotism**

State statutes and Board of Regents Rules and Regulations define the employment of a relative of a University officer or supervisory employee. [http://www.utpb.edu/opproc/html/part3-1.html#\\_Toc358193949](http://www.utpb.edu/opproc/html/part3-1.html#_Toc358193949)

## **Staff Appointments**

There are two types of staff appointments: full-time and part-time. The type of appointment determines eligibility for employee benefits.

Full-time employees are appointed 4-1/2 months or more and work 20 hours or more per week. Full-time employees are entitled to accrue vacation and sick leave, observe paid holidays, earn longevity or hazardous duty pay, receive insurance coverage with premium sharing, and are eligible to participate in a retirement program.

Part-time employees are usually appointed less than 4-1/2 months and work less than 20 hours per week. Part-time employees are not eligible to participate in employee benefit programs with the exception of Workers' Compensation, Unemployment Compensation and Social Security.

## **Classified Pay Plan and Job Descriptions**

All staff positions and titles (with minimum and maximum salary ranges) in the UTPB Pay Plan are established by an analysis and evaluation based on duties, responsibilities, education, experience and required qualifications.

## **Promotions and Transfers**

When a staff vacancy occurs, consideration should be given to qualified internal candidates as well as external applicants. Qualified departmental employees may be promoted. Employees may apply for positions in other departments.

## **Employee Identification (EID)**

Your UTPB-EID is an electronic identifier that will allow you to access online secure services on the UTPB-HR computing system. These services (biographical information, insurance, leave reporting and payroll applications) require you to identify yourself through the use of the UTPB EID.

Employees are also issued an identification card by the Office of Human Resources and Police Information Office upon employment. This card can be used at the University library, for recreational activities, and other University facilities. It will also be required when traveling to other UT institutions.

## **Probationary Period**

The probationary period (180 days) is for a supervisor's observation of a new employee's work performance and to allow an employee to adjust to their duties and environment. This probationary period is part of the selection process and will help the supervisor determine the employee's performance, ability, willingness and dependability.

During the probationary period, employee evaluations may be conducted after 30 days and 90 days; but always at the end of the 180 day probationary period.

During the probationary period, an employee will accrue vacation time, but will not be eligible to use the accrued time until after completion of the six-month probationary period. The employee will accrue sick leave and is eligible to use sick leave at any time with their supervisor's approval.

During the probationary period, an employee is not eligible for a merit raise.

During the probationary period, an employee may not transfer to another department without the written consent of their current supervisor.

An employee transferring from a University of Texas System component or another State agency will be considered a probationary employee for a period of six continuous months of service from the date of initial employment at The University of Texas of the Permian Basin.

An employee returning to employment with UTPB, after a break in service, is considered a probationary employee.

## **Work Schedules**

The UTPB official workweek is from 12:01 A.M. Monday through 12:00 Midnight the following Sunday. The established regular workweek for full-time employees is 40 hours per week. Employees normally receive one hour for their lunch period. Some offices are required to be open additional hours to conduct essential business. Supervisors will advise their employees of the hours they are expected to work.

At a minimum, all offices must remain open during the normal work hours of 8:00 A.M. until 12:00 Noon and 1:00 P.M. until 5:00 P.M. The open and close times may be between 6:00 A.M. and 10:00 P.M., with the exception of the University Police Department which is on duty 24-hours a day, seven days a week.

## **Rest Periods/Coffee Breaks**

UTPB does not have formal rest periods or coffee breaks for employees. A rest period or coffee break of not more than fifteen minutes during the first half of a regular work day and not more than fifteen minutes during the second half of a regular work day may be granted by the supervisor, subject to the workload demands of the department.

Because rest periods and coffee breaks are a privilege and not a right, they cannot be accumulated for use at a later date or time, nor used to shorten the regular workday.

## **Casual Dress**

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work. Clothing that reveals excessive back, chest, stomach or undergarments is not appropriate for a business setting.

Even in a casual work environment, clothing should be pressed and never torn, dirty or frayed. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. This includes images that are political or religious in nature, are sexually provocative, use profanity or are insulting to other employees. Clothing that has a University logo is acceptable and generally encouraged.

If you are uncertain about acceptable, professional casual attire for work, please ask your supervisor or contact Human Resources.

## **Overtime**

Overtime is not normally required of employees. In special circumstances when a non-exempt employee is required to work more than 40 hours in a workweek (excluding leave, weekends and holidays), the employee may be eligible for overtime compensation in accordance with the Fair Labor Standards Act.

Supervisors must approve overtime before the work is performed. Federal and state law facts concerning overtime compensation are available in the Office of Human Resources.

## **Outside Employment**

Employees normally work defined hours and days, consequently, outside employment must be at other times. Outside employment is regulated by the Board of Regents Rules and Regulations. Outside employment must not create nor result in a conflict of interest, or in the impairment of the employee's ability to perform assigned duties in a satisfactory manner. Employees considering outside employment must complete the *Request for Prior Approval for Outside Employment* to receive permission to engage in an outside employment activity.

[http://www.utpb.edu/utpb\\_adm/academicaffairs/university\\_forms/university\\_forms.htm](http://www.utpb.edu/utpb_adm/academicaffairs/university_forms/university_forms.htm)

The department head or supervisor has the responsibility for determining whether outside employment has an adverse effect on an employee's performance of University duties. If it is determined the outside employment has an adverse effect, the employee will be requested to voluntarily resign the outside employment; or the supervisor may take other action to ensure the duties of the employee's position are performed properly.

## **Dual Employment**

State law provides that an employee may hold non-elective offices or positions of honor, trust or profit with the State of Texas or the United States, if holding such office or position is of benefit to the State or required by law and if there is no conflict with the original position.

Any employee who seeks to hold a non-elective office or position of honor, trust or profit must obtain the approval of the administration and approval by the Board of Regents of The University of Texas System. Employees legally employed in two positions within State of Texas government are subject to special provisions. For more information, contact the Office of Human Resources.

## **Time Reports**

Time reports are *required* for all UTPB employees. The employee and the supervisor must both certify to the accuracy of the time reported. Time reports must be submitted monthly by the 10<sup>th</sup> of the month. Falsified time reports constitute misconduct and can result in disciplinary action up to and including termination of employee, supervisor or both.

## **Payday**

Monthly payroll checks and earning statements are disbursed on first working day of each month. Semi-monthly payroll checks and earning statements are disbursed on fifth working day after the end of the payroll period. Checks are disbursed in the Accounting Office. Earning statements are disbursed by individual departments. Direct deposit is available to all UTPB employees.

## **Payroll Deductions**

Mandatory payroll deductions: Federal Income Tax, Social Security, retirement contributions and other optional deductions authorized by the employee will be deducted from the employee's payroll check.

## **Personnel Records**

The following employee personnel data is public information: name, sex, ethnicity, salary, title, and dates of employment.

All information in the personnel file of an individual is available upon request to that individual employee or the employee's designated representative for inspection and duplication. *Employees should direct all requests for access to their personnel files in writing to the Vice President for Business Affairs, who is the Custodian of the Records.*

Appropriate University personnel, as designated by the administrative head of each office maintaining personnel records, shall have access to employee personnel records on an *as-needed basis*.

Information in employee personnel files may be released (a) in compliance with a judicial order or a subpoena, and (b) to representatives of state or federal agencies pursuant to authority granted to them by statute or regulations.

*The release of information in personnel files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, is prohibited to all other individuals without the written consent of the individual employee.*

These policies and procedures are in conformity with the Texas Open Records Act and the Open Records Decisions issued by the Attorney General pursuant to Section 7 of the Act.

### **Discipline and Discharge Policy and Procedures**

It is the policy of The University of Texas of the Permian Basin to encourage fair, efficient and equitable solutions for problems arising out of the employment relationship and to meet the requirements of state and federal law.

Discipline and Discharge Policy and Procedures are applicable to conduct or job performance of an employee which results in a decision to impose a disciplinary penalty of demotion, suspension without pay or discharge.

Discipline and Discharge Policy and Procedures are available in the Handbook of Operating Procedures. [http://www.utpb.edu/opproc/html/part3-2.html#\\_Toc358193985](http://www.utpb.edu/opproc/html/part3-2.html#_Toc358193985)

### **Grievance Policy and Procedures**

The policy is applicable to all employees who submit complaints related to wages, hours of work, working conditions, job assignments, performance evaluations, reprimands, or the interpretation or application of a rule, regulation or policy. Grievance Policy and Procedures are available in the Handbook of Operating Procedures.

[http://www.utpb.edu/opproc/html/part3-2.html#\\_Toc358193975](http://www.utpb.edu/opproc/html/part3-2.html#_Toc358193975)

### **Termination**

An employee who resigns from the University should give at least two weeks notice. All outstanding debts must be cleared and all University property (keys, books, credit cards, etc.) must be returned before a final paycheck will be released. All terminating employees must report to the Office of Human Resources to complete all necessary exit forms.

### **Safety**

It is the policy of The University of Texas of the Permian Basin to endeavor to provide a safe environment for all employees. Each member of the University community should accept responsibility for reporting conditions that could jeopardize the health or safety of persons or result in damage to property.

### **Inclement Weather**

Notice of official closing of The University of Texas of the Permian due to inclement weather will be sent through the following three channels:

1. The University Police Department will notify the President if the road conditions are not safe for travel;
2. The President will notify the Public Information Officer, and
3. The Public Information Office will notify the appropriate television and radio stations for public announcements.

Official notification of closure of University offices will be sent only through these channels. Please be sure to check these sources when experiencing inclement weather. The broadcast messages will be updated as necessary.

## BENEFIT SUMMARIES

### **Vacation**

Staff employees are entitled to vacation leave after six months of continuous employment. Vacation leave cannot be used until it has been accrued. Vacation is earned from the first day of employment at a rate specified in the current appropriations bill. Part-time employees (more than 4-1/2 months and 20 hours per week) accrue vacation in proportion to the percent of time they work.

Employees are urged to utilize vacation leave during the fiscal year it is accrued. The maximum amount of accrued vacation leave which may be carried forward from one fiscal year to the next is controlled by the Appropriations Bill, and prior to the beginning of each fiscal year. Vacation leave accrued in excess of these maximums will be forfeited without compensation.

Administrative officials shall schedule employee vacations in accordance with departmental needs for the maintenance of adequate staffing giving as much consideration as possible to employee preferences. The administrative official may designate time periods during which vacation leave is to be taken. Appropriate advance notice of designated periods should be given to affected employees. Vacation leave should be requested in advance in accordance with departmental policies. Failure to do so may result in a reduction of the employee's earning for the pay period in which the absence occurred.

In the event of illness during a paid vacation, the employee may request such time to be charged to accrued sick leave rather than vacation, in accordance with the sick leave policies.

Employees appointed to a position which is ineligible for vacation accrual (Faculty or employees appointed less than 50%) are not eligible to accrue or utilize vacation leave accrued prior to becoming ineligible. Their vacation balance will be held until they terminate employment from the University, at which time the employee will receive a lump sum payment, provided the six months probationary period has been satisfied. If the employee returns to an eligible status the vacation accrual may be utilized, provided the six month probationary period has been satisfied.

### **Sick Leave**

Full-time employees earn sick leave at the accrual rate of 8 hours per month. Part-time employees accrue sick leave in proportion to the percent of time that they work. Upon separation, employees are not entitled to payment for sick leave. In the event of death, the employee's estate will be paid one-half the accrued sick leave balance or 336 hours of sick leave, whichever is less.

Sick leave with pay may be taken when an employee is prevented from performing duties due to sickness, injury, or pregnancy and confinement. It may also be used when an employee is needed to care for a member of the employee's immediate family who is ill. The following persons are considered to be members of the employee's immediate family:

1. An individual who resides in the same household as the employee and is related to the employee by kinship, adoption or marriage; or
2. A foster child of the employee who resides in the same household as the employee and who is under the conservator-ship of the Department of Protective and Regulatory Services; or
3. A minor child of the employee, regardless of whether the child lives in the same household.

Sick leave may be used by the employee for the period following delivery and recovery associated with the birth of a child to the extent certified by the physician.

Sick leave for members of an employee's family who do not reside in the same household may only be taken to provide care for a spouse, child, or parent of the employee who needs such care as a direct result of a documented medical condition. Sick leave cannot be used for an employee's parent-in-law if they do not live in the same household.

Sick leave is granted only when the employee applies through their supervisor. Employees are to report to their supervisor without delay to explain the circumstances. The supervisor should be informed of any need to further utilize sick leave as well as the anticipated date of return. If absence is more than three days duration, the employee will send a doctor's certificate showing the cause or nature of the illness, or some other written statement acceptable to their supervisor.

The University may, at its discretion, require proof before an employee returns to work, that they are physically fit to return to work. Any employee who is found to have obtained sick leave under false pretenses is subject to discharge. Excessive absenteeism and/or tardiness constitute cause for termination.

### **Family Medical Leave Act**

Employees of The University of Texas of the Permian Basin are eligible for up to 12 weeks of family medical leave per year for certain medical reasons provided they have been employed by the University for at least 12 months prior to the commencement of the leave and have worked at least 1,250 hours.

A written leave request should be given to the Office of Human Resources at least 30 days prior to the beginning date for family medical leave.

### **Sick Leave Pool**

The Sick Leave Pool provides a source of additional sick leave for those employees who have exhausted accrued annual leave and sick leave because of a catastrophic illness or injury.

[http://www.utpb.edu/opproc/html/part3-1.html#\\_Toc358193934](http://www.utpb.edu/opproc/html/part3-1.html#_Toc358193934)

### **Employee Assistance Program (EAP)**

#### ***What is EAP?***

The EAP provides help with personal or work-related problems that may be interfering with the quality of life or work performance.

The EAP assists with personal and workplace concerns including:

- \* Emotional and/or psychological
- \* Anxiety & Depression
- \* Stress
- \* Substance Abuse
- \* Grief & Loss
- \* Communication Problems
- \* Relationship & Family
- \* Parenting
- \* Relationship Violence
- \* Job Stress & Burnout
- \* Conflicts at Work
- \* Career Issues
- \* Referrals

***Do I have to use vacation or sick leave?***

No.

With your supervisor's approval, you may seek EAP services during the working day without taking vacation leave, sick leave or incurring other penalties. You do not need to tell your supervisor why you are seeking assistance with the EAP. If you do not want to disclose to your supervisor that you have an appointment with EAP, leave time may be used as with any other personal appointment.

***What does it cost?***

EAP services are a benefit of your employment. There is no additional cost to you. When referrals are made outside EAP, they are based on your mental health insurance coverage when possible.

***Who is eligible for UTPB EAP services?***

Faculty, staff, dependents, and retirees enrolled in the medical insurance program are eligible for services.

***What about confidentiality?***

The EAP protects the privacy of your contact for services. Confidentiality is regulated by state laws as well as professional licensing boards. Confidential EAP files are NOT part of your personnel file.

Even if your supervisor recommended that you contact EAP, counselors cannot disclose information without your signed authorization. The fact that you have consulted with EAP, the dates of visits or the content of discussions cannot be disclosed.

Use of EAP will not jeopardize your job or any change of promotion. Maintaining your job and your chance for promotion depend only upon your performance. Call (432) 552-2365 for more information.

## **Holidays**

### ***Who is eligible for holidays?***

Full-time and part-time benefited employees are granted holiday time off with pay. Holidays are granted in accordance with State statute and the current appropriations bill. Employees appointed for less than 20 hours per week or for a period of less than 4-1/2 months, or titles where student status is required, are *not eligible* for holiday time off with pay.

### ***Who determines how many holidays' state agency and university employees will receive?***

The state legislature sets the total number of holidays that can be observed each fiscal year by all state agencies and institutions of higher education. Institutions of higher education observe exactly the same number of holidays that are observed by all state agencies. Holidays are a combination of national and state observed holidays.

### ***Why does the number of holidays we receive vary each year?***

The legislature stipulates that we can only observe those holidays that fall on a weekday. If one or more holidays fall on a Saturday or Sunday, we are not able to observe that holiday by taking it at a different time, such as the previous Friday of the following Monday.

### ***Why don't state agencies and institutions of higher education observe the same holidays?***

While all state agencies and institutions of higher education observe the same number of holidays, the legislature gives institutions of higher education the flexibility to establish their holiday schedules. Therefore, the number of holidays observed is always the same, but state agencies and institutions of higher education may have different schedules.

### ***What holidays does UT Permian Basin typically observe when they fall on a weekday?***

Our holiday schedule typically includes Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve, Christmas Day and the day after Christmas, New Year's Day, Martin Luther King, Jr. Day, Memorial Day and Independence Day. Usually there are a sufficient number of state holidays remaining to schedule a winter break during the Christmas and New Year's period. However, if Christmas or New Year's Day falls on a Saturday or Sunday, they will not be reflected on the holiday schedule.

## **Hazardous Duty Pay**

Certain law enforcement personnel of The University of Texas of the Permian Basin are entitled to hazardous duty pay in accordance with applicable law. Such pay shall be in an amount as determined by the Appropriations Act, for each year of eligible service, up to and including 30 years of service.

## **Longevity**

Non-academic full-time employees of The University of Texas of the Permian Basin are entitled to longevity pay in accordance with the General Appropriations Act. Such pay shall be in the amount of \$20.00 per month for every two years of service credit after completing two years of service with the State of Texas.

Persons employed with any state agency prior to service at The University of Texas of the Permian Basin may be eligible to receive credit.

### **Emergency Leave (Funeral Leave)**

Employees who are appointed for at least 20 hours per week for a period of at least 4-1/2 months are eligible for funeral leave without loss of pay in the event of an immediate family member's death. Immediate family member is defined as an employee's spouse, children, parent, mother-in-law or father-in-law, brother, sister, grandparent, grandchild; or the employee's spouse: child, brother, sister, grandparent, grandchild(ren).

The amount of time granted shall not exceed 3 days. However, a full 3 days are not automatically granted since this privilege is limited to a reasonable amount of time necessary for travel, funeral arrangements, funeral services and being with other family members during the immediate period of bereavement.

### **Military Leave**

Employees who are members of the United States military reserve will be granted a leave of absence without loss of pay not to exceed 15 working days in any government fiscal year (October through September), when ordered by proper authority to engage in military training or active duty.

Proof of call to duty must be presented to the employee's supervisor prior to reporting for duty. An employee called to active duty during a national emergency shall be entitled to a leave of absence for such period of active duty.

### **Jury Duty**

When employees are called to serve as a juror, this community service will be without loss of pay. The employee may keep the routine jury payment. Notice for jury duty must be presented to the supervisor prior to the report date.

If selected as a juror, documentation must be presented to the supervisor for the period of absence. Employees are expected to work, if reasonably possible, during regular working hours when not actually in court or performing in connection with such court service.

*Do I get paid travel time as part of my jury duty leave?*

No, unless you leave from work for the jury duty.

*What happens if I have to work a 12-hour day and the jury duty only lasts for 8 hours?*

An employee is expected to work when not actually in court for jury duty; if not, then other leave (vacation, overtime, etc.) must be requested.

### **Voting**

Employees of The University of Texas of the Permian Basin are encouraged to vote before or after regular working hours. Reasonable time off to vote during the day will be permitted for any employee who has difficulty getting to the election polls before or after regular working hours. Supervisors must be notified of the need to vote during the regular working day.

## **Group Insurance Program**

You are eligible for benefits as a full-time employee if:

- You work at least 40 hours per week, and
- Your appointment is expected to continue for at least 4-1/2 months, and
- You are not currently insured by another State-sponsored medical insurance plan.

You are eligible for benefits as a part-time employee if:

- You work at least 20, but less than 40, hours per week, and
- Your appointment is expected to continue for at least 4-1/2 months, and
- You are not currently insured by another State-sponsored insurance plan.

## **BASIC COVERAGE PACKAGE**

UT provides eligible employees with the following basic coverage:

- [UT SELECT](#) Health Plan, with Prescription Drug Coverage (Employee only)
- \$10,000 Basic Group Life Insurance (Employee only)
- \$10,000 Accidental Death and Dismemberment Insurance (Employee only)

## **OPTIONAL COVERAGE**

You may select the following Optional Coverage's for you and your eligible dependents:

- Dental Insurance
- Vision Insurance
- Voluntary Group Term Life Insurance Coverage (in addition to the Basic Group Term Life Insurance)
- Voluntary Accidental Death and Dismemberment Insurance (in addition to the Basic Accidental Death and Dismemberment Insurance)
- Short Term Disability Insurance (for employees only)
- Long Term Disability (for employees only)
- Long Term Care
- UT FLEX Medical Expense Reimbursement Account
- UT FLEX Day Care Reimbursement Account

## **Premium Sharing**

If you are a *full-time* employee, UT and the State of Texas will provide 100% of your premiums for the Basic Coverage Package, and up to 50% of the premiums for your dependents' medical coverage.

If you are a *part-time* employee, UT and the State of Texas will provide 50% of your premiums for the Basic Coverage Package, and up to 25% of the premiums for your dependents' medical coverage.

## **HIPAA Notice**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) imposes certain requirements on group health plans. The requirements of the HIPAA legislation have been published in the Group Insurance Guide available in the Office of Human Resources.

## **COBRA (Continuation of Coverage)**

It is the responsibility of the employee to carefully read this notice and to notify their spouses and dependents of the right to choose continuation coverage under provisions of the law. (Public Law 92-272, Title XXII)

Employees covered by the University of Texas System Medical/Dental Insurance Program has a right to choose continuation of coverage if their coverage is lost because of a reduction in hours of their employment or the termination of employment for reasons other than gross misconduct.

## **Teacher Retirement System of Texas (TRS)**

Teacher Retirement System of Texas (TRS) is a retirement program for employees who are appointed at least 50% time for at least 4-1/2 months. Along with retirement benefits, TRS provides disability coverage and death/survivor benefits. Vesting in this program requires 10 years of creditable service. Should an employee terminate employment prior to vesting, a refund of employee contributions plus earned interest may be requested from TRS.

Currently, 6.4% of an employee's pre-tax gross monthly salary is deducted from an employee's paycheck for the employee's contribution toward TRS retirement plan. This contribution is tax-sheltered for purposes of federal income tax. The State of Texas contributes a portion of the employee's gross salary for the employer's portion of the TRS plan. <http://www.trs.state.tx.us/>

## **Optional Retirement Program (ORP)**

Optional Retirement Program (ORP) is a personal retirement plan for certain administrative and professional positions in which the employee contributes 6.65% of the pre-tax gross monthly salary. The State of Texas and the University currently contribute a percentage of the gross salary for the employer's portion of the ORP program.

The University of Texas System has approved specific annuity and mutual fund companies from which to purchase an ORP. It is the employee's responsibility to select a plan which best fits their needs. There are important differences between ORP plans offered by the various companies.

Participation in either the Teacher Retirement System of Texas or Optional Retirement Program is mandatory in addition to coverage under the Federal Social Security Program.

<http://www.utsystem.edu/ohr/retirement/homepage.html>

## **UT Saver Supplemental Retirement Plans**

You can contribute to the UTSaver TSA with pre-tax ("Traditional") or post-tax ("Roth") payroll deductions. Depending on your personal financial situation, it may be beneficial for you to choose one contribution strategy over the other.

All employees are also eligible to participate in the UTSaver DCP (“deferred compensation”). Neither the UTSaver Tax-Sheltered Annuity nor an Optional Retirement Program contribution affects the total amount you are able to defer under the UTSaver DCP.

Supplemental plans do not include an employer contribution. Details on supplemental retirement programs can be found at: <http://www.utsystem.edu/ohr/retirement/UTSaver457b.html>

### **Unemployment Compensation Insurance**

Texas law provides that under certain conditions weekly payments from the Texas Workforce Commission may be made to qualifying unemployed individuals. Unemployed claimants may qualify for benefits if the claimant has satisfied the guidelines as established by the Unemployment Compensation Insurance Act. It is the responsibility of the Texas Employment Commission to determine the terminated employee's eligibility for unemployment payments based on the circumstances of the termination. <http://www.twc.state.tx.us/>

### **Workers' Compensation Insurance**

Workers' Compensation Insurance covers benefited university employees from the first day of employment. If an employee has an on-the-job injury or illness, a supervisor must be notified immediately. All injuries, even if they appear minor, must be reported. The supervisor needs to ask questions about the injury or illness in order to complete a "First Report of Injury" promptly and accurately. Employees should cooperate with their supervisor to provide accurate details. <http://www.tdi.state.tx.us/wc/indexwc.html>

### **Employee Education Scholarship**

UT Permian Basin encourages all staff to pursue professional development, further their education, and improve job skills by enrolling in courses at the University.

The Employee Education Scholarship will cover up to 3 credit hours, cost of tuition and mandatory fees for on campus undergraduate or graduate course work at UTPB.

The Employee Education Scholarship is open to full-time, benefited employees who have been employed at UTPB for at least 12 months, and enrolled in either TRS or ORP.

Full time employees who desire to enroll in course work at UTPB during normal working hours must receive prior permission from their supervisor, and must submit an acceptable plan for compensatory work to make up class time during the workweek.

Employees may take only one course during regular work hours. More information is available at Office of Human Resources website at: [www.utpb.edu/utpb\\_adm/businessaffairs/OfficeOfPersonnel/Index\\_frame.htm](http://www.utpb.edu/utpb_adm/businessaffairs/OfficeOfPersonnel/Index_frame.htm).

### **Education Incentive Program - Non-teaching Employees**

UTPB encourages non-teaching employees to pursue education and professional development opportunities which maintain or improve skills related to the performance of their jobs. In recognition of the completion of such education and professional development, the University will provide a base salary adjustment to eligible employees upon the receipt of the degree or an approved job related professional certification that is recognized or licensed by the State of Texas or The University of Texas System.

Only State of Texas recognized degrees or licensed professional certifications qualify and only when they are directly related to the performance of the employee's job. Professional certifications must be planned in advance and recorded in the employee's annual performance review and development plan/annual evaluation plan and must be reported to and approved by the Director of Human Resources as an eligible professional certification at the time that the annual plan is completed. Only Administrative and Professional positions are eligible for base salary adjustments resulting from a professional certification.

More information is available at the Office of Human Resources website: [www.utpb.edu/utpb\\_adm/businessaffairs/OfficeOfPersonnel/Index\\_frame.htm](http://www.utpb.edu/utpb_adm/businessaffairs/OfficeOfPersonnel/Index_frame.htm).

### **Service Awards**

The University of Texas of the Permian Basin has an employee recognition program to honor employees for service and loyalty, as well as to give employees a sense of being an important part of the University.

Annually the University will recognize and award eligible employees with presentations for the following years of service: 5, 10, 15, 20, 25 and 30 years.

**The University of Texas of the Permian Basin  
University Guide  
Acknowledgement Form**

*After you have read the University Guide; print and sign the acknowledgement and return the form to the Office of Human Resources, MB#4224.*

I hereby acknowledge and agree:

1. That I have received the University Guide.
2. That I have read the guide and understand that I am responsible and accountable for conducting my daily work activities in compliance with University policy, rules, regulations and procedures.
3. That this original acknowledgement will be placed in the HR personnel file.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
HR Representative (Printed)

\_\_\_\_\_  
HR Representative Signature Date

# UTPB - QUICK TIPS

## **If You Need:**

Directory Assistance		*2020
Key Assist	Police	*2787
General Office Supplies	Central Stores	*2731
Paycheck Information	Human Resources	*2749
ID Card	Police	*2787
Furniture for Department	Purchasing	*2790
Heating & Cooling Information	Physical Plant	*2760
Housekeeping	Physical Plant	*2760
Employee Insurance Information	Human Resources	*2751
Parking Permit	Police	*2787
Computer Help	IRD	*2415
Compliance Information	VPBA	*2700
	Confidential Hot Line	*2940
Travel Information	Accounting	*2706
University Vehicles	Physical Plant	*2760
University Keys	Physical Plant	*2760
Business Cards	Publications	*2540
Student Enrollment	Admissions	*2605
Classroom Questions	Registrar	*2635
Student Housing Information	Student Housing	*2743
Student Club Information	Student Life	*2650
Student Testing	P.A.S.S.	*2630

Student Employment	Career Services	*2633
Room Reservations	Physical Plant	*2760
Employee Assistance Program	Behavioral Analysis Center	*2365
Time Reporting	Human Resources	*2752
Gym/Pool Information	Gym/Pool	*2336
Mail Service Questions	Mail Room	*2745

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