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Foreward

This Staff Handbook has been prepared by Employment Services and Operations (ESO) and it summarizes University of Houston-Downtown (UHD) employment policies and procedures for current and prospective employees. It also provides important information regarding benefits, resources, and services that are available to staff.

The Handbook is designed to also serve as a useful source of reference regarding relevant state and federal laws, UH System and UHD policies and procedures that govern interactions between the University and its staff. The University values greatly its relationship with its employees and consistently strives to create and maintain a positive working environment.

This edition of the Staff Handbook continues the tradition of the University and ESO to always provide valuable and helpful information to staff. I wish to sincerely thank all of the ESO staff for assisting in the high-quality and comprehensive production of this handbook, and extend special thanks to all UHD staff members outside ESO for their assistance.

This Handbook and detailed information relating to employment laws, policies and procedures may be found on the ESO website.

Ivonne Montalbano
Vice President
Employment Services and Operations
Welcome to the University of Houston-Downtown!
You are now among an amazing cohort of determined and dedicated professionals who make a difference daily in the lives of our Campus Community. Along with the support you can expect from your fellow colleagues, this Staff Handbook is your guide to success at UHD for now as a new hire and throughout your tenure at UHD.

Since joining UHD as its seventh president, I am humbled by the energy, talent, and commitment of staff members who work diligently to fulfill the University’s mission and student success agenda. Please be assured that the UHD Administration is committed to helping you harvest your own energy, talent, and commitment for your long-term personal and professional success on this Campus. It is due to this administrative commitment that our University Community plays such a vital role in fostering excellence, creating new and exciting partnership opportunities, and celebrating the success of our students.

The way we achieve this is through our Institutional Compass’ Four Points of Excellence—Strengthening Justice, Empowering Student Success and Equity, Supporting Institutional Excellence and Infrastructure, and Growing As An Anchor Institution. These Points, along with our reimagined Mission and Vision Statements, sets forth a path of serving the needs of our Campus Community and the University’s role in addressing the needs of our city and the region.

**Mission**

The University of Houston-Downtown is a community of diverse faculty, staff, students, and regional partners dedicated to nurturing talent, generating knowledge, and driving socioeconomic mobility for a just and sustainable future.

**Vision**

The University of Houston-Downtown will be an inclusive university of choice for Houstonians seeking to contribute to the social, intellectual, and cultural lives of their communities.

Thank you for choosing the University of Houston-Downtown as your new career destination. Together, we will make UHD a higher education employer of choice. I look forward to working with you.

Loren J. Blanchard, Ph.D.
UHD President
About UHD

History of the University of Houston-Downtown

In 1974, the University of Houston acquired the assets of South Texas Junior College and opened the University of Houston-Downtown College (UHDC) at One Main Street as a four-year institution. By the end of the 1970s, the Texas Legislature had approved UHDC as a distinct university in the University of Houston System.

Focused on meeting the needs of Houston's diverse and dynamic workforce, the University's first four-year degree was a Bachelor of Science in Criminal Justice, and resident students paid $4 per credit hour. By the early 1980s, it was clear that UHDC was more than a college and the word, "college," was officially removed from the institution's name.

UHD moved into the 1990s as Texas' third-fastest-growing university and focused on becoming a premier metropolitan university, appealing to traditional and nontraditional students as well as working professionals. Campus growth continued with the opening of the Academic Building and the Jesse H. Jones Student Life Center.

UHD earned full approval from the Texas Legislature and the Texas Higher Education Coordinating Board to offer graduate programs, beginning with a Master's in Criminal Justice and then expanding to a Master's in Security Management and Professional Writing & Education. Over time, UHD would expand its partnerships with Lone Star College (LSC) and offer select degrees and courses at UHD-Northwest at the LSC-University Center, LSC-Cy Fair, LSC-Kingwood, and LSC-Atascocita. Articulation agreements with surrounding community colleges were developed to create pathways for transfer students to earn degrees at UHD.

The University's expansion and physical growth continued in the late 1990s. The Willow Street Pump Station (listed among the U.S. National Register of Historic Places) was renovated, and the Commerce Street Building opened, providing a new home for the College of Public Service. In the early 2000s, the Shea Street Building opened as the new home for the College of Business. In 2012, UHD celebrated another milestone as it enrolled the first class of MBA students in the College of Business.

In 2016, a 26,000-square-foot Welcome Center opened its doors, and the O'Kane Gallery landed a new home featuring exhibitions for student, faculty, and local and national artists. In 2017, the College of Business received a historic $10 million endowment from native Houstonian Marilyn Davies (CEO Seismic Bailey LLC) to support the College's growing programs. In recognition of the gift, the College is now the Marilyn Davies College of Business. Four years later in 2020, UHD expanded its campus footprint with the award-winning, state-of-the-art $73 million College of Sciences of Technology Building. In 2020, a groundbreaking ceremony was held for the future Wellness & Success Center, slated to open in January 2023.

Today, UHD educates more than 15,000 students annually and boasts more than 60,000 alumni. The University is noted nationally as a Hispanic-Serving Institution, Minority-Serving Institution, and Military-Friendly School—indicators of a diverse and vibrant student body, just like the city UHD calls home.
UHD’s Mission Statement

The University of Houston-Downtown is a community of diverse faculty, staff, students, and regional partners dedicated to nurturing talent, generating knowledge, and driving socioeconomic mobility for a just and sustainable future.

UHD’s Vision Statement

The University of Houston-Downtown will be an inclusive university of choice for Houstonians seeking to contribute to the social, intellectual, and cultural lives of their communities.

UH System

The University of Houston-Downtown (UHD) is one of four public universities within the University of Houston System (UHS), governed by a Board of Regents. Each has its own president and administration and is responsible for generating funding to supplement support received from state appropriations.

The UH System includes the University of Houston, UH-Clear Lake, UH-Downtown, and UH-Victoria, and instructional sites in Katy, Northwest Houston, Pearland, and Sugar Land. UHD operates the instructional sites at UHD-Northwest, and UHD at Lone Star College-Woodlands.
Purpose of the Handbook

The purpose of this handbook, available online, is to describe the University of Houston-Downtown (UHD or University) administrative policies and procedures that affect staff employees.

This handbook provides basic information on the University, summarizes key policies, outlines job expectations, and reviews the benefits available to eligible employees.

Whether you are a new employee, a prospective employee, or a continuing employee, you may have questions about your employment with UHD. This handbook will provide you with many answers. It also suggests whom to contact if your questions are not answered.

Staff are expected to familiarize themselves with the policies, procedures, working conditions, and benefits described in this staff handbook. We hope you refer to it often.

Relationship to Policies

The information in this handbook is subject to change without notice and does not constitute a contract, express or implied, with UHD or the University of Houston System (UHS or System). UHD also reserves the right and discretion to amend, delete, deviate from, or change benefits, compensation, and policies at the sole discretion of the University.

The University will update the on-line version of the handbook as necessary. However, if at any time the information in the on-line version of the handbook is in conflict with official policies and procedures of UHD, the UH System, state or federal regulations, the official policies, procedures, and regulations will prevail. Departments are responsible for notifying ESO when changes should be made to the handbook for their areas.

This handbook is not intended to explain each subject fully. Rather, to make it easier for employees to understand its content, policies have been paraphrased. Hyperlinks to UHD policies are readily available within the handbook to support the information provided.

Revisions and Changes

Revisions and changes to the handbook or institutional policies may be required in order for UHD to remain in compliance with state and federal laws, as well as with the UH System and the UHS Board of Regents’ rules and regulations. The major review responsibility for Policy Statements lies with the responsible party identified in the “Review Process” section of the PS, although proposals to revise or update policies may be made at any time by any member of the university community.

UHD Policy Statements will be updated, revised, or rescinded after being reviewed by the appropriate administrators in accordance with an established revision schedule. Following approval of an updated, revised or rescinded policy by the President’s Cabinet and signed by the President, the policy statement will be posted online, showing the revised date.
**Diversity, Equity, and Inclusion**

UHD embraces diversity as a defining characteristic of our institutional mission. We are committed to the building and preservation of a diverse, civil, and supportive campus community that seeks out employees with diverse backgrounds, experiences, and cultures.

To this end, the University of Houston-Downtown provides equal treatment and opportunity to all persons without regard to age, race, color, disability, religion, national origin, veteran’s status, genetic information, sex (including pregnancy), sexual orientation, gender identity or status, or gender expression, except where such a distinction is required by law, in any aspect of the terms, conditions, and/or privileges of employment, including recruitment, appointment, benefits, training, promotion, retention, discipline, or termination in accordance with state and federal law.

UHD believes the inclusion of diversity of backgrounds and ideas are fundamental to the promotion of respect, understanding, and tolerance, which leads to enlightened individuals and a positive overall campus community. The University continually strives to expand as an inclusive organization. It is our belief that inclusiveness is the cornerstone of any successful institution, as diversity affords the organization the opportunity to draw upon the many valuable skills, experiences, talents, and perspectives unique to each employee.

An inclusive campus community is more than simply adhering to policies and procedures that discourage harassment and other behaviors that infringe upon the freedom and respect of the individual and his/her differences; rather it is an active promotion that results in the celebration of differences. UHD recognizes that this process requires a significant amount of dialogue and a continual commitment of each employee and supervisor. As a result, UHD will continue to provide learning opportunities for its employees and will continue to work collaboratively to seek out solutions and actions that are sensitive to others’ differences, making UHD an equal opportunity employer for all people.

Please see UHD policy PS 02.A.21, Equal Opportunity Policy, for related policy statement.

**Anti-Discrimination**

UHD is committed to maintaining and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from discrimination and harassment of any kind. Discrimination and harassment is antithetical to the standards and ideals of the University. The University will take appropriate action in an effort to eliminate discrimination and harassment from occurring, prevent their recurrence, and address their effects.

All members of the University community are encouraged to take reasonable and necessary action to prevent unlawful discrimination, harassment, and retaliation and to report the conduct to the Equal Opportunity Coordinator. Employees in a supervisory capacity have a duty to act to not only prevent unlawful discrimination, harassment, and retaliation, but to also report the conduct and behavior to the Equal Opportunity Coordinator. A supervisor who fails to act may be found to have violated the Anti-Discrimination policy, even if the underlying event does not constitute unlawful Discrimination and Harassment.

Discrimination is treating an individual or members of a protected class less favorably because of their membership in that class or having a policy or practice that has a disproportionately adverse impact on protected class members.

**Harassment is:**

- Subjecting an employee on the basis of their membership in a protected class to unwelcome conduct that is severe or pervasive enough to alter the conditions of the employee’s employment and create a hostile or abusive working environment; or
- Subjecting a student on the basis of their membership in a protected class to severe, pervasive and objectively offensive treatment that denies the student equal access to education.
A protected class is a class of persons who are protected under applicable federal or state laws against discrimination and harassment on the basis of membership in the class. Protected classes include: race, color, sex (including pregnancy), genetic information, religion, age (over 40), national origin, disability, veteran status, sexual orientation, gender identity or status, gender expression, or any other legally protected status.

The Equal Opportunity Coordinator is responsible for conducting the administrative investigation of reports of discrimination or harassment and is available to discuss options, provide support, explain University policies and procedures, and provide education on relevant issues.

Please visit Equal Opportunity Services website for contact information and assistance, and see UHS policy SAM 01.D.07, Anti-Discrimination, for more information on the University’s policies and procedures.

Sexual Misconduct

UHD is committed to maintaining and strengthening an educational, working, and living environment where students, faculty, staff, visitors, and applicants for admission or employment are free from sex discrimination of any kind. Sexual misconduct, a form of sex discrimination, is antithetical to the standards and ideals of the University. The University will take appropriate action in an effort to eliminate sexual misconduct from occurring and prevent its recurrence, including, but not limited to taking immediate and appropriate corrective action when a violation occurs which impacts an individual's employment. Likewise, the University will address its effects by conducting educational programs, including ongoing prevention and awareness campaigns designed to promote awareness, reduce risk, and prevent sexual misconduct.

Sexual misconduct includes sexual assault, sexual exploitation, sexual intimidation, sexual harassment, domestic violence, dating violence, and stalking. Sexual Misconduct can be committed by men or women, strangers or acquaintances, and can occur between people of the same or opposite sex. This policy applies regardless of the complainant's or the respondent’s sex, sexual orientation, gender identity, or gender expression.

The University complies with Title IX of the Education Amendments of 1972 ("Title IX"), which prohibits discrimination on the basis of sex in education programs or activities, as defined in this policy, Title VII of the Civil Rights Act of 1964 ("Title VII"), which prohibits sex discrimination in employment, Section 304 of the Violence Against Women Reauthorization Act of 2013 (also known as the Campus Sexual Violence Elimination Act (SaVE Act), and applicable state law, including Texas Education Code §51.259 and §51.295 and Texas Labor Code §21.142. The University also prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Employees may be disciplined under this policy for sexual misconduct on university grounds or off university grounds when the incident occurs in connection with an education program or activity, when the incident has a substantial connection to an employee's duties or the interests of the University, or when the incident poses a threat of serious mental or bodily harm to any member of the University community, even if the employee is or may be penalized by civil or criminal authorities for the same act.

Please visit the Title IX/Equal Opportunities Services website for contact information and assistance, and see UHS policy SAM 01.D.08, Sexual Misconduct, for related policy statement.

Mandatory Reporting of Sexual Misconduct

Under Texas law, UHD employees who in the course and scope of employment, witness or receive any information regarding sexual harassment, sexual assault, dating violence, or stalking committed by or against a UHD student or UHD employee, must promptly report the incident to the Title IX Coordinator/Officer. The law applies to incidents that occur both to students and employees. Therefore, if another employee discloses an incident of sexual misconduct to you, you are still required to report the incident.

Consequences for failure to report – If after an investigation, the University determines that an employee knowingly failed to make a report, made a false report, or intended to conceal the incident, state law requires the University to terminate the employee, regardless of tenure status. Additionally, there may be criminal or civil penalties and fines imposed under the law.
Reasonable Workplace Accommodations for Employees with Disabilities

It is the policy of the University that all qualified employees with disabilities are afforded equal employment opportunity in compliance with federal and state laws. The University, in keeping with its values and goals, provides reasonable workplace accommodations to employees with disabilities.

The University adheres to the mandates of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the ADA Amendments Act of 2008, and the Texas Commission on Human Rights Act, as applicable.

A request for a reasonable workplace accommodation should begin with the employee. The employee should contact the ADA Coordinator in ESO-Benefits for assistance.

Employee Process Guide – Workplace Accommodations on ESO's website provides the procedures to be followed. Please visit Workplace Accommodations on ESO's website for contact information for the ADA Coordinator and see UHD policy PS 02.B.10, The Americans with Disabilities Act Policy, and UHS policy SAM 02.E.09, Reasonable Workplace Accommodations for Employees with Disabilities, for additional information.

Pregnant and Parenting Employee Accommodations

The University is committed to maintaining and strengthening a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy or parental status, is prohibited.

Eligible employees should contact ESO-Benefits to process leave requests per the Family and Medical Leave Act. All employees are entitled to protections of the Family and Medical Leave Act, provided they meet eligibility requirements. More information on available leave can be found in the Benefits Section of the Staff Handbook for Family and Medical Leave, Parental leave, and Family Leave Pool.

Employees are encouraged to request Pregnancy and Parenting-Related Reasonable Accommodations with their supervisor in advance whenever possible.

More information can be found in SAM 01.D.16, Pregnant and Parenting Student and Employee Accommodations.
Recruitment and Employment

The Employment Services and Operations (ESO) staff at UHD is dedicated to the recruitment and retention of qualified individuals. ESO is continually searching for talented individuals to join our superior working environment.

Please visit Careers at UHD on ESO’s website for additional information.

Veteran's Preference in Employment

In compliance with Texas State Senate Bill 805, UHD is committed to providing a preference in employment to eligible veteran, disabled veteran, surviving spouse of veteran, and orphan of veteran applicants who meet minimum qualifications and any special qualifications for the position to which they apply. The required preferences do not compel the University to appoint a veteran, disabled veteran, surviving spouse of a veteran, or orphan of a veteran. However, they do require that those who meet the veteran preference eligibility be appointed when their application assessment, combined with the veteran's preference, is equal to, or higher than that of a non-veteran. The University of Houston–Downtown is committed to hiring military talent, knowing first-hand that recruiting from the military community can lead to a strategic competitive advantage.

Please visit Veteran's Preference in Employment on ESO’s website for additional information.

Background Checks

All UHD positions are designated as security sensitive. All final candidates are required to undergo a criminal background investigation prior to receiving a formal job offer. As a result of certain job duties and responsibilities, some positions may also require a motor vehicle records check. Background investigation(s) will occur after a contingent job offer has been extended by ESO. Applicants failing to submit to the requested background investigation(s) will not be considered for employment. The results of the background investigation(s) will be reviewed by UHD Chief of Police and the Vice President for Employment Services and Operations to determine employment eligibility.

Please see UHD policy PS 02.A.17, Security-Sensitive Positions Policy, for additional information.

Selective Service

Federal law requires that all males between the ages of 18 and 25 be registered with the U.S. Selective Service System, unless they meet certain exemptions under Selective Service law. Employees who knowingly and willfully fail to register are ineligible for employment with the University. Any offer of employment is contingent upon compliance with the Selective Service Law.

New Hires

Employment Eligibility Verification

UHD complies with the Immigration Reform and Control Act of 1986. Each employee must provide evidence that he/she is eligible to work in the United States within three business days of their employment start date.

Employees must complete an Employment Eligibility Verification (I-9) form and provide acceptable documents that establish identity and employment authorization.

Please visit Required Documents for New Employees on ESO's website for a list of acceptable documents.

New Employee Orientation

Newly hired employees spend their first day with University staff, who will welcome the new employee to the University and ensure they have a smooth transition to their new role at UHD.

Please visit Your First Day on ESO's website for the New Employee Orientation Agenda, and UHS policy SAM 02.A.36, New Staff Orientation and Processing, for additional information.

Mandatory Training

In accordance with Texas Labor Code 21.010 and the University of Houston System institutional compliance requirements, all UHD employees are required to complete the following training within the first 30 days of employment and annually thereafter.
• Code of Ethics - Explains ethical conduct requirements found in UH System policies, which apply to all employees
• Equal Opportunity - Explains laws preventing discrimination and sexual harassment
• FERPA - Sets forth requirements regarding the privacy of student records. FERPA governs: (1) the release of these records (known as education records) maintained by an educational institution, and (2) access to these records
• Ethics, Compliance, and Fraud - Explains UH System requirements for ethical conduct, compliance with applicable laws, and how to recognize and report fraud
• Secure Our Systems - Educates employees on how to protect sensitive information
• Hazard Communication (HAZCOM) Rule - Requires employers to inform employee of all potentially hazardous chemicals found in the workplace and steps the employees should take to minimize his/her exposure

Employees may also be required to complete additional training based on their role at the University, especially those handling confidential and sensitive information, including financial, medical, personnel, or student data. Employees should consult with their supervisor regarding any additional training required of their position and/or security access needed to complete this training.

Exempt (salaried) employees and non-exempt (hourly) employees with purchasing responsibilities are also required to complete the online UHS External Consulting form.

Employees who do not complete annual mandatory training by the published deadline will not have met their job expectations and will therefore not be eligible for a merit increase.

Please visit Mandatory Training on ESO’s website and see UHD policy PS 02.B.12, Staff Training and Development Policy, for additional information.

Prior State Service

State service credit is earned for work at a State of Texas agency or a public institution of higher education in the State of Texas. State service affects your vacation leave accruals and eligibility for longevity pay. Vacation and sick leave accruals may be transferred for employees who transfer to the University from another state agency with no break in service.

Prior state service must be verified by the employee’s previous state agency employer before it is added to the employee’s UHD personnel records and vacation accruals and longevity pay are adjusted, as applicable.

Employee Process Guide – Prior State Service on ESO’s website provides the procedures to be followed. Please visit Prior State Service on ESO’s website for additional information.

Probationary Period

All new benefits-eligible staff employees begin probation on their first day of work. The initial six (6) months of employment at UHD for non-exempt (hourly) staff is probationary. The initial twelve (12) months of employment for exempt (salaried) staff is probationary. Police officers, although non-exempt, serve a twelve (12) month probationary period. During the probationary period, the supervisor will monitor the employee’s performance to determine whether employment should continue.

Employees may not transfer or be promoted to another position during their probationary period. Exceptions to this restriction may be granted by the President, or designee, in consultation with the Vice President for Employment Services and Operations on a case-by-case basis.

At any time during a probationary period, an employee may be dismissed with or without cause, without application of the discipline and dismissal procedures, except that any such dismissal may not be based on illegal discrimination or retaliation. Heads of departments may authorize dismissal of probationary employees after obtaining approval from the Vice President for Employment Services and Operations. The department head will then give the employee written notice of dismissal and its effective date. A dismissed probationary employee is not entitled to invoke the grievance policy to contest dismissal unless he/she claims and presents evidence to indicate that the claim merits inquiry and that he/she would not have been dismissed but for discrimination or retaliation. The Employee Relations Officer will determine the availability of the grievance process in such cases.

Please see UHS policy SAM 02.A.18, Probationary Period for Regular Staff Employees, for additional information.
Separation/Reemployment from UHD

Resignation

UHD employees who resign or retire from their positions are encouraged to provide their supervisors with a written resignation letter at least two weeks prior to the date of his/her intent to leave. Employees must complete the separation clearance process on or before their last day of employment or transfer to another position on campus. The separation clearance process includes return of all University property and settlement of all debts to the University.

Terminating benefits-eligible employees will be contacted by ESO-Benefits on or before the employee’s last day of employment regarding insurance, retirement, and other employee-related benefits. Terminating employees are encouraged to complete the on-line Separation Survey and schedule an interview with the Talent Management Coordinator to schedule an exit interview. The exit interview and separation survey provide feedback to the University, department, and/or supervisor regarding possible improvements and reasons for leaving.

Employee Process Guide – Employee Separation - Voluntary Termination and Employee Process Guide – Retirement on ESO’s website provide the procedures to be followed. Please see UHD policy PS 02.A.22, Separation Clearance Guidelines, for additional information.

Reduction in Force

Reduction in Force (RIF) is defined as the elimination of an occupied position or positions resulting from an administrative decision when lack of funds or sufficient work, reorganization, changes in technology or research needs, or other factors require a reduction in the University’s investment in non-faculty personnel.

Employees affected by a reduction in force will be given written notice as soon as practical, but not less than thirty (30) days prior to the effective date of the action. An employee affected by a RIF decision may appeal this action in writing to the Vice President for Employment Services and Operations within five (5) working days of receipt of the written notice of reduction in force. Failure to comply with this requirement will be deemed a waiver of the right to appeal.

Reemployment

Former employees who wish to return to work at UHD must apply online through the employment application system. If the former employee meets the position’s minimum requirements, is eligible for rehire, and has satisfactory prior UHD employment, ESO will release the on-line application to the hiring department.

Consulting/Outside Employment

Consulting and Paid Professional Service

Consulting and Paid Professional Service are activities undertaken for compensation from a third party where the activity is related to the functions or expertise for which the individual is compensated by the University. The Board of Regents of the University of Houston System recognizes that full-time members of the administrative or professional (exempt) staff may be asked to provide external consultation or other professional services outside the University and/or UH System. Such activities, if properly conducted, can benefit both the employee and the institution through enhanced knowledge, exposure, and experience.

Faculty and exempt staff are permitted to engage in a limited amount of consulting and paid professional service. Exempt staff requesting to provide outside consulting must complete and submit the Consulting and Paid Professional Service Application form to their supervisor for prior written approval before beginning such activities. While consulting is a recognized aspect of faculty activity, within limitations noted in the University’s policy, consulting by exempt staff must be justified on an individual basis by clear and direct benefit to the institution.

Permission for outside employment is left to the discretion of the University. Outside employment shall not interfere with the performance of the employee’s duties at UHD, and shall be performed outside the normal working hours of the employee, or by the use of vacation time or leave without pay, in accordance with University leave entitlement guidelines.

Please see UHS policy SAM 02.A.06, Reduction in Force of Regular Staff Employees, for additional information.
The Standards of Conduct of State Officers and Employees, which are provided by state law, deal with the conflict of an employee’s private interests with the interests of the State of Texas. No employee shall accept consulting or paid professional service duties which could result in any conflict of interest that would impair his/her independence of judgment in the performance of University duties, or induce the employee to disclose confidential information acquired through his/her position. An employee who violates any of these standards is subject to discipline, up to and including dismissal from employment with the University, regardless of whether the request to engage in such activities was approved.

Employee Process Guide – Consulting and Paid Professional Services – Exempt Staff on ESO’s website provides the procedures to be followed. Please see UHD policy PS.02.A.04, Consulting and Paid Professional Service, UHS policies SAM 02.A.09, Conflict of Interest, and SAM 02.A.29, Ethical Conduct of Employees, for additional information.

**Multiple Employment**

Multiple employment is work performed for another UH System university within the scope of activities, functions, or expertise for which the University compensates the individual, and is considered consulting or outside employment. Consulting activities must be non-regular, part-time appointments, or temporary appointments. Prior written approval to engage in these activities is required. Compensation for these services must be made through the University’s payroll system, and are subject to withholding and other payroll deductions.

Exempt staff requesting multiple employment within the University of Houston System must submit a Consulting and Paid Professional Service Application Form to their supervisor for prior written approval before beginning such activities.

Please see UHD policy PS.02.A.04, Consulting and Paid Professional Service, for additional information.

**Dual Employment**

Dual Office Holding is defined as any officer of any University of Houston System university holding other non-elective state or federal office or position of honor, trust, or profit, which requires prior approval by the Chancellor (or designee). Approval must include formal findings that the dual office holding is of benefit to the state, or required by state or federal law and creates no conflict of interest.

Please see UHD policy PS 02.A.04, Consulting and Paid Professional Service, for additional information.
Workplace Policies

Work Time and Breaks

Work Hours

The UHD workweek for timekeeping purposes begins on Wednesday at 12:01 a.m. and extends through a seven-day period ending at midnight the following Tuesday. The University’s normal working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, for regular full-time staff employees. Because of the nature of services rendered, some areas may begin earlier or end later.

Please see UHD policy PS 02.A.01, Policy on Working Hours, for additional information.

Alternative Work Arrangements

UHD endeavors to foster a work environment that maximizes productivity and flexibility for supervisors and staff. To promote general work and campus space efficiencies, the University may permit or direct employees to follow alternative work arrangements for all or part of the workweek.

At the discretion of the University, employees may be allowed short- or long-term alternative work arrangements, provided they continue to serve their customers effectively and efficiently and meet established institutional and departmental goals. Alternative work arrangements are a variation in where a job is performed (remote work) or the time the work is performed (alternate schedule).

Alternate work arrangements:

- Remote Work (Work 100% at an alternate work location)
- Hybrid Work (Work at an alternative work location for up to 2 days per week)
- Occasional Alternate Work Arrangements (Work at an alternative work location occasionally)
- Alternate Work Schedule (e.g., 7:30 a.m. to 4:30 p.m.)
- Compressed Workweek (e.g., 4-10 hours days per week)

Employees are eligible for participation in an alternative work arrangement if they have been employed by UHD and in their current department for at least 90 days, have not been subject to disciplinary action or on a performance improvement plan within the past six (6) months, have received a performance rating that meets or exceeds expectations, and hold a position that may be considered for alternative work arrangements.

Please visit Alternative Work Arrangements on ESO’s website and see UHD policy PS 02.B.17, Alternative Work Arrangements Policy, for additional information.

Breaks

Non-exempt (hourly) employees may take periodic rest breaks, which are considered time worked and are not recorded on timesheets.
The rest breaks for hourly employees are scheduled by department supervisors with appropriate regard for work load.

Full-time employees are provided meal breaks that typically occur near the middle of the work day and that are not considered time worked. All full-time hourly employees are required to take a meal break each work day, as scheduled by their supervisors. During meal breaks, employees must be relieved of all duties; otherwise, they must be compensated for this time as “hours worked.”

Please see UHD policy PS 02.A.01, Policy on Working Hours, for additional information.

**Workplace Lactation**

UHD provides appropriate locations and reasonable break time for expressing milk to accommodate employees who are nursing mothers for a period of up to one (1) calendar year after the birth of the nursing child.

Supervisors are encouraged to support flexible work schedules to accommodate an employee’s needs associated with milk expression. Ideally, an employee’s paid break time can be used for expressing milk.

The location may be where the employee normally works if there is adequate privacy to perform the activity, or the University has designated lactation rooms that are available during normal business hours.

Please visit Lactation Rooms on Equal Opportunity Services’ website and see UHD policy PS 02.A.28, Workplace Lactation, for additional information.

**Tardiness and Job Abandonment**

Tardiness is defined as being late to work, returning late from a lunch break, or returning late from any other absence from work. Tardiness generally applies only to non-exempt (hourly) employees.

An employee is required to call his or her supervisor within the hour of the employee’s scheduled start time to report absences or tardiness and give explanations. An employee who is unable to reach his/her supervisor directly must notify someone in the department of his/her late arrival or absence.

An employee who leaves work without authorization or who fails to report to work and notify his or her supervisor for more than three continuous work days may be considered to have abandoned the job and his/her employment may be terminated.

Please see UHD policy PS 02.A.01, Policy on Working Hours, for additional information.
Use of University Property

University Computer Use

UHD computing systems exist to provide computing services to the University community and should be used in support of instruction, research, and other educational and work-related activities.

UHD employees as users have the responsibility to use UHD’s Computing Systems in an effective, efficient, ethical, and lawful manner. The University’s computer systems are a state resource, and should not be used by unauthorized personnel or for personal or corporate profit. Access to and use of computing resources is restricted to appropriately identified, authenticated, and authorized users.

UHD must adhere to the copyright laws concerning computer software. Unauthorized use or duplication of software is a federal crime, and must not occur.

Wireless access at UHD must be managed by and coordinated through UHD’s Department of Information Technology to ensure compliance with appropriate security standards and requirements defined by the state.

Incidental personal use of UHS’s computing systems is an exception to the general policy rule. Incidental personal use of UHD’s computing systems must not interfere with assigned job duties and responsibilities, or be in violation of existing UH System or UHD policies, or applicable state or federal law.

Please see UHD policy PS 08.A.04, Computer Access, Security and Use Policy, for additional information.

Personal Telephone Calls

The use of University telephones for local personal calls should be limited to ensure that telephone lines are open to receive business calls. Personal long distance telephone calls on University phones are strictly prohibited.

Personal cell phone usage should also be limited to emergencies and meal and break times. Employees should be considerate of their colleagues by keeping cell phone rings low or on vibrate while in their work areas.

Employees not adhering to the guidelines for personal telephone calls are subject to disciplinary action up to and including termination.

Please see UHD policy PS 01.A.11, Ethical and Legal use of University Property, for additional information.

Motor Vehicle Record Evaluation

No employee or potential employee is allowed to operate a University-owned or leased vehicle until a Motor Vehicle Record (MVR) has been completed, the results evaluated, and authorization has been obtained. The MVR is a record that contains information about a person’s driving history, including information about traffic violations, arrests, and convictions for driving-related incidents.

MVR checks are conducted annually on those employees whose jobs require driving a University-owned or leased vehicle as an essential part of their jobs, and on those employees who have used fleet vehicles during the previous year. MVRs may be requested more frequently on employees with accidents or moving violations reported on their MVRs.

Employees whose MVR checks do not meet the acceptability criteria will be forbidden from employment-related driving. If current duties cannot be performed without driving responsibility, the employee may be reassigned to an available non-driving position for which the employee is qualified. If no such position is available, the employee will be terminated.

Please see UHD policy PS 02.A.16, Motor Vehicle Record Evaluation Policy, for additional information.

Employee Responsibilities

Staff Dress Code Statement

The University strives to maintain an image that projects professionalism and upholds the University values of excellence, student success, inclusiveness, respect, and integrity.

During business hours and business-related events, employees are expected to dress in a way that is appropriate to their position and department, and the University’s mission.
**Anti-Violence on Campus**

UHD is committed to protect people and property, reduce fear and stress, maintain the campus and classroom as productive and safe environments, and establish a consistent process for responding to and managing incidents of violence or behavior of concern at the University.

This policy applies to all faculty, staff, students, visitors, and contractors who are on University owned or leased facilities, as well as incidents involving University employees or students participating in a University-sponsored activity at other locations.

It is a violation of the law, and of this policy, to intentionally, knowingly, or recklessly cause physical harm to another person; to intentionally or knowingly threaten someone with physical injury; or to touch another person in a way the individual knew would be considered offensive or provocative. UHD will not tolerate physical or non-physical acts of violence or behaviors of concern. All alleged violations of this policy will be promptly reviewed to determine whether further investigation is necessary.

This policy also prohibits all firearms and other weapons, defined as prohibited by the Texas Penal Code, on property owned or occupied by the University, except as permitted by the Texas Labor Code, Chapter 52, Subchapter G and Texas Government Code, Chapter 411, Subchapter H.

Please see UHD policy PS 02.A.29, Campus Anti-Violence Policy, for additional information.

**Employees** are expected to use good judgment at all times regarding their personal appearance, dress appropriately, be neat, wear clean clothing, and be mindful of personal hygiene. Employees are expected to adhere to this standard. If a dress code has been established in the employee's department, it must also be followed.

Please visit Staff Dress Code Statement on ESO's website for additional information.

**Smoking**

Smoking and/or use of tobacco, including electronic cigarettes, is prohibited in University buildings, on University grounds, or University vehicles. Smoking and/or tobacco use is permitted outside University buildings in designated smoking areas. The sale or free distribution of tobacco products or merchandise on University property is prohibited.

The policy does not apply to smokeless nicotine replacement therapy products (e.g., skin patches, lozenges, and gum).

Please visit Smoking Areas on Environmental Health & Safety's website and see UHD policy PS 01.A.09, Smoke Free and Tobacco Free Environment, for additional information.

**Alcohol and Drug Free Workplace**

UHD strictly prohibits the unlawful use, manufacture, sale, distribution, dispensation, or possession of any illegal drug, including alcohol, in the workplace, on campus, or as part of any campus activities. Alcohol is included in this policy unless it is formally approved for a specific activity at a designated time and location.

Any employee engaged in the unlawful possession, use, or distribution of illicit drugs or alcohol on campus or at campus-sponsored events held off-campus will be subject to disciplinary action up to and including termination, depending on the severity of the infraction, and may be referred to a drug and alcohol rehabilitation program, if deemed necessary. Employees referred for assistance must satisfactorily participate in a drug and alcohol abuse rehabilitation program, as agreed upon between the employee, ESO, and the University's Employee Assistance Program (EAP).

Please see UHD policy PS 01.A.05, Drug and Alcohol Abuse Policy, for additional information.
Confidentiality, FERPA, HIPAA, and the Texas Public Information Act

Two of the most important federal laws that employee members should know about concerning the privacy of students and the confidentiality of student records are the Family Educational Rights and Privacy Act of 1974 (commonly called FERPA, 20 U.S.C. § 1232g; 34 CFR Part 99) and the Health Insurance Portability and Accountability Act of 1996 (or HIPAA, Public Law 104-191, 104th Congress, especially Sec. 264). One of the most important state laws concerning confidentiality and public records is the Texas Public Information Act (the PIA, Texas Government Code §552).

Family Educational Rights and Privacy Act (FERPA)

FERPA protects student educational records from disclosure to third-parties not affiliated with an educational institution in which a student is or has been enrolled. For example, FERPA prohibits Section IV 31 universities and its employees from divulging information about a student’s course schedule, academic or financial standing, grade history, course attendance, or any disciplinary actions taken against the student. Universities and its employees thus cannot legally divulge information to parents, employers, prospective employers, or law enforcement agencies without prior written consent from the student.

There are some exceptions to FERPA guidelines. For example, if a student is classified as a dependent under Section 152 of the Internal Revenue Code, universities may divulge educational records to parents. University employees can also disclose, without a student’s consent, certain “directory” information like names, addresses, dates of attendance, and degree awards. At the same time, universities must allow students and parents (in the case of “dependent students”) reasonable time to elect to have even “directory” information protected. Otherwise, staff members must have prior written consent from the student before releasing the student’s academic records.

University employees may access and divulge or access information without a student’s written

Nepotism and Consensual Relationships

Nepotism

Nepotism in employment is a violation of state law, University of Houston System Board of Regents policy, and University of Houston System policy.

The University strictly prohibits the employment of relatives within a supervisory chain. Relatives of University employees shall not be employed by the University in positions, permanent or temporary, where an employee has the official authority to hire, recommend or approve the hiring, salary, or promotions of the relative. Relatives shall not be employed in a supervisory-subordinate relationship even if it results from marriage after the employment relationship was formed.

A relative is defined as anyone related to the employee within the second degree of kinship or the third degree of lineage and includes the employee’s spouse, the employee or the spouse’s natural and adopted children, parents, grandparents, great-grandparents, brothers, sisters, half brothers and sisters, grandchildren, great-grandchildren, aunts, uncles, nieces, nephews, first cousins, second cousins; and persons married to these.

Please see UHD policy PS 02.A.03, Nepotism Policy, for additional information.

Consensual Relationships

UHD prohibits any inappropriate consensual relationship, which is consensual dating, intimate, romantic, and/or sexual relationships between an employee and an individual that the employee has responsibility as part of their job duties to teach, instruct, manage, supervise, advise, counsel, oversee, grade, coach, train, treat, or evaluate in any way.

Complaints regarding prohibited conduct shall be reported to the Office of Equal Opportunity Services to determine whether and to what extent an investigation will be conducted. Violations of this policy will vary as appropriate to the facts and circumstances of each case.

Please see UHS policy SAM 01.D.10, Consensual Relationship Policy, for additional information.
consent under the following conditions (this list is not exhaustive):

• When other school officials such as advisors have legitimate educational interest in reviewing student records;
• When schools to which a student is transferring request copies of academic records;
• When school officials are conducting audits or evaluations;
• When school officials are reviewing the financial aid eligibility of a student;
• When accrediting agencies are conducting audits of a university;
• When university officials must comply with judicial orders or subpoenas;
• When a health and safety emergency requires disclosure of student records.

In any case, employees as well as administrators must first confirm with their supervisors or with UH System Counsel that exceptions apply before divulging information to parties who are not part of the University. Employees should assume and act as if all student records are protected from disclosure.

FERPA also prohibits universities from withholding certain kinds of information from students themselves. Students have the right to inspect any of their own educational records maintained by the university. Students also have the right to request changes to any of their own information when they believe that information is inaccurate or misleading.

The non-exhaustive list below includes common examples of when FERPA restricts information:

• Professors cannot respond to e-mails from personal accounts if those e-mails include any request for information that is protected by FERPA. For example, you cannot e-mail a corrected copy of an essay to a student via personal e-mail. This is because the university cannot reliably verify the identity of the owner of a personal e-mail account. Even confirming that a student is enrolled “in your class violates this law.
• Professors can send information, such as course syllabi, that is already in the public Section IV 32 domain to personal e-mail accounts, and can inform recipients that professors can only conduct official business

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Texas Public Information Act (PIA)

Staff members at state-supported colleges and universities in Texas are state employees and therefore subject to the Texas Public Information Act (Texas Government Code Chapter 552). The law grants anyone access to state government records, including records maintained by universities, subject to the restrictions of other federal laws like FERPA and HIPAA. Other restrictions apply. For example, tests and quizzes that professors are planning to administer to classes are exempt.

On the other hand, the personnel files of employees, including job performance evaluations, letters of dismissal, demotion, promotion, or resignation, are considered open records under this law. The university may not legally deny access to this information to anyone. The PIA covers not merely written information, but information in electronic form, including e-mails, web browser histories and caches, and audio recordings.

Health Insurance Portability and Accountability Act (HIPAA)

HIPAA applies mostly to hospitals and medical clinics that maintain medical records. However, it does have implications for universities and their employees as well. For example, HIPAA includes privacy requirements that restrict an institution’s ability to divulge medically-related information about its employees. In most cases, records that include medical or other health information about students are protected by FERPA laws and cannot be divulged to third parties, including other university employees.

When a university employee requests medical leave, the university may require documentation from care-givers or other health-care providers as a means of verifying that the employee is eligible for leave. However, those university employees may not divulge that information to other university employees without the prior written consent of the person who has requested medical leave. Professors should never divulge any student’s medical condition to any other student or university employee without prior written consent of the student.
Once a state employee has received a request, he or she may not delete or otherwise destroy any records that have been requested. It is important to note as well that the law does not require state employees to create new records that did not exist when the request for information was made.

Relevant Statutes

Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, 104th Congress, especially §264
Texas Public Information Act (PIA), Texas Government Code §552.

Additional Resources

Texas Office of the Attorney General, Public Information Act Handbook 2014

FLSA Employment Status

In accordance with the overtime provisions of the Fair Labor Standards Act (FLSA), UHD designates the following employment categories:

- **Exempt Employees:** Employees in positions that are not subject to the overtime provisions of the FLSA. Exempt employees are paid on a monthly basis and include employees who are employed in a bona fide executive, administrative, or professional capacity, including certain computer employees.

- **Non-Exempt Employees:** Employees who are paid hourly according to FLSA and who are subject to receive overtime compensation (pay or compensatory time at a rate of 1.5 times) when they work over forty (40) hours in a given workweek.

Please visit FLSA on ESO's website and see UHS policy 02.B.07, Fair Labor Standards Act, for additional information.

Staff Pay Plan

UHD's policy and objective is to establish and maintain a salary administration program that is structured to be externally competitive, internally equitable, and fairly administered. In order to provide fair and competitive compensation, UHD utilizes a competitive approach by analyzing market salary data from within and outside the university environment, as available. External competitiveness of UHD salaries for jobs is determined by comparing its pay rates and practices with local, regional, and national market survey data reflecting salaries paid to positions by other comparable employers. Factors such as recruiting locale, availability of relevant market data, and market demand for position typically determine source of market data.

The basic compensation objectives of the University's pay plan are to assist in attracting, retaining, and motivating qualified staff employees through the annual review of salaries and the salary adjustment process. This mechanism is based primarily on the University's goal of providing career incentives, motivating top performance, and insuring equity in all positions.

UHD has established and maintains salary ranges for all positions that fairly reflects the value of each position, relative to all other positions at UHD. The University shall also conduct a pay grade structure review every five years.

Please visit Salary Structures and Job Descriptions on ESO's website for the University’s current pay grades and associated job descriptions and see UHD policy PS 02.B.08, Staff Salary Compensation Program and Salary Guidelines, for additional information.

Career Ladders

UHD's Career Ladder Program assists employees and managers in the development of individualized career plans and goals. The career ladder program provides staff career opportunities and advancements to improve staff retention, recognize high performance, and aid in the development of training programs aimed at addressing competency gaps in UHD's succession efforts.

While the Career Ladder Program does not guarantee job promotions, reclassifications, or salary adjustments, career ladders provide employees a clear path on how they can advance their career goals and move to a higher-level job within their department, division, or the University.

ESO is responsible for administering the Career Ladder Program in compliance with compensation rules and regulations.

Please visit Career Ladder Program on ESO’s website and see UHD policy PS 02.B.08, Staff Salary Compensation Program and Salary Guidelines, for additional information.

Personnel Actions

New Hires

Staff new to UHD and whose knowledge, skills, abilities, and experience meet the minimum requirements of the job should be hired at the minimum of the pay grade for the job for which they are being hired. An employee may be hired at a higher starting salary based on years of directly
Any UHD employee demoted to a new position at a lower grade shall receive a pay reduction not to exceed 20% of their current base pay. All demotions must be approved in advance by ESO.

Please see UHD policy PS 02.B.08, Staff Salary Compensation Program and Salary Guidelines, for additional information.

Transfer

A lateral transfer is the movement of an employee to a position within the same pay grade. Typically, there is no change in pay associated with a lateral transfer. Hiring managers who believe circumstances warrant additional compensation above that which is outlined may seek review and approval for an exception to the policy from the Vice President for ESO.

Please see UHD policy PS 02.B.08, Staff Salary Compensation Program and Salary Guidelines, for additional information.

Reclassification

A reclassification occurs when a job is placed in a different pay grade because a job evaluation indicates the major duties and responsibilities have increased significantly. The job’s title and/or pay grade may change. If a salary increase is in order, the resulting salary shall fall between the minimum and midpoint of the new grade, and may not exceed the salary of an incumbent in the same position within the same department. In isolated situations, if an individual's base pay is at a higher level than rates paid to incumbents, or above the maximum of the new grade, an individual may be granted a promotion with no change in pay. All promotions must be approved in advance by ESO.

Please see UHD policy PS 02.B.08, Staff Salary Compensation Program and Salary Guidelines, for additional information.

Promotion

A promotion is the movement of an employee to a position in a higher pay grade within the same pay grade structure. To be considered for a promotion, an employee must meet the minimum qualifications for the higher classification.

Any UHD employee appointed to a new position in a job at a higher grade may receive a pay increase not to exceed 20% of their current base pay. The resulting salary must fall between the minimum and midpoint of the new pay grade, and may not exceed the salary of an incumbent in the same position within the same department. In isolated situations, if an individual's base pay is at a higher level than rates paid to incumbents, or above the maximum of the new grade, an individual may be granted a promotion with no change in pay. All promotions must be approved in advance by ESO.

Please see UHD policy PS 02.B.08, Staff Salary Compensation Program and Salary Guidelines, for additional information.

Demotion

A demotion is the movement of an employee to a position in a lower pay grade. A demotion shall result in a reduction in the employee’s base pay when an administrative action is taken against the employee for poor performance in the current position, or when a job is evaluated as a result of management initiative and reassigned to a lower job classification and pay grade.

Any UHD employee demoted to a new position at a lower grade shall receive a pay reduction not to exceed 20% of their current base pay. All demotions must be approved in advance by ESO.

Please see UHD policy PS 02.B.08, Staff Salary Compensation Program and Salary Guidelines, for additional information.
Longevity and Hazardous Duty Pay

Longevity Pay

All regular full-time staff who have a minimum of two (2) years of service with the State of Texas are entitled to longevity pay at a rate of $20.00 per month for every two years of service up to and including 42 years of service, for a maximum of $420 per month. Longevity pay commences the month following the second year of service anniversary date unless the anniversary date falls on the first day of the month. If the anniversary date occurs on the first day of the month, then longevity pay commences that month.

Please visit Longevity on ESO’s website and see UHD policy PS 02.A.12, Employee Fringe Benefits Policy, for additional information.

Hazardous Duty Pay

Law enforcement personnel who are commissioned peace officers are entitled to hazardous duty pay at a rate of $10.00 per month for every year of service beginning after one (1) full year of service. Hazardous duty pay commences the month following the first year of service anniversary date unless the anniversary date falls on the first day of the month. If the anniversary date occurs on the first day of the month, then hazardous duty pay commences that month.

Law enforcement officers eligible for hazardous duty pay are not eligible for longevity pay.

Please see UHD policy PS 02.A.12, Employee Fringe Benefits Policy, and UHS policy 02.B.08, Hazardous Duty Pay, for additional information.

Non-exempt (Hourly) Staff Compensation

Overtime/Compensatory Time

Employees may be asked to work more than normal hours in certain circumstances, such as emergencies or peak load periods. All overtime for non-exempt employees must be approved verbally in advance by the supervisor. Non-exempt employees may not make unauthorized decisions to work overtime.

Non-exempt employees who work more than 40 hours in a workweek will be compensated for overtime in accordance with the Fair Labor Standards Act (FLSA) and University policy. FLSA permits public sector employers to give non-exempt employees compensatory time off in lieu overtime compensation at a rate of one and one-half hours for each hour of overtime worked.

Professional and administrative (exempt) employees are paid a monthly salary for all hours worked during the month, which may exceed 40 hours in a normal workweek. Exempt employees are not entitled to overtime.

Please see UHD policy PS 02.A.01, Policy on Working Hours, and UHS policy 02.B.02, Overtime and Compensatory Time, for additional information.

On-Call Duty

A non-exempt employee on “on-call duty” is required to be available by telephone, pager, cell phone, or other electronic device during specific, pre-arranged hours, and may be called back to work on short notice if the need arises. If the employee can utilize the time for personal use, the time is not compensable. If the employee is required to remain on University premises, or at a fixed location, and cannot utilize time for personal use, the time is compensable.

Please see UHD policy PS 02.A.01, Policy on Working Hours, for additional information.

Call-Out/Call-Back Time

A non-exempt employee who is called back to work after the employee’s normal work schedule, and who reports for such work, is eligible for call-out pay.

An employee entitled to call-back pay receives the greater of four (4) hours of regular hourly pay or 1 ½ times the regular hourly pay for the time actually worked. Travel time to the worksite is not compensable.

Please see UHD policy PS 02.A.01, Policy on Working Hours, for additional information.

Troubleshooting Duty

A non-exempt employee who is asked to troubleshoot technical or mechanical problems from home or a non-work location after the employee's normal work schedule or on a non-workday, the employee is eligible to receive the greater of one (1) hour regular hourly pay or 1 ½ times the regular hourly pay for the time actually worked.
Travel Time

Time spent traveling during a non-exempt employee's normal work schedule, regardless of whether travel is during a workday or non-workday, is compensable. Travel spent traveling outside of the employee's normal work schedule is considered non-compensable time, provided the employee is not required to perform work while traveling.

Please see UHD policy PS 02.A.01, Policy on Working Hours, for additional information.

Additional Compensation for Non-Faculty Exempt Staff

Additional compensation is pay from UHD for work performed outside the employee's normal duties and outside normal work hours in addition to the employee's regular base salary. Additional compensation includes interim appointments, stipends for special projects or services, and secondary assignments for exempt staff that include teaching as adjuncts, proctoring, or coaching.

The department requesting the additional compensation must submit a Request for Additional Compensation form and secure appropriate approvals prior to the employee performing the work. The work is performed on the employee's own time and limits to additional compensation payments apply.

Please see UHD policy PS 02.A.05, Additional Compensation for Faculty and Exempt Staff Policy, for additional information.

Performance Evaluations

Performance evaluations are conducted annually for all non-probationary staff employees. Performance evaluations are completed for all probationary employees approximately one month prior to completion of the employee's probationary period. The performance evaluation process includes assessment of employee's job performance in his/her assigned job-related competencies throughout the evaluation period, and compliance with policies, procedures, and work rules; communication between supervisor and employee to discuss job performance; and establishment of job-related goals and learning activities. Performance evaluations are a determining factor for merit raises and are considered when making personnel decisions.

MyTalentSpace, an interactive cloud-based talent management system, is used to administer staff performance evaluations. There is a 5-point ratings scale for non-probationary staff and a 3-point ratings scale for non-probationary administrative staff. Procedures include employee completion of a self-evaluation, manager completion of employee evaluation and review of employee's self-evaluation, second-level manager review and approval of employee evaluation, meeting between manager and employee to discuss evaluation, and submission of comments and sign-off by manager and employee. Managers meet with ESO to discuss any issues resulting from the evaluation prior to meeting with the employee.

Please visit Performance Evaluations on ESO's website and see UHD policy PS.02.B.06, Staff Performance Evaluation Policy, for additional information.

Performance Improvement Plan

Employees whose performance evaluation overall score is less than “2.5”, or who have had critical deficiencies in performance and/or behavior shall be placed on a Performance Improvement Plan (PIP). ESO is responsible for initiating the PIP process in collaboration with the employee's manager, once these employees have been identified at the completion of the performance evaluation cycle.

This process requires a commitment to improvement. Failure to achieve the expected improvements will lead to disciplinary action, up to and including termination. Once the plan has been implemented, supervisors should have ongoing dialogues (weekly or biweekly) with the employee until expectations are at an acceptable level of performance.

The Performance Improvement Plan shall last up to six months from the effective date of implementation.

Please see UHD policy PS.02.B.06, Staff Performance Evaluation Policy, for additional information.

Merit Pay Increases

Merit pay increases may be awarded at the beginning of the fiscal year or midyear and must be within budget guidelines and based upon assessment of each employee's performance in accordance with University procedures.
An employee must have a current staff performance appraisal on file in ESO and have completed annual mandatory training by the published deadline to be eligible for a merit increase. ESO will prepare and distribute detailed guidelines to division heads, which includes the authorized merit increase budget, performance level required to be eligible to receive a merit increase, and other program criteria. Proposed merit increases require ESO review and approval, and the approval of the UH System Board of Regents prior to implementation.

Please see UHD policy PS 02.B.08, Staff Salary Compensation Program and Salary Guidelines, for additional information.
Benefits

Benefits Eligibility

UHD offers a variety of benefit programs to benefits-eligible employees as part of its employment and compensation package. Employees have the ability to select benefits that may be individualized to meet their needs and those of their dependents.

To be eligible, employees must be:

- Employed for twenty (20) hours or more per week for a period of at least four and one-half months, and
- Hired in a position that does not require student status as a condition of employment

New employees have a 60-day waiting period for medical insurance. The 60-day waiting period is waived for employees transferring directly from another state agency or state university.

Benefits-eligible full-time employees are automatically enrolled in basic plan medical coverage for themselves on the first day of the month following the waiting period. The state pays the full premium for the employee's basic plan coverage.

Please see UHD policy PS 02.A.12, Employee Fringe Benefits Policy, for additional information.

Insurance Programs

Coverage must be selected by new employees within the first 31 days of employment and becomes effective the first day of the following month, excluding the medical insurance which becomes effective the first day of the month following a 60-day waiting period.

Optional coverages and flexible spending accounts do not require the 60-day waiting period as required for medical insurance. However, enrollment forms must be submitted within the first 30 days after hire date.

Current employees can add or make changes to their insurance plans during summer enrollment, which is usually during July and/or August of each year.

Health Insurance

A variety of insurance programs are available to University employees through the Employee's Retirement System of Texas (ERS).

- Full-time employees: the state pays 100% of the employee’s medical premium and 50% of their dependent(s)’ premium(s). Employees working thirty (30) hours or more per week are considered full-time for insurance purposes.
- Part-time employees: the state pays 50% of the employee’s medical premium and 25% of their dependent(s)’ premium(s). Employees working less than thirty (30) hours per week are considered part-time for insurance purposes.

Opt-out credit is available to employees who choose not to enroll in medical insurance, whereby employees are eligible to receive a portion of the state funding toward the purchase of dental and Accidental Death and Dismemberment coverage.

Please visit Health Insurance on ESO’s website or see UHD policy PS 02.A.12, Employee Fringe Benefits Policy, for additional information.

Gap Insurance

The Gap Insurance Program is UHD’s short-term medical program that will reimburse up to $500 per month of the cost to purchase individual health coverage to cover the 60-day waiting period of the ERS group health insurance. It is the responsibility of the employee to purchase medical insurance through an individual plan or a COBRA plan from the previous employer and submit proof of coverage and payment amount directly to ESO. A written receipt of statement from the insurance company is required.

Please visit Gap Insurance on ESO’s website for additional information.

Dental Insurance

Eligible employees have a choice of two dental plans:
• **DeltaCare USA (DHMO Plan)**
  Delta Dental provides coverage through a network of participating dentists. When using this plan, you must select a primary care dentist and obtain services from that dentist. There is no deductible with this plan and your out-of-pocket expense is based on the schedule of benefits and the services you receive.

• **The State of Texas Dental Choice (PPO Plan)**
  This is the state’s preferred provider organization (PPO) plan administered by Delta Dental. It does not restrict your choice of dentists and can be used anywhere in the U.S. The maximum annual benefit for this plan is $2,000.

Please visit Dental Insurance on ESO’s website for additional information.

**Vision Insurance**

Employees have the option of purchasing vision care for themselves and their dependents through State of Texas Vision administered by Superior Vision Services, Inc. These benefits include eye exams and prescription eyewear (frame, lenses, contact lenses). Vision care for eye disease or trauma is covered by your health insurance provider.

Please visit Vision Insurance on ESO’s website for additional information.

**Life Insurance/Accidental Death and Dismemberment Insurance**

Employees enrolled in a medical plan receive $5,000 in term life insurance and $5,000 in accidental death and dismemberment insurance. Optional term life insurance can be purchased by employees up to four times their annual salaries (up to a maximum of $400,000). Employees have the option of purchasing dependent term life insurance and additional accident and dismemberment insurance.

Please visit Life Insurance on ESO’s website for additional information.

**Short and Long Term Disability Insurance**

The Texas Income Protection Plan (TIPP) offers short-term and long-term disability insurance. The Short and Long Term Disability benefits provide protection from loss of income due to a disability resulting from illness or accident. This benefit pays 60% to 70% of gross salary upon completion of a designated waiting period.

Please visit Disability Insurance on ESO’s website for additional information.

**Flexible Spending Accounts**

A TexFlex Flexible Spending Account (FSA) allows employees to deduct a set amount from their paycheck, pre-tax, for eligible out-of-pocket expenses, which includes health care and dependent care.

Please visit Flexible Spending Accounts on ESO’s website for additional information.

**Workers’ Compensation**

UHD is committed to maintaining a safe working environment free of hazardous conditions for all faculty, staff, and students. However, when unavoidable incidents arise, it is important that employees suffering from a work-related occupational injury or illness receive proper medical attention and that the proper documentation is completed and forwarded to the State Office of Risk Management (SORM) so that compensation may be paid should the employee be temporarily or permanently disabled.

Employees must report any occupational injury, illness or exposure to their immediate supervisor within 30 days after the injury occurs, or, if the injury is an occupational disease, within 30 days after the employee knew, or should have known that the disease might be related to the employment, even if there is no medical treatment or lost time. Various documents are required to be filed and actions taken within a specified time schedule in connection with workers’ compensation incidents.

If medical treatment is required, the employee can seek treatment at any hospital emergency room. In the event of non-emergency medical treatment, the employee should seek treatment with a health care provider within the SORM Health Care Network.

Please visit Workers’ Compensation on ESO’s website and see UHD policy PS 02.A.25, Workers’ Compensation, for additional information.
## Retirement Programs

### Teacher Retirement System

All benefits-eligible employees, as required by state law, must participate in the Teacher Retirement System (TRS) or Optional Retirement Program (ORP) effective their date of hire.

The Teacher Retirement System of Texas is a defined-benefits plan that provides retirement pension benefits to UHD employees. Employees contribute a percentage of their pre-tax gross salary through regular payroll deductions, and the state contributes a percentage of the employee’s gross salary to the employee’s retirement fund. The TRS contribution percentage is set by the State Legislature. Employees are vested in the program after five (5) years of state service.

Please visit Teacher Retirement System on ESO’s website and see UHD policy PS 02.A.12, Employee Fringe Benefits Policy, for additional information.

### Optional Retirement Program

Faculty and some administrative and professional staff meeting eligibility criteria provided by the Texas Higher Education Coordinating Board may select enrollment in the Optional Retirement Program (ORP) in lieu of participation in TRS. ORP is a defined-contribution plan that is similar to a 401(k) plan with employer “matching” contributions. Eligible employees have 90 days to enroll in ORP. Employees contribute a percentage of their pre-tax gross salary through regular payroll deductions, and the state contributes a percentage of the employee’s gross salary to the employee’s retirement fund. The ORP contribution percentage is set by the State Legislature. Employees are vested in the program after one (1) year and one (1) day of ORP participation.

Please visit Optional Retirement Program on ESO’s website and see UHD policy PS 02.A.12, Employee Fringe Benefits Policy, for additional information.

### Social Security

UHD complies with the relevant provisions of the Social Security Act. All employees are required to participate in the federal Social Security program as a condition of employment.

### Supplemental Retirement Plans

Benefits-eligible employees may also participate in supplemental retirement plans, with no contribution from the state, through the Texas Deferred Annuity Program (403(b)) and/or the State’s Deferred Compensation Program (457). Participation in either program can be pre-tax, post-tax (Roth), or a combination of both.

Please visit Voluntary Retirement Plans on ESO’s website and see UHD policy SAM 02.C.02, Supplemental Retirement Programs, for additional information.

## Staff Training and Development

### College Release Time

The College Release Program is an educational benefit for full-time benefits-eligible staff who have completed their probationary period. Eligible staff receive up to three (3) hours per week of release time from normal duties to take credit-bearing courses toward a degree plan at an accredited institution of higher learning.

The College Release Program is available during regular semesters (fall and spring), and classroom time and travel to and from class may not exceed three (3) hours per week.

**Employee Process Guide** – on ESO’s website provides the procedures to be followed. Please visit College Release/Staff Education Reimbursement Programs on Staff Council’s website and see UHD policy PS 02.B.12, Staff Training and Development Policy, for additional information.

### Staff Education Reimbursement

Full-time benefits-eligible, non-probationary UHD staff may be eligible to receive a staff education reimbursement, subject to availability of funds, on a first come, first served basis. The employee must be enrolled at an accredited institute of higher learning in credit-bearing classes leading to a degree or course applicable to their job or career ladder, employed at UHD through the close of the term, earned a “C” grade or better in the specified semester, have no financial obligations to UHD, and have completed mandatory training.

The education reimbursement is for one class at UHD rates or their accredited institution’s rate, whichever is less. Approval prior to the beginning of the semester is required for reimbursement.

**Employee Process Guide** – on ESO’s website provides the procedures to be followed. Please visit College Release/Staff Education Reimbursement Programs on StaffCouncil’s website and see UHD policy PS 02.B.12, Staff Training and Development Policy, for additional information.
Programs on Staff Council’s website and see UHD policy PS 02.B.12, Staff Training and Development Policy, for additional information.

**Staff Mentorship Program**

The Gator Connect Mentorship Program provides a mentor for new employees within their first 30 to 60 days of work to help guide them with their transition to UHD. Mentors are comprised of seasoned professionals from several different departments at UHD. The program is designed to accelerate the new employee’s UHD connections and help them establish positive relationships with colleagues.

Please visit Gator Connect on ESO’s website for additional information.

**Training Workshops**

Gator Learning offers monthly workshops for personal and professional development open to all staff and administrators at UHD. The workshops address a variety of competencies and soft skills. The sessions are facilitated by the ESO Talent Development Team and various subject matter experts from UHD and the greater Houston area.

Please visit Gator Learning on ESO’s website for additional information and ESO Calendar for upcoming events.

**On-Line Training**

UHD offers online training through LinkedIn Learning. Employees can access more than 10,000 free, on-demand courses that support the development of skills and competencies in areas such as communication, customer service, finance and accounting, leadership and management.

Please visit LinkedIn Learning Online Training on Information Technology’s website for additional information.

**Work/Life Benefits**

**Fitness Release Time**

Full-time benefits-eligible employees who are approved to participate in the Employee Wellness Program may be eligible to receive up to 30 minutes, three (3) times per week of Fitness Release Time to participate in a fitness activity offered at UHD’s Student Life Center, or other physical fitness activities on campus (i.e., walking, climbing stairs, etc.)

Prior approval by the employee’s supervisor is required before the employee may begin or continue the program, as participation may not interfere with the employee’s duties or department responsibilities. Fitness Release Time is available for a six (6) month period, which may be renewed, and cannot be requested in conjunction with College Release Time.

**Employee Process Guide** – on ESO’s website provides the procedures to be followed. Please visit Health and Well-Being on ESO’s website and see UHD policy PS 02.B.13, Employee Wellness Program Policy, for additional information.

**Wellness leave**

To encourage employees to be aware of and reduce their health risks, UHD provides a wellness leave incentive of up to eight (8) hours to full-time benefits-eligible employees who complete an online health risk assessment and receive an annual comprehensive physical exam.

The wellness leave is awarded after the employee has completed an on-line Health Risk Assessment and a physical exam. The wellness leave expires one (1) year after it is awarded.

Please visit Health Risk Assessment and Physical Exam Incentive for form and see UHD policy PS 02.B.13, Employee Wellness Program Policy, for additional information.

**Employee Assistance Program**

Deer Oaks Employee Assistance Program (EAP) is a free service to benefits-eligible employees and their dependents and household members. The EAP offers a wide variety of services designed to assist in resolving work and life issues in order to live a happier, healthier, more balanced life. Services provided by the EAP are confidential and easily accessed 24/7, offering the employee around-the-clock assistance for all of life’s challenges.

Some of the services offered are:

- **Short-term Counseling** (3 free counseling sessions per issue for stress, anxiety, grief, marital/family challenges, relationship issues, addiction, etc.)
- **Referral & Community Resources** (Locating resources, such as, care for pets, personal care, travel, contractors, education, and managing day-to-day responsibilities at home and work.)
Employment, employees are not eligible to take vacation until they have completed six months of continuous employment with the State of Texas. Unused vacation hours carry forward from one fiscal year to the next fiscal year, not to exceed the maximum based upon years of total state service. Terminating employees will receive a lump sum payment for unused vacation hours, if they have been employed by the state for six continuous months. Employees who transfer to another state agency or university, unused vacation hours will be transferred to the new state agency or university. Please visit Vacation on ESO's website and see UHS policy SAM 02.D.01, Vacation and Sick Leave, for additional information.

Sick Leave

Benefits-eligible employees are eligible for paid holidays. An annual holiday schedule is set by state law and approved annually by the System Board of Regents. UHD observes most national holidays and an extended winter holiday break. Eligible employees receive 8 hours of pay for a holiday. Part-time employees receive holiday pay proportionate to their full-time equivalency (FTE), or hours worked per week. Holiday pay does not include shift differential or other premium pay. Employees are required to work or be in paid leave status on the workday immediately before and after the holiday to be eligible for holiday pay. Employees required to work on a scheduled holiday will be entitled to equivalent time off with pay to be taken during the 12-month period following the end of the workweek in which the holiday occurred. A UHD employee is entitled to observe Rosh Hashanah, Yom Kippur, Good Friday and/or Cesar Chavez Day by using accrued vacation leave or leave without pay if all accrued vacation leave has been exhausted, or by working on a holiday in which a skeleton workforce is required by UHD. An employee who wishes to observe these optional holidays must provide reasonable advance written notice to his or her supervisor. Please visit Holidays on ESO's website for UHD's holiday schedule and see UHS policy SAM 02.E.03, Holidays, for additional information.

Vacation

Benefits-eligible staff and faculty with 12-month appointments earn vacation hours each month based upon their years of total state service. Part-time employees earn vacation hours proportionate to their full-time equivalency (FTE), or hours worked per week. Although vacation hours are earned during the first six months of employment, employees are not eligible to take vacation until they have completed six months of continuous employment with the State of Texas. Unused vacation hours carry forward from one fiscal year to the next fiscal year, not to exceed the maximum based upon years of total state service. Terminating employees will receive a lump sum payment for unused vacation hours, if they have been employed by the state for six continuous months. Employees who transfer to another state agency or university, unused vacation hours will be transferred to the new state agency or university. Please visit Vacation on ESO's website and see UHS policy SAM 02.D.01, Vacation and Sick Leave, for additional information.

Leave and Time Off

Legal Assistance (30-minute consultations with attorneys)
Financial Assistance (Unlimited telephone consultation with financial counselors)
Child & Elder Care Referrals
Ride Reimbursement Program

Please visit Employee Assistance Program on ESO's website for additional information.
After a period of more than three consecutive days of sick leave, a doctor’s release to return to regular duty must be submitted by the employee to his/her supervisor before the employee may return to work and be eligible for accumulated sick leave with pay.

There is no maximum for sick leave hours accrued and no payment for unused sick leave hours upon termination. Employees who transfer to another state agency or university, sick leave hours accrued will be transferred to the new state agency or university. In the unfortunate event that an employee dies, the beneficiary or estate of the deceased employee is entitled to payment of one-half of unused accrued sick leave or 336 hours of sick leave, whichever is less, provided the employee had continuous state employment for at least six (6) months at the time of death.

Please visit Sick on ESO’s website and see UHS policy SAM 02.D.01, Vacation and Sick Leave, for additional information. Please see UHD policy PS 02.A.01, Policy on Working Hours, regarding supervisor notification of absences.

Extended Sick Leave

A long-service employee in good standing with the University who becomes totally disabled may apply for extended sick leave during the waiting period before long-term disability benefits begin, not to exceed 90 calendar days. The employee is eligible to apply even if he/she is not enrolled in the group long-term disability program.

Please visit Sick on ESO’s website and see UHS policy SAM 02.D.01, Vacation and Sick Leave, for additional information.

Sick Leave Pool

A benefits-eligible employee who has exhausted all earned leave may apply for benefits from the sick leave pool in the event of a catastrophic illness or injury to the employee or employee’s immediate family. The sick leave pool benefits begin after a 30-day waiting period, and the employee is granted a maximum of 30 consecutive working days. An employee may receive a maximum of 90 working days from the sick leave pool throughout their employment for any university within the University of Houston System.

Hours in the sick leave pool are donated by employees from their own personal sick leave balance. Employees may donate to the sick leave pool upon their termination or retirement.

Please visit Sick on ESO’s website and see UHS policy SAM 02.D.02, Sick Leave Pool, for additional information.

Family Leave Pool

A benefits-eligible employee who has exhausted all earned leave may apply for benefits from the UH System’s family leave pool for the following circumstances:

- For the birth or placement of a child, and to bond with the newborn child within one year of birth
- The placement with the employee of a child for adoption or foster care and to bond with the newly placed child within one year of placement
- The placement of any person 18 years of age or older requiring guardianship
- A serious illness to an immediate family member or the employee, including a pandemic-related illness
- An extenuating circumstance created by an ongoing pandemic, including providing essential care to a family member
- A previous donation of time to the pool

If the employee is eligible, the employee is granted a maximum of 90 days.

Hours in the family leave pool are donated by employees from their own personal sick leave and vacation leave balances.

Please see UHS policy SAM 02.D.10, Family Leave Pool, for additional information.

Family and Medical Leave

The Family and Medical Leave Act of 1993 requires that an employer grant up to 12 weeks (26 weeks for military caregiver leave) of job-protected leave to eligible employees for the following conditions:

- For the birth or placement of a child, and to bond with the newborn child within one year of birth
- The placement with the employee of a child for adoption or foster care and to bond with the newly placed child within one year of placement
- The serious health condition of a child, parent, or spouse of the employee
- A serious health condition of the employee
- Military Family Leave: qualifying exigency leave or military caregiver leave.
An eligible employee is defined as having at least 12 calendar months of service with the State of Texas prior to the date of leave and having worked at least 1,250 hours for the State of Texas in the 12 months immediately preceding commencement of the leave. Employees must use all applicable accrued sick and vacation leave balances at the beginning of the leave. After the applicable accrued paid leave is exhausted, the family and medical leave is unpaid.

**Employee Process Guide** – Family/Medical Leave/Parental Leave on ESO’s website provides the procedures to be followed. Please visit Family and Medical/Parental Leave on ESO’s website and see UHD Policy PS 02.A.11, Family and Medical Leave Policy, for additional information.

### Parental Leave

An employee who does not meet eligibility requirements for Family and Medical Leave is entitled to up to 12 weeks of Parental Leave for the birth of a child, and to bond with the newborn child, and to bond with a newly placed child under three (3) years of age with an employee in connection with an adoption or state-approved foster care of the child.

Employees must use all applicable accrued sick and vacation leave balances at the beginning of the leave. After the applicable accrued paid leave is exhausted, the parental leave is unpaid.

**Employee Process Guide** – Family/Medical Leave/Parental Leave on ESO’s website provides the procedures to be followed. Please visit Family and Medical/Parental Leave on ESO’s website and see UHD Policy PS 02.A.27, Parental Leave Policy, for additional information.

### Other Paid Leave

Benefits-eligible employees are also eligible for the following types of leave in accordance with the State Appropriations Act and other statutory standards.

- Amateur Radio Operator Leave
- Assistance Dog Training for Employees with Disabilities Leave
- Bereavement Leave
- Blood Donations Leave
- Bone Marrow and Organ Donor Leave
- Court Appointed Special Advocates Volunteer Leave
- Educational Activities Leave
- Emergency Leave
- Foster Parent Leave
- Jury Duty Leave
Unpaid Leave

Benefits-eligible employees may be granted an extended leave of absence without pay for purposes of education or research and writing, in order to enhance the employee’s contribution to the University. Benefits-eligible employees may also be granted a leave of absence without

- Military Leave
- Red Cross Disaster Service Volunteer Leave
- Volunteer Firefighters and Emergency Medical Services Training Leave
- Voting Leave
- Witness Duty Leave

Please see UHD Policy PS 02.A.09, Miscellaneous Leave Policy, for additional information.
pay for personal reasons depending upon the circumstances. Approval is contingent upon the department’s ability to reschedule the workload, and are not an inherent right of employment.

Leave without pay is limited to 12 months. Employees must use all applicable accrued leave, with the exception of Workers’ Compensation, prior to taking leave without pay. Employee benefits are suspended during the unpaid leave period except group insurance, provided the payment of full premiums is paid by the employee.

Please see UHD Policy PS 02.A.13, Leave Without Pay Policy, for additional information.
Absence (Leave) Reporting

All benefits-eligible employees are required to submit an online absence (leave) request form through TRAM for time to be deducted for vacation, sick leave, or other periods not at work during regularly scheduled workdays, as applicable. Online absence request forms must be reviewed and approved by the employee’s supervisor.

Employees should submit an online absence request form in advance for approval by their supervisor prior to taking leave. Online absence request forms should be submitted immediately upon return to work for unexpected sick leave or emergencies.

Please visit Time Reporting and Absence Management – TRAM and PeopleSoft Employee Guide on ESO’s website and UHD policy PS 02.A.02, Employee Time Reporting, for additional information.

Payroll

Pay Days

Exempt (monthly) employees are paid monthly on the first working day of the month for work performed during the previous month.

Non-exempt (hourly) employees are paid biweekly on alternate Fridays for work performed during the biweekly period ending on Tuesday of the previous week. If the pay day falls on a holiday, the pay day will be the last workday immediately preceding the holiday. Special provisions may apply during the winter break.

Please visit Pay Date Schedules on ESO’s website for the current fiscal year pay date calendar.

Direct Deposit

All employees are required to participate in the direct deposit program. Employees may sign-up for direct deposit in P.A.S.S or by completing a Direct Deposit Authorization form and submitting it to ESO-Payroll. Employees may request that pay be directly deposited to more than one bank account in P.A.S.S.
All financial information should be verified by the employee to ensure that pay is deposited accurately and timely into the employee's bank account(s). If bank account information changes, employees are responsible for updating the information in P.A.S.S. in a timely manner. Employees who do not want to enroll in direct deposit may have their pay deposited through the UHS PayCard program, sponsored by Bank of America. The PayCard will be loaded by an electronic funds transfer with the amount of the employee's pay due on pay day.

Employees may print their earning statements in P.A.S.S.

**Employee Process Guide – Direct Deposit Authorization** on ESO's website provides the procedures to be followed. Please visit Direct Deposit Procedures on ESO's website and see UHS policy SAM 02.F.07, Direct Deposit of Salaries, for additional information.

**Payroll Deductions**

By law, UHD is required to make certain deductions from an employee's pay. These include the following:

- Federal Income Tax (FIT)
- Social Security (FICA)
- Medicare Tax
- TRS or ORP Retirement Program Employee Contributions (if required, based on employment status)
- Court-ordered Garnishments (Child Support, IRS Levy)

Employees have the option of requesting additional deductions, such as:

- Health Insurance Premiums
- Optional Insurance Program Premiums
- Flexible Spending Accounts
- Supplement Retirement Plan Contributions
- State Employee Charitable Campaign

Please see UHS Policy SAM 02.F.05, Payroll Deductions, for additional information.

**W-4 Form – Employee Withholding Certificate**

All new employees are required to complete a W-4 form for federal tax withholding. New employees or employees who wish to change their federal tax withholding may complete their W-4 form in P.A.S.S. or complete a W-4 form and submit it to ESO-Payroll.

**Employee Process Guide – W-4 Tax Withholding** on ESO's website provides the procedures to be followed. Please visit W-4 FAQS on ESO's website for additional information and W-4 on ESO's website for IRS form and instructions.

**W-2 – Wage and Tax Statement**

W-2 forms are available to employees electronically in P.A.S.S. or by mail. Electronic W-2 forms in P.A.S.S. are usually available the third week in January. An email notification will be sent in January notifying employees when W-2 forms are available. Employees who do not consent to receiving their W-2 form electronically by the deadline will automatically receive a paper W-2 form, which will be mailed by January 31st.

Employees may view or print previous year W-2 forms in P.A.S.S.

Please visit How to Print W-2 on ESO's website for additional information.

**Personnel Records**

**Personal Data Changes**

Employees may update their name, address, phone numbers, emails addresses, marital status, emergency contacts, and education level in P.A.S.S.

Name changes, marital status, and education level changes require appropriate documentation be submitted to ESO Records before they are approved. ESO Benefits is notified of a marital status change to coordinate benefit enrollment changes with employee.
Address changes also need to be submitted to ERS, TRS or employee's ORP provider, and Accounts Payable. The address change in PeopleSoft will not automatically notify them.

ESO Records should be contacted for changes or corrections to other personal data.

**Employee Process Guide** – Personal Data Changes and/or Employee Process Guide – Personal Data Changes - Marital Status on ESO’s website provides the procedures to be followed.

Please visit Updating Personal Data on ESO's website for additional information.

**Personnel Files**

UHD establishes and maintains electronic personnel files for each of its current and former employees, with access limited to certain administrative and support staff in ESO. Some records, including benefits records, medical records, affirmative action records related to investigation and/or pending litigation, and payroll records, are maintained in ESO either electronically or in hard copy, but separately from the employee's personnel file.

The University complies with the Texas Public Information Act pertaining to access and maintenance of personnel-related information. Requests for information covered by the Public Information Act are subject to UHS policy.

It is the responsibility of the employee and/or immediate supervisor of the employee to notify ESO of any additions to and corrections of information in the employee's personnel file, including verification of degrees, certifications, and/or licenses earned.

Each employee or a designated representative of the employee (with prior written designation and approval) is entitled to review the entire contents of his/her own personnel file, and to obtain a copy of any document(s) in the file. Access to the electronic records system is restricted and employees may view their file by appointment only.

Employee Process Guide – Personnel File Access on ESO’s website provides the procedures to be followed. Please visit Viewing Personnel Records on ESO's website and see UHS policy SAM 02.A.31, Access to and Maintenance of Personnel Files, for additional information.

**Employment Verifications**

ESO provides employment verifications for current and former employees. Verbal verifications only provide employment information. Written employment verifications also provide payroll information and require employee's approval prior to release of verification.

Employee Process Guide – Verification of Employment on ESO’s website provides the procedures to be followed.

Please visit Employment and Payroll Verifications on ESO's website and see UHS policy 02.A.31, Access to and Maintenance of Personnel Files, for additional information.
Employee Relations

Employee Relations Services

The UHD Employee Relations team serves as a neutral third party, providing guidance and assistance to employees and managers in promoting a cohesive, effective, and high-performing work environment wherein employees feel respected and valued.

In a fair, consistent, and timely manner, the Employee Relations team assists in:

- interpretation of university and system policies
- compliance with applicable state and federal employment law
- workplace conflict resolution
- performance management
- behavioral issue correction
- grievance/appeal process

Please visit Employee Relations on ESO’s website for contact information.

Discipline and Dismissal

UHD is committed to fair, efficient, and equitable solutions to problems arising out of the employment relationship. Clear guidelines providing for both informal and formal disciplinary measures have been developed at UHD to ensure that fair and equitable treatment is provided; that requirements of the laws are met; and that the rights of both management and employees are honored during the discipline and dismissal process.

It is UHD policy to formulate, publish, and enforce rules and regulations that are essential to the safe and efficient conduct of institutional operations. Supervisory personnel are responsible for informing employees of rules to be followed, standards of conduct to be met, and work performance to be achieved. Employees are responsible for learning and abiding by the policies, procedures, and standards of UHD and its departments and constituents. Employees who fail to abide by such rules, regulations, and standards may be subject to disciplinary action, up to and including dismissal.

Adherence to regulations and procedures provided in the Discipline and Dismissal policy will ensure a progressive system of discipline designed to remedy deficiencies when possible and practicable to the mutual advantage of the University and the employee; an orderly routine for fair, consistent, and impartial treatment of disciplinary matters; and a mechanism for ensuring that consideration is given to employee concerns in disciplinary matters.

Responsibilities in Imposing Discipline

The University is responsible for explaining why an employee should be disciplined. Since the purpose of the disciplinary process is to provide remedial action whenever possible, no disciplinary measures will be undertaken without the employee’s knowledge. Employees will be given the opportunity to respond, in writing, to any disciplinary action taken against them.

When possible and practical, disciplinary action will follow a progressive sequence, including verbal counseling, written reprimand, suspension without pay, and dismissal from employment.

Disciplinary measures and employee conferences shall at a minimum:

- Identify the problem to be corrected, the standard to be met, or the rule, policy, or procedure that has been violated
- Recommend a course of action to correct the problem
- Provide a statement of the consequences in the absence of improvement
- Provide notification that further disciplinary action, up to and including termination from employment, may occur if immediate improvement in the employee’s work performance or noted deficiencies does not occur and/or if new performance deficiencies surface.

All documents pertaining to the disciplinary action will be signed both by the supervisory authority and the employee. The employee’s signature will acknowledge receipt of the disciplinary notice but may not necessarily indicate agreement with the action. If the employee refuses to sign the notice, that fact should be noted on the documents.
A supervisor may recommend dismissal of a regular staff employee after progressive disciplinary measures have proven to be unsuccessful. Any recommendation for dismissal must be approved by the department head, appropriate vice president and Vice President for Employment Services and Operations prior to taking any action. Discharge without prior warnings or suspension may be justified for certain significant rule violations or significant acts of misconduct. The supervisor and department head will give written notice to the employee of the dismissal from employment.

The dismissed employee is required to meet the requirements of all clearance procedures, including return of University keys, identification cards, uniforms, parking gate cards, library books, etc.

Employee Process Guide – Progressive Discipline Process - Staff on ESO's website provides the procedures to be followed. Please see UHD policy PS 02.B.03, Discipline and Dismissal of Regular Staff Employees Policy, for detailed information regarding the policy and required procedures, violations or significant acts of misconduct. The supervisor and department head will give written notice to the employee of the dismissal from employment.

The dismissed employee is required to meet the requirements of all clearance procedures, including return of University keys, identification cards, uniforms, parking gate cards, library books, etc.

Employee Process Guide – Progressive Discipline Process - Staff on ESO's website provides the procedures to be followed. Please see UHD policy PS 02.B.03, Discipline and Dismissal of Regular Staff Employees Policy, for detailed information regarding the policy and required procedures.

Grievance Process

Administrative appeal, as established in the Staff UHD is committed to establishing and maintaining a constructive problem-solving mechanism for the resolution of staff grievances. A staff member is defined as an employee employed on a regular basis for a period of at least four and one-half months, excluding students employed in positions that require student status as a condition for employment and those holding teaching and/or research positions, classified as faculty.

It is the policy of UHD that all employees be treated fairly and consistently in all matters related to their employment, that employment decisions are made on lawful, job-related and non-discriminatory criteria, and that employees have the right to express grievances through informal and formal avenues.

For the purposes of the Staff Grievance policy, a grievance is defined as a disagreement between an employee and management on the terms or conditions of employment. A grievance may be filed as a result of one of the following adverse employment actions: written reprimand, suspension without pay, demotion, involuntary transfer to a different job classification, denial of promotion, or termination. The assignment of duties, performance evaluations/appraisals, scheduling of work hours, rate of pay, and other management decisions are reserved as management rights and cannot be appealed through the grievance process.

Employees on probationary status are ineligible to file a grievance related to disciplinary or discharge actions.

Complaints involving allegations of discrimination/harassment are administered as outlined in UHS policies SAM 01.D.07, Anti-Discrimination, or SAM 01.D.08, Sexual Misconduct.

Staff Grievance Procedures—The Staff Grievance process consists of three steps: the preliminary appeal, the administrative appeal, and the formal appeal.

Preliminary Appeal—A staff employee who wishes to grieve/appeal any of the actions described above may do so by providing a written request to his/her second-level supervisor setting forth the issues the employee (grievant) believes need to be addressed, as well as the proposed resolution, no later than ten (10) working days following the grievant's notification of the act, event, decision, or condition that is the basis of the appeal.

If the grievant's second-level supervisor is a vice president or division head, the grievant will bypass the preliminary appeal and file the administrative
appeal within ten (10) working days following the grievant's receiving notice/being notified of the act, event, or decision regarding the condition which is the basis of the grievance.

**Administrative Appeal**—If the grievant's petition to the second-level supervisor does not resolve the grievance, he/she may proceed to the administrative appeal by submitting a written administrative appeal to the respective vice president or division head, by no later than ten (10) working days after receiving notice from the second-level supervisor on the grievant's appeal.

If the employee's first-level supervisor is a vice president or division head, the employee may bypass both the preliminary appeal and the administrative appeal processes and proceed directly to the formal appeal process.

If the grievance is as result of a termination of employment, the grievant may proceed directly to the formal grievance process.

**Formal Appeal**—If the grievant is not satisfied with the decision resulting from the administrative appeal process, the grievant may seek resolution of the grievance through the formal appeal process. This will result in a hearing and is the final step in the grievance process.

To initiate the formal appeal process, the grievant shall complete the Staff Grievance Intake and Resolution Form, stating the details of the grievance, the names of any witnesses who the grievant believes may have knowledge of the nature of the grievance, and the relief sought. The Staff Grievance Intake and Resolution Form must be submitted by the grievant to the Employee Relations Officer (ERO) within ten (10)
working days of the grievant’s receipt of the decision on the grievant’s administrative appeal.

Failure to submit the Staff Grievance Intake and Resolution Form to the ERO within ten (10) working days from receipt of the decision from the administrative appeal, as established in the Staff Grievance policy, will be deemed a waiver of the right to pursue a formal appeal.

A hearing to review the issues surrounding the grievant’s complaint will be scheduled by the ERO and the Staff Hearing Panel appointed no later than thirty (30) working days, absent extenuating circumstances, of the ERO’s receipt of the Grievance Complaint Form. No later than three (3) working days following the conclusion of the hearing, the panel will make a recommended finding on the Staff Grievance Intake and Resolution Form as to whether or not University policy was violated.

- Accept the panel’s recommended finding;
- Reject the panel’s recommended finding;
- Remand the case to the panel with instructions to reopen the hearing, conduct further deliberations, or answer specific questions posed by the President.

The President’s decision is final and binding to all parties.

**Employee Process Guide – Grievance Process - Staff** on ESO’s website provides the procedures to be followed.

Please see UHD policy PS 02.B.01, Staff Grievance Policy, for detailed information regarding the policy and required procedures.
Environmental Health & Safety

The Environmental Health & Safety Office (EHS) is a service organization dedicated to provide the UHD community with a safe and healthy learning and working environment. EHS interprets regulations from federal, state and local agencies, conducts inspections and investigations to proactively prevent accidents, consults with employees and vendors on projects and activities, and provides safety training to protect occupant health and environmental safety. The Environmental Health and Safety programs can be reviewed on the Environmental Health and Safety website. Contact EHS by emailing ehs@uhd.edu, call 713-221-8040, or visit the office in the One Main Building, Room S-621.

Weather Related Emergencies

As part of the University’s Disaster Preparedness Plan, UHD receives information regarding storm movement from the media and the U.S. Weather Service. When the possibility of a storm hit is predicted within 96 hours, UHD’s Emergency Management Team is placed on Emergency Alert to monitor the situation. When a hurricane or tropical storm is expected to impact the Houston area, the President or his/her designee will decide whether the University will close so that faculty, staff, and students may leave to prepare for the storm.

An Emergency Preparedness Checklist, published by the State of Texas, provides information on how to protect yourself and cope with disaster by planning ahead. The checklist may be printed for use at home and in the office.

Additional information on Safety and Emergency Preparedness for employees, families, and pets is provided on the Texas Ready website and on various local websites.

Emergency Closing

While every effort will be made to maintain normal operations at all times, there may be instances when emergencies warrant closure of UHD. Emergency situations include, but are not limited to hurricanes, flooding, fire, tornadoes, ice storms, chemical releases, explosions, violence, and other situations that affect the overall operation of the University. In the event of an emergency situation that has the potential to subject all or part of the University community to danger, the primary concern will be the safety of all members of the University community.

Assessing the Emergency—when an emergency or a potential emergency affecting UHD develops, UHD will activate its Emergency Management Board.

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The Emergency Management Board is composed of the following staff

- President
- Senior Vice President for Academic and Student Affairs and Provost
- Vice President for Administration and Finance
- Vice President for Advancement and External Relations
- Vice President for Employment Services and Operations
- Director, Emergency Management
- Chief of Police
- Executive Director of Communications
- Executive Director of Marketing
- Associate Vice President for Information Technology
- Assistant Vice President for Facilities Management
- Director, Environmental Health and Safety

The President or designee shall have the sole authority to close the University or to order its evacuation. Decisions regarding the evacuation and/or closing of the University will be made by the President (or the President’s authorized designee) in consultation with executive staff.

In the event that an emergency requires campus closure, the Division of the Vice President for Advancement and University Relations will notify the University community by way of:

- The University’s Home Page—A message will be posted as soon as possible at www.uhd.edu.
• DT_ALL_USERS and Gator Mail—A broadcast e-mail message will be sent to Outlook accounts and Gator Mail explaining the nature of the emergency.
• A text message will be sent to all students, faculty and staff impacted by the closure as well as an email to the alternate email set up for emergency communications (such as a GMail or other personal account)
• UHD’s Main Switchboard—An outgoing message will be left on the University’s main telephone line, 713-221-8000.
• External Media—Television and radio will be alerted.

Please check these sites for updates:
• KPRC NBC 2 (www.click2houston.com)
• KHOU CBS 11 (www.khou.com)
• KTRK ABC 13 (www.abci3.com)
• KRIV FOX 26 (www.fox26houston.com)
• KHCW WB 39 (http://39online.com)
• KXLN Univision 45/Telefutura 67 (www.univision.com)
• KTMD Telemundo 47 (www.telemundohouston.com)
• KUHF 88.7 FM (www.kuhf.org)
• KTRH 740 AM (www.ktrh.com)
• Houston Chronicle (www.chron.com)

If an emergency occurs after regular work hours but while classes are in session, the Division of Advancement and University Relations will notify the UHD Police Department, which will notify all individuals still on campus of any decision regarding closure or evacuation.

During emergency situations, employees will be paid at their regular rate during the period of closure, and timesheets should reflect such time as emergency leave. Employees may, at their option, elect to leave their posts prior to the official closing and/or remain absent beyond the official reopening. Payment for such absences will be charged to vacation accrual. If there is no vacation balance, the absence will be considered leave without pay.

It is important that all faculty, staff and students provide up-to-date contact information including an alternative email address not affiliated with UHD, to receive timely information on emergencies that may affect the University.

For additional information, please see UHD policy PS 01.D.04, Emergency Closing.

Fraud and Non-Compliance Hotline

Fraud and Non-Compliance Hotline is an anonymous reporting system that provides a way for students and employees to report anonymously and confidentially issues such as harassment, burglary, theft, hazing, rape, stalking, hate crimes, date violence, domestic violence, property vandalism, and substance abuse. Through a secure system, the Fraud and Non-Compliance Hotline transmits information to the appropriate campus personnel while protecting the identity of the person reporting the incident. For more information, visit the Fraud and Non-Compliance Hotline website.

Crime Reports

The personal safety and security of students, employees, and the campus community are of vital concern and importance to UHD.

In compliance with applicable federal laws, including the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), UHD collects and reports specific statistical information on crimes committed on campus or within the University’s Clery Geography which involve criminal homicide (murder and manslaughter), sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes, vandalism of property, dating violence, domestic violence, stalking; and arrests and referrals for disciplinary action for liquor law violations, drug law violations, and carrying and possessing illegal weapons.

An annual security report is created for the United States Department of Education and is disclosed and made available to the University community and the public by October 1 of each year, on such crimes considered to be a threat to students and employees and reported to local police agencies. This annual report includes statistics for the most recent three-year period concerning reported Clery crimes that have occurred within the University community.
In accordance with the Clery Act, the University will issue timely warnings alerting the University community of Clery crimes that pose a serious or continuing threat to the community; and will issue emergency notifications to immediately notify the University community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees on campus or within the University community.

The University will conduct programs for the University community to prevent dating violence, domestic violence, sexual assault, and stalking. A clear statement of policy and procedures for institutional disciplinary action will be included in the annual Clery security report. The policy prohibits retaliation against any individual exercising their rights or responsibilities under any provision of this Act.

For additional information, please visit the UHD Policy Department website, and UHD policy PS 01.D.02, Crime Awareness and Campus Security, and the Handbook for Campus Safety and Security Reporting.

**Campus Carry**

In June 2015, the 84th Texas Legislature passed, and Governor Greg Abbott signed, Senate Bill 11 (S.B. 11), also referred to as Campus Carry. S.B. 11 expands the areas on public university campuses where people who hold a License to Carry (LTC) may carry concealed handguns, provided the area has not been designated by the University as a gun-free area.

Campus Carry became effective on August 1, 2016, for public universities, including UHD. Any individual who holds a current or valid License to Carry (LTC) may carry a concealed handgun on or about the license holder’s person where permitted on University property. The license holder must be 21 or older (with a few exceptions) and must maintain the license in good standing. The handgun must be wholly concealed on or about the license holder’s person. The license holder must not intentionally or knowingly reveal or display the handgun, even if the handgun is hol-
stered. Accidental exposure of a handgun by a person holding a current and valid LTC is not a violation of the law.

While required to comply, universities had discretion to implement the law based on the culture unique to the respective campus and taking into account a focus on maintaining safety and gathering input from the greater campus community. UHD established areas on campus where handguns will not be permitted for reason of campus safety. S.B. 11 requires that the University give notice to license holders for each building or area restricting the concealed carry of a weapon. Notice is defined under Texas Penal Code Section 30.06 to include a sign posted on university property that contains the following language in Spanish and English or written communication such as a card or other document on which is written language identical to the following: “Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun.”

The University will use multiple methods of notice to ensure the University community is aware of the gun-free areas, which may include posting a sign near buildings where the entire building is excluded; providing cards to individuals; and placing notices on doors or other areas inside or outside buildings, in University handbooks (student, staff and faculty), student life materials, ticketed events, flyers for events, email communications to the University community and via training provided to University faculty, staff, and students.

For more information on Campus Carry, please review UHD policy 01.A.16, Campus Carry Policy, visit the Campus Carry website, or contact the UHD Police Department at 713-221-8065.
Facilities Management

Facilities Management (FM) services include work requests, issuance of keys and access codes, housekeeping, electrical and mechanical maintenance, and building construction and renovations. It is also responsible for the campus recycling program for metal and plastic products.

To initiate a work request or report issues requiring an immediate response, such as water/spills, broken glass, power outages, lights out, or broken door locks, contact FM by emailing FacilitiesWorkRequest@uhd.edu, call 713-221-8026 or visit the department in the One Main Building, Room S-101.

Parking

UHD-designated parking garages and lots are accessible to University employees by purchasing a parking permit. Parking fees vary by semester and are subject to change. Complete information regarding parking costs, locations, and permits may be obtained from Parking and Transportation Services, Room N-117, or by calling 713-221-8127.

All parking at the University of Houston-Downtown is by permit. Employees must present vehicle information (make, model, year, and license plate number), driver’s license, and payment for the parking fee in order to obtain a permit.

Employee parking is available at the One Main Parking Garage, the Shea Street Building Parking Garage, and auxiliary lots at the Washington Street and Wood Street lots.

Information Technology

The Information Technology (IT) department plays an integral role in identifying opportunities for the University to meet its goals through the strategic use of technology.

The IT department provides the University with hardware/software support, user training, staff productivity administrative applications, and a centralized Help Desk for all technology support requests. For additional information about the
Help Desk, multimedia services, computer discounts available to employees, training/seminars, and other IT topics of interest, visit the Information Technology website.

**Staff Council**

The Staff Council at the University of Houston-Downtown acts as an advisory body to the President of the University. The Staff Council’s purpose is to promote a positive and meaningful exchange among staff, faculty, and students, and to formulate and recommend policies that affect staff. It also promotes recognition of staff contributions to the mission of the University of Houston-Downtown, and recommends individuals to serve on committees where policies and procedures affecting staff will be discussed.

The Staff Council coordinates the annual staff awards ceremony and sponsors the Edge award, a grant available to full-time staff members interested in attending seminars, training and other professional development courses. The Staff Council meets once a month and meetings are open to all staff. For more information, visit the Staff Council website.

**Health Services**

Student Health Services provides medical information and limited healthcare services at low cost to faculty and staff. Advanced practice nurse practitioners and registered nurses staff the health facility. For further information, visit the Student Health Services website.

**University of Houston Optometry Clinic**

The University of Houston Eye Institute provides a variety of optical services to employees of the University of Houston System universities, such as UHD, at reduced fees. Employees and their families can schedule complete vision exams, fill contact lens and eyeglass prescriptions, and seek medical and surgical help with eye disorders. The clinic accepts Medicare, Medicaid, personal checks, cash, major credit cards, and most insurance plans. To take advantage of this great opportunity, visit the University of Houston Eye Institute or call 713-743-2020.

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**University of Houston Speech, Language, and Hearing Clinic**

The University of Houston Speech, Language, and Hearing Clinic is available to all UHD employees and their families, and offers services to infants, children, and adults with speech, language, and/or hearing impairments. These services include testing and treatment. The clinic also offers assistance with the fitting and sales of hearing aids.

This agency is partially funded by the United Way of Greater Houston and is staffed by professionals certified in the fields of audiology and speech-language pathology. Visit the University of Houston Speech, Language, and Hearing Clinic website or call 713-743-0915 for additional information or to schedule an appointment.

**Sports and Fitness**

The Jesse H. Jones Student Life Center is a three-level, 30,000 square-foot, fitness center that includes facilities for basketball, volleyball, badminton, aerobics, martial arts, and dance, as well as weight equipment and cardiovascular units. Personal trainers and a variety of fitness and sports programs are offered throughout the year. Lockers and showers are provided to employees and students. For more information visit the Sports and Fitness website.

Full-time benefits-eligible staff are encouraged to take advantage of the Fitness Release Time provided through the Employee Wellness Program.

Employees can participate in an exercise program or fitness activity at the Student Life Center. See the Fitness Release Time section of this handbook for additional information.

The Student Life Center will be closed beginning December 6, 2022 in order for Sports and Fitness to move to the brand new Wellness and Success Center (WSC). The WSC is a 75,000 square-foot facility which will offer many more opportunities for health and wellness programming through an increase in physical space to include more exercise studios, weight training and cardio training areas and an additional basketball court. New amenities include a bouldering wall, a demonstration
Courses include Computer Aided Design, Microsoft Desktop Applications, and Project Management, just to name a few. For those seeking a more self-directed, flexible schedule, eLearning classes are also provided; however, in addition to eLearning, many courses are available in the traditional classroom setting.

The Criminal Justice Training Center provides training and educational opportunities outside the academic curriculum. Programs and courses are offered through the Texas Commission on Law Enforcement (TCOLE) in basic peace officer training, continuing education, and state licensing review for Texas peace officers.

**UHD Bookstore**

The University of Houston-Downtown Bookstore, located in the One Main Building, Room N-351, is home to exclusive UHD clothing, new/used textbooks, school supplies, electronics, graduation regalia, magazines, snacks, and souvenirs. UHD employees receive discounts on some purchases made at the bookstore upon presentation of a valid UHD identification card.

**O’Kane Gallery**

The O’Kane Gallery is the University’s conduit for the visual arts and contemporary culture. The gallery’s innovative, challenging exhibitions, programs, and publications bring artists, the University community, and the people of Houston into closer engagement with each other and with the important cultural issues of our time. Exhibits and hours of operation may be found on the O’Kane Gallery website.

**O’Kane Theatre**

The O’Kane Theatre is part of the Department of Arts and Communication and has been part of the University for over forty-five years. The theatre is located in the One Main Building and provides its patrons with an intimate environment suitable for an involving theatre experience. For information on performances and times, visit the O’Kane Theatre website or call 713-226-5597.
Automatic Teller Machines

There are two Automatic Teller Machines (ATMs) on campus for the use of the University community. The ATM machines are conveniently located in the One Main Building and Marilyn Davies College of Business.

Shipping/Receiving Mail Services

The Shipping/Receiving Mail Services unit is responsible for the processing and distribution of packages, inter-office, express courier, and U.S. mail to all departmental offices. The mail services unit is open from 7:00 a.m. to 5:00 p.m., Monday through Friday.

For rates and other information visit Shipping and Receiving and Mail Services or call 713-221-8049 for rates and other information.

W. I. Dykes Library

The W. I. Dykes Library is located on the fourth and fifth floors of the One Main Building. The library offers access to more than 1 million electronic and print books, journals, CDs, streaming media, videos, and special collections such as African American and Latinx Voices, leisure reading, juvenile literature, and a K-12 textbook collection. The staff ID is used as a library card to check out materials and may be used at UH System libraries at UH-Central and UH-Clear Lake. While on or off campus, staff may access databases with a wide variety of contents, as well as electronic books and online reference sources. Interlibrary Loan services are available to provide access to materials from outside the W. I. Dykes Library’s collection.

For more information, please visit the W. I. Dykes Library website.
Who’s Who in ESO

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