



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 70.11: Appointment of Staff Employees

DATE: January 25, 2012

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish responsibility and policy regarding the appointment of all classified and non-classified employees.

REVIEW: This OP will be reviewed in April of odd-numbered years by the managing director of Human Resources with recommended revisions forwarded through administrative channels to the chief of staff for the president.

POLICY/PROCEDURE

1. Policy

All staff appointments will be based on qualifications and suitability without regard to race, color, religion, sex, age, disability, national origin, Vietnam Era or Special Disabled Veteran status, genetic information, or an individual's refusal to submit to a genetic test, and in keeping with the laws and regulations of the state of Texas and the Board of Regents. Vacancies are to be filled with qualified candidates, either by promoting or transferring employees from within or by hiring from outside the university.

All appointments are subject to the following conditions:

- a. All appointments are made relative to the needs of the institution.
- b. When an employee's service is no longer needed or desired, the appropriate senior vice president/vice president, the provost and senior vice president (PSVP), the president, or the chancellor may terminate the appointment.
- c. A faculty member's tenure status is not affected by appointment to a classified, professional, administrative, or executive management position and is not applicable to these positions. Upon termination of the classified, professional, administrative, or executive management position, a tenured faculty member may normally expect to be able to rejoin the department in which tenure status is held.

2. Definitions

- a. Faculty Employee - An employee with academic rank (professor, associate professor, assistant professor, etc.) paid in full or in part from the line item "Faculty Salaries" or from a funding source approved by the PSVP. Faculty titles have job codes beginning with 03.
- b. Student Employee - An employee performing part-time work incidental to his or her academic training in an occupational category that requires all incumbents to be students as a

condition of employment. Student titles have job codes beginning with 04. These occupational categories are:

Graduate Assistant	(043906)
Research Assistant	(040630)
Teaching Assistant	(040371 and 040471)
Graduate PT Instructor	(040372 and 040472)
Student Assistant	(043901)
Scholar Student Assistant	(043902)
Student Assistant - Food Service	(043905)
Residence Hall Assistants	(043907)
Graduate Residence Hall Assistants	(043908)
Student Assistants - External	(043909)
High School Student Worker	(043930)

- c. Executive Management Employee - An employee appointed to serve as chancellor, senior vice chancellor, chief financial officer, vice chancellor, president, senior vice president, vice president, PSVP, vice provost, or dean of a school or college. The positions held by executive management employees are considered non-classified positions.
- d. Classified Employee - An employee appointed to serve in either an exempt or a non-exempt position that is assigned to the Classified Pay Plan.
- e. Non-Classified Employee – An employee appointed to serve in an executive, administrative, or professional position not assigned to the Classified Pay Plan. These would include senior management positions beginning with directors, academic administrative positions beginning with assistant deans, and certain professional positions like faculty and research positions, librarians, and coaches.
- f. Retired Employee - Any former employee who has retired under a retirement provision under the jurisdiction of:
 - (1) The Teacher Retirement System of Texas;
 - (2) The Optional Retirement Program, provided the employee has met service requirements, age requirements, and other applicable requirements for retirement under the Teacher Retirement System of Texas;
 - (3) The Employees Retirement System of Texas; or
 - (4) Any other federal or state statutory retirement program to which the university has made employer contributions, provided the employee has met service requirements, age requirements, and other applicable requirements for retirement under the Teacher Retirement System of Texas.

In addition, “retired employee” means any former employee who has not reached the age to apply for full formula service retirement benefits, but who has reached a state of permanent and total disability where the individual is unable to perform the assigned duties and is approved for disability retirement benefits by the Teacher Retirement System of Texas; or, if the individual is not a participant in the Teacher Retirement System, has been determined by the institution to be permanently and totally disabled, as defined by the Teacher Retirement System.

- g. Applicant/Employee with a Disability - Any qualified applicant or employee who has a physical or mental impairment that substantially limits one or more major life activities such as walking, talking, caring for oneself, doing manual tasks, seeing, hearing, or learning. Also includes having a record of impairment, being regarded as having impairment, or being associated with a person with a disability.
- h. Regular Positions - All positions involving appointment for 20 or more hours per week for a period of four and one-half consecutive months or more, excluding students employed in positions that require student status as a condition of employment. These are benefits eligible positions.
- i. Temporary Positions – Generally, these positions are less than full time, are created for less than one year, have a specific end date, and have a funding source that is non-recurring. All positions that require student status as a condition of employment, as well as those listed in section 3.a, are considered temporary positions. These positions will be benefits eligible if they meet the criteria outlined in 4.h.

3. Employment of Temporary Employees

- a. It is the responsibility of the employing department to recruit qualified applicants to fill the temporary staff positions listed below:

Temporary Workers	(013925)
Continuing Education Instructor	(013952)
Distance Learning Instructor	(013953)
Ideal Instructor	(013954)
Instructor Music Camp	(013955)
Temporary Game Worker	(010975)
Outside Sales	(013951)

Temporary staff positions that use staff titles other than those listed above must be recruited in accordance with the procedures outlined in section 5 of this OP.

Employees appointed to temporary positions subject to the recordkeeping and overtime provisions of the Fair Labor Standards Act should be appointed on an hourly basis and paid through normal payroll procedures.

All employment agreements with non-exempt employees must comply with the recordkeeping and overtime provisions of the Fair Labor Standards Act and they should not be based on a “lump sum” agreement.

Employees appointed to temporary positions exempt from the recordkeeping and overtime provisions of the Fair Labor Standards Act may be paid on a non-hourly basis through normal payroll procedures.

The exempt/non-exempt status of a temporary position under the Fair Labor Standards Act will be determined by Human Resource Services.

- b. Employment of Temporary Workers – Individuals employed in the Temporary Worker (013925) classification will be subject to the following rules:

- (1) Pay Rates for Temporary Workers – The pay rate of individuals employed as temporary workers (013925) should fall between the minimum and the first one-third of the pay range of a comparable job classification in the university’s pay plan. Pay

rates greater than the minimum will require the approval of the appropriate senior vice president/vice president or the PSVP. Pay rates greater than the first one-third of the pay range will require the approval of the president.

The appointment of a temporary worker at a rate greater than \$10 per hour will require the approval of the appropriate senior vice president/vice president or the PSVP, even if the appointment is at the minimum of the pay range of a comparable job classification in the university's pay plan.

Departments that want to employ a temporary worker at a rate greater than \$10 per hour must include the following information in the "explain" box of the appointment PAF and then route it to the appropriate senior vice president/vice president or the PSVP for approval:

- The need for the temporary worker position and the hours to be worked per week;
- The expected termination date of the appointment; and
- A brief description of the work to be performed, identifying the comparable position in the pay plan upon which the temporary worker position is based.

- (2) **Benefits Eligibility of Temporary Workers** - An individual working as a temporary worker for 50 percent time or more and for four and one-half consecutive months or more is a regular benefits eligible employee.

Employees appointed as temporary workers for less than 50 percent time will be audited on a monthly basis to determine if they are actually working more than 50 percent time. Anyone actually working 50 percent time or more for four and one-half consecutive months or more will become benefits eligible.

- (3) **Appointment Duration** – An individual appointed as a temporary worker at 50 percent time or more may not be employed in that position for more than 12 months. Appointments that exceed this limit will require written justification and the approval of the appropriate senior vice president/vice president, the PSVP, the president, or the chancellor, and the managing director of Human Resource Services.
- (4) **Promotions and Reclassifications** – Individuals employed in temporary worker positions may not be promoted or reclassified into other staff positions. Temporary workers desiring employment in other staff positions must submit an *Employment Application* for positions posted on the university's online employment site, TechJOBS.

4. **Promotional Opportunities Program**

The Promotional Opportunities Program is designed to enhance the career advancement opportunities of employees by providing each employee the opportunity to apply for and receive consideration for promotions and transfers.

a. Definitions

- (1) **Promotion** - The permanent movement of an employee from one position to another position having a higher pay range and/or a non-classified title recognized to be more senior and requiring more education, experience, and responsibility.

- (2) Demotion - The permanent movement of an employee from one position to another position having a lower pay range and/or a non-classified title recognized to be less senior and requiring less education, experience, and responsibility.
- (3) Lateral Job Change – The permanent movement of an employee from one position to another position, both of which are assigned to the same pay range and/or have equivalent non-classified titles requiring the same education, experience, and responsibility.

b. Procedures

- (1) Employees may make application and be considered for a promotion or transfer if they meet the following requirements:
 - Meet the minimum qualifications for the job;
 - Have been employed in their current position for a minimum period of six consecutive months (employees may apply for a promotion, demotion, or lateral job change prior to completing six months of their employment in their current position, provided they have the approval of their administrator); and
 - Have a satisfactory record of performance.
- (2) Employees who want to be considered for a promotion, demotion, or lateral job change must submit an *Employment Application*. Applications will remain active for a period of 12 months.
- (3) Employees who express interest in different positions will not jeopardize their current positions or future opportunities.
- (4) Employees who make application for a promotion or transfer to a clerical position may be required to take a typing and/or spelling test, when applicable.
- (5) Employees who meet the requirements outlined in Section 4.b.(1) are not required to notify their present supervisor when applying for promotions or transfers. Appointments should be scheduled at a time when they will cause the least disruption of work and may be limited by the supervisor to a reasonable number. Supervisors may not limit the number of interviews scheduled outside the regular work schedule. Supervisors may permit employees to take time off to interview during regular work hours without charging leave accruals.
- (6) The effective date of a promotion or transfer will be determined jointly by the two departments.
- (7) Salary adjustments will be subject to the guidelines established in the “Salary Administration Policy” (OP 70.14).

5. **Recruiting, Advertising, Screening, and Employee Selection Procedures**

- a. Posting Vacant Positions - The university requires that regular staff position vacancies be posted on TechJOBS for a minimum of ten working days to develop a representative pool of qualified applicants and provide equal opportunity to minorities and women. [See exceptions under item 5.a.(7)]

- (1) The Human Resource Services Employment Office should be notified of a vacancy as soon as possible in order to provide adequate time to recruit qualified applicants. To recruit for a vacant position, the hiring administrator must update the position's *PDQ/Position Description Questionnaire*, create a job requisition on TechJOBS, and then electronically route the job requisition through administrative channels for approval.
- (2) The hiring administrator must either post the vacancy in the department or notify all employees within the department of the vacancy.
- (3) In addition to being posted on TechJOBS, the position will be listed on the Job Information Line (1-806-742-2211).
- (4) Non-classified as well as classified exempt positions must be posted for recruitment both internally and externally to Texas Tech. Classified non-exempt positions may be posted for recruitment internally only to Texas Tech or both internally and externally.
- (5) All position vacancies posted for recruitment external to Texas Tech will be listed with the Texas Workforce Commission. (***In accordance with Sections 656.001 and 656.025, Texas Government Code**) In addition, the notification will be sent to appropriate recruitment organizations, agencies, institutions, etc., once a week.
- (6) Position vacancies posted as "open until filled" will be closed after 90 days. Other position vacancies will close at the end of the required ten-day waiting period. Hiring administrators may request that the vacancy remain open after the closing date.
- (7) Any exception to the posting requirement will be considered in accordance with the following:
 - (a) Vacant positions may be filled by employees subject to layoff without the necessity of job posting subject to the approval of the appropriate senior vice president/vice president and the managing director of Human Resource Services.
 - (b) The appropriate senior vice president/vice president, the PSVP, the president, or the chancellor may approve an exception to the posting policy if the qualifications for a position are so specialized that posting is unwarranted. Only the following grant-funded positions may be deemed to require qualifications specialized enough to warrant an exception to the posting policy:

Research Technician I	(010570)
Research Technician II	(010571)
Research Technician III	(010572)
Research Technician IV	(010573)
Director Research Project	(020589)
Administrator Research Project	(020590)
Coordinator Research Project	(020591)
Research Associate	(020625)
Senior Research Associate	(020626)
Research Aide	(010627)
Post Doctoral Research Associate	(020634)
 - (c) Temporary positions identified in Section 3.a of this OP are not required to be posted.

- b. Employment Applications - Individuals interested in positions posted on TechJOBS must submit their *Employment Application* online via TechJOBS. Individuals needing special assistance may request assistance from the Human Resource Services Employment Office, 806-742-3851, Option 1, or come to Room 143 Drane Hall.
- c. Employment Advertising – Advertisements are placed only at the request of the department. It is important to note that departments are responsible for the cost of the advertising. The following information outlines advertising staff positions. All advertisements should be placed through the Employment Office. Failure to follow the procedure below may result in non-payment of the advertisement.
- (1) Each department will complete and submit the *Electronic Purchase Order (EPO)*. The EPO identifies the following information:
 - Departmental information
 - The newspaper/publication
 - Position title
 - Date(s) advertisement is to run
 - Type of advertisement: display/line ad
 - Proposed content of the advertisement (develop and attach the ad template to the EPO. If the template is already developed, this step can be deleted).
 - (2) A separate EPO for each newspaper/publication is required.
 - (3) The Employment Office will obtain an estimate on the cost of the advertisement.
 - (4) The approved ad will be submitted to Purchasing for processing.

Due to deadlines when placing advertisements, requests should be submitted in a timely manner to allow ad development, the forwarding of the ad to the requested publication to obtain a quote, and the processing and submission of the ad by the Purchasing Department. Since deadlines for publications vary, these should be verified with the Employment Office.

- d. Screening – Utilizing qualifying questions defined by the hiring department and the Human Resource Services Employment Office, TechJOBS will screen applications for minimum qualifications and educational background prior to referring an application to the hiring department. Employment offers should only be made to individuals whose education and experience, as documented on their *Employment Application*, meets the minimum qualifications of the position.

The hiring administrator is responsible for contacting applicants for interviews and for interviewing applicants based upon quantifiable job-related knowledge, experience, and education. Before interviewing begins, administrators are encouraged to use the *Hiring Selection Matrix* to compare each candidate's qualifications to those stated in the position description. Each of the stipulated qualifications should be represented and, if the administrator determines that is necessary and appropriate, the scores applied to each qualification may be weighted. Job performance evaluations and length of service may be included as additional criteria for current employees. Applicants with the highest qualifications should receive an interview.

When interviewing, ask each applicant to answer the same job-related interview questions and/or complete the same job-related practical exercises that can be quantifiably measured.

Focus exclusively on the applicant's professional and technical ability or knowledge to perform the particular job.

- e. Selection and Verification of References/Education - The hiring administrator is responsible for selecting a qualified candidate, giving consideration to qualified women and members of underrepresented groups. Prior to extending an offer, the hiring administrator should verify the following information on a candidate:

- (1) Verify at least two employment history references (if two are available) from the applicant's *Employment Application* or résumé using *Employment History Verification* forms.
- (2) Obtain copies of official transcripts if the completion of a degree is a required qualification or selection factor. Verification procedures should be followed if education is a trade-off for experience.
- (3) Obtain copies of professional certifications and/or affiliations if this is a required qualification or selection factor.

The hiring administrator should send formal rejection letters to all applicants referred for the position. In addition, the hiring administrator must thoroughly document the recruitment and selection processes used to fill the position. The recruitment and selection procedure documentation must be retained in the department for three years.

Completed *Employment History Verification* form(s), copies of transcripts, and professional certifications and/or affiliations must be submitted to the Human Resource Services Records Section with the initial appointment PAF.

- f. Employment Offers - Offers of employment should be confirmed in writing. Offer letters serve the sole purpose of confirming a new employee's start date, beginning monthly salary or hourly rate, and beginning job title.

Offer letters do not constitute a contractual agreement regarding employment, expressed or implied. No contracts for employment are authorized, nor will such contracts be binding upon the university unless the president, the chancellor, and Board of Regents give prior written approval.

Exceptions to Texas Tech University policy must have the appropriate written justification and approval prior to the extension of any offers of employment, whether verbal or in writing.

The university does not pay employment agency fees.

6. Employment Contingencies

- a. Security Sensitive Positions - Pursuant to the provisions of OP 70.20, Employment for Security-sensitive Positions, applicants for positions that have been designated "security sensitive" will be subject to a criminal history background check, and their employment with the university will be contingent upon the receipt, review, and acceptability of the background information.
- b. Driver License – Employees required to operate university-owned vehicles must hold, at their expense, an appropriate valid driver license for the type of vehicle operated and must be insurable on the university automobile liability insurance policy. Failure to maintain a valid

driver license or safe driving record for insurability purposes may be cause for termination from positions that require operating a university-owned vehicle.

- c. Immigration Reform and Control Act of 1986 - Employment is conditional upon satisfaction of the requirements of the Immigration Reform and Control Act of 1986 (IRCA). All new employees must complete and sign a Form I-9, *Employment Eligibility Verification*, and provide appropriate documentation. The Form I-9 must be completed and the employee's eligibility to work in the United States verified by the third business day of employment. Continued employment of nonimmigrant employees will require periodic re-verification of employment eligibility. Nonimmigrant employees who fail to maintain valid status and employment authorization will be placed on a leave without pay (LWOP) until they regain valid status and employment authorization. If they are unable to regain valid status and employment authorization, they will be terminated.
- d. Selective Service Registration Verification

Prior to being hired by the university, all males between the ages of 18 and 25 must provide proof either that they have registered with the Selective Service System or that they are exempt from such registration. * **In accordance with Section 651.005, Texas Government Code**

Acceptable "proof of registration or exemption" is a copy of the registration acknowledgement card that is mailed to the individual after they have submitted a completed Selective Service Registration form or a copy of the on-line verification screen from the Selective Service System's web page at www.sss.gov. A copy of the proof of registration must be attached to the initial appointment PAF.

7. Appointment of New Employees

- a. Appointment Authority - Approval of appointments made in accordance with Texas Tech University policies and procedures is delegated to the managing director of Human Resource Services, based upon recommendations submitted by the appropriate administrator on a *Personnel Action Form*.

Hiring administrators seeking exceptions to this policy should route their written justification through Human Resource Services for review and recommendation. Human Resource Services will then submit the hiring administrator's request, along with its recommendation, to the appropriate senior vice president/vice president, the PSVP, or the senior vice chancellor/chief financial officer for approval. If approved, the written justification will be returned to Human Resource Services for transmittal to the hiring administrator, who will then attach it to the initial appointment PAF.

NOTE: Exceptions to Texas Tech University policy must have the appropriate written justification and approval prior to the extension of any offers of employment, whether verbal or in writing.

- b. Appointment of Relatives - All appointments must comply with OP 70.08, "Nepotism."
- c. Appointment after Official Retirement
 - (1) Individuals receiving a retirement annuity from the Teacher Retirement System (TRS) or Optional Retirement Program (ORP) may be employed without affecting their retirement annuity under the following conditions:

- (a) There must be a least one full calendar month break in service between retirement and returning to employment.
- (b) Individuals who retired before January 1, 2001, may return to work without restriction or reduction in benefits.
- (c) Individuals who retired after January 1, 2001, are subject to the following conditions:
 - Employment as a substitute for an absent employee may be for an unlimited number of days during a fiscal year, and the retiree's rate of pay may not exceed that of the absent employee (90 days during a fiscal year for a disability retiree).
 - Employment other than as a substitute is limited to no more than one-half time during any calendar month (for no more than 90 days in the fiscal year for a disability retiree).
 - Beginning in the fiscal year after retirement, retirees may be employed, in lieu of all other Texas public school employment, on as much as a full-time basis for any six months from September through August.
- (2) Retired employees appointed to otherwise regular positions would be entitled to the employee benefits normally available to regular active employees, except retirement program participation.
- (3) Retired employees should be appointed for less than 50 percent time unless they are appointed under the provisions of OP 32.30 or in accordance with the provisions of OP 70.02.

d. Minimum Appointment Age

- (1) A minor below 14 years of age cannot be employed.
- (2) A 14- or 15-year-old minor may be employed in any occupation except those declared particularly hazardous by the Secretary of Labor and may not be employed:

During school hours
 Between 7:00 p.m. and 7:00 a.m.
 More than 3 hours a day on school days
 More than 18 hours a week in school weeks
 More than 8 hours a day on non-school days
 More than 40 hours a week in non-school weeks

The employment of a 14 or 15-year-old minor requires the prior approval of the managing director of Human Resource Services.

- (3) A 16- or 17-year-old minor may be employed during school hours for any number of hours and during any period of time except in occupations that have been declared particularly hazardous by the Secretary of Labor. Contact Human Resource Services for information concerning these occupations.

e. Split/Dual Appointments

(1) Split Appointments

Split appointments occur when an employee is employed in two or more employee categories (faculty, staff, student). When an employee is employed in any capacity as a faculty employee, the faculty appointment prevails. An individual should not be appointed to a position requiring student status as a condition of employment and a non-student position concurrently.

Personnel Action Forms should contain information on the total employment status of an employee. Split appointments that involve part faculty are processed in accordance with guidelines for faculty appointments.

Split appointments also occur when an employee is jointly employed by two or more state agencies in a capacity that does not exceed full-time total (40 hours per week) for all agencies. When an employee is so employed, one of the employing agencies must be designated as the primary agency and will be responsible for that employee's benefit program, premium sharing contribution, longevity pay, performance evaluations, leave accruals and records, and other personnel actions. The *Personnel Action Form* must detail the total employment agreement with all agencies involved with an explanation in the "Explain Box."

(2) Multiple Employments with the State

A multiple appointment occurs when a full-time employee of another state or federal agency is appointed to a second position with the university, in excess of full-time total for all agencies. For special guidelines relating to multiple employments, see OP 70.15.

- f. Assignment of Home Departments - Employees are assigned to a "home department." The home department is the department first submitting a *Personnel Action Form* appointing the individual. The home department is responsible for the coordination of that employee's employment if the employee is employed by an additional department. The home department may be changed by submitting a *Personnel Action Form* through appropriate administrative channels to Human Resource Services.
- g. Effective Dates for Appointment - The effective date of an employee's appointment will be the first day of the month if the employee is to work all of the regular workdays in the month. If the initial period is less than a full month, the effective date of an employee's appointment will be the day the employee reports to work. The initial salary payment to be paid to a monthly salaried employee will be calculated on the basis of the number of workdays, including holidays, to be paid, as related to the total number of workdays, including holidays, in that month.
- h. Beginning Salary Rates for Employees - OP 70.14, "Salary Administration Policy," delineates Texas Tech's policy on appointment salaries and wages.
- i. Pay Frequency - Employees who are subject to the overtime provisions of the FLSA and are less than full time must be paid on an hourly basis on the biweekly payroll.

Employees who are exempt from the overtime provisions of the FLSA and full-time non-exempt employees may be paid on a salaried basis on the monthly payroll.

j. Appointment Procedures

- (1) After the offer of employment has been made and accepted by the prospective new employee in accordance with the selection procedures outlined in this OP, the administrator must prepare the *Personnel Action Form (PAF) & Affirmative Action Personnel Record Form*.

Copies of the following documents must accompany the *Personnel Action Form*:

- Social Security Card
- Employment Application*
- Employment History Verification* form(s)
- Offer Confirmation Letter
- College/University Transcript (if applicable)
- Professional Certifications/Affiliations (if applicable)

Upon completion of the *Personnel Action Form (PAF) & Affirmative Action Personnel Record Form*, the administrator signs the forms and routes them (with attachments) for approval and processing.

- (2) On or before the first day of employment, the hiring administrator refers the new employee to the departmental employment services coordinator (ESC) for completion of the New Employee Packet.

The ESC will then direct the new employee to the following brochures and pamphlets:

- [Campus Safety](#)
- [Conduct of Texas Tech Employees](#)
- [Employee Assistance Program](#)
- [HIV/AIDS Facts You Should Know](#)
- [Injured Workers' Rights and Responsibilities](#)
- [Sexual Harassment](#)
- [Your Rights Under USERRA](#)
- [Whistleblower Act](#)

While the employee completes the required forms, the ESC should schedule the employee for the next available TTU Benefits Orientation, which includes required non-discrimination training. **NOTE:** All new regular employees and insurance eligible graduate students are required to attend a benefits orientation session conducted by the Human Resource Services Benefits Office.

Once all completed forms have been received and verified, new employees who are non-resident aliens should be referred (with their documents) to the Office of International Affairs for additional processing. Completed documents collected from all other employees should be forwarded directly to the Human Resource Services Records Office.

NOTE: Administrators are responsible for designating both a primary and a secondary ESC and for requiring their enrollment in the I-9 training class offered through the Office of Quality Service & Professional Development.

8. **Orientation of New Employees**

- a. Purpose - To acquaint new employees with their new job environment and to help them gain a better understanding of the university, their rights and responsibilities, and to enroll in benefits and payroll options.
- b. Orientation Responsibility - Orientation of new benefits eligible employees is the joint responsibility of the supervisor, the Human Resource Services Benefits Office, and Quality Service & Professional Development. Orientation of new non benefits-eligible employees is the sole responsibility of the department supervisor.
- c. Orientation Guide

The Orientation Guide is designed to assist the supervisor of a new staff employee in planning that new employee's orientation.

- This guide lists the efforts and information that Texas Tech University provides to enhance the employee's orientation experience and to encourage a spirit of inclusion at the university level.
- The guide lists the efforts and information that the supervisor and/or department should pursue to integrate the new employee into the work unit and to encourage a spirit of inclusion at the department level.
- The guide also outlines the federal, state, and institutional requirements for new employee training.

9. **Right to Change Policy**

Texas Tech University reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time without the consent of employees.

All related forms are available on the Human Resources website:

<http://www.depts.ttu.edu/hr/forms.asp>