

2016-2017

# EMPLOYEE HANDBOOK



## TTU Operations Division

Operations Division is an integral part of the university... its purpose is to preserve the campus facilities while creating and sustaining an environment that will attract, retain and support our students, faculty and staff.

This manual has been designed to outline and summarize basic personnel policies, employee benefits, employee responsibility and general personnel practices.

## WELCOME ABOARD MESSAGE FROM

### Operations Division Leadership

The entire team is excited to hear that you had accepted our job offer. We wanted to share some information about our division and your team, as you begin orientation.

We firmly believe employees should have the freedom to make decisions about how they do their jobs within the framework of the department's objectives. Your department Director will share his/her objectives and goals with you in the near future.

You're joining an incredible group of dedicated professionals. Several staff members have been with the division for over twenty years and many have joined the team in the past two years. We expect everyone on the team to give us their best, while having fun. It's important that you enjoy the work environment and are excited every day as you travel to campus.

We manage by walking around, asking questions and fostering an open climate where you should feel comfortable bringing issues to the director's attention. Chain of command is important here and we intensely support those we've entrusted with leadership positions. You're encouraged to first seek resolution through immediate supervisors before engaging directors. We also encourage you to ask anyone about anything in your new section. Staff is committed to welcoming you and helping you integrate successfully into the team.

As you come onboard, we want to emphasize that our deepest commitment is to our customers. If it weren't for the faculty, staff and students at Texas Tech, we wouldn't be here.

Your success, happiness, and continued growth are the responsibilities of the leadership team. We guarantee that you'll be treated with respect and valued as an important member of the organization.

Once again, we're excited to welcome you within the Operations Division family.

Thank you for joining the team.

# TABLE OF CONTENTS

---

## **INTRODUCTION**

- TTU History
- Organizational Overview
- Employee Checklist
- Management's Role
- Successful Onboarding
- The New Employee's Role

## **HUMAN RESOURCES**

- Physical Location

## **EMPLOYEE BENEFITS**

- Insurance
- Deferred Compensation
- Education Incentive Pay
- Employee Tuition Assistance Program
- Dependent Scholarship
- Service Awards
- Service Excellence Award
- Employee Award Program
- State Employees Charitable Campaign
- Planning & Training

## **ATTENDANCE AND LEAVE**

- Hours of Work
- Lunch Hour
- Rest Breaks
- Holidays
- Vacation Leave
- Sick/Donated Leave
- Sick Leave Pool
- Family and Medical Leave
- Miscellaneous Leave of Absence
- Call Back

## **COMPENSATION**

Direct Deposit  
Longevity Pay  
Schedule for Longevity Pay

### **EMPLOYEE RESPONSIBILITIES & CONDUCT**

Sexual Harassment Policy  
Retaliation Policy  
Drug-Free Work Environment Policy  
Smoking Policy  
Complaint/Grievance Policy  
Coaching & Corrective Action Procedures  
Parking

### **HEALTH & SAFETY**

Safety and Health Program  
Worker's Comp., and on the job injuries  
Safety Training  
Hazardous Communications  
Vehicle Safety  
Campus Emergencies  
Fire Safety  
Tornado Shelter  
Substance Abuse Policy

### **GENERAL PERSONNEL PRACTICES & ADMINISTRATIVE GUIDELINES**

Personnel Records  
Employee Identification  
Equipment & Supplies  
Computer Use  
Solicitation  
Personal Property  
Dress and Grooming

### **CAMPUS SERVICES**

TTU Recreation Center  
TTU SUB  
TTU Staff Senate  
TTU Campus Map

### **APPENDIX**

User Name/Password Information Form

Mandatory Forms  
Operating Policies



TEXAS TECH UNIVERSITY  
**Operations Division**

## NEW EMPLOYEE ORIENTATION CHECKLIST

**INSTRUCTIONS:** This checklist is designed to assist supervisors and employees with the orientation of new position.

EMPLOYEE'S NAME: \_\_\_\_\_ TTU ID#: \_\_\_\_\_

SHOP/SECTION: \_\_\_\_\_ HIRE DATE: \_\_\_\_\_

### PRIOR to 1<sup>ST</sup> DAY of Employment - PREPARE FOR EMPLOYEE'S ARRIVAL

\_\_\_\_\_ Provide employee with reporting instructions: Shop, work time, dress attire and location of Orientation

\_\_\_\_\_ Operations Division NEO **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **PLACE:** \_\_\_\_\_

\_\_\_\_\_ Prepare employee's work area (furniture, equipment, supplies, etc.)

\_\_\_\_\_ Prepare and submit ODP New Employee Hardware/Software Request form

\_\_\_\_\_ Other requirements (list): \_\_\_\_\_

### 1<sup>ST</sup> DAY of Employment - DIVISION NEW EMPLOYEE ORIENTATION

\_\_\_\_\_ Director's Welcome                      \_\_\_\_\_ Professionalism in Workplace Training                      \_\_\_\_\_ Administrative Resources Briefing

\_\_\_\_\_ Administrative Policies & Forms                      \_\_\_\_\_ Safety Training                      \_\_\_\_\_ IT/IS Services/Usage Briefing

\_\_\_\_\_ Tour of Compound

### Within the First 3-DAYS of Employment - EMPLOYMENT PROCESSING

\_\_\_\_\_ Request PPE (boots, gloves, tools etc.) from supervisor                      \_\_\_\_\_ Employee ID – Administrative Resources/Lock Shop

\_\_\_\_\_ Request parking pass @ ASC 4<sup>th</sup>/Flint                      \_\_\_\_\_ Order/distribute uniforms

\_\_\_\_\_ Request TMA & WebHRMS & Banner                      \_\_\_\_\_ Setup Eraider account SUB RM103

\_\_\_\_\_ Supervisor overview of Section Policies/Procedures                      \_\_\_\_\_ Request key(s)

\_\_\_\_\_ Review location of first aid kits, eye wash stations, fire extinguishers and Automatic Defibrillator                      \_\_\_\_\_ Review & sign appropriate forms

### CONDUCT FEEDBACK SESSION

\_\_\_\_\_ Review and discuss Position Description (PD)

\_\_\_\_\_ Review and discuss Performance Evaluations

**OTHER:**

\_\_\_\_\_ Ensure that employee has completed and turned in all required employment paperwork to Administrative Resources Office

\_\_\_\_\_ Complete Job/Section required training specified by supervisor

**Within the First 30-DAYS of Employment - MANDATORY TRAININGS**

**TTU NEW EMPLOYEE ORIENTATION:** If the new employee is unable to attend TTU NEO as scheduled, please notify Administrative Resources immediately to reschedule.

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**PLACE:** \_\_\_\_\_

- Equal Employment Opportunity
- Customer Service "Tech Cares"
- Benefits Enrollment
- Workplace Violence Prevention
- QPR
- Alert Driver (Grounds Personnel)

**SAFETY:** Additional Safety training may be required based off your position, duties and supervisor.

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**PLACE:** \_\_\_\_\_

- University Safety Plan (Chemical Hygiene Plan)
- Hazard Communication
- Safety Awareness
- STOP

**LEADERSHIP SERIES:** Mandatory for all new supervisors

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**PLACE:** \_\_\_\_\_

- **Module I: Communication**
  - Communication Style
  - Generations in the Workplace
- **Module II: Coaching**
  - Coaching /Coaching Scenarios
  - ADA information followed by coaching case studies
  - FMLA/SL information followed by coaching case studies
  - EEO information followed by coaching case studies
- **Module III: Performance Management**
  - Position Description & Performance Evaluation
  - Corrective Action

**ACKNOWLEDGEMENT:** *I acknowledge that all items contained in this checklist were completed unless otherwise noted.*

Employee's Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Forward completed copy of this checklist to Operations Division Administrative Office Rm. 105

# ORGANIZATIONAL OVERVIEW

---

## TTU History

Texas Tech University was created by legislative action in 1923 and has the distinction of being the largest comprehensive higher education institution in the western two-thirds of the state of Texas. The university is the major institution of higher education in a region larger than 46 of the nation's 50 states and is the only campus in Texas that is home to a major university, law school and medical school.

Originally named Texas Technological College, the college opened in 1925 with six buildings and an enrollment of 914. Graduate instruction did not begin until 1927 within the school of Liberal Arts. A "Division of Graduate Studies" was established in 1935 and eventually became known as the Graduate School in 1954.

By action of the Texas State Legislature, Texas Technological College formally became Texas Tech University on September 1, 1969. At that time the schools of Agricultural Sciences, Arts and Sciences, Business Administration, Education, Engineering and Home Economics also became known as "colleges." Architecture became a college in 1986. Two colleges changed their names in 1993 to reflect the broadening fields each serves: the College of Agricultural Sciences became the College of Agricultural Sciences and Natural Resources and the College of Home Economics became the College of Human Sciences. The Honors College was established in 1998, and the College of Visual and Performing Arts opened in 2002. Mass Communications became a college in 2004 and was renamed the College of Media and Communication in 2012.

The Texas State Legislature authorized funds in 1965 for establishing the Texas Tech University School of Law, and the Law School's first dean was appointed in 1966. The first class of 72 students enrolled in 1967. The Law School was approved by the American Bar Association in 1970 and is fully accredited by the Supreme Court of Texas (1968) and the Association of American Law Schools (1969).

As a member of the National Collegiate Athletic Association, Texas Tech began competing in the Big 12 Conference in 1996 after a 35-year membership in the former Southwest Conference.

## Board of Regents

The Legislature, in Chapters 109, 110, and in Section 51.352, Texas Education Code, has delegated to the Board of Regents of the Texas Tech University System the power and authority to govern, control and direct the policies of the Texas Tech University System.

The board is composed of nine members appointed by the governor with the advice and consent of the senate for staggered terms of six years each, the term of three members expiring on January 31 of odd-numbered years. In addition to the nine members, there also is a student regent who is appointed by the governor to serve a one-year term that begins on June 1 of each year.

For more than 75 years, the institutions of the Texas Tech University System have served as a beacon of excellence in education and research on the South Plains and beyond. Throughout its history, the Board of Regents has been composed of distinguished and dedicated Texans who have been strong advocates of excellence in academic and patient care programs, meaningful scientific research and responsible public service.

From here, it's possible.

# DIVISION OVERVIEW

<p><b>Managing Director of Planning &amp; Administration</b>  <b>Brandon Hennington – Phone: 806-834-6920</b></p> <ul style="list-style-type: none"> <li>▪ Facilities Condition Assessment</li> <li>▪ BIMAR</li> <li>▪ Space Planning &amp; Inventory</li> <li>▪ Relocation Project Management</li> <li>▪ Programming Campus Base Maps</li> <li>▪ Building Floor Plans</li> <li>▪ Campus Condition Index Data Management &amp; Reporting</li> <li>▪ State Property Accounting (SPA)</li> <li>▪ Information Systems</li> <li>▪ Information Technology</li> </ul>	<p><b>Managing Director of Grounds Maintenance</b>  <b>Charles Leatherwood – Phone: 806-834-5468</b></p> <ul style="list-style-type: none"> <li>▪ Maintains Grounds</li> <li>▪ Street &amp; Road Repair</li> <li>▪ Parking Lot Repair</li> <li>▪ HSC Support</li> <li>▪ Farm Operations</li> <li>▪ Arbor Day</li> </ul>
<p><b>Managing Director of BMC (Building Maintenance &amp; Construction)</b>  <b>Lonnie Evans – Phone: 806-834-4229</b></p> <ul style="list-style-type: none"> <li>▪ Project Management</li> <li>▪ Work Control</li> <li>▪ Structural Sections</li> <li>▪ Mechanical Sections</li> <li>▪ HVAC Sections</li> <li>▪ Elevators</li> </ul>	<p><b>Managing Director of Utilities</b>  <b>Dale Townsley - Phone: 806-834-5638</b></p> <ul style="list-style-type: none"> <li>▪ CHACP I &amp; II</li> <li>▪ Steam &amp; Chilled Water</li> <li>▪ Maintenance crew</li> <li>▪ Instrumentation crew</li> <li>▪ Water chemistry crew</li> <li>▪ Museum and FBRI crew</li> <li>▪ Emergency Maintenance</li> </ul>
<p><b>Managing Director of Services</b>  <b>Carey Hewett – Phone: 806-834-1657</b></p> <ul style="list-style-type: none"> <li>▪ Custodial Services</li> <li>▪ Transportation Services</li> <li>▪ Refuse Collection</li> <li>▪ Office of Sustainability</li> <li>▪ Red Raider Shred</li> <li>▪ Central Warehouse/Receiving</li> <li>▪ Record Retention &amp; Storage</li> <li>▪ Vehicle Fleet Management</li> <li>▪ MailTech</li> </ul>	<p><b>Managing Director of Engineering Services</b>  <b>Brenda Bullard – Phone: 806-834-1403</b></p> <ul style="list-style-type: none"> <li>▪ Project/Contract Management</li> <li>▪ Facility Engineering (Mech., Elect)</li> <li>▪ Architectural/Interior Design</li> <li>▪ CAD/GIS/Drafting</li> <li>▪ Construction Inspection</li> <li>▪ Job Order Contract</li> <li>▪ CIP/DFM Management</li> <li>▪ Planning &amp; Training</li> <li>▪ Administrative Resources</li> <li>▪ Safety</li> </ul>
<p><b>AVP Admin. – Sean Childers</b></p> <ul style="list-style-type: none"> <li>▪ Utility Cost Distribution</li> <li>▪ Accounts Receivable/Accounts Payable</li> <li>▪ Budget</li> <li>▪ Financial Reporting</li> <li>▪ Purchasing</li> </ul>	

## Management's Role

On the first day of employment, the immediate supervisor, administrative resources office, or other designee should discuss, at a minimum, the following topics with the employee:

1. Working hours
2. Breaks and lunch periods
3. Location of facilities
  - a. Restrooms
  - b. Lunch and break areas
4. Health and safety considerations;
  - a. Physical safety procedures
  - b. Fire escapes
  - c. Exits (layout of building)
  - d. Procedures for fire drills
  - e. Location of first aid kits
  - f. Procedures for reporting fires, bomb threats, or other emergencies. A small card listing emergency numbers and other critical data that the employee can affix to the desk or work surface is helpful.
5. Paydays and the method of payment
6. Location of the work area, if unclear in the job context
7. Information on when, where, and how formal organizational orientation is conducted
8. Leave accrual, use of leave, and reporting time;
9. Reporting absences and requesting leave, including specific notification procedures and contact information in case of illness, tardiness, etc.
10. Information on parking, bus stops, etc.
11. Operation of the phone system
  - a. How to answer the phone in that particular work area
  - b. How to transfer calls
  - c. How to set up and utilize voice mail, if applicable
  - d. Rules for receiving and making personal calls
  - e. How to be reached in case of an emergency
12. Procedures for obtaining supplies and other equipment
13. Basic security requirements and procedures for handling confidential material and/or information so that the employee does not incur a violation
14. Dress code and behavior specific to that department or office

Within the first week of employment, the immediate supervisor, administrative resources office, or other designee (representative) should discuss with the employee the New Employee Checklist (Attachment 1). The representative should ensure that the employee is given adequate time to gain a clear understanding of the information and ask questions. When complete, the representative shall place the signed document in the employee's personnel file. Also, the representative should discuss key procedures, make introductions to co-workers, and offer some basic on-the-job training. In some organizations, a physical walk-through helps give the employee an overall framework of the organization.

## Successful On-boarding

In addition to going over the basic information outlined in the attached New Employee Checklist, a complete orientation will require that you share department specific information with the new employee, which might include an organizational chart, a brief overview of the department, the department's mission statement and an office telephone directory. Provide all written material (booklets for insurance, retirement, flexible benefits, deferred compensation, etc.) at this time and make the employee aware of all required timeframes for completing the enrollment process for the various benefits. Have a follow up meeting the second week of employment to answer questions and complete any required paperwork. Thirty (30) day follow up meeting helps identify and resolve any areas of concern for the employee or the supervisor. Planning & Training developed the Employee Handbook to serve as a guide during the employee's orientation period. The immediate supervisor, Administrative Resources Office, or other designee may use this handbook to guide discussions on topics ranging from the employee's compensation, benefits, and state employment practices to health and safety information. In addition, the handbook provides information pertaining to management's expectations for an employee's conduct, including information on the disciplinary process and appeal procedures. The information in this handbook serves as an effective reference manual throughout the employee's career with Texas Tech University.

## **The New Employee's Role**

Welcome and congratulations on becoming an active member of Texas Tech and Operations Division. This handbook provides some basic information about your employment. This copy is yours to keep. You may also access this handbook online on the Planning & Training website. The orientation handbook contains a "New Employee Checklist" that serves as a road map for orientation discussions with your supervisor and other key employees within your organization. As you complete each discussion, initial the topic to indicate your understanding of the information provided.

This handbook provides specific program criteria and other general information regarding benefits, programs, etc., with the relevant web addresses provided for more information on various topics. If you encounter an orientation topic or area of concern not addressed in this handbook, or if you have further questions, please contact Planning & Training or The Administrative Resources.

Administrative Resources  
Operations Division Room 105 & 107  
806-742- 2760

## TTU HUMAN RESOURCES

The TTU Human Resources team of professionals is dedicated to strategically partnering with the campus community in achieving Texas Tech's goals as they relate to workforce management.

### Employee Services Center

Texas Tech University offers competitive and comprehensive benefits to eligible employees and their dependents as part of a long-standing commitment to the health and well-being of its faculty and staff. Having complete information about your insurance is important and will allow you to understand and use the plans to your best advantage.

- Employee Opportunities
- Hiring Managers
- Insurance
- Retirement

### HR Compensation & Operations

HR Compensation & Operations develops, coordinates, and advises university administration and staff on activities associated with competitive pay, job classification, and employment changes. In partnership with departmental administrators and managers, our staff determines the university's staff compensation needs and develops strategies to address and fulfill those needs.

### HR Systems

The HR Systems Office manages the testing, development, maintenance, and security access for Human Resources Information Systems including Banner-HR, ePAF, HR Imaging, Cognos HR Reporting, and other HR systems. We develop HR reports, metrics, and consistency edits.

### HR Talent Management

Talent Management provides guidance on the direction of employees throughout the organization. Its purpose is to ensure the supply of talent is available to align the right people with the right jobs at the right time to support the university's strategic plan. It is a philosophy that encourages an integrated approach to leveraging the greatest competitive advantage for our employees. We believe that talent differentiates organizational culture and propagates a productive work environment benefiting the employee and the organization.

Talent Support serves as a liaison between Human Resources and the campus community. Talent Support partners with both leaders and staff to provide forward-looking solutions and actively assist in achieving departmental goals.

### Contact Information

Texas Tech University Human Resources  
161 Doak Conference Center  
15th & University Ave.  
Lubbock, TX 79409-1093  
Mail Stop: 1093  
Phone: 806-742-3851  
Fax: 806-742-1371  
Web site: [www.depts.ttu.edu/hr](http://www.depts.ttu.edu/hr)  
E-mail: [webmaster.hr@ttu.edu](mailto:webmaster.hr@ttu.edu)

# EMPLOYEE BENEFITS

---

The University provides a package of employee benefit programs for its employees.

Complete and official details of insurance and payroll plans are contained in a separate packet given to each employee at the Benefits Orientation session which is scheduled upon employment. The information contained in each booklet will provide you a few details concerning each program. You will need to read each carefully to determine if you want this coverage. You will be given 30 days to complete all forms and return them to the Human Resources office in Doak Hall. It is imperative you return all the forms completed for the different insurances offered in the time allotted. Failure to do so will cause you added time and expense of proving Evidence of Insurability if you chose to participate.

You may continue to participate in the group health insurance even if you leave the University (under circumstances described by federal law). For a period of 18 months following separation, you and/or your spouse may continue in the insurance program, but you must pay the required premium payments for the insurance to remain in force. All the information concerning this program will be available from the Human Resource Services Benefits Office. Ask for the COBRA information.

## Insurance

University employees are covered under one insurance plan, HealthSelect. More specific information is available for you when you attend the Benefits Orientation. Soon after you have enrolled in the coverage plan, you and each of your covered dependents will receive an identification card and a booklet describing your rights and responsibilities under the plan.

The employee must decide which of the following to enroll in and the premiums for these will become an employee responsibility:

- ◆ Life Insurance
- ◆ Long- and/or Short-Term Disability Insurance
- ◆ Accidental Death and Dismemberment
- ◆ Dependent Life Insurance
- ◆ Dental: State of Texas Dental Choice or Humana Dental DHMO
- ◆ State of Texas Vision

## Retirement Plan

The Texas Teacher Retirement System (TRS) has been acclaimed as one of the best around. Benefits of membership in the Teacher Retirement system include:

- Retirement Annuities – Members of the Teacher Retirement System have a vested right to a retirement annuity at age 65 with 5 or more years of service, at age 60 with 20 or more years of service, or at age 50 with 30 or more years of service.
- Disability Benefits – When members become totally and permanently disabled, disability benefits are payable based on the length of service and the salary of the member.
- Death Benefits – Members are covered by death benefits beginning the first day of employment. One of the death benefit options is a lump sum payment equal to the member's current annual salary not to exceed \$80,000.

- Survivors Benefits – In lieu of death benefits, members with minor children have survivor benefits which can total more than \$40,000.

One way to look at your required Teacher Retirement deductions is as a combination insurance plan and retirement program. If you remain employed with the state for 5 (five) or more years, the annuity payments that you are entitled to receive will go a long way in supplementing your social security check. If you remain employed with the state for ten or more years and are at least 55 years of age, you are eligible to enroll in the medical insurance program for retirees.

If you decide not to stay until retirement, you may withdraw the contributions you have made to your account plus accrued interest. It is not always in your best interest to withdraw your Teacher Retirement Account when you leave, especially if you have 5 or more years of service. **CAUTION:** You will have to pay taxes on withdrawn accounts so do not spend all of it without taking your tax liability into consideration. To withdraw the funds you will need to go to Doak Hall Human Resource Services Benefits Office, Room 161 and complete an application to close your account. When the Payroll Office has deducted the last payment from your check to be deposited into your account, the application will be sent to Austin for processing. Your account will be closed and the amount will be sent directly to you in a check. (It does not come back through the University.)

Generally, every year (if several changes warrant) the Teacher Retirement System in Texas will send a booklet explaining your options and how those options work. Also included is a chart of possible annuity rates and a formula for calculating that retirement annuity. The time you spend reading and understanding the information provided by TRS could be very beneficial to you and your future. University employees who have previous military service have an option of purchasing additional retirement time of a maximum of 5 (five) years. The Human Resource Services Office at Doak Hall has the details for this benefit if you are eligible. **(TTUOP 70.05)**

Effective September 1, 2015 the state contribution rate for TRS participants will increase from 6.8% to 7.2%. The employee contribution rate for TRS participants will increase from 7.2% to 7.7% in fiscal year 2017. The ORP state contribution will remain the same 6.4% and grandfathered ORP participants 8.5%.

### **Workers' Compensation**

The University carries insurance to cover the cost of work-incurred injury or illness. Benefits help pay for your medical treatment and two-thirds of any income you may lose while recovering if the recovery becomes lengthy. Specific benefits are prescribed by law depending on the circumstances of each case. To ensure coverage, work-related accidents must be reported immediately to your supervisor and the Operations Division Safety Coordinator (or the Administrative Resources office in the absence of the Safety Coordinator). The University will file a claim with the State Office of Risk Management, Workers' Compensation Division in Austin. Because of the state requirements for reporting and the great importance Operations Division places in our Safety program, failure to report accidents immediately could result in a disciplinary action being taken against you. If the recovery time is lengthy and accumulated sick leave is exhausted, the employee will be placed on Disability Leave without Pay. All insurance premium payments will become the responsibility of the employee from that point until he/she returns to work. If the premiums are not paid, insurance coverage will be dropped and could cause the employee to wait until the next July to reenroll in the insurance program. It is imperative that premiums are not allowed to lapse. The University's Payroll Benefits office will send notices to your home if this situation occurs and will work with you any way they can. The first thing upon returning to work after being on LWOP from WCI (or any other reason) is to go to the Benefits Office, Room 161, Doak Hall and make certain your insurance coverage is still in effect. **(TTUOP 70.13 & 70.05)**

### **Service Excellence Award**

Benefits eligible staff that have exhibited outstanding performance, as documented by a current performance appraisal are eligible for this award. An employee may be awarded up to a maximum of 32 hours within a fiscal year.

## **Distinguished Staff Awards**

Non-Faculty employees will be recognized based on the hard work, enthusiasm, and dedication to Texas Tech. There are five levels included in this program.

## **Service Awards**

The University recognizes staff employees by two categories; Length of Service for employment by longevity and Distinguished Staff for hard work, enthusiasm, and dedication to Texas Tech.

## **Operations Division Employee Award Program**

Employees are recognized through nominations from co-workers and supervisors. Nominations are accepted for Employee of the Quarter, Sustained Performance, and Employee of the Year, customer relations, cost savings, or other factors deserving recognition.

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

Our Employee Assistance Program provides you and your family with confidential counseling services. The University-sponsored program is staffed by experienced professional counselors who will provide information, immediate assistance, or referral to other sources. All contact is confidential. There is no charge for the initial assessment. For further information, contact your supervisor, Administrative Resources office, Custodial Services staff, or call the EAP office at 743-2800. The EAP offices are located on the first floor in Pod 1C102 of the Health Sciences Center building (northwest end).

## **State Employees Charitable Campaign (SECC)**

The State Employee Charitable Campaign (SECC) was created by legislation in 1993. The first campaign was run in 1994, and raised \$2,027,751. Through the efforts and generosity of many state employees since then, the campaign has grown to exceed \$9.345 million donated to charitable organizations in 2011. The Texas campaign is one of the largest state employee campaigns in the nation — and it's still growing!

- It's an easy, effective, and cost-efficient way to give to charity.
- Our contributions help improve the quality of life for people in communities locally, across the country, and around the world.
- The campaign supports a wide variety of vital health and human services.
- All charities in the campaign must meet strict eligibility criteria.

## **How does it work?**

Each fall, we get the opportunity to learn about the charities in the SECC, choose which ones we want to help, and then fill out a pledge form to indicate how much we wish to donate to which groups. We can make a one-time gift by cash or check. Or, even better, our gift can be deducted from each paycheck beginning at the first of next year.

The campaign runs from September through October. During this time period, you can expect to attend an informational meeting or be approached by a co-worker with information and a pledge form. The directory provides information on all the charities in the campaign

## Employee Development

Training is a powerful factor in any organization's success. It exposes employees to new ideas and knowledge, shows them the best practices, unleashes creativity, builds enthusiasm, and creates a sense of pride about working or being involved there. Ongoing training for current employees also helps them adjust to rapidly changing job requirements. Reasons Planning & Training strive to emphasize the growth and development of personnel include:

- Creating a pool of readily available and adequate alternatives for personnel who may leave or move up in the organization.
- Enhancing the division's ability to adopt and use advances in technology because of a sufficiently knowledgeable staff.
- Building a more efficient, effective and highly motivated team, which enhances the division's competitive position and improve employee morale.

You may be seeking training for any of the following reasons:

- To better fulfill current or future work requirements.
- To advance your professional goals.
- To brush up your skills or to learn new ones.
- To explore new professional avenues.
- To satisfy regulatory requirements.

Our goal is to empower you toward a transformative training experience. In order to achieve this goal we provide employees multiple training platforms. Our focus is not only on the trade skills needed for the job requirements, but we cover areas on business enrichment, communication, customer service, interpersonal skills, management/leadership and strategic planning. Some of our foundational courses include the following:

## Journeyman Apprentice Program

Regular employees with six or more months of employment may be eligible to apply for acceptance into the Journey Apprentice Program when a position is available. In apprenticeship training, you learn while you're employed. In addition, on-the-job training is supplemented by correspondence classes each year. The training period, or apprenticeship, varies in length from one to four years according to the complexity of the occupation you select. There are requirements for approval and successful completion of the program. Please see your supervisor or the Manager for Planning and Training for further details.

## Personnel Qualification System (PQS)

In 1987, the Department of Utilities implemented the Personnel Qualification System (PQS) to enhance the safety, reliability and efficiency of day-to-day operation of the central heating & cooling plants (CHACP's). PQS provides the minimum standards for employees to qualify as Utility Plant Operators. The PQS program is a compilation of engineering fundamentals, plant operating systems, and casualty control procedures for which the plant operators must demonstrate adequate knowledge and understanding. (OP 8.03)

To qualify to the next level, employees must pass a comprehensive written examination and an oral board. The PQS program has the following levels of qualification:

- |                            |                       |
|----------------------------|-----------------------|
| • Utility Operator Trainee | Utility Operator I    |
| • Utility Operator II      | Utility Operator III  |
| • Utility Operator IV      | Lead Utility Operator |

## University Classes

Upon approval by the respective Director, employees may be allowed to attend classes offered by the university. If approved you are allowed no more than three hours per week to attend class. Your options to account for this time are: upon supervisor approval you can make up this time (but has to be made up within the same week it is used), charged to vacation accruals, or taken as leave without pay.

### Employee Tuition Assistance Program

Texas Tech employees are offered a tuition waiver for eligible full-time employees. It exempts employees from tuition and fees for one course per term up to a maximum of four SCH during any fall, spring or summer term and up to a maximum of SCH for any academic year. For complete details see Student Business Services at: <http://www.depts.ttu.edu/studentbusinessservices/empTuition.php> for details on the Employee Tuition Assistance Waiver program. (TTUOP 70.29) Please refer to OP 62.17 for Employee Dependent Scholarship information.

### Employee Dependent Scholarship

Texas Tech employees dependents have the option to apply for an Employee Dependent Scholarship under IRS Code 117(d)(1) funded by the earnings from the original fund invested in accordance with the investment policies of the TTU/TTUHSC Board of Regents

In addition to training incentives, we have established an interactive and informative website, along with a Professional Development Library. Both provide plenty of resources to aid in the success of employee development.

# ATTENDANCE AND LEAVE

## Hours of Operation

Because our department is so diversified, there are several different work schedules:

Administrative Resources Office		7:45 a.m. – 5:00 p.m.
Administrative Offices		8:00 a.m. – 5:00 p.m.
BMC Shops		7:45 a.m. – 4:45 p.m.
Lock Shop		7:45 a.m. – 5:00 p.m.
Evening Shift		4:00 p.m. – 1:00 p.m.
Central Warehouse		8:00 a.m. – 5:00 p.m.
Custodial Services		8:00 a.m. – 5:00 p.m.
Evening Shift		6:00 p.m. – 2:00 a.m.
Library Shift	1	1:00 p.m. – 7:00 a.m.
Grounds Maintenance		8:00 a.m. – 5:00 p.m.
Maintenance Crew		7:00 a.m. – 4:00 p.m.
Utility Plants		7:00 a.m. – 4:00 p.m.
Assigned Rotating Shift - AM/PM		7:00 a.m. - 7:00 p.m.
MailTech		7:30 a.m. – 5:00 p.m.
Purchasing		7:45 a.m. – 4:45 p.m.
Transportation		7:45 a.m. – 4:45 p.m.

## Lunch Hour

Areas are provided for you to eat a meal. There are several eating establishments in close proximity where you may go including the Student Union Building. Also, as University employees, we are allowed to purchase meal tickets and eat in the campus dormitories. (Check with Hospitality's website at <http://www.depts.ttu.edu/hospitality/>.) Whatever your plans, please allow enough time to eat and return to work within the one (1) hour allotted for the noon meal. Evening and Library Shift Custodial employees and Shift Operators will need to check with their supervisors about locations for eating meals.

## Rest Breaks

"A full-time employee may be given one or two 15-minute rest periods per day. Whether or not rest periods are granted, their frequency, regularity and scheduling depend on the nature and urgency of the work to be done and are subject to the approval of the employee's administrative officer." (TTUOP 70.06)

Break times (not to exceed 15 minutes) are also different for each area so you will need to check with your supervisor for the appropriate time and place. If your work requires you to be at a location across campus, it will probably be necessary, more often than not, to take breaks in that particular building in order to eliminate unnecessary travel time to and from the work site. Check with your supervisor for the proper place to "break" in order not to infringe on the areas which are set aside for regular inhabitants of that building. Please be sensitive about your appearance/behavior in front of a casual observer. Taking a break in a public area or in view of our customers may be perceived as goofing off.

## Holidays

Regular full-time employees are eligible for paid holidays in each calendar year. Using a list provided by the Legislature, the University's Board of Regents determines which prescribed holidays will be assigned. This is usually accomplished prior to September 1 of each year and will be for holidays that fall between September 1 and August 31. This list will be published and posted on each bulletin board in the Operations Division building and sent to each of the shops/work areas for posting. (Regular part-time employees are given holiday time on a prorated basis.)

The majorities of holidays which other state agencies are granted during the year are accumulated during the year for University employees and are enjoyed during the Christmas season. This is done in an effort to ensure staffing is available when the students are on campus. It offers the employees an excellent opportunity for an extended holiday without using vacation time. Other holidays such as July 4th, Memorial Day, Labor Day, etc. are given as they occur, except when they fall on a weekend. (TTUOP 70.06)

### Vacation Leave

Vacation leave is designed to provide you with the opportunity to rest and get away from the everyday routine. If you are a regular, full-time employee, you accrue vacation at the following rates:

Regular, part-time employees who work 20 or more hours per week accrue vacation allowance on a prorated basis according to the percentage of time worked. As indicated in the preceding chart, a maximum amount of vacation leave may be carried over from one fiscal year into the next. If an employee has a balance of more than the specified maximum amount at the end of the fiscal year, the excess amount will be moved to the sick leave balance.

<u>TOTAL STATE SERVICE</u>	<u>ACCRUAL/MONTH</u>	<u>MAX CARRY OVER</u>
0 but less than 2 years	8 hours	180.00
2 but less than 5 years	9 hours	244.00
5 but less than 10 years	10 hours	268.00
10 but less than 15 years	11 hours	292.00
15 but less than 20 years	13 hours	340.00
20 but less than 25 years	15 hours	388.00
25 but less than 30 years	17 hours	436.00
30 but less than 35 years	19 hours	484.00
35 years or more	21 hours	532.00

Vacation time, as with any other time, must be scheduled with your supervisor. To satisfy your preferences, as well as meet the staffing needs of the department, please discuss your vacation plans well in advance with your supervisor. There may be occasions when the department has an emergency or staffing levels are such that your scheduled vacation time may need to be postponed and rescheduled.

**New employees are not eligible to take vacation until they have successfully completed 6 months of employment.** (Vacation leave does accrue during the 6-month period in the amount of 48 hours.) If a situation arises during this time where personal time off is needed, all absence-time must be deducted as Leave without Pay. Time paid for vacation does not count as time worked in calculating overtime for the week. New employees who have worked for a state agency for 6 months or more prior coming to Texas Tech have already met the 6 month requirement and may start taking vacation as a paid leave immediately.

Separating employees will be paid for all accumulated vacation leave at their current rate of pay if they have completed the required 6 months of employment or they have had previous state service. The check for lump sum vacation normally follow 30 days after the final check but, as always, will depend upon the amount of advance notice given and when in the pay period the final work day falls. (TTUOP 70. 45)

## **Sick Leave**

Regular full-time employees accrue 8 hours of sick leave each month (regular part-time on a prorated basis). There is no maximum amount of sick leave employees are allowed to maintain. Employees with more longevity could conceivably maintain a balance of thousands of hours. We encourage employees to accumulate sick leave so the time will be available to help financially in the event of a long illness or non-work related injury.

If the leave time charged to sick leave is more than 3 days, you must supply a physician's signed statement showing the cause or nature of the illness, or some other written statement of the facts concerning the illness. **(TTUOP 70.01)** The supervisor may require a physician's statement if sick leave becomes "excessive."

Time paid for sick leave does not count as time worked in calculating overtime for the week.

## **Sick Leave Pool**

The sick leave pool was established and is maintained to benefit regular employees or their family members who suffer catastrophic injuries or illnesses. To apply for time from this pool, an employee must have exhausted all leaves and be away from job duties for more than 30 days. The Administrative Resources Office will have the application forms available for this pool along with additional information on the program.

## **Donated Sick Leave**

An employee may donate any amount of accumulated sick leave to the pool each fiscal year but may not designate to whom the time will be given. Forms are available upon request at the Administrative Resources office, Custodial Office, or Human Resource Services at Doak Hall. This program has been most helpful in the past to several employees who have had severe illnesses. Separating employees are encouraged to donate their remaining sick leave balance to this pool. Forms are included in the out-processing package and an employee may donate any or all of the remaining sick leave balance. **(TTUOP 70.01)**

## **Funeral Leave**

In the event of a death in your immediate family, you may have time needed up to 3 (three) working days with pay to handle family affairs, travel time, and attend the funeral. An employee's spouse, or being related to the employee or his/her spouse as parents, children, brothers, sisters, grandparents, or grandchildren, stepparents, stepchildren, stepbrothers, stepsisters, step-grandparents, step-grandchildren, and great-grandparents.. **(TTUOP 70.01)**

## **Jury Duty**

"A regular employee summoned for jury service or subpoenaed to appear as a witness will be given reasonable time off as required for rendering such service to the court." In order that you may serve on a jury without loss of earnings, the University will pay your normal earnings for the period of jury service and, in addition, you may keep all court payments received for that jury service. Please contact your supervisor or manager promptly after receiving notification to appear. Shift workers in the Utilities department who receive a summons will be placed on "days" in order to minimize work missed. A copy of the summons or subpoena will need to be attached to the Absence and Leave Request and should be submitted when you have been released from duty. Jury duty will be defined as any summons you receive from the courts to appear for any reason other than your personal business. You are expected to return to work immediately following your dismissal from court service. **(TTUOP 70.01)**

## **Military Leave**

Military leave is available to regular employees for the duration of required service. For details on reemployment rights after discharge, see the Resources Manager. These rights are established for employees who request to be returned to work five (5) years after the date of enlistment and application for restoration made within 90 days after discharge with evidence of discharge from military service under honorable conditions. **(TTUOP 70.01)**

## **Annual Military Reserve Training or Emergency Mobilization**

No more than 15 calendar days per federal fiscal year (October 1 – September 30) The 15 days do not have to be consecutive. No deduction in salary, loss of vacation or sick leave, or earned overtime will occur. After exhausting the 15 work days of paid military leave, the employee may use accrued vacation leave or be placed on leave without pay for the remainder of the active duty period. Notify supervisor upon receiving a copy of the orders and the supervisor will then notify Human Resources, who will determine eligibility and notify Payroll Services (TTUOP 70.04)

## **Family & Medical Leave (FMLA) & Parental Leave**

FMLA provides a number of benefits to employees such as: job protection and insurance continuation. An employee is eligible for up to 12 weeks in a 12-month period of Family and Medical Leave (FMLA leave) if the employee has been employed by the state for at least 12 months and has worked at least 1,250 hours during the preceding 12 months.

A regular employee is entitled to a parental leave of absence, not to exceed 12 weeks, for the birth of a natural child or the adoption of a child less than three years of age. The employee may elect to use a combination of any leaves (including leave without pay) except sick leave unless the situation clearly falls within the definition of sick leave. An employee who gives birth to the child is qualified to use sick leave for the period of time the employee is physically disabled from the performance of their regular job.

## **Leaves of Absence without Pay**

Leaves of absence without pay for reasons other than disability may be granted at the University's discretion to regular employees for a period of no more than one year with the approval of the Director of the department concerned, the AVP for Operations Division, and the Director of Personnel. In granting such leaves, the interests of the employing department and the University will be given priority consideration. (TTUOP 70.43)

Leaves of absence without pay for a disability are of the following types:

### **Medical Leave without Pay**

Medical leave without pay is not granted automatically; it must be requested by the head of the department. If an employee or family member of the employee has a serious medical condition and the employee has exhausted all other available leaves, the department head may request the employee be placed in a medical leave without pay status for up to 90 calendar days.

In every type of Leave without Pay, the employee will be responsible for the payment of insurance premiums including the employee portion which the University pays. This is also true for Worker Compensation injuries if the employee has run out of sick leave, other paid leave, or has elected not to use sick leave. Individuals who are on Family Medical Leave Act (FMLA) or sick leave pool will need additional information concerning insurance premiums. (TTUOP 70.32)

## **Return to Work**

As with a short illness period, you must furnish a statement from your physician allowing you to resume normal duties of your essential job functions. We require your physician's release before reinstatement to the active payroll if any paid leave was used or you were on Leave without Pay. This requirement is to protect your physical well-being and is a way to let your supervisor know you have reached a point in your recovery which allows you to perform the required essential job function. (TTUP 70.39)

The University strives to pay salaries that are competitive with those in our community. Our wage and salary plan classifies each position based on:

- Knowledge and ability requirements
- Variety and scope of responsibilities
- Physical and mental demands
- Education Requirements

Established wage or salary ranges are reviewed periodically and adjusted as necessary. If you are interested in knowing the wage or salary range for your position, ask your supervisor or the Resource Manager. (TTUOP 70.14)

## Time Clock Plus

Time Clock Plus is the legal record of hours you are at work and your paycheck is based on the time recorded in the system. To record hours worked, an Operations Division issued identification card is used to clock in and out at your scheduled times. If you must leave work early for any reason, notify your supervisor so the correct information can be recorded. OD/SOP 03.03

## Pay Periods

All non-exempt employees will be paid twice a month based on the following pay periods and pay dates:

Pay Period:	Pay Date:
1st – 15th of the month	25th of the month
16th – last day of the month	10th of the following month

If the pay dates falls on a weekend or holiday, the non-exempt employees will be paid on the last work day prior to the weekend or holiday.

## Payroll Check Pickup

Payroll checks will be routed from the Doak Hall payroll office in a department pickup package and issued from the Administrative Resource office. Electronic transfer for direct deposit is also an available option. If you need your spouse or someone else to pick up the check, please furnish them with a handwritten, signed note designating them specifically as having permission to pick up your check. They will also need to show proof of identification that they are who they say they are. This is not meant to be a hassle for them, but protection for you and your check.

If a levy has been placed on your check, you will need to talk to the payroll staff in Doak Hall (2-3211 or Room 135) for the procedure to follow.

Monthly/Exempt checks will be available for pickup in the Administrative Resources Office at 10:00 a.m. Hourly checks will be available for pickup at 7:45 a.m. the day of pay day. Custodial Staff may pick up checks in Room 106 at the Grantham building until 5:00 p.m. After 5:00 p.m. checks will be forwarded to their designated supervisors.

## Overtime Pay

All overtime work by non-exempt employees must be authorized by the supervisor, in advance, if at all possible. Because of the nature of our business, there will be emergency call-back situations. (Each of the shops will maintain a list that will rotate each service technician/crafts person into the role of being responsible for these call-backs on a weekly basis.) All non-exempt employees will be paid one and one-half for authorized hours worked in excess of forty hours in one week. Overtime is paid with the pay period it is earned (State or Local accounts). Overtime which must be paid as "straight-time" will be paid when each regular payroll is submitted for processing. (TTUOP 70.16/70.17)

## Payroll

Payroll Services commitment to our customers is to conduct business efficiently in a manner consistent with our institutional core values in the production of timely accurate payrolls to our employees and provide reliable reporting as follows:

Set the standard for providing quality human resources services

- Enable the institution to successfully fulfill human resource responsibilities
- Be recognized as a partner in advancing the mission and vision of the institution
- Be recognized as addressing constituent's needs with respect and empathy in a timely and effective manner

The information contained within this website is intended to serve as a reference for primary processes handled by Payroll Services. For questions on any special cases; please consult with Payroll Services by sending an e-mail to the [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu) for clarification on specific instances.

**NOTE:** Payroll Services does not advise individuals on personal tax issues. The tax information contained within this website is expressly intended for the purpose of informing TTUSA/TTU/TTU HSC of timely tax issues relating to it as a State of Texas employer. Any use by individual taxpayers for personal tax issues is discouraged. Individuals should consult with tax professionals for personal tax issues.

### Contact Payroll Services

Address: Box 41092, Lubbock, TX 79409-1092

Email: [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu)

TTU Phone: 806.742.3211

TTU Fax: 806.742.1589

### Payroll Deductions

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following:

- Golf Course Fee
- Parking
- Income Tax
- REC Sports
- Insurance
- Social Security
- Membership Fees
- TexFlex
- Texa\$aver 457 Plan
- ORP/TSA, Transfer or Withdrawal
- State Employees Charitable Contribution (SECC)
- Teacher Retirement System

TEXAS TECH UNIVERSITY™  
Raiderlink

Back to A&F Work Tools Tab | E-mail | Banner Assistance | Logout | Help

My Personal Information | **My Employment Information**

[RETURN TO TAX MENU](#) [HELP](#)

## Electronic W-2 Consent

Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent.

By consenting to receive your W-2 electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 form on-line. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return.

Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive a paper Form W-2 by accessing this site and unchecking the box to revoke consent, or providing written notification to the Payroll office.

A paper copy of your W-2 may be obtained by contacting the Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

**Selection Criteria**

**My Choice**

Consent to receive W-2 electronically:

**I understand the instructions provided to me for accessing and printing my electronic W-2 form.**

[\[ Return To Tax Forms Menu \]](#)

**RELEASE: 8.0** powered by **SUNGARD** HIGHER EDUCATION

A new online option for your W-2 printout is available online\* Please be sure that you have reviewed the New Electronic W-2 Consent Election in your Employment Information Tab. You may now receive the W-2 by mail or by this electronic method.

By January 31st, you will be supplied with your Wage and Tax Statement (W-2) form. This statement summarizes your income and deductions for the year. If you have any questions regarding these deductions, please contact the Administrative Resources(742-2760), Custodial Services (742-9777), or the Payroll Office (742-3211).

**Federal Income Withholding Tax**  
Based on marital status and the number of dependents claimed, each regular employee of the University is required, as a condition of employment, to be a member of the Teacher Retirement.

### Teacher Retirement System (This requirement was set by the Legislature.)

An amount of 7.7% is deducted from each pay check and deposited into the employee's account with the system in Austin. (This 7.7% is the rate which has been established by the legislature and it is changeable with their mandates, as is the matching portion contributed by the state.)

### Other Deductions

**Insurance for dependents/extra coverage** is deducted in equal amounts from each check you will receive twice a month and the total will vary with the amount of coverage chosen.

### Savings Bonds

For more information, please contact the Administrative Resources or Doak Hall Payroll staff. The deduction for this will also be made twice a month. There will be forms to be completed for authorization, bond owner, beneficiary, etc. before the deduction will become effective.

### Annuities and Deferred Compensation Programs

Any employee may enter into an agreement with Texas Tech to reduce their salary to specified limits and apply proceeds to purchase of a:

- Fixed Annuity
- Variable Annuity
- Custodial, non-custodial, or mutual fund account

with carriers approved by Texas Tech University. A list of authorized carriers and approved representatives is available through the Human Resource Services Office at Doak Hall or by contacting the Administrative Resources office. **(TTUOP 70.09)** The TexasSaver Deferred Compensation program is available to employees on an optional basis.

**Organization Dues** – payroll deduction may be authorized for membership dues for authorized organizations. They are:

- Texas Public Employees Association (TPEA)
- Texas State Employees Union (TSEU)/CWA
- American Federation of State, County & Municipal Employees **(AFSCME) TTUOP 69.04**

### **Direct Deposit**

All employees and student employees are eligible to receive their wages electronically through direct deposit. Employees are now able to sign up or update direct deposit information using Employee Self Service. Payroll Services encourages all employees to take advantage of this option. It is available online 24/7 (down only during payroll processing). They are able to access this through their Raiderlink/Webraider.

To make changes, add new account online, go to the Employee tab on Raiderlink/Webraider:

- Select Update My Direct Deposit (Employee Instructions), and update Direct Deposit
- Employees can always send e-mail to [webamaster.payroll@ttu.edu](mailto:webamaster.payroll@ttu.edu)

Direct deposit has many advantages to an employee:

- Safe and secure delivery of wages to just one or even multiple accounts
- No cash checking fees
- Most banks will offer free checking with direct deposit
- Generally funds are available at the employee's bank at the opening of the business day

### **Longevity Pay**

At the end of the second year of service (24 months), a longevity payment of \$20 will be added to your check issued on the 10<sup>th</sup> day of each month. Part-time or temporary employees do not receive longevity pay. Payments are increased by \$20 each month at the end of each two years thereafter. **(TTUOP 70.25)** This longevity amount is also used when calculating overtime. Texas State statute only allows for longevity pay to be distributed one time a month following completion of work.

## Schedule for Longevity Pay

Longevity will be paid according to the following schedule:

Months	Years of State Service	Monthly Amount
0 – 24	up to 2	\$ None
25 – 48	up to 4	\$20.00
49 – 72	up to 6	\$40.00
73 – 96	up to 8	\$60.00
97 – 120	up to 10	\$80.00
121 – 144	up to 12	\$100.00
145 – 168	up to 14	\$120.00
169 – 192	up to 16	\$140.00
193 – 216	up to 18	\$160.00
217 – 240	up to 20	\$180.00
241 – 264	up to 22	\$200.00
265 – 288	up to 24	\$220.00
289 – 312	up to 26	\$240.00
313 – 336	up to 28	\$260.00
337 – 360	up to 30	\$280.00
361 – 384	up to 32	\$300.00
385 – 408	up to 34	\$320.00
409 – 432	up to 36	\$340.00
433 – 456	up to 38	\$360.00
457 – 480	up to 40	\$380.00
481 – 504	up to 42	\$400.00
505 – 528	up to 44	\$420.00

# EMPLOYEE RESPONSIBILITIES & CONDUCT

---

## **EEO/Sexual Harassment Policy**

All paid employees, regardless of position or benefits status, are required by the State of Texas to complete EEO Non-discrimination & Sexual Harassment Training within 30 days of hire and every two years thereafter. In other words, if you get a paycheck from the University you need to take EEO training - no exceptions. (TTU OP 10.09)

Employers interested in human dignity and protection of their employees are particularly concerned about the possibility of employee harassment, whether it is sexual, racial, ethnic or of some other type. Harassment in any form - verbal, physical or visual - is strictly against University policy and will result in corrective action. Defining sexual harassment precisely is not easy but it certainly includes slurs, threats, derogatory comments, unwelcome jokes, teasing or sexual advances, and other similar verbal or physical conduct. In your day-to-day activities which require travel from one campus location to another or work in a building with student traffic, please remember that any University Student is also covered under this definition and none of the previously mentioned types of harassment will be tolerated. This harassment includes wolf whistles, ogling, or any other type of attention which is not solicited from that student.

If you believe you have been the victim of harassment, or know of one who has, report it immediately to your supervisor, the Director of your section, the Administrative Resources, or Vice President of Operations Division.

**Retaliation Policy** Retaliation against an employee who reports discrimination or other violation of the law or who participates in an investigation under this policy is strictly forbidden. **TTU OP70.28**

## **Drug-Free Work Environment Policy**

We recognize that alcohol and drug abuse in the work place has become a major concern. We believe that by reducing drug and alcohol use we will improve the safety, health and productivity of employees. The object of the department's alcohol and drug policy is to provide a safe and healthy work place for all employees, to comply with federal and state health and safety regulations, and to prevent accidents.

The use, possession, sale, transfer, purchase or being under the influence of alcoholic beverages, illegal drugs or other intoxicants by employees at any time on University premises or while on University business is prohibited. The illegal use of any drug, narcotic or controlled substance is prohibited. Employees must not report for duty or be on University property while under the influence of, or have in their possession while on University property, any alcoholic beverage, marijuana or illegally obtained drug, narcotic or other illegal substance.

Being under the influence of a prescribed medication is also included under this section. Since some medication can alter motor and mental skills, it is advisable from a safety standpoint, that employees report to work knowing temporary reassignment or being sent or taken back home could be advised. The doctor's instructions concerning the use of the drug will also be helpful in determining the safest course of action.

## Smoke-Free and Tobacco-Free Environment Policy

The University has adopted a policy of no smoking in any of the buildings, including all mechanical and equipment rooms. Please abide by this ruling. Smoking areas must be located 25 feet from any facility with LEED designation and pedestrian entrance (ingress or egress) or public place. This includes any entryways or walkways leading to entrances. In the interest of providing a Tobacco-Free environment, tobacco products are prohibited in the following all campus buildings listed below. (TTU OP 60.15)

- Livermore Center
- Chemical Engineering
- Chemical Engineering Temp Lab
- Agricultural Science
- Human Science
- Psychology
- Electrical Engineering

## Complaint/Grievance Policy

Under normal conditions, if you have a job-related problem, question, or complaint, you should discuss it with your supervisor. The simplest, quickest, and most satisfactory solution will often be reached at this level.

If the discussion with your supervisor does not answer your question or resolve the matter to your satisfaction, you may then present your complaint, in writing, to the next higher level of management ten days after discussing it with the immediate supervisor. The second level supervisor will review the complaint with the department head and respond to the employee in writing within 10 working days. A copy of the response will be sent to the Director of Equal Employment Office and Personnel Relations (DAAPR). If the matter is still not resolved satisfactorily, you may submit a written appeal to the DAAPR no later than 10 days after receiving the written response from the second level supervisor. At any time you may seek the advice and guidance of our Administrative Resources office Manager. The employee will not be discriminated against in any way in the future if he/she feels it is necessary to file a complaint.

(TTUOP 70.10)

Difficulties in using this complaint procedure should be immediately brought to the attention of the Administrative Resources office.

## Coaching & Corrective Action

Groups of people who are working together for any purpose require certain guidelines pertaining to their conduct and relationships. Accordingly, our employees must be aware of their responsibilities to the University and co-workers.

We strive to take a constructive approach to disciplinary matters with a progressive disciplinary program. These actions are to ensure that conduct which would interfere with operations or an employee's job are not continued.

Violations of our standards will result in one of the following forms of corrective action: Oral warning, written warning, suspension, or dismissal. In arriving at a decision for proper action, the following will be considered:

- The seriousness of the infraction
- The past record of the employee
- The circumstances surrounding the matter

Although there is no way to identify every possible violation of standards of conduct, the following is a partial list of infractions which will result in corrective action which was taken word-for-word from TTUOP 70.31:

1. Forgery, alteration or unauthorized use of University document, records, or identification materials

2. Knowingly furnishing false information to the University
3. The use of force or violence or other methods of obstructing the functions of the University
4. Physical abuse of any person on University-owned or controlled property or at University-sponsored or supervised functions or conduct which threatens or endangers the health or safety of any person
5. Theft of or damage to the tangible property of the University or of a member of the University community or campus visitor
6. Unauthorized entry to or use of University facilities
7. Unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, or any substance, which is regulated by federal or Texas law
8. Lewd, indecent, or obscene conduct on University-owned or controlled property or University sponsored or supervised function
9. Failure to comply with the lawful direction of University officials where such directions are issued in the performance of their duties
10. The violation of any other published University policies or rules

This list is intended to be representative of the types of activities which may result in disciplinary action. It is not intended to be comprehensive and does not alter the employment-at-will relationship between the employee and the University.

### **Parking**

Parking anywhere on the Texas Tech campus Monday through Friday from 7:30 a.m. to 5:30 p.m. requires a valid ePermit. To purchase an ePermit, employees must provide photo identification and vehicle information at the University Parking Services office. Custodial Staff assigned to a shift from 5:30 pm to 7:30 am are not required to purchase a permit.

**Please Note:** All permits holders are responsible for parking citations issued to any vehicles bearing their ePermit regardless of vehicle ownership. Accepting the ePermit constitutes an agreement to abide by the Traffic and Parking Rules and Regulations.

### **Valid ePermits**

An ePermit is valid only for the license plate registered, and the correct license plate information must be on file with Transportation and Parking Services. To verify, edit, or add license plate information, log into My Parking Account from the Transportation and Parking Services website.

The Operations Division strives to provide a safe working environment for our employees. We observe all Federal, State, and local safety laws. No employee will knowingly be required to work in any unsafe manner. Safety is everyone's responsibility, and all employees are required to do everything reasonable and necessary to keep the university a safe place to work.

## **Safety and Health Program**

To provide Operations Division employees with service that is focused on quality to ensure the employee's work place is safe, dependable and efficient to drive the productive process in providing teaching, research and support services to achieve the institutional goals and objectives. This goal will be done by defining requirements, defining measurements, setting goals, and embarking on process improvements for improved safety functions.

## **Worker's Comp, and on the job injuries**

All on the job injuries will be reported to your supervisor immediately. If you are injured on the job and it does not require professional medical attention, you are required to report it to your supervisor as an Incident.

The Safety Office will assist you with completing the required Workmen's Compensation paperwork in the event of an on the job injury. The paperwork must be submitted to the Office of Risk Management with 24 hours of the initial report of injury. The Safety Officer will accompany you to either the emergency room, or a medical facility of your choosing.

In the event of an injury you may choose any medical facility however, if that facility does not accept HealthSelect you may be responsible for paying for your treatment.

## **Safety Training**

The Operations Division uses the Safety Training Observation Program (STOP) to help you work as safely as possible. STOP was created by DuPont and has been very effective in eliminating work place injuries. Within the first three months of employment you will be scheduled for STOP Training.

Administrative Resources will provide training on general safety topics such as; proper lifting procedures, hazardous communication, and the 10 Commandments of Safety. Job specific safety training will be provided by your supervisor. Some positions may require additional safety training beyond what you supervisor can provide. A few examples include: Forklift Certification, Asbestos Awareness, and Arc Flash. These classes will be scheduled by the Safety Office and coordinated through Planning and Training. You and your supervisor will be notified of the dates and times training will be conducted, as well as any other requirements needed to complete the training.

## **Hazardous Communications**

The Operations Division maintains over 2,000 potentially hazardous chemicals. The Safety Office maintains a paper library of Safety Data Sheets (SDS), (formally known as MSDS) for every hazardous chemical used within the Division. This paper copy is maintained for 30 years after the last time the chemical was used. SDSs are available online at: [http://www.depts.ttu.edu/BusinessServices/Safety\\_Office.php](http://www.depts.ttu.edu/BusinessServices/Safety_Office.php)

## **Vehicle Safety Information**

You are required to use seat belts while driving or riding in a university vehicle. If you receive a citation for not wearing a seatbelt, you will be responsible for paying the fine. Additionally, you must report the citation to the Administrative Resources office immediately after receiving it.

You are not allowed to smoke in a university vehicle. Additionally, the use of cellular phones (texting, e-mailing, etc.) while operating a university vehicle is not authorized. You are however, allowed to use a hands free device or university provided radio.

## **Campus Emergencies**

Emergency response personnel can be contacted by dialing 911 from any campus phone. The call will be routed to the appropriate authorities depending on the situation. There are also Emergency Call Boxes, (Blue Phones) located throughout the campus. Blue phones are located in outside areas where students frequently congregate. These phones can be identified by the blue light on top of the system.

One-hundred four phones are placed at strategic locations throughout the campus. These phones are direct lines to the Texas Tech Police Department. The Blue Phones in the parking lots can be easily recognized. We recommend that you become acquainted with the locations of these phones. A complete list of phones locations can be found at: [http://www.depts.ttu.edu/ttpd/cp\\_bluephone.php](http://www.depts.ttu.edu/ttpd/cp_bluephone.php)

## **Fire Safety**

When you arrive at your work area, take note of where fire alarms and extinguishers are located. Your supervisor will inform you of the designated meeting point in the event of an evacuation. If you are working in an area, other than your primary job site during an evacuation, notify your supervisor of your status as soon as possible after you have evacuated the area.

**Tornado Shelters** Tornado Shelters are located throughout the campus. Familiarize yourself with these shelters while you are working around campus. Your supervisor will inform you of your designated shelter while working at your primary job site. If operating a vehicle during a Tornado, abandon the vehicle and get in the closest shelter possible. If you are not able to get in a shelter, at least get in the central part of a building and avoid areas with outside doors and windows. If you are not able to do that, lie on the ground (a ditch or low area if possible), on your stomach, cover your head with your hands and wait for the tornado to pass.

## **Substance Abuse Policy**

The Operations Division has a zero tolerance for substance abuse. If you are injured on the job or involved in a vehicle collision, you will be required to take a drug screen.

# GENERAL PERSONNEL PRACTICES & ADMINISTRATIVE GUIDELINES

## Definitions of Employment Status

The following terms will be used to describe the classification of employees and their employment status:

- **Nonexempt** – Employees who are required to be paid overtime at the rate of one and one-half times the hours worked over forty (40) hours in a workweek, in accordance with Fair Labor Standards Act (FLSA).
- **Exempt** – Employees who are not required to be paid overtime, in accordance with applicable FLSA, for work performed beyond forty hours in a workweek. Professional and administrative employees are typically exempt.
- **Full-time** – Employees scheduled to work 40 hours or more per week and are eligible for full benefits.
- **Part-time** – Employees scheduled to work less than 40 hours per week but no less than 20. These employees are eligible for benefits on a prorated basis for the percent of time worked. Employees working less than 20 hours a week are not eligible for benefits.

**Student Assistant** – Employee must be a student enrolled in Texas Tech University, South Plains College, Lubbock Christian University, or Wayland University and normally will not work more than 20 hours per week. Student Assistants are not eligible for benefits, holiday pay, or any paid leaves of absence. Any student not registered with TTU would be considered an external student and would still need to provide a current enrollment status.

**Temporary** – Employees who are hired for a pre-established period, usually during peak workloads or special projects. They may work a full- or part-time schedule during that period, but are not eligible for benefits, holiday pay, or any paid leaves of absence.

## Previous State Service

It is important that you list any previous state service you may have on your application and on the information form during the orientation process even if it was in a “Student Assistant” capacity. All service time will be totaled toward longevity accrual. (See page 13 for specific information.) If the time was spent with an Independent School District, it will count toward retirement but will not count toward longevity or vacation accrual with the University.

## Employment of Relatives (Nepotism)

We have no general prohibition against hiring relatives. However, a few restrictions have been established to help prevent problems of safety, security, supervision, and morale. While we will accept and consider applications for employment from relatives, close family members such as parents, grandparents, children, spouses, brothers, sisters, or in-laws will not be hired or transferred into positions where they directly or indirectly supervise or are supervised by another close family member. Direct supervision is considered nepotism and is in violation of state law. Further, such relatives generally will not be placed in positions where they work with or have access to sensitive information regarding a close family member or if there is an actual or apparent conflict of interest. **(TTU/OP 70.08)**

## Employment of Minors

Generally, regular employees must be 18 years of age or older.

## Personnel Records

Important events in each employee's employment history with the University will be recorded in the Operations Division Administrative Resources office database and kept in the employee's personnel file. Regular performance reviews, change of status records, recommendations, corrective action warnings, and educational attainment records are examples of records maintained. Any information from medical examinations, personal or vehicular accidents, etc., will be maintained in a "Health and Safety" file which has been established for each employee and maintained by the Administrative Resources office staff. All records are confidential.

Your personnel file is available for your inspection in the Administrative Resources Office. Contact your supervisor to make certain you have permission to be away from your assigned duties before going to review your folder(s). Usually, it is not necessary to make an appointment for this review.

All of the information contained in your folder will be something you have signed and furnished the original or a copy, or you have signed in acknowledgment of having seen. Nothing will be placed in your folder without your knowledge. Refusing to sign any document does not exempt it from being filed. The refusal will be so noted on any document by the presenter and a witness. You may write a rebuttal if you are in disagreement and it will be filed along with the document.

## Personnel Data Changes

You are responsible for notifying the Administrative Resources office of any change(s) in address, telephone number, and/or family status (births, marriage, death, divorce, legal separation, etc.), as income tax status and group insurance may be affected by these changes. (This responsibility includes employees who are on any type of leave of absence.) Some of these changes will require a change in your W-4 form and Insurance/TexFlex Multipurpose form. You will also need to complete a "Change of Address" form to be sent to the Teacher Retirement System in Austin in order for your services yearly statement to reach you. All the blank forms necessary for these changes are kept in the Administrative Resources office for your convenience. These forms are also available to you by going to the University's website <http://www.depts.ttu.edu/hradministration/hrservices/> or using your e-Raider account and going on-line to [www.raiderlink.ttu.edu](http://www.raiderlink.ttu.edu) and completing your personal data information.

## Employee Identification

All Operations Division employees are provided an identification card upon employment. There is no charge to the employee for the first card. ID cards that are lost, misplaced or damaged due to abuse or carelessness will be replaced at the employee's expense. Replacement cards are \$15 each. Personnel are required to display this card on their uniform anytime they are working on campus. Not only does the card identify you to those with whom you make contact, this card is used to clock in and out of the Time Clock Plus system.

## Resignation

If you decide to leave the University, please advise your supervisor at least two weeks prior to your date of departure. This request is made for a twofold purpose:

- (1) For us to be able to start procedures to find a replacement for your position
- (2) For you—so all of the necessary paperwork can be submitted early in order for there to be no delay in receiving all the funds due to you from the University or from closing your Teachers' Retirement account, if you have chosen to do so.

This process will include returning all University property (tools, uniforms, etc.) and keys, completing required forms, obtaining appropriate clearances, and completing an exit questionnaire. Failure to return property or keys issued for university buildings (which could cause a breach in security) could hamper a prompt exit procedure.

Normally, you can expect your final pay check on the scheduled payday following your final work day and perhaps even the pay day following that date. However, this payment date will depend upon how the final day and the end of the pay period coincide.

If you are applying for all the balance of your Teachers' Retirement account to be refunded to you it will take from 4 to 6 weeks from the date your final check was issued to you for that check to reach you.

## Computer Use

Texas Tech University has regulations and guidelines in place regarding internet usage. This information is broken down into 3 sections Ethics, Copyright, and Web Guidelines. Each of the links below will take you to the Texas Tech University Operating Policy in place for each topic.

- <http://www.depts.ttu.edu/opmanual/OP10.11.pdf>
- <http://www.depts.ttu.edu/opmanual/OP52.02.pdf>
- <http://www.ttu.edu/webguidelines/>

## Telephone Use

University telephones are to be used for business purposes in serving the interests of our customers and in the course of normal University operations. Answer all calls promptly, clearly, and courteously, identifying the name of the shop/department and then yourself. On occasion, personal calls may be necessary, but we ask your cooperation in limiting them to emergencies or essential personal business and in keeping them brief.

## Cell Phone Use

An employee should not make personal calls while at work unless there are extreme or emergency circumstances necessitating such calls. No employee shall text message, read or compose e-mails, or use a handheld cell phone while operating equipment for driving a university vehicle. Employees must return all non-emergency personal calls during break or lunch hour.

## Dress & Grooming

Employees are expected to maintain an appropriate appearance that is business-like, neat and clean, as determined by the requirements of the work area. Service technicians, craftspeople, and custodians are issued uniforms which are to be worn during working hours. Care should be taken to maintain a presentable appearance at all times - even when entering other business establishments at the end of the day on the way home from work. You must be aware that you are still presenting an image of the University whenever you are wearing the uniform. Dress and appearance should not be offensive to customers or other employees. Appropriate appearance includes:

## Apparel

You should wear clean, pressed uniforms when issued them. Employees who are not issued uniforms should wear clean, pressed "business attire" suitable for an office setting or clothing suitable for the work assigned. A complete list of inappropriate attire would be impossible; however, the following are examples of inappropriate dress:

- Faded and/or tattered jeans, shirts without collars, or shirts displaying advertising or writing.
- Overalls sweat shirts/pants, jogging suits, shorts or tank tops.
- Any clothing with spaghetti straps, any clothing that reveals bare backs, midriffs, or shoulders, or any revealing or provocative clothing.
- Tennis Shoes are discouraged for shop areas because of the safety factor, but may be worn if so specified by a doctor's order or approved by the supervisor to perform special tasks. Custodial Services employees are allowed to wear this type of shoe in their work activity.

## Personal Hygiene

Good personal hygiene habits must be maintained. Hair should be clean, combed, and neatly trimmed or arranged. This also pertains to sideburns, moustaches, and beards. Shaggy, unkempt hair is not permissible.

## Spirit Day

Employees are encouraged to wear Red/Black polo shirts with Texas Tech insignia to show support for the University.

# CAMPUS SERVICES

---

Everything we do at Texas Tech starts with our employees. We expect excellence from staff and faculty. In return, we offer an excellent place in which to work.

Texas Tech works to give back to our employees at every opportunity, whether it's through programs and awards specifically for staff or through our policy of having an open administration.

Employees can also take advantage of many enrichment opportunities such as tuition assistance. We have had many employees finish degrees and go on to earn graduate degrees while also working full-time.

There are many opportunities for professional development as well. Texas Tech provides many resources for individuals to further develop professional skills in the workplace.

## TTU Recreation Center

The Robert H. Ewalt Student Recreation Center opened its doors for the first time in the spring of 1980 and is one of the largest campus recreation facilities in the United States. It offers students, faculty, and staff of Texas Tech University an outstanding opportunity to participate in almost any indoor recreational activity imaginable. There are 242,000 square feet of activity space in the Recreation Center and eight courts multipurpose flooring to accommodate basketball, volleyball and badminton.

## TTU Campus Map

<http://www.parking.ttu.edu/>

## TTU SUB

The Student Union provides an environment for relaxation and social interaction, opportunities for education and exchange of thought, and services for Texas Tech students, staff, faculty and our community.

Student Union offers: Places to eat, banking and ATM machines, wireless internet connections, TV lounges and games area and so much more.

## TTU Staff Senate

The Texas Tech University Staff Senate shall exist to contribute to the welfare of its staff employees; to serve as a liaison among staff, administration, faculty, and students; and to advise the administration in matters affecting the staff. Through these purposes the Staff Senate strives foremost to contribute to the overall success of Texas Tech University.

## USER NAMES AND PASSWORDS INFORMATION FORM

### LEAVE BALANCES / DIRECT DEPOSIT / PAY STATEMENTS

[www.raiderlink.ttu.edu](http://www.raiderlink.ttu.edu) I.T. Help 742-4357 #9 Change Password: [eraider.ttu.edu](http://eraider.ttu.edu)

Username: \_\_\_\_\_ Password: \_\_\_\_\_

### INSURANCE / EMPL RETIREMENT SYSTEM

<http://ers.state.tx.us> 1-877-275-4377

Username: \_\_\_\_\_ Password: \_\_\_\_\_

### CHIPS / CHILDRENS HEALTH INSURANCE PROGRAM:

[www.chipmedicaid.org](http://www.chipmedicaid.org) 1-800-647-6558

Username: \_\_\_\_\_ Password: \_\_\_\_\_

### UNITED HEALTH CARE SERVICES: [www.healthselectoftexas.com](http://www.healthselectoftexas.com) [www.uhc.com](http://www.uhc.com)

[www.myuhc.com](http://www.myuhc.com) Customer Care 1-866-633-2446 8am-8pm M-F

Username: \_\_\_\_\_ Password: \_\_\_\_\_

### PRESCRIPTION / PHARMACY:

[www.caremark.com](http://www.caremark.com) 1-888-886-8490

Username: \_\_\_\_\_ Password: \_\_\_\_\_

### TEACHER'S RETIREMENT SYSTEM:

[www.trs.state.tx.us](http://www.trs.state.tx.us) 1-800-223-8778

Username: \_\_\_\_\_ Password: \_\_\_\_\_

### PAYFLEX – FLEXIBLE SPENDING FOR TAX DED. MEDICAL & DAYCARE EXPENSES

[www.payflex.com](http://www.payflex.com) or [www.healthhub.com](http://www.healthhub.com) (Powered by PayFlex) 1-800-353-9839

Username: \_\_\_\_\_ Password: \_\_\_\_\_

### DENTAL / HUMANA:

[www.humana.com](http://www.humana.com)

HumanaDental DHMO Plan -or- State of Texas Dental Choice Plan 1-877-377-0987

Username: \_\_\_\_\_ Password: \_\_\_\_\_

### TTU EMPLOYMENT: <http://www.texastech.edu/careers>

Username: \_\_\_\_\_ Password: \_\_\_\_\_

**FORGOT Username/Password 742-3851**

---

TTU HR BENEFIT QUESTIONS: 806-742-3851 Doak Hall Conf. Center,

## Operating Policies

TTU OP 10.09

TTU OP 70.01

TTU OP 70.06

TTU OP 70.20

TTU OP 70.31

TTU OP 70.32

TTU OP 70.35

TTU OP 70.42

TTU OP 70.43

TTU OP 70.44

TTU OP 70.45

TTU OP 80.07

OD SOP 01.11

OD SOP 03.01

OD SOP 03.03