



The University of Texas Medical Branch at Galveston (UTMB)

Department of Human Resources

Employee Guide

June 2009

This guidebook is provided for informational purposes and contains only summaries of official UTMB policies. The full text of the policies can be obtained from the Department of Human Resources or at the [UTMB Policies and Procedures](#) web page.

The contents of this guidebook do not constitute a contract, express or implied, between any employee and the University of Texas System or the University of Texas Medical Branch at Galveston. The University reserves the right to change institutional policies; such changes will become effective whenever the proper authorities so determine.

The University of Texas Medical Branch at Galveston, in accordance with applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a Vietnam era veteran in any of its policies, practices and procedures. Also, the University does not discriminate on the basis of sexual orientation. This includes, but is not limited to, admissions, employment, financial aid, education services, access to facilities, and services. The University, in accordance with applicable federal and state laws, is committed to developing and implementing affirmative action strategies with respect to minority individuals, women, Vietnam era veterans and persons with disabilities.

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## Key Managerial Functions

UTMB retains the right to exercise customary managerial functions, including the right to:

- Assign, supervise, discipline and dismiss employees;
- Evaluate employees' performances;
- Determine and change reporting times, quitting times and shifts;
- Transfer employees within departments or into other departments and other job classifications;
- Determine and change the size and qualifications of the work force;
- Assign duties to employees in accordance with group needs and requirements to carry out administrative functions; and
- Establish, change and abolish policies, procedures, rules and regulations.

## Employee Status

Newly hired regular employees who are not direct transfers from another state of Texas agency are considered to be on probation during their initial employment period of six months and are not eligible to use vacation accruals during the probationary period. Employees who have demonstrated satisfactory performance of their job duties are retained subject to continued acceptable performance upon completion of this probationary period.

- Temporary employees: Employees who are appointed at least half time (20 hours per week) for a period of no more than four and one half months.
- Full-Time Employees (FTE): Employees who work 40 standard hours per week. This is a benefit eligible employee. Comp-rate will always be Annual.
- Partial Employees: Employees who work 20 to 39.99 hours per week. This type of employee is required to work in a two week period based on their appointed standard hours. This is a benefit eligible employee. The employee receives benefits pro-rated to the ratio of their FTE appointment.
- Part-Time Employees: Employees who work up to 19.99 hours per week with a set schedule. This type of employee is required to work each pay-period based on their appointed standard hours. This is a non-benefit eligible employee.
- Casual Employees: Employees who work less than 19.99 standard hours per week with no set schedule. These were formerly known as PBL (pay-by-letter) employees. This type of employee is not required to work in a two week period. This is a non-benefit eligible employee.
- Without Pay: These may also be "WOS" or Without Salary Employees. These are NPD or Non-Paid positions and, therefore, receive no benefits.

## Initialization Office

All newly hired employees must complete initialization prior to the first day of employment, to complete required new employee forms including the consent for a criminal background check and drug screen. The criminal background check includes, criminal history, terrorist websites, sex offender databases, and OIG sanctioned websites. The urine drug screen includes tests for marijuana, cocaine, amphetamines, phencyclidine (PCP) and opiates. On campus initialization is located at 2.208 Administration Building. Employees who will be working at offsite locations should check with the hiring manager for initialization procedure. [See Institutional Handbook of Operating Procedures \(IHOP\) Policies 3.3.18 Pre-Employment Drug Testing](#) and [3.3.2 Security Clearance for New Employees](#).

## Transfers and Promotions

All vacancies are posted on the [UTMB job website](#). Employees who have completed their initial six-month probationary period with UTMB, and have worked at least three months in their current position, may apply for a transfer by completing an online profile available on the Human Resources Job Site.

It is the hiring department's responsibility to review the previous performance evaluations and decide if the transferring employee has the necessary skills and performance levels needed to meet the duties of the

position for which they applied. Consideration should be given to performance areas that have a rating of "Does Not Meet" in determining if the employee is qualified for the position.

UTMB employees who apply for a transfer, who meet or exceed the minimum qualifications for the position and who do not have any active disciplinary action, will be referred to the hiring department for consideration. Employees who transfer from another state institution without a break in service will be on probation during the initial six months of employment with UTMB for performance evaluation purposes only.

## **Equal Employment Opportunity**

The University of Texas Medical Branch at Galveston does not discriminate against persons employed by the University or who are seeking employment, on the basis of race, sex, national origin, religion, age, sexual orientation, Vietnam era veteran's status or disability. The University's policy prohibiting discrimination covers all aspects of employment, including but not limited to the recruitment process, transfer or promotion; position classification and salary; training; discipline; suspension; termination; layoff; and any other term or condition of employment. If you believe that you may be the victim of illegal discrimination, contact the Employee Relations Compliance Office of Human Resources at (409) 747-6190. [See IHOP Policy 3.2.3 Nondiscrimination.](#)

## **Employment of Relatives**

Selection, assignment and appraisal of every employee should be as objective as possible. Where relatives are involved, it is difficult to be objective and almost impossible to appear objective, even under the best of situations. Employees cannot be supervised directly by a relative nor may a relative be directly involved in any way with appointment, salary, or promotion of that employee. [See IHOP Policy 3.3.14 Employment of Relatives \(Nepotism\).](#)

## **Affirmative Action**

Consistent with federal laws and regulations, the University has developed strategies to increase the representation of qualified minority individuals, women, and disabled persons employed by the University. In addition, the University will seek to reasonably accommodate qualified applicants or employees having disabling conditions. Active efforts are also made to recruit Vietnam era veterans and disabled veterans. The University has developed an affirmative action plan. Information concerning the contents of the plan can be obtained from the [Office of Diversity and International Affairs.](#)

The [Employee Relations Compliance Office](#) of Human Resources provides the following services to individual members of the faculty and staff, as well as persons seeking employment with the University:

- Counseling on issues related to employment at the University;
- Guidance on applicable grievance and appeal procedures;
- Investigation of allegations of any violation of the University's policies on equal employment opportunity, including sexual harassment or any form of illegal discrimination, and affirmative action.

## **Sexual Harassment**

UTMB has developed a sexual harassment policy that applies to all UTMB employees. It is the policy of UTMB to support an environment free of sexual harassment. Any employee found to be in violation of this policy will be subject to disciplinary action, which may include termination.

All employees are required to complete a sexual harassment training course as a condition of employment, as well as successfully complete an online refresher course annually. Information concerning the University's sexual harassment policy and procedures may be obtained from the Employee Relations Compliance Office in Human Resources. [See IHOP Policy 3.2.4 Sexual Harassment and Misconduct.](#)

## **Employee Grievance and Appeal Processes**

The University has developed grievance and appeal procedures designed to encourage fair, efficient and equitable solutions for problems arising out of the employment relationship. A grievance must be filed within five (5) workdays and an appeal within ten (10) workdays from the date of the action that is the subject of the complaint. Eligibility for using either of these procedures is outlined in [IHOP Policy 3.10.1 Discipline and Dismissal](#) and [Policy 3.10.3 Grievance](#). The faculty grievance process has different timelines and is outlined in [IHOP Policy 5.3.8 Faculty Grievance Policy](#). Copies of these policies are available online at the Human Resources website. Other policies and procedures may be applicable depending on the employee's status.

The grievance procedure may be utilized by eligible employees to address issues concerning wages; hours of work; working conditions; performance appraisal; merit raise; job assignments; reprimands; the interpretation or application of a rule; regulation or policy; or an allegation that the termination of a probationary, or temporary employee, or an hourly, or paid-by-letter/casual employee was for an unlawful discriminatory reason.

The appeal procedure may be utilized by eligible employees to address issues concerning disciplinary actions resulting in dismissal, suspension without pay or demotion. Additional information concerning the University's grievance and appeal policies and procedures may be obtained from the Employee Relations Compliance Office in Human Resources.

## **Mediation**

UTMB offers voluntary mediation for workplace or campus-based disputes. The process offers assisted negotiation between the parties in conflict, with UTMB mediators acting as neutral facilitators of communication. The goal is to further understanding of each person's point of view, perhaps leading to an agreement. Further information is available in the Employee Relations Compliance Office in Human Resources.

## **Parking**

Paid public parking is available in the garage adjacent to the Administration Building. Limited free parking is available with shuttle service at Holiday and Winnie. Bus service via Island Transit is free with your employee badge. Please note that street parking near campus is extremely limited. Also, parking in any of the contract parking lots without approval to park in that lot will result in a fine.

For information regarding contract parking including direct payroll deduction for UTMB parking facilities, contact the [Parking Facilities Office](#) online or at their office located on the second floor of the Administration Building.

AMPCO System Parking also offers parking. For additional information, please call AMPCO at (409) 762-8224.

## **Salary**

The UTMB Salary program is designed to:

- Attract, retain and encourage employees' growth and development;
- Provide appropriate compensation for the work each employee does; and
- Reward employees according to performance, meaning that how well a job is done directly influences employees' salary, pay increases and career growth.

UTMB believes salaries should be competitive with salaries paid in the appropriate labor market. Surveys provide data needed to assess competitiveness of salaries. All salary decisions are contingent on the availability of funds.

## Starting Salary

When hired, salaries are determined by considering the following:

- The level of the job
- Related education and experience
- Special qualification for the job
- Other salaries within UTMB

## Total Compensation

Your base salary is only one form of your total compensation. Employee benefits – including health, dental, life and disability insurance, paid sick leave, holidays, vacations, personal leave, Social Security, and retirement income – are also part of your compensation. If you have any questions about your salary, please contact your supervisor. If you have any questions about your benefits, the [Benefits Employee Service Center](#)

## Direct Deposit

It is recommended that you arrange to have your regular paychecks deposited automatically into an account at a participating financial institution of your choice through electronic funds transfer. To start or stop direct deposit of your pay, an enrollment form is available online at the [Payroll Services](#) website. Once completed, the form should be forwarded to Payroll Services with a deposit slip or voided check showing your bank account number and bank's routing number.

## Performance Management

All employees will be evaluated at least annually. The performance appraisal is designed to measure your individual contribution to the Institution – how much you do and how well you do it. The performance appraisal is the key to our salary administration program. [See IHOP Policy 3.6.5 Performance Management Program.](#)

Your supervisor is responsible for the evaluation of your performance in an informed, unbiased and carefully determined manner. Your supervisor will tell you which areas will be considered in evaluating performance. When you meet with your supervisor, be sure to ask any questions you may have about how your performance rating was determined and areas in which you can improve. You will be asked to sign your evaluation and will be offered an opportunity to provide feedback regarding the review.

Your supervisor is also responsible for the results achieved by your work group, and it is part of his or her responsibility to set performance goals for you. These goals will vary from department to department, because conditions and department objectives also vary.

Measurement of your performance is based on how well you meet the responsibilities of your job, primarily in terms of the quality and quantity of your work, dependability on the job, and compatibility with fellow employees. Each of these considerations constitutes:

- A guide for personal and professional growth and development;
- A method of goal setting for desired performance improvement;
- An opportunity for two-way communication between you and your supervisor;
- A clarification of job responsibilities and expectations; and
- A basis for salary increases.

Employees who transfer from one position to any other position will be in an evaluation status for the first three months in their new job.

## **Longevity Pay**

In addition to recognizing your service through UTMB's Service Award Program, full-time employees will receive additional pay, based upon their years of service as an employee of the state of Texas. When you have completed two years of service, you will receive an additional \$20 each month in longevity pay. At each subsequent two-year service anniversary, you are eligible for monthly pay increases of \$20 up to your 42<sup>nd</sup> year of service, when the \$420 per month maximum is reached. [See IHOP Policy 3.4.13 Longevity Pay.](#)

## **Paycheck**

Administrative and Professional employees are paid on a monthly basis, and classified employees are paid every two weeks. Regular payroll checks not deposited electronically will be picked up in the Bursar's Office by your department's designee and distributed in your department on payday. Supplemental payroll checks will be issued according to the Payroll schedule.

Included with your paycheck is a statement of earnings and deductions for the pay period just ended and for the year to date. Several of these deductions are required, such as federal income tax, Social Security tax and retirement plan contributions, if applicable. Other optional deductions are made as a service to you. Among these are premiums for tax-sheltered annuities, savings bonds and various types of insurance – health, dental, vision care, long-term disability, life, and personal accident, and parking fees. Check these deductions and your Social Security number to make sure they and all other pertinent data are correct. For direct deposit payments, the statement of earnings and deductions is available online through HCM Employee Self Service. If you have questions, contact [Payroll Services.](#)

## **Overtime**

UTMB defines the workweek as Saturday through Friday and has two standard work periods: 40 hours per week and 80 hours within a two-week period. Departments in UTMB Hospitals are the only areas allowed by labor law regulations to have a work period set at 80 hours within a two-week period.

### *40-Hour Home Departments*

Non-exempt employees on a 40-hour workweek must be paid overtime (time and a half) for hours worked in excess of 40 during the workweek. Non-exempt employees do not accrue compensatory time and must be paid for any overtime hours worked

Exempt classified employees may accrue compensatory time (straight time) for hours worked over 40 hours in a workweek with prior departmental approval.

### *80-hour Home Departments*

Non-exempt employees on an 80-hour work period must be paid overtime for hours worked in excess of eight hours in a day and in excess of 80 in a two-week period, and the overtime must have prior department approval. Any hours in excess of eight hours in a day do not satisfy total hours needed to account for the 80 hours in the biweekly period. Non-exempt employees do not accrue compensatory time and must be paid for any overtime hours worked

Exempt classified employees may accrue compensatory time for hours worked over 80 in a two-week period with prior departmental approval.

Faculty and administrative and professional employees do not earn overtime or compensatory time.

## **Group Insurance**

UTMB makes a major contribution toward your monthly insurance premiums. The intention is to make the best insurance coverage available at the lowest cost to all employees. New employees who are hired to work 20 hours a week or more for a period greater than four and a half months are eligible to enroll in group insurance plans. Enrollment is required for these insurance plans within your first 30 days of employment. If you fail to enroll during this initial enrollment period, you must wait for the next scheduled open enrollment period for that insurance and/or provide evidence of insurability. You may also be required to have a physical examination at your own expense. Contact the [Benefits Service Center](#) for additional information on group insurance.

## **Retirement**

If you are a classified employee employed at least 20 hours a week, for four and one-half months or more, you will become a member of the Teachers Retirement System (TRS). There is a small annual membership fee and a monthly deduction made from your paycheck. UTMB will also make a monthly contribution on your behalf. Should you leave the University before becoming either vested (five years of service) or eligible for retirement, all your deposits plus any interest earned will be returned to you at your request. A TRS booklet that provides details about retirement and disability will be mailed to your home address and should be retained.

UTMB also provides you with two additional ways to save for retirement: a tax-sheltered annuity program and a deferred compensation program. You may enroll in these programs at any time during your employment. A benefits representative can answer any retirement program questions you have.

Certain full-time administrative and professional employees and faculty may apply for the Optional Retirement Plan (ORP) during the first 90 days of employment. If no election is made, these employees will automatically receive TRS. Administrative and professional employees who are not eligible for ORP will also become members of TRS.

## ***Holidays***

As an additional benefit, UTMB traditionally observes certain holidays. The annual holiday schedule is announced by UTMB's administration prior to September 1st each year. Holidays can vary in some departments based on work schedules. If the work schedule or the duties of your department make it necessary for you to work on a holiday, you will receive holiday time off on another day that is mutually agreeable to you and your supervisor or you will receive holiday pay in lieu of a day off. These accrued holidays must be taken within 12 months of the date accrued.

While you are in an active pay status, you are paid for each observed holiday. Full-time regular employees receive eight hours of pay per holiday. Part-time regular employees receive holiday pay proportional to the percent of time appointed. [See IHOP Policy 3.9.4 Official Holidays.](#)

## ***Vacation***

As a regular full-time employee, you earn paid vacation time for every month you are employed and are subject to carryover maximums. Regular part-time employees accrue vacation leave and are subject to carryover maximums proportional to the percentage of time appointed. Although you accrue vacation leave from your first day of employment, you are not eligible to take vacation until you have been employed for six continuous months with the state of Texas.

Based upon the following chart, vacation accrues in accordance with Texas law. Any accrued but unused vacation time over the maximum will be converted to sick leave.

Total	Hours Accrued per Month	Total Hours Accrued per Fiscal Year	Maximum Carryover per Fiscal Year
0 but less than 2 years	8	96	180
2 but less than 5 years	9	108	244
5 but less than 10 years	10	120	268
10 but less than 15 years	11	132	292
15 but less than 20 years	13	156	340
20 years but less then 25 years	15	180	388
25 years but less then 30 years	17	204	436
30 years but less then 35 years	19	228	484
At least 35 years or more	21	252	532

You cannot be paid for vacation time in lieu of taking time off. However, upon termination of your employment, you will be entitled to payment for all accrued but unused vacation, up to the maximum allowable, provided you have completed six months of continuous state employment. [See IHOP Policy 3.9.9 Vacation.](#)

### Sick Leave

As a regular full-time employee, you accrue sick leave at the rate of eight hours per month and may carry over unused sick leave from one year to the next. Sick leave accruals are not subject to any maximum carryover. Regular employees appointed for 20 hours or more, but less than full-time, are entitled to sick leave proportional to the number of hours they work. Accrual of sick leave begins on the first day of employment and may be taken immediately upon accrual. [See IHOP Policy 3.9.8 Sick Leave.](#)

Sick leave may be used for your own personal illness or injury, illness or injury of an immediate member of your family that requires your presence, or for quarantine caused by exposure to a contagious disease. For the purpose of this policy, immediate family is defined as those individuals related by kinship, adoption or marriage or foster children who are so certified by the Texas Department of Protective and Regulatory Services who are living in the same household. An employee's use of sick leave for family members not residing in that employee's household is strictly limited to the time necessary to provide care and assistance to a child or parent of the employee who needs such care and assistance as direct result of a documented medical condition.

Employees who are parents of children attending a grade from pre-kindergarten – 12<sup>th</sup> grade are also allowed to use eight hours of sick leave for parent-teacher conferences each calendar year.

To be eligible for extended periods of sick leave, you may be required to submit to your immediate supervisor a doctor's statement showing the cause or nature of the illness that required your absence. Employees with 12 months state employment (does not have to be continuous) who have worked 1,250 hours in the preceding 12 months may be eligible for Family Medical Leave (FMLA) if they or their spouse, child, or parent have a qualifying health condition. FMLA provides for 12 weeks job protected leave for qualifying conditions. FMLA runs concurrently with accrual use for qualifying conditions.

Medical, dental, optical or other health appointments made and kept during normal working hours may be charged to accrued sick leave. These appointments should be scheduled in advance when possible and advance approval for absence obtained from supervisor.

Additional details regarding sick leave or FMLA may be obtained from the Employee Leave Management Office. Your supervisor can explain your department's administrative procedures that apply to sick leave. [See IHOP Policy 3.9.10 Family and Medical Leave.](#)

### **Sick Leave Pool**

Through the sick leave pool, UTMB offers you an additional measure of security. If you or a member of your immediate family must deal with a catastrophic illness or injury, your accrued vacation and sick leave can be exhausted. To provide you with a source of additional paid leave, a sick leave pool has been established. Once each fiscal year, you are given an opportunity to contribute voluntarily sick leave accruals to the pool. Contributions to the pool must be in units of eight hours, and employees are permitted to contribute an unlimited number of hours. [See IHOP Policy 3.5.1 Sick Leave Pool.](#)

A request for use of time from the pool must be submitted on a sick leave pool application, which may be obtained from the Employee Leave Management Office. A completed application, along with an explanatory statement from the licensed practitioner who treated the illness or injury that resulted in the depletion of your accrued sick leave, must be submitted to the Employee Leave Management Office.

The sick leave pool is administered at UTMB by the Employee Leave Management Office (ELM). The decisions of the ELM regarding contributions to and withdrawals from the pool are final. For the purpose of this program, immediate family means those persons living in the same household with the employee who are related to the employee by kinship, adoption or marriage or who are certified by the Texas Department of Protective and Regulatory Services as foster children to the employee or, if not living in the same household, are totally dependent upon the employee for personal care or services on a continuing basis.

Employee Leave Management can provide you with full details regarding the sick leave pool program at ext. 74647 or 74645.

### **[Employee Health Service](#)**

The Employee Health Service provides health assessment and clearance to work for UTMB employees, maintains employee health records, and administers immunizations as required. Newly hired employees are requested to complete a health questionnaire form at the time of hire to determine if there are any medical conditions which would prevent safe job performance; as well as, complete an Employee Health Assessment. The immunization program updates new and current employees' vaccinations against certain contagious diseases as outlined by federal and state health regulations. The Employee Health Center is open Monday-Friday, 7:30 a.m. to 4:30 p.m.

### **Employee Assistance Program**

The UTMB [Employee Assistance Program](#) (EAP) provides free confidential assessment, referral and brief counseling to UTMB employees, retirees and their immediate families. Professionally trained counselors are available (including 24-hour telephone crisis intervention) to talk with employees about their personal problems, help them assess their needs and refer them to appropriate resources for further assistance. In addition, training on the use of EAP services is available to supervisory and management personnel, so they may effectively refer employees to the EAP. Employees are encouraged to contact an EAP counselor when they are experiencing personal problems that affect the quality of their lives or the quality of their job performance. For further information, contact the EAP at ext. 22485. The pager number for after-hours assistance is available via voice mail at ext. 22485 or through the University operator.

### **Workers' Compensation Insurance**

The University of Texas System-WCI provides Workers' Compensation Insurance (WCI) coverage for employees on the payroll of UTMB. Workers' Compensation is a type of insurance specifically designed to

provide medical benefits and, in some cases, financial payments to employees who suffer injuries or occupational diseases in the course and scope of employment.

Employees are entitled to all medical aid, hospital services, and medication reasonably required by the nature of their compensable injury/illness. When obtaining medical care, please note The University of Texas System-WCI is not part of a Health Care Network. In some instances, financial benefits (income benefits) will be available to offset a temporary loss of wage earning capacity and/or to compensate for permanent impairment due to the injury/illness.

Employees are responsible for notifying their supervisor and the [Employee Injury Management Office](#) of their injury/illness within 30 days of the date on which the injury occurs, or if the injury is an occupational disease when the employee knows or should have known the injury may have been related to their employment.

For more information related to workers' compensation insurance, please call Employee Injury Management at (409) 772-1892 or visit our website. Additional information may also be obtained by contacting the Texas Department of Insurance-Division of Workers' Compensation Insurance at 1-800-252-7031, [www.tdi.state.tx.us](http://www.tdi.state.tx.us). [See IHOP Policy 3.11.1 Workers' Compensation Insurance.](#)

### **Leave of Absence without Pay**

A leave of absence (LOA) without pay may be granted for a period not to exceed 12 months, provided the needs of the department may be met during such absence. In cases of leave without pay as a result of a documented medical condition, you will be asked to provide your supervisor with a physician's certification establishing the medical disability and the anticipated period of such disability. Duration of the leave will be determined on a case by case basis depending on the needs of the department and the needs of the employee. In cases of leave related to a medical condition, the documentation provided by the healthcare provider specifying the anticipated duration of the condition will assist in determining the length of leave to be granted. [See IHOP Policy 3.9.6 Leave of Absence without Pay.](#)

Before beginning an approved leave without pay, you must make arrangements with [Benefits Employee Service Center](#) if you desire to continue group insurance coverage. Except for disciplinary suspensions, active military duty, and workers' compensation situations, all eligible paid leave such as vacation, compensatory, personal leave, sick leave (if applicable) and holiday accruals must be used prior to an unpaid leave of absence. Sick leave may not be used unless the leave of absence is related to a medical condition. Neither vacation nor sick leave accrue during an unpaid leave of absence.

You must return to work at your regular reporting time on the next workday following expiration of your leave. Your department will return you to the same or similar position following an approved LOA.

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

You may be eligible to take up to 12 weeks of leave in a rolling 12-month period for one or more of the following reasons:

- Birth of child and care after such birth
- Placement with an employee of a child for adoption or foster care
- Serious health condition of spouse, child or parent of employee, or serious health condition of employee.
- Qualifying Exigency for Military Family Leave
- Serious injury or Illness of Covered Servicemember (up to 26 weeks leave in 12 month period)

A "qualifying exigency" arises out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. (Note: this provision requires the Secretary of Labor to issue regulations defining "a qualifying exigency." In the interim, UTMB will provide this type of leave to qualified employees.)

UTMB will grant an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty up to 26 workweeks of leave in a single 12 month period. This military caregiver leave is available during “a single 12 month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Eligibility requirements for FMLA are:

- Employment by the State of Texas for at least 12 months prior to the commencement of the leave (need not be continuous), and
- Employment by the State of Texas and you must have worked at least 1,250 hours during the twelve month period immediately preceding the commencement of the leave.
- Employee has not exceeded entitlement to FMLA during the 12 month period immediately preceding the commencement of the leave.

FMLA runs concurrently with all types of accruals with qualifying conditions. Employees are required to use all accumulated vacation and sick leave, if applicable, when taking FMLA. If an employee has exhausted leave accruals and remains on FMLA, UTMB will continue to contribute its share of the premium payment of health/dental during the family medical leave. [See IHOP Policy 3.9.10 Family and Medical Leave.](#)

### **Parental Leave**

Employees not eligible for FMLA may be eligible to take up to 12 weeks of parental leave for one of more of the following reasons:

- Birth of a natural child of the employee
- Adoption by or foster care placement with the employee of a child younger than three years of age

Eligibility requirements for parental leave are:

- Employed by the State of Texas and that you work greater than 20 hours per week and have been employed greater than four and one-half months, but less than 12 months of continuous employment.

Exception to parental leave clause.

- If you are a benefit eligible employee that has been employed greater than 12 months, you are not eligible for parental leave. [See IHOP Policy 3.9.10 Family and Medical Leave](#) for eligibility requirements.
- If you are employed in a position in which you are required to be a student, you are not eligible to use parental leave.

Employees are required to use all accumulated vacation, personal and sick leave, if applicable, while taking leave under parental leave. [See IHOP Policy 3.9.7 Parental Leave.](#)

### **Military Leave**

A military leave of absence will be granted to employees who are members of the state military forces or a reserve component of the armed forces of the United States and are engaged in training or duty that is authorized or ordered by a proper governmental authority. See IHOP Policies [3.9.2 Paid Military Leave](#) and [3.9.14 Extended Unpaid Military Leave.](#)

### **Volunteer Firefighter Leave**

Employees may be granted up to five (5) paid working days of leave per fiscal year for volunteer firefighter service to attend training schools conducted by state agencies. The leave of absence will not be charged against the employee's vacation or sick leave accruals. The employee must submit a request for leave in

accordance with departmental time requirements and supervisor must authorize leave. Employee will bring verification of class attendance upon return to work. [See IHOP Policy 3.9.12 Leave for Employees Certified as Firefighter, Emergency Medical Service, and Disaster Service Volunteers.](#)

### **Disaster Response Leave**

Employees who are certified as a disaster service volunteer for the American Red Cross or who are in training to become a volunteer, may be granted up to 10 paid working days of leave per fiscal year for the purpose of participating in the specialized disaster relief services for the American Red Cross. The employee's supervisor must authorize such leave based upon the request of the American Red Cross and with approval of the Governor's Office.

The leave will not be charged against the employee's vacation, earned overtime, compensatory time, or sick leave accruals. [See IHOP Policy 3.9.12 Leave for Employees Certified as Firefighter, Emergency Medical Service, and Disaster Service Volunteers.](#)

### **Funeral/Emergency Leave**

As a regular employee, should you experience a death in your immediate family, you will be granted up to three working days leave with pay to attend the funeral. Such absences must be reported to your supervisor. Your supervisor may request verification of death or relationship to the deceased. For the purpose of funeral leave, immediate family is defined as your spouse, your or your spouse's parents, brothers, sisters, grandparents, grandchildren and children. UTMB Leadership may grant emergency leave for other emergency situations affecting the campus or UTMB worksites. [See IHOP Policy 3.9.3 Emergency Leave \(Including Funeral Leave\).](#)

### **Court Appearances**

Should you be called for jury duty or to serve as a witness in a work-related court case, you will be granted time off with regular pay. You may keep any routine jury payment. A copy of the statement from the court showing the dates and times you served on jury duty or as a witness should be submitted to your supervisor. You are expected to work, if reasonably possible, that portion of your normal workday not spent in court or performing duties in connection with your court service. Your supervisor should rearrange your work schedule if you are on an assigned evening or night shift. Information related to serving as an expert witness in a non-work related case may be obtained by contacting Human Resources. [See IHOP Policy 3.7.3 Jury Service and Witness Fees and Service.](#)

### **Time Off for Voting**

You are encouraged to participate in the democratic process by exercising your right to vote. When it is not possible for you to vote before or after your regular working hours on an official election day, your supervisor may grant you a reasonable period of time off for voting. If granted, this time will be treated as time worked. [See IHOP Policy 3.7.8 Time Off for Voting.](#)

### **Employee Training and Development**

UTMB realizes that you will be more effective and productive when you have adequate training and encouragement to acquire greater skills and knowledge. Your supervisor will provide guidance to help you understand what is expected of you in using your talents and abilities to perform your work. Organizational Effectiveness, Training & Recognition, a division of Human Resources, will assist your supervisor and you in determining appropriate development and training opportunities. Opportunities include both position specific training and individual development.

## *Tuition Reimbursement for College Credit Coursework*

UTMB is committed to supporting the need for the continued professional growth and development of its employees. Subject to an annual review of the availability of funds, tuition reimbursement will be provided for eligible employees. For more information about this policy, contact Organizational Effectiveness Training and Recognition. [See IHOP Policy 3.5.2 Tuition Reimbursement for College Credit Coursework.](#)

## **International Affairs**

The [Office of Diversity and International Affairs](#) (ODIA) provides assistance and counseling to U.S. citizens and international visitors. ODIA provides advice on employment of non-U.S. citizens, appropriate visas and change of status and information related to traveling abroad, and multicultural adjustments. The office also provides relocation assistance to employees from abroad.

## **Service Awards**

UTMB recognizes employees for their length of service in five-year intervals by awarding a service pin and certificate. UTMB and UT System service are used in calculating service recognition eligibility. For further information, contact [Organizational Effectiveness Training & Recognition](#) in Human Resources.

## **UTMB Retiree Association**

The UTMB Retiree Association was developed in 1987 to keep retirees closely associated with the University. Employees who have retired from UTMB and have a minimum of five years of UT System service are eligible to participate.

## **Impact**

[Impact](#), the UTMB campus newsletter, is published semi-monthly online by the UTMB Public Affairs in support of the Institution's commitments to education, research and patient care.

## **Employee Conduct**

All successful organizations have certain rules that employees must follow. You are expected to become acquainted with the performance criteria for your particular job and with all rules, procedures and standards of conduct established by your department or unit and by the Board of Regents of the University of Texas System and UTMB. Some of these standards are summarized in this guide. If you do not fulfill the responsibilities set out by such performance criteria, rules, procedures and standards of conduct, you may be subject to disciplinary action, up to and including dismissal. [See IHOP Policy 3.10.1 Discipline and Dismissal.](#)

People work together best in an atmosphere in which they are valued as individuals and recognized as key members of a team. It is important that each member of that team understand what is expected. It is impossible to write procedures covering every situation. Be sure you understand what is expected of you, and make certain you have clear in your own mind what you can expect from the Institution. If you have any questions at all, discuss them with your supervisor. Understanding is the key to teamwork.

The following are examples of employee conduct that are not permitted and that will subject an employee to disciplinary action, up to and including dismissal:

- Failure to maintain satisfactory work performance standards. The term "work performance" includes all aspects of an employee's work.
- Violation of public law when at work on the premises or off the premises when engaged in a work assignment.
- Falsification of time sheets, personnel records or other institutional records.
- Neglect of duties or wasting time during working hours.

- Smoking anywhere on campus.
- Gambling or participating in lotteries or any other games of chance on the premises at any time.
- Soliciting, collecting money or circulating petitions on the premises other than within the rules and regulations of the Institution.
- Bringing intoxicants or controlled substances onto the premises of the Institution, using intoxicants or drugs, having intoxicants or drugs in one's possession, or being under the influence of intoxicants or drugs on the premises at any time. Testing positive for drugs, including alcohol, while at work.
- Unauthorized possession of firearms, explosives or other lethal weapons on the premises (including parking lots).
- Abuse or waste of tools, equipment, fixtures, property, supplies or goods of the Institution.
- Creating or contributing to unhealthy or unsanitary conditions.
- Violations of safety rules or accepted safety practices.
- Failure to cooperate with supervisor or co-worker which disrupts the work unit.
- Disorderly conduct, harassment of other employees or use of abusive language on the premises.
- Sexual harassment.
- Fighting, encouraging a fight, or threatening, attempting or causing injury to another person on the premises or off the premises when engaged in a work assignment.
- Neglect of duty or failure to meet a reasonable and objective measure of efficiency or productivity.
- Sleeping on the job.
- Misappropriation of state resources, such as charging personal long distance calls to UTMB or conducting personal business during work hours.
- Dishonesty or the unauthorized possession, removal or use of institutional, student or another employee's property, including records and confidential information.
- Creating a condition hazardous to another person on the premises.
- Destroying or defacing institutional property or records or the property of a student, employee or patient.
- Refusal to follow instructions, perform designated work or adhere to established rules and regulations.
- Repeated tardiness or absence, absence without proper notification to the supervisor or without satisfactory reason, or unavailability for work.
- Unauthorized access of confidential patient or personnel records.
- Violation of policies or rules of the Institution or the University of Texas System.
- HIPAA violation
- Being listed as excluded, debarred, suspended, or ineligible to participate in federal or state programs violation of policies or rules of UTMB or the University of Texas System.
- Failure to follow UTMB Professionalism Standards.
- Violation of institutional information resources security procedures including the unauthorized sharing of system passwords.

### **Absenteeism and Tardiness**

It is important that you be at work on time every day and that you work the hours normally scheduled for your position. Absenteeism and tardiness reduce the efficiency of our operation. More importantly they place a hardship on your co-workers who report to work regularly and punctually. Thus, both absenteeism and tardiness must be kept to an absolute minimum. Repeated or prolonged absences or excessive tardiness jeopardize your continued employment. Your supervisor can explain the attendance standards that apply in your department. You are expected to discuss with your supervisor any problems you may have in reporting to work on time and to report directly to your supervisor any absence prior to your starting time, in accordance with the procedures established in your department. [See IHOP Policy 3.7.1 Attendance .](#)

### **Leaving the Worksite**

When it is necessary to leave your department during your scheduled work day, you are required to notify and obtain approval to leave from your supervisor or someone else in charge. Unapproved absence from the worksite may be considered unscheduled leave and subject to corrective action.

## **Drug-Free Workplace**

You are expected and required to report to work on time and in unimpaired mental and physical condition. Our intent and obligation is to provide a drug-free, healthful, safe and secure work environment.

The unlawful manufacture, distribution, possession, sale, storage or use of a controlled substance on UTMB premises, or use on any premises or property controlled by the University, or while conducting institutional business off premises is absolutely prohibited. The use or possession of alcohol while on duty or while in vehicles used for University business is prohibited. Use of alcohol or an illegal drug or controlled substance while not on duty which adversely affects job performance or may adversely affect the health or safety of other employees, students, visitors, or patients is prohibited. Violations of this policy will result in disciplinary action, up to and including termination; there may also be legal consequences.

UTMB recognizes drug or alcohol dependency as an illness and a major health problem. The Institution also recognizes drug or alcohol abuse as a potential health, safety and security problem. If you need help in dealing with such problems, you are encouraged to use the Employee Assistance Program and health insurance plans, as appropriate. Reasonable efforts to seek such help will not jeopardize your job.

You must, as a condition of employment, abide by the terms of this policy and report any conviction under a criminal statute for an offense involving a controlled substance occurring on or off University premises while conducting University business. A report of a conviction must be made to the Employee Assistance Program within five days after the conviction. This requirement is mandated by the Drug-free Workplace Act of 1988. [See IHOP Policy 8.1.9 Manufacture, Sale, Possession, Distribution, or Use of Alcohol, Controlled Substances or Illegal Drugs.](#)

## **Work Place Violence**

UTMB maintains zero tolerance for threats, threatening behavior including brandishing or possession of a weapon, workplace violence, or acts of violence by patients, their family members, visitors, students, volunteers and/or employees and contractors. Any individual who engages in threatening or violent behaviors while on University owned or controlled property may be removed and/or barred from the premises pending the outcome of an investigation.

- Employees who violate this policy will be subject to disciplinary action up to and including termination.
- Employees who intentionally bring false charges against any other person will be subject to disciplinary action which may result in termination.

[See IHOP Policy 8.1.4 Workplace Violence.](#)

## **Handling Confidential Information**

While working at UTMB, there may be times when you have access to confidential information. You must honor that confidentiality and not give such information to any unauthorized person. Violations of confidentiality are grounds for disciplinary action, up to and including dismissal.

## **HIPAA**

In compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), UTMB, maintains that patient information must be kept private and confidential. Violation of this policy may result in disciplinary action up to and including termination for employees; a termination of employment relationship in the case of contractors or consultants; or suspension or expulsion in the case of a student. Additionally, individuals may be subject to loss of access privileges and civil and/or criminal prosecution. [See IHOP Policy 6.2.0 General Policy on the Use and Disclosure of PHI.](#)

## **Personal Appearance**

At UTMB, it is important to dress in a manner that indicates a high degree of professionalism. Good judgment should always dictate your personal appearance. Dressing in good taste and being clean and well groomed signals your self-pride as well as the respect you have for your co-workers. Your supervisor will explain your department's dress code. Should you be required to wear a uniform, you are expected to keep it clean and in good condition.

Employee identification badges will be worn by UTMB employees at all times while at the workplace so that they may be easily read. [See IHOP Policy 8.2.3 Identification Badges/Smart Cards.](#)

## **Licensure/Certification**

If you are in a job classification in which licensure and/or certification is required, you must provide evidence of current licensure and/or certification prior to the first day of scheduled employment in the position. A copy of your current licensure and/or certification will be retained in your personnel file. [See IHOP Policy 9.11.1 Licensure/Certification/Registration of Healthcare Professionals.](#)

It is your responsibility to ensure that current licensure and/or certification are maintained and that your supervisor and Human Resources are informed immediately of any change in your licensure and/or certification status. Failure to do so may result in suspension without pay until license is renewed or dismissal.

## **Personal Information Changes**

To keep your records up to date, log into PeopleSoft Employee Self-Service to change your name, home, address, telephone number, emergency contact or any other pertinent information. Emergencies may arise when such information is of the utmost importance to you and your family as well as the Institution.

Changes in marital status, emergency contact phone numbers, number of dependents and designation of beneficiaries for retirement plans, insurance or other benefits should be made in the Benefit Service Center. To revise the number of exemptions on your W-4 form for income tax purposes, contact the Benefit Service Center or may be done online through HCM employee self-service.

## **Outside Employment**

In the interest of maintaining good health and the ability to provide maximum performance on the job, you are expected to exercise good judgment in considering any outside employment.

Employment with another agency of the state of Texas is considered dual employment and is governed and restricted by state statutes. You are required by law to notify the Department of Human Resources if you are considering dual employment for the state. [See IHOP Policy 3.3.16 Dual State Employment.](#)

## **Emergency Disaster Plan**

UTMB's official, written [Emergency Disaster Preparedness Plan](#) outlines staffing operations and employee responsibilities during an emergency or disaster. The plan is designed to maximize safety for patients and employees during any emergency that might interrupt normal operations. Familiarize yourself with the Emergency Operations Staffing Policy and the departmental plan for emergencies. It is the responsibility of all employees to know their emergency classification and to respond accordingly during an emergency. Failure to respond as instructed by your supervisor may result in disciplinary action up to and including termination.

## Telephone Calls and Mail

Personal phone calls on UTMB telephones are to be kept to a minimum. Personal toll calls may not be charged to UTMB telephones. Public telephones are available throughout the campus buildings for your use during breaks or lunchtime. It is, of course, in everyone's interest that the Institution's phones are kept free for institutional business, and your cooperation is expected.

Personal mail should be directed to your home rather than to UTMB because of the volume of incoming business mail.

## Solicitation and Distribution

The sale or offer for sale of any property or service, the distribution of literature, or solicitation of money from employees of UTMB during working time, by or on behalf of any club, society, labor union, religious organizations, political party, or sales organization without prior approval by UTMB Administration is prohibited. Once a year, UTMB conducts a campus-wide solicitation within the premises for the annual State Employee Charitable Campaign.

## Separation of Employment

### *Notice of Resignation*

In the interest of maintaining proper staffing levels in your department, you are requested to give your supervisor a minimum of two weeks' prior written notice of resignation, and you must work your last day except for the following exceptions:

- Transfer to another State Agency
- Retirement
- On FMLA
- Leave of Absence (LOA)
- Military Leave

[See IHOP Policy 3.7.5 Resignations.](#)

### *Release of Final Paycheck*

Your final paycheck will be released to you on the first available payday after your last day of employment with UTMB or as soon as possible thereafter. Contact Payroll Services for any questions about final paycheck.

### *Exit Interview*

Employees leaving or retiring from UTMB can contact Benefits Services at [benefits.services@utmb.edu](mailto:benefits.services@utmb.edu). Please provide your name, employee ID number, last day worked and contact number or email address. This information is used to review and determine benefit related eligibility after employment. You may also include any questions regarding COBRA, TRS and related benefit questions. Employees who are retiring are recommended to schedule a meeting with Benefit Services at (409) 772-2630 or email [benefits.services@utmb.edu](mailto:benefits.services@utmb.edu). Please provide your employee ID number, Retirement Plan and proposed retirement date.

UTMB continually strives to improve the work environment. In order to assist with that endeavor, an online [Exit Feedback Questionnaire](#) is available to solicit employee opinions about the work environment. Employees may complete the questionnaire online, print, scan and fax to (409) 747-0333. Please mail the original form to Employee Relations Compliance Office of Human Resources at Route 0141.

### *Job Abandonment*

You will be considered to have abandoned your position when you been absent for three or more consecutive workdays without prior approval of your supervisor and have failed to communicate the reason for your absence in writing or by telephone to your supervisor during this absence.

## HELPFUL TELEPHONE NUMBERS

<i>Department</i>	<i>Extension</i>
Alumni Field House	21304
Benefits Office	22630
Bookstore	21939
H.R. Compensation	28699
Credit Union	(409) 797-3300
Employee Assistance Program	22485
Employee Health	79172
Employee Records	77991
Employee Relations	28696
Employee Relations (Compliance Office )	76190
Recruitment	(281) 554-5381
International Office	78823
Library	21971
Payroll	78078
Campus Police	21503
Organizational Effectiveness, Training & Recognition	76700
Employee Injury Management	21892
Nurse Recruitment	74717
Fraud and Abuse Hotline	1-800-898-7679
Leave Management	74645 or 74647
CMC	72619