



Employee Acknowledgement

1. Oath of Office – Employee Affidavit

"I _____ do solemnly swear(or affirm), I will faithfully execute my duties as an employee of the State of Texas and will to the best of my ability preserve, protect, and defend the constitution and laws of this State or the United States; I furthermore solemnly swear (or affirm), that I have not directly nor indirectly paid, offered, nor promised to pay, contributed, nor promised to contribute any money, or valuable thing, or promised any public office or employment, as a reward to secure my appointment or the confirmation thereof, So help me God."

Employees may execute the oath by deleting the word "swear" and the concluding statement, "So help me God," if that is their choice.

2. State Constitutional Requirement

I am not receiving salary or compensation as an agent, or appointee for more than one civil office of emolument or position of honor, trust, or profit under this state or the United States; however, I understand that I may serve without pay as a member of a governing body of school districts, cities, towns, or other local governmental districts, without forfeiting my state salary.

3. Nepotism

VTCA, [Government Code Chapter 573: Regents' Rules Chapter 3](#)

Prohibition applicable to TTU system and system component officials. I understand no person related to any member of the board, to any component institution's president, or to the chancellor within the second degree by affinity (marriage) or within the third degree by consanguinity (blood) shall be eligible for appointment to any position in the TTU system.

Prohibition applicable to administrators, supervisors, and others. I understand no person related to an administrator within a prohibited degree shall be eligible for initial appointment to a position in an area of responsibility over which an administrator has appointive authority, in whole or in part, regardless of the source of funds from which the position's salary is to be paid.

Affinity Kinship. 1st Degree: spouse, spouse's child, spouse's mother or father, child's spouse, parent's spouse. 2nd Degree: Spouse's brother or sister, spouse's grandparent, spouse's grandchild, brother or sister's spouse, grandparent's spouse, grandchild's spouse.

Consanguinity Kinship (blood) . 1st Degree: mother, father, daughter, son. 2nd Degree: brother, sister, grandparent, grandchild. 3rd Degree: great-grandparent, great-grandchild, uncle (brother of parent), aunt (sister of parent), nephew (son of brother or sister), niece (daughter of brother or sister).

4. TTU System Community Conduct, Intellectual Property Rights, State Government Code and General Appropriations Act

I certify I have received and read the attached [TTU System Community Conduct, Intellectual Property Rights, Excerpts from the State Government Code, and Excerpts from the General Appropriations Act](#) document . This document includes, but is not limited to, statements relating to political aid, standards of conduct, legislative influence, the prohibition of excess obligation, use of state-owned automobiles, accountability and responsibility for state-owned property, and multiple employments with the state. I agree to accept and abide by the terms as a condition of my employment.

5. Fraud Policy

I understand as a member of the campus community, if I have a reasonable basis for believing that a fraudulent act has occurred, I have the responsibility to promptly notify my supervisor, an appropriate administrator, the Office of Audit Services or the Texas Tech Police Department. [Regents' Rules, Section 07.03](#), outlines the types of fraud that should be reported and employee's responsibilities for reporting such.

In addition, Texas Tech has selected a private contractor, EthicsPoint, to provide this service for the Texas Tech community. Reports submitted through EthicsPoint will be forwarded to university officials for prompt and appropriate action. The EthicsPoint system is intended to offer an additional means of reporting to individuals unable to use existing reporting procedures; however, we encourage employees and constituents to attempt the resolution of concerns through established channels whenever possible. Reports may be submitted via: [EthicsPoint website](#) or tollfree telephone: 1-866-294-9352 (also available in Spanish).

6. Workers Compensation Network

ALL employees are required to seek medical services with a provider of the Careworks network who accepts workers' compensation insurance. If you have questions or would like to access a list of clinics that accept workers' compensation, please visit Texas Tech University System's Office of Risk Management website at www.texastech.edu/offices/risk-management/

Employee Initials _____ Date _____

7. HIV/AIDS in the Workplace and Learning Environment [\(English\)](#) or [\(Spanish\)](#)

Per Texas Health and Safety Code, Chapter 85, I am being provided with information to ensure that the rights and privileges of individuals infected with the Human Immunodeficiency Virus (HIV) are protected. I certify I have been provided a copy or have electronic access to the TX Department of Health's HIV/AIDS and the Workplace pamphlet.

8. Confidentiality of Crime Victim Information [TX Government Code 552.132](#)

Please check the appropriate box to indicate your election.

I elect to allow public access to information held by Texas Tech that would identify or tend to identify me as a crime victim, including my photograph or any visual representation of me.

I do not elect to allow public access to information held by Texas Tech that would identify or tend to identify me as a crime victim, including my photograph or any visual representation of me.

9. Payroll Deduction Verification

I understand I am responsible for reviewing my earnings statement each pay period and notifying Human Resources immediately if the proper deductions are not made for retirement and group insurance. I understand I am responsible for reviewing my earnings statement each pay period and notifying Payroll Services immediately if the proper deductions are not made for social security, federal income tax and/or other applicable deductions.

10. Notice of Privacy Practices (HIPAA)

I acknowledge I have received the [Notice of Privacy Practices or HIPAA](#) form from the Employees Retirement System of Texas. This notice describes how ERS may use or disclose medical information about you and how you can get access to your own information. Please review this notice carefully.

11. Health Insurance Marketplace Coverage Options and Your Health Coverage

I acknowledge I have received the notice on the Health Insurance Marketplace Coverage options ([ACAEMPnotice](#)). This document provides contact information and will allow me to evaluate my eligibility options for health insurance for me and my family.

12. Code of Ethical Conduct

Texas Tech University System (TTUS) and its component institutions are committed to ethical behavior and respect for all. In accordance with Texas Government Code Section 572.051 and Texas Education Code 51.9337, TTUS has adopted a Code of Ethical Conduct w www.depts.ttu.edu/hr/documents/ethics.pdf. The Ethical Code of Conduct applies to every member of the TTUS community.

13. Drug Free Schools and Communities Act (DFSCA)

Texas Tech University is committed to fostering a campus community that promotes the overall wellbeing of its community members and is free from illegal drugs and alcohol abuse. All campus community members should be aware that the unlawful possession, use, or distribution of illicit drugs and alcohol on Texas Tech University property or as part of any Texas Tech University activity is prohibited by law and Texas Tech University Policy. In the following annual notification, you will find information about the university's policies regarding drugs and alcohol, substance abuse prevention programs and services, and other resources for students, faculty, and staff. <https://www.depts.ttu.edu/rise/DFSCA.php>

14. Information Privacy and Confidentiality Statements

I acknowledge that I am responsible for reading [OP 70.40 Information Privacy and Confidentiality Statements](#). I understand that Texas Tech University maintains a privacy policy that establishes the limits and privacy expectations for users of TTU Information Resources. Additionally, some jobs or activities at TTU may involve access to resources critical to computer security and privacy. Procedures and safeguards related to information privacy, student education records, and personally identifiable information are described in OP 70.40. As part of my onboarding process, I will sign a [TTU Confidentiality Agreement](#) and a [Student Records Confidentiality Agreement](#).

15. Employee Acknowledgement

By signing below, I acknowledge I have received the information provided on this form and understand that it is not intended to be all inclusive of Texas Tech's Operating Policies and Procedures, the Board of Regents' Rules, and the State Government Code. I also understand that it is my responsibility to read, understand, become familiar with, and comply with Texas Tech's Operating Policies and Procedures and the Board of Regents' Rules. I further acknowledge that nothing in this document constitutes a contract for employment and that a contract is not being offered. Unless otherwise specified, all employment at Texas Tech is employment at-will.

Employee Name (Printed)

Date

Employee Signature

SSN or R#