

# Dean of Students Staff Handbook

Dr. Vincent E. Morton  
*Associate Vice President for Student Affairs and Dean of Students*



*The rising STAR of Texas*

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

## INTRODUCTION

This handbook is intended to be a helpful guide for Dean of Students (DOS) employees, not as an all-inclusive rule book. The official policies and procedures for employees at Texas State University and in the Student Affairs Division are located on the following websites.

### Staff Handbook

<http://www.hr.txstate.edu/staffhandbook.html>

### Division of Student Affairs Policy and Procedure Statements (SA/PPS)

<http://policies.txstate.edu/division-policies/student-affairs.html>

### University Policies and Procedures Statements (UPPS)

<http://policies.txstate.edu/university-policies.html>

### Texas State University System (TSUS) Policies

<http://www.tsus.edu/about-tsus/policies.html>

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This information is available in alternate format upon request from the Office of Disability Services.

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## The Student is...

- . . . . . The most important person on the campus. Without students, there would be no need for the institution.
- . . . . . Not a cold enrollment statistic but a flesh and blood human being with feelings and emotions like our own.
- . . . . . Not someone who provides us an opportunity to do our thing. They are our thing.
- . . . . . Not dependent on us. Rather, we are dependent on them.
- . . . . . Not an interruption of our work, but the purpose of it. We are not doing them a favor by serving them. They are doing us a favor by giving us the opportunity to do so.

– Unknown



# Overview of Dean of Students Office

The Dean of Students Office is divided into five basic areas which help to foster a welcoming environment that is inclusive, safe and conducive to learning.

These areas include:

## **Alcohol and Drug Compliance Services**

LBJ Student Center 4-1.6

(512) 245-3601

<http://www.dos.txstate.edu/services/ADCS>

Cheryl Harper, Assistant Director

*Currently Vacant*, Coordinator

The Dean of Students Office oversees Alcohol and Drug Compliance Services, ADCS, which provides state certified and mandated alcohol and drug courses.

## **Attorney for Students**

LBJ Student Center 5-1.5

(512) 245-2370

<http://attorney.dos.txstate.edu/>

Angelica Coronado, Attorney

Kama Davis, Attorney

Ethan Chou, Attorney

Sharon Fraker, Administrative Assistant

The Attorney for Students provides legal advice, counseling, referrals and education to currently enrolled students. Notary service is also provided for students. Attorney for Students staff provide presentations on campus to faculty, staff and students about legal issues

**CARE Center**

LBJ Student Center 5-9.1

(512) 245-2124

<http://www.dos.txstate.edu/services/emergency.html>

Terence Parker, Associate Dean of Students  
Kathryn Weiser, Assistant Dean of Students  
Miguel Arellano Arriaga, Coordinator  
Maria De Los Santos, Administrative Assistant

The CARE Center helps students in notifying faculty of extended absences for family emergencies, illnesses, or deaths in a student's immediate family as well as to find financial assistance when emergencies affect students' finances.

**Student Conduct and Community Standards**

LBJ Student Center 5-9.1

(512) 245-2124

<https://www.dos.txstate.edu/services/student-conduct-and-community-standards.html>

Ismael Amaya, Assistant Dean of Students  
Santiago Arellano, Conduct Officer  
Roxane D. Morales, Administrative Assistant

Student Conduct collaborates with Texas State students, faculty and staff to investigate and adjudicate alleged student and student organizational Code of Student Conduct or policy violations. This area is also responsible for updating the online Texas State Student Handbook.

**Student Ombudsperson Services**

LBJ Student Center 5-9.1

(512) 245-2124

<http://www.dos.txstate.edu/services/Ombuds-Services.html>

Laramie McWilliams, Associate Dean of Students

The Student Ombudsperson Services address concerns of currently enrolled Texas State University students. This service personally assists students in achieving resolutions to university related challenges, such as university instructor/professor and student employment challenges.







## DOS ORGANIZATIONAL CHART

## APPROPRIATE USE OF STUDENT INFORMATION

### *Information*

An important responsibility of the Dean of Students Office is maintaining the confidentiality of student records. The Texas Open Records Act, Family Educational Rights and Privacy Act of 1974 (FERPA) and General Information Catalog contain details regarding the protection against the disclosure of confidential or privileged information. Records must be treated confidentially and may only be discussed with individuals authorized to have access to educational records. Extensive information on FERPA can be found on the University Attorney's Web site at:

<http://www.txstate.edu/tsusgencoun/ferpa.html>

Additional policy information can be found under UPPS 01.04.31:

<http://policies.txstate.edu/university-policies/01-04-31.html>

### INFORMATION MAY BE RELEASED MOST OF THE TIME

Although directory information may be made available to the public unless the student has requested a "Privacy Hold," any inquiry for general student information by a non-university official or unrelated to the functions of the DOS office should be directed to the Registrar's Office. The Registrar's Office may determine whether or not to release the information.

**No information, including enrollment status, may be released if the student has requested that directory information be restricted. Your reply to the caller should be "I have no information to provide about that person."**

#### Directory information includes:

- Name
- Date and place of birth
- Fields of study, including major and minor
- Enrollment status (actual hours enrolled, undergraduate, graduate, etc.)
- Degrees, certificates, and awards received
- Type of award received (academic, technical, continuing education, etc.)
- Dates of attendance
- Student classification
- Name of the most recent previous educational agency or institution attended
- Telephone, including cell phone, number
- Current and permanent address, excludes e-mail address
- Weight and height of athletes
- Participation in officially recognized activities and sports
- Names of prospective graduates
- Names of parents
- Photographs of students
- Any other records that could be treated as directory information under FERPA



## **INFORMATION MAY BE RELEASED SOME OF THE TIME**

University and personnel records may sometimes be released to the following persons or in the following situations:

- Appropriate university administrators, faculty members, staff members, and appropriate administrators who require access to educational records in order to perform their legitimate educational duties, when such records are needed in furtherance of the educational or business purposes of the student or University;
- Officials of other schools in which the student seeks or intends to enroll, upon request of these officials (with specific conditions);
- Federal, state or local officials or agencies authorized by law (all but federal agents must have proof that agency is authorized);
- In connection with a student's application for or receipt of financial aid;
- Accrediting organizations or organizations conducting educational studies, provided these organizations do not release personally identifiable data;
- The parents of a dependent student provided a reasonable effort is made to notify the student in advance (must give three to five days response time);
- In compliance with a judicial order or subpoena, provided a reasonable effort is made to notify the student in advance unless such subpoena specifically directs the institution not to disclose the existence of a subpoena (must give three to five days response time, unless instructed not to in a criminal investigation); or
- To an alleged victim of any crime of violence or a non-forcible sexual offense, the results of the alleged perpetrator's disciplinary proceeding may be released.

## **INFORMATION MAY NOT BE RELEASED AT ANY TIME**

The following information may never be released.

- Gender
- Ethnicity
- Marital Status
- Attendance records of students in individual courses
- Psychological records
- Financial records of student's parent or guardian (may not be given to student)
- Confidential letters of recommendation where the student has waived right of access to them
- Medical records (except with written permission of the student)

## **NEVER SHARE**

We should not:

- Honor email requests for records. FERPA requires a signed, written request.
- Provide educational record information to those copied on correspondence sent to us by a student.

When in doubt, please take the contact information of any inquirer and tell them we will get back to them. Then ask your supervisor for next steps.

# Personnel Information & Guidelines

## PERMANENT STAFF POSITIONS

New employees of Texas State appointed to permanent classified staff positions are considered probationary for their first six months of employment. During the first six months, an employee may be dismissed if the department does not feel the employee is a good match for the job. During the probationary period, a new employee accrues vacation leave, but is not eligible to take that vacation. The new employee may request use of vacation leave any time following the six months' probation period.

## PERFORMANCE MANAGEMENT/PAY RAISE

University guidelines require annual performance evaluations on all permanent employees. DOS employees are evaluated by their immediate supervisors, usually during the spring semester. These employee evaluations are kept in the personnel files and are used both in helping employees grow and improve their performance and in determining which employees will receive merit raises. Merit-based increases may be given when funds are available, generally effective on September 1.

[UPPS 04.04.20: Performance Management System](#)

[UPPS 04.04.11: University Classification and Compensation](#)



## EMPLOYEE DISCIPLINE AND DISCHARGE AND MEDIATION AND GRIEVANCE POLICIES

All staff are covered by the Discipline and Terminating Staff Employee policy and the Staff Employee Mediation and Grievance Policy. In very general terms, the Discipline and Terminating Staff Employees policy covers work performance and misconduct, mediation is an alternative dispute resolution outside of the university's formal grievance process, and the Grievance Policy covers complaints concerning wages, hours of work, conditions of work, and appeals of oral/written reprimands, demotions, suspensions without pay, reductions of pay, and all terminations both at-will and for cause.

[UPPS 04.04.40: Disciplining and Terminating Staff Employees](#)

[UPPS 04.04.41: Staff Employee Mediation and Grievance Policy](#)

## DISCIPLINE

Staff members serve without fixed terms and at the pleasure of the president or the Texas State University System (TSUS) Board of Regents. As employees-at-will, either the university or the staff employee may terminate the employment relationship at any time with or without cause and without liability for failure to continue the employment.

Texas State policy further states that only the president, vice presidents, deans, associate vice presidents, assistant vice presidents and directors reporting directly to a vice president have the authority to involuntarily terminate staff employees and sign letters of involuntary termination. In the DOS office, the Dean of Students has the authority to discharge a staff member.

Texas State demands that certain standards of behavior and performance be met. If an employee does not meet these standards or abide by Texas State rules, they may be disciplined. Supervisors are expected to conduct a fair and complete examination of each case before imposing discipline. The forms of discipline include:

- |   |                     |
|---|---------------------|
| 1. Oral Reprimand                       | 4. Reduction in pay |
| 2. Written Reprimand                    | 5. Demotion         |
| 3. Suspension (with pay or without pay) | 6. Termination      |

If you have questions or need help regarding discipline, call Office of Human Resources at (512) 245-2557.

### **STAFF MEDIATION**

Mediation is designed to help resolve on-campus disputes and conflicts. Mediation often removes the need for discipline, complaints, and grievances. Mediation is a form of alternative dispute resolution and often removes the need for discipline, complaints and grievances. You may obtain more information at <http://www.hr.txstate.edu/mediation>

### **GRIEVANCE**

A grievance is an appeal of a disciplinary action or a disagreement affecting an employee's wages, hours of work, or conditions of work. Appeals of oral and written reprimands, demotions, suspensions without pay, reductions in pay, and all terminations (disciplinary and non-disciplinary) both at-will and for cause will also be addressed through the grievance process. The grievance process follows one of two procedures: non-termination grievance or termination grievance. Each of these processes are outlined in [UPPS 04.04.41 – Staff Employee Mediation and Grievance Policy](#).

### **STANDARDS OF CONDUCT AND COMPLIANCE TRAINING**

As staff members of Texas State University, all DOS staff are expected to conduct University business in an ethical manner. Ethical standards and behavior are sometimes interpreted on a personal basis, but there are certain areas that are fundamental to workplace ethics. Honesty is a core component to all ethical behavior. Ethical standards are based on moral principles that guide an individual in determining what is right and what is wrong.

The University Compliance Program contains modules designed to educate faculty and staff about current university policy and procedures to help employees understand the right thing to do in a variety of circumstances. This training is available on-line via SAP, and must be renewed every two years. **Employees should consult with their supervisor regarding required training within their area or through Human Resources/ SAP.**

You will have one month to complete the modules and review questions (assessments). Staff are expected to complete and repeat all required modules within the required timelines established by HR, VPSA, and university/system policies. You do not have to complete all the modules in one session. If you have questions about the Compliance program or content please contact the University Compliance Office at [compliance@txstate.edu](mailto:compliance@txstate.edu) or 512-245-2557. If you have trouble navigating SAP please contact [itac@txstate.edu](mailto:itac@txstate.edu) or 5-4822.

Texas State University expects employees to maintain a high standard of ethical behavior and responsibility. The Dean of Students Office encourages all students and staff to take a leadership role in this area and set an example for the university.

## NEW HIRE CHECK-LIST

### Before First day

	Forward application and resume to Business Manager to begin department personnel file	Supervisor
	Request NetID	Business Manager
	Generate PCR	Business Manager
	Forward signed Welcome Letter to Business Manager, must include new employee signature and starting salary	Supervisor
	Schedule New Employee Welcome, N.E.W., through <a href="#">N.E.W. Administrative Registration</a>	Administrative Assistant
	Initiate E-verify and I-9 through <a href="#">HireRight</a>	Business Manager
	Contact building operations and facilities to obtain keys	Business Manager
	Obtain <a href="#">SAP security</a> required roles	Business Manager
	Request computer access account from Student Affairs Technology Services – SATS	Technology Liaison
	Request voicemail setup and long-distance telephone code	Business Manager
	Obtain copy code for multi-function copier	Business Manager or Administrative Assistant

### First Week

	Attend N.E.W. Part I	New Employee
	Complete E-verify and I-9 through <a href="#">HireRight</a>	Business Manager
	Obtain University ID card from ID Services, LBJ Student Center Room 2-9.1	New Employee
	Schedule staff photo for DOS website	Special Projects Coordinator
	If applicable, apply for travel card from <a href="#">Travel Office</a>	Supervisor or Business Manager
	Review key sections from <a href="#">DOS Staff Handbook</a> <ul style="list-style-type: none"> <li>○ Time entry and leave policy, comp/flex/award, and vacation restrictions until 6 months in position</li> <li>○ Dress code</li> <li>○ Academic Courses</li> <li>○ <a href="#">TXST</a> and <a href="#">building safety</a> and emergency information</li> </ul>	Business Manager
	Meet staff and tour all DOS areas	Supervisor
	Sign and return <a href="#">Confidentiality Statement</a> to Special Projects Coordinator	New Employee
	If applicable, order name tag and business cards	Administrative Assistant
	Review <a href="#">DOS vision, mission, goals</a> and area specific vision, mission, and goals	Supervisor
	Explain <a href="#">performance management system</a> and create goals	Supervisor and New Employee

### First month

	Attend N.E.W. Part II	New Employee
	Complete <a href="#">Ethics Compliance Training</a>	New Employee
	Schedule any necessary trainings (GATO, SAP, etc)	New Employee
	Review <a href="#">New Employee Required Notices</a>	Supervisor and New Employee

### First 3 months

	Attend the Student Affairs New Employee Orientation (VPSA Invitation)	New Employee
	Review <a href="#">professional development opportunities</a>	New Employee



## EXEMPT & NON-EXEMPT EMPLOYEES

### NON-EXEMPT (CLASSIFIED) STAFF

Permanent non-exempt staff members may not work more than 40 hours per week without specific approval in advance from the supervisor and the Dean of Students. Non-exempt staff members who are allowed or required to work more than 40 hours per week will be required to take that time off at the rate of 1-1/2 hours off for each hour of time over 40 hours worked in a week, or at the discretion of the department head. Paid leave and holidays taken are not counted as hours worked in determining overtime hours. Our goal in the Dean of Students Office is to have the necessary staff in each area so that all non-exempt staff members can complete job assignments within the 40 hours allowed.

### EXEMPT (UNCLASSIFIED) STAFF

While exempt staff also work 40 hours per week, it is understood that these positions may require staff to work in excess of 40 hours. The Compensatory time of the DOS is approved by the VP every year, please refer to the guide below.

## POLICY ON COMPENSATORY TIME FOR EXEMPT EMPLOYEES IN THE DEAN OF STUDENTS OFFICE

### GENERAL POLICY STATEMENT

Exempt staff members in the Dean of Students Office are generally expected to work until their tasks are completed, and will not typically be granted, on an hour-per-hour basis, permission to use compensatory time to take time away from work. All exempt staff members are expected to maintain a 40-hour work week. However, it is recognized that in many cases, a great deal of compensatory time may be earned through additional required and routine assignments. In an effort to establish some balance between work and life, this policy has been developed to allow for guidelines under which compensatory time may be used to take time away from work.

### FLEX TIME VS. COMP TIME

Flex Time is allowed by the department because it is understood that the staff member's schedule may be atypical due to unexpected work tasks. It has to be used within the week it is acquired. Flex time will be tracked by the individual and may be used after consultation with the staff member's immediate supervisor.

1. Staff members are permitted to "flex" their time when they have had a particularly long day and/or long week. In consultation with their supervisor, the staff member may request to leave early one afternoon to balance their work/life needs. This "flex" time is not necessarily on an hour-for-hour basis, but a general overview of taking time to avoid continually working above and beyond a 40-hour week. The hours flexed will be determined in consultation with the supervisor's approval.
2. Flex time may not be saved and used later in lieu of university leave time, such as vacation, comp or sick days.
3. Semester long flex schedules need to be approved by your direct supervisor and the Dean of Students. Requests need to be done in writing and a copy is kept in your personnel file in the office after approvals are secured.

Compensatory Time is a set amount of hours that professional staff may accrue for working above and beyond the "norm" as described above. Typically the amount of comp time accumulated in a given year is equivalent to the number of "energy conservation days" designated by the University in an academic year. For example, spring break week is considered "energy conservation days" by the university; therefore, staff may accumulate 40 hours of comp time to meet the requirement of 40 hours needed to take off work the week of spring break. Staff members



who do not have 40 hours of comp time accumulated may use vacation time in lieu of comp time during “energy conservation days.”

1. Staff members may accumulate compensatory time when they attend required and/or routine functions that add additional hours to the typical 40-hour work week schedule. For example, participation in Leadership Conference, Bobcat Pause or any of the events in the attached list that qualify for compensatory time for staff members in the Dean of Students Office.
2. The accrual of comp time must be pre-approved by your supervisor prior to the event.
3. Comp time will expire within one calendar year after the date it was acquired.
4. The maximum amount of comp time accrual each year, from the end of spring break to the next, is equal to the number of energy days designated by the university each year. Energy conservation days change year to year but tend to be between 5-7 days per year. E.g. For FY20, there are 5 energy conservation days (40 hours) and comp time may be accrued from March 24, 2019 to March 22, 2020.

## PROCEDURES

1. The accrual and use of compensatory time must be pre-approved by the employee’s supervisor. Leadership Team members are the approval authority for the exempt staff in their departments. Associate/Assistant Vice Presidents are the approval authority for the exempt staff that report directly to them. The VPSA is the approval authority for individuals that report directly to them.
2. Accrual of compensatory time must be documented in the employee’s university leave record within the SAP system.
3. Within departments, policies may be established that allow accrual of compensatory time in conjunction with events approved by the area team leader.
4. Work-related social events, such as the LBJ Picnic or departmental banquets will not be considered as opportunities to accrue compensatory time. However, exceptions might include social events which require staff members to work, such as members of the Community Staff Development Team, working at the Student Affairs Picnic, in which case, these individuals might receive prior approval to accrue compensatory time. Participation by all other employees is considered voluntary in nature.
5. As a general rule, attendance at a professional conference will not provide an occasion for accrual of compensatory time. An exception to this might be a situation wherein the staff member is required to work at the conference as a representative of Texas State University. In any case, the employee’s director must approve any involvement before the commitment has been made to work at the conference.

## Comp Time Opportunities for Staff members in the Dean of Students Office

* Leadership Institute Annual Conference *	* Bobcat Pause – Student Foundation *
(approximately 12-14 hours) - Typically in February	(approximately 2 hours) - Typically in April
Housing Move-In Weekend - August	Greek Recruitment - Typically in August/September
Welcome Receptions - August/September	Hispanic Heritage - Mama’s Kitchen - September
Family Weekend - Typically in September	Equality University - Typically in November
MLK Event/March - January	Black History Month - Mama’s Kitchen - February
Bobcat Build (working) – Typically in April	Graduation Ceremonies (lavendar, multicultural, veteran’s) - May
Commencement Ceremonies (weekends or after hours) - May	Bobcat Preview Events

*Other events may qualify, speak with your supervisor*

*\* denotes mandatory for DOS Staff*

## OUTSTANDING PERFORMANCE AWARD

In addition to compensatory and flex time, the Dean of Students Office will provide outstanding performance award to employees who perform excellent work on a continuous basis.

[SA/PPS No. 04.02 \(01.04\) – Section 05](#) and [UPPS 04.04.30 – Section 11](#), allows department heads to grant leave with pay as a reward for outstanding performance.

- A maximum of 4 days (32 hours) of leave may be granted to an employee per fiscal year.
- Up to 2 days (16 hours) may be given each time an award is granted.
- Time awarded expires at the end of the fiscal year.

Within the Dean of Students Office, any member of the leadership team in a supervisory capacity and with the concurrence of the dean may grant an Outstanding Performance Award to an employee that meets any of the following criteria:

- The employee makes a major contribution to a DOS strategic initiative.
- The employee develops a new initiative or process that increases efficiency or enhances the quality of our services or programs.
- The employee has gone above and beyond the responsibilities of their assigned duties.
- The employee has assisted with an assignment or project that is not normally a part of their normal work duties or assignments.
- The employee has demonstrated outstanding performance with a specified assignment or project.
- The employee assumes additional responsibilities or workloads for an extended, but temporary, period of time.
- The employee's activity/idea improved a process or a system, achieved customer satisfaction or saved money, etc.

Employees can only 1) use currently earned time (days/hours) and 2) only use up to two continuous days at a time. An employee may also use this time in conjunction with planned vacation, e.g. 3 days of vacation plus 2 days of earned Outstanding Performance Award for a week's vacation.

## LUNCH HOUR

Although our working hours are 8 am - 5 pm, all support staff members should generally take a one-hour lunch period. Generally, DOS support staff are expected to take their lunch hour during the 12 noon- 1 pm time period. All areas remain open for business during the 12 noon – 1 pm time period.



## TYPES OF LEAVE AND TIME OFF

### VACATION/SICK LEAVE

All permanent staff of the university accrue vacation and sick leave during employment. Vacation is accrued at a rate based upon length of state service the employee has served. New employees to the state system accrue 8 hours of vacation per month. Please refer to [UPPS 04.04.30](#) for accrual information.

Sick leave is accrued at the rate of 8 hours per month and may be taken when needed for an employee or immediate family member. For purposes relating to regular sick leave, immediate family is defined as those individuals who reside in the same household and are related by kinship, adoption, marriage or foster children who are so certified by the Department of Protective and Regulatory Services. 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 a direct result of a documented medical condition.

The DOS Office has a "[Leave Request Form](#)" which should be used when a staff member knows in advance of the need/desire to take vacation, comp time, sick or other types of leave. The form is completed by the employee and given to the immediate supervisor for approval. The form is forwarded to the DOS for final approval. Due to multiple approval levels, employees should submit requests as soon as possible and expect the approval process to generally take 3-5 work days. This information is placed on the DOS office calendar so that all staff will know if someone is out of the office for a given period of time. All leave requests are at the discretion of the supervisor and must have the area approval in order to assure that the area has appropriate staff coverage. **New employees should be aware that they are unable to use vacation leave in their first six months of employment.**

You must have the consent of your supervisor to take FLSA overtime or State comp time off. Your supervisor can refuse to let you take these hours off if your absence from the job would disrupt the work in your department. You and your supervisor must agree on when you will use this time.

Vacation and sick leave carry over from fiscal year to fiscal year. There is no limit to the amount of Sick Leave an employee may carry over, but there is a schedule based upon length of service which applies to how much Vacation may carry over. When more Vacation has accumulated than an employee is eligible to carry over, the excess balance is transferred to Sick Leave at the start of the new fiscal year. Staff members can check vacation, sick leave and compensatory time balances at SAP Portal.

When an employee who has worked at least six months terminates employment and is not transferring to another university department or State of Texas agency, accrued Vacation and Floating Holiday hours are paid at the employee's hourly rate as of the termination date. Accrued Sick Leave may be transferred to the University Sick Leave Pool or it is forfeited upon termination. If an individual returns to Texas State or State of Texas position within twelve months, sick leave accruals may be reinstated. When planning vacations, staff are encouraged to plan far in advance and not commit to (purchase) travel arrangements until the request for leave is approved by the supervisor and DOS. Staff are encouraged to take extended vacations (those lasting a week or more) during summer months or other academic breaks. Vacations (time away from work) lasting more than 2 continuous weeks will only be approved in special circumstances.

During peak times of operation and around holidays, DOS areas must have a staff coverage plan in place. At least one person per area should be in the office to ensure the area is open for business. If coverage is not available, please consult with the department head or dean.

## **STAFF HOLIDAYS**

Each year the Board of Regents sets the official holiday schedule for Texas State. When a traditional holiday falls on a Saturday or Sunday staff do not necessarily get time off for that holiday. Staff should check the official holiday schedule on the HR Web site to determine which holidays we receive in any given year. <http://www.hr.txstate.edu/>

## **FUNERAL LEAVE - UPPS 04.04.30 - 09.01**

All employees of the university are allowed to take time with full pay in the event of a death in their immediate family. Texas State policy states "immediate family" with regard to funeral leave is defined as the employee's spouse, the employee's and spouse's children, parents, brothers, sisters, grandparents, grandchildren, and sons- and daughters-in-law. A general guideline for the amount of leave is three days for in-state service and five days for out-of-state service, and any additional time beyond five days requires approval by the divisional vice president. When entering time, Funeral Leave is the correct designation for absences due to death of an immediate family member.

## **JURY DUTY - UPPS 04.04.30 - 09.01**

All employees of the university are also allowed to take time off with full pay for jury duty required by the county, state, or federal.

## **TIME OFF TO VOTE - UPPS 04.04.30 - 10.01**

All permanent employees of the university are allowed sufficient time off, without a deduction in salary, to vote on a national, state or local election day. The employee shall notify their area of the intent to use work time in order to vote. When possible, employees are encouraged to take advantage of early voting when the Elections Administration sets up early voting on campus (usually in the LBJ Student Center).



## **TRAVEL ON OFFICIAL BUSINESS**

There are occasions when regular staff may be approved to travel to meetings, conferences and/or workshops during regularly scheduled working hours. Staff is informed early in the fiscal year of any travel dollars which may be available for trips, and it is the employee's responsibility to process the required paperwork to account for absences from the office and to receive reimbursement for approved travel costs. A travel application must be completed and approved prior to traveling, even if an employee is making a trip at no cost to the office/university or at personal expense. The travel application assures that an employee will be covered by Worker's Compensation Insurance when that person is away on Texas State business.

## **PAY AND TYPES OF PAY**

### **PAY DAY**

All permanent employees of the university are paid on a monthly basis, on the first working day of the month. At the beginning of employment, a staff member may designate one of two options for paycheck distribution: 1) pick up at Cashier's Office in Main Building, or 2) electronic bank transfer directly into the employee's account. A staff member may change the distribution designation online through a link on the Payroll web page.

### **STATE LONGEVITY PAY**

Each regular full-time staff employee, excluding law enforcement officers' eligible for hazardous duty pay, is entitled to longevity pay of \$20 per month for each two years of service as an employee of the State of Texas up to and including 42 years of service.

### **UNIVERSITY LONGEVITY PAY**

Each regular staff employee is entitled to receive a 1.5% increase every two years up to a maximum of four such increases from each appropriate eligibility date.

### **EMPLOYEE INJURIES/WORKER'S COMPENSATION INSURANCE**

All employees of the university, whether permanent or temporary, full-time or part-time, are covered by Workers' Compensation Insurance (WCI). WCI is an employee's protection for injuries on the job. If an employee is injured on the job, contact Mary Ann Moerke-Ortiz immediately. A very specific procedure must be followed for the employee's medical expenses to be paid directly by WCI. An employee should not use his/her regular health insurance for a WCI injury.



## DOS OFFICE ATTIRE

As official representatives of the university, DOS has an expectation that permanent staff dress in appropriate office-type attire. All permanent staff are expected to dress professionally - i.e., no shorts, no t-shirts, no tights, no stretch pants. Blue jeans may only be worn on Fridays and if you do not have any meetings. It is expected that all employees will exercise good judgment and meet acceptable norms for personal cleanliness, hygiene and grooming.

Exception: Student Workers- See Student Employees section of this handbook.

## UNIVERSITY ID CARD

All faculty and staff members (appointed at least half time for 4 1/2 months) must carry employee ID cards. The ID Center, located on the first floor of the LBJ Student Center), provides photo ID cards to students, faculty and staff. Your first ID card is provided free of charge. However, if the card is lost, damaged due to abnormal abuse (including holes punched), or a new photograph is requested, a fee may be charged for the replacement card.

## STAFF ENROLLMENT IN ACADEMIC COURSES

DOS staff may be granted permission to enroll for a three-hour class at Texas State during regularly scheduled work hours if it will not interfere with the staff member's job responsibilities. All requests should be made in writing by the staff member to the dean via the employee's supervisor. If the dean supports the request, it will be forwarded to the Vice President for Student Affairs for approval. Staff members who have worked at least twelve consecutive months as a regular employee are eligible for a fee reimbursement. Details about this tuition & fees benefit are available on the Human Resource Services website.

***DO NOT ENROLL IN A CLASS WHICH MEETS BETWEEN 8AM AND 5PM WITHOUT PRIOR WRITTEN APPROVAL FROM YOUR SUPERVISOR AND THE DEAN.***

The process for academic coursework changed from waiver to reimbursement with House Bill HB 3337, SU15.

[UPPS 04.04.35: Professional Development and Educational Opportunities](#)

## OUTSIDE EMPLOYMENT OR ACTIVITY

Staff who work an additional job besides their full-time position are required to submit an Outside Employment Form annually. The university requires that we verify that any outside employment does not create a conflict with an employee's university responsibilities and that the schedule is consistent with all applicable university rules and regulations. The form is completed by the staff member and then signed by the supervisor.

Outside employment or activities include paid or volunteer contract work, consulting, home-based business, serving elected or appointed roles of governing bodies (ex., school districts, cities, towns or other local governments).

[UPPS 04.04.06: Outside Employment and Activities](#)



# Student Employees

Student employees provide a valuable service to the university and a necessary support to the DOS staff. They often provide the first impression to students, faculty, staff, families, visitors and other stake holders. As employees of the DOS, general conduct and ethics expectations extend, as appropriate or required by law, to student employees. However, due to the nature and role of student life, there are specific expectations and exceptions that apply to student workers.

## **SUPERVISION AND DELEGATION OF TASKS TO STUDENT EMPLOYEES**

### **STUDENTS WORKING AT DOS AFTER HOURS**

Undergraduate students are not normally issued keys or ibuttons to the office and are not allowed to be in the office after hours unless accompanied by a permanent staff member.

Graduate students will be issued keys/pass-code/ibutton access to the office. Graduate students may access the office after hours, but should not bring anyone with them unless it is for DOS-related work.

Students with access will follow all security protocol as outlined by these and other university rules. The security of the office and safety of the staff and students depend on keeping all access codes completely confidential. Sharing pass-code information is strictly forbidden.

### **STUDENT ACCESS TO THE DOS Drive**

With the dean's authorization, students may be given access on the shared DOS drive. If needed for their jobs, they may be given access to overall programs. All requests must list specific programs needed and be made by the Dean.

### **STUDENT USE OF DOS EQUIPMENT**

Students are bound by the same university rules as permanent staff. Texas State equipment is for "Official University Business" only, not for personal use. Homework and class projects are not considered "Official University Business" and students may not use DOS equipment for class work. This includes computers, printers, copiers, and any other Texas State equipment. Exceptions may be made for students to use computers to access academic material using DOS computers when this will not interfere with the employer duties.

### **STUDENT OFFICE ATTIRE**

DOS staff understand that student employees are students first. It is, therefore, appropriate for undergraduate students to wear to the office the same attire in which they attend class as long as that attire is clean and neat. There is a higher expectation for graduate students and this should be discussed with their supervisor. All student employees should remember that when they are in the office they are "official representatives of Texas State University" and their attitude and attire should reflect that reality.

## TOTAL WORK HOURS FOR STUDENTS

Graduate students must be a degree-seeking with a GPA of 3.0 or better. Graduate Assistants must be enrolled for at least 9 semester credit hours that can be counted toward the graduate degree in each long session and 3 semester hours during a summer term, and work up to 20 hours per week.

Undergraduate students must be degree-seeking and be enrolled in at least 12 semester credit hours that can be counted toward their degree in each long semester and 3 semester hours during the summer term, and work up to 25 hours per week but usually less.



## STUDENT PAY DAY

All temporary employees, including Student Assistants non-student non-regular of the university are paid on a twice-monthly basis, with the first pay period covering the 1st - 15th and the second pay period covering the 16th through the end of the month. Failure to enter and release time by the designated date may result in delay of payment until the next pay period. Graduate students may be appointed hourly as Senior Student Associates or they may be appointed on a monthly half-time basis to the Senior Student Associate or Graduate Assistant titles. If appointed hourly, graduate students will be paid on a

twice-monthly basis, with the first pay period covering the 1st - 15th and the second pay period covering the 16th through the end of the month. Blue time sheets with both the student's and the supervisor's signatures are required for student employees who are appointed hourly in order for Office Management to process the payroll. Failure to turn in a signed time sheet by the designated date may result in delay of payment until the next pay period.

Graduate students who are appointed as Graduate Assistants on a monthly half-time basis will be paid once a month, on the first working day of the month. These graduate students will work with their supervisors to plan their work hours for an entire semester, using a paper-calendar based time tracking system.

At the beginning of employment, a student staff member may designate one of three options for distribution of their paycheck: 1) pick up at Cashier's Office in Main Building, 2) delivery by Campus Mail to department address, or 3) electronic bank transfer directly into the employee's account. In the case of electronic transfer to an employee's bank, the paycheck information will be sent to the employee by Campus Mail. Pay checks will not be sent by US Mail. Any staff member may change the distribution designation on-line through a link on the Human Resource Services web page: <http://www.txstate.edu/sap/>

## CONDUCT OUTSIDE OF WORK

Student employees in the DOS office serve as office representatives and, by the nature of the DOS area, as role-models. Violations of the law or code of student conduct may result in disqualification from employment in the DOS. Student employees are encouraged to notify their supervisor if accused of a violation of the Code of Student Conduct or arrested for an alleged violation of the law.

# Miscellaneous

## Office Policies

### ACCESS TO DOS & LBJ STUDENT CENTER

During long semesters, the LBJ Student Center Building (LBJSC) is open during the following times:

Monday – Thursday:	7 a.m. – Midnight
Friday:	7 a.m. – 11 p.m.
Saturday:	9 a.m. – 10 p.m.
Sunday:	10 a.m. – 10 p.m.

Visit <http://www.lbjsc.txstate.edu/About/hours.html> for updated hours.

It is closed only during university holidays when no departments in the LBJSC have staff scheduled to work (such as Thanksgiving Break and Winter Break). Hours may vary for different areas at different times (ex., summer and final exams) as well as to accommodate construction and remodeling within the LBJSC and of other facilities (ex., dining facilities).

The LBJSC has reduced hours during Spring Break. When the LBJSC is open you will be able to come and go without use of keys for access to the building. However, if you enter or leave the Dean of Students Office after normal business hours (8 a.m. – 5 p.m.), please be sure the door closes and locks behind you.

***YOU ARE RESPONSIBLE FOR YOUR KEY/IBUTTON.  
DO NOT LOAN IT TO ANYONE ELSE AT ANY TIME!***

### AFTER HOURS

Generally, DOS staff should not need to access the LBJSC after midnight or before 7 a.m. You may always exit the Student Center without a key or ibutton. Just be sure if you exit the LBJSC after hours that the doors close and latch tightly behind you.

Ibuttons for each staff person are programmed with access hours as approved by their supervisor and the Dean. Should you determine that you need access to the LBJSC after hours, you should make a request to your Dean/director, through your supervisor, who will process that request with Building Operations.

### SAFETY/RISK MANAGEMENT

#### FIRE EXITS

The stairwell at the west end of the 5th floor (past the Attorney for Students office) is the nearest fire exit stairwell. The next closest fire exit is at the east end, at the corner where the back ends of SDI and CC meet. As in any high-rise building, the elevators should not be used during a fire. The atrium stairwell opening into the public hallway



on the 4th floor provides additional escape routes in an emergency. Please check with the LBJ Building Operations Supervisor if you have questions or concerns about managing a stairwell exit during an emergency.

The LBJ Student Center will be under renovations from summer 2018 through fall 2020. Please consult the Building Access and Relocation website for up to date information on emergency exits during the expansion and construction.

<http://www.lbjsc.txstate.edu/expansion/Find-Your-Way.html>

### **PANIC BUTTONS/ALARMS**

Panic buttons are located throughout the DOS Office. When activated, panic buttons ring silently on our end but contacts the University Police Department (UPD) immediately when pressed! UPD takes the panic button very seriously. If pressed by mistake, call UPD at 5-2890 right away and let them know.



### **FOOD AT WORK**

Staff may bring food and drink into the DOS Office. Please remember to label your food; name & discard date will suffice. If you are donating your food to the DOS Office, please label it as “free,” “community,” etc. The refrigerator is cleaned out each Friday and on days before holidays. Unlabeled food will be discarded (odiferous or spoiled food may be discarded along with the container). Staff are encouraged to leave their work stations for a needed break at lunch time, but there is not a restriction against having food or drink at your desk. Although, you may have food at your desk please do so discreetly and maintain a professional appearance in the front office; keeping work area clean, greeting customers and answering phones without food in your mouth. Snack and soft drinks can be bought from the vending machines located on the third and second floors or the food courts located on the first and second floors. There are also a variety of on-campus and off-campus eateries within walking distance.

### **STUDENTS WORKING AFTER HOURS**

Undergraduate students are not normally issued keys/ibuttons to the office and are not allowed to be in the office after hours unless accompanied by a permanent staff member or graduate assistant. Occasional exceptions to this rule may be requested depending on the circumstances. The supervisors will approve these exceptions.

### **TALKING WITH REPORTERS**

The Dean of Students or other members of the Leadership team are ordinarily the only staff members who should talk with reporters. Other staff members may talk with a reporter (or join the meeting with the reporter) if the topic is a program or issue in which the staff members are involved. If you do talk with a reporter, let your supervisor know immediately so that they can inform the AVP/Dean of your conversation. The AVP/Dean likes to be aware that you may be quoted, and is often called by other reporters or university administrators here at the office or later at home concerning media stories.

In some cases, the university will appoint a specific official to address all inquiries regarding specific events or topics.

### **PARKING PERMITS**

DOS permanent staff and Graduate Assistants are eligible to purchase Texas State parking permits for permit-based parking lots or garages. Texas State parking permits are not valid in the LBJ Student Center Parking Garage or other public pay garages (e.g. Edward Gary). Information about parking may be obtained from Parking Services directly at [www.parking.txstate.edu](http://www.parking.txstate.edu). Depending on the time a permit is purchased, Parking Services may offer a pro-rated permit (e.g. summer).

## TEMPORARY PARKING PERMITS

Below is a list of temporary parking permits that is applicable to most uses for DOS staff. This information comes from the complete list of temporary parking permits that may be found in the Traffic and Parking Regulations on the Parking Services web site at [www.parking.txstate.edu](http://www.parking.txstate.edu). The Traffic and Parking Regulations are updated annually, so it best to directly ask Parking Services (PS) or view the web site.

**LOADING ZONE** Valid for 20 minutes while parked in designated loading zone areas for the purpose of loading/unloading heavy or bulky items. Once the items are unloaded, the vehicle should be promptly moved to allow others access to the area.

**SERVICE/DELIVERY** For those persons required to perform job duties throughout campus. The S/D permit is valid for two hours in signed S/D spaces, 20 minutes in signed loading zones, and exempts the vehicle from color zone restrictions. S/D permits do not allow parking in reserved, handicap or visitor spaces, on yellow lines or curbs, areas not marked for parking or in fire/emergency zones. Using the S/D permit for any reason other than its intended purpose could result in having the vehicle impounded and the permit confiscated. University departments may request one yearly S/D permit, unless otherwise approved by the TPC. Information about yearly S/D permits is available at Parking Services. Check with Mary Ann Ortiz-Moerke to request the DOS Service/Delivery Permit.

**VISITORS** Visitors to the Admissions Office, Welcome (Visitors) Center and River House must obtain a Visitor/Guest permit from the respective office. The permit allows parking in the designated reserved visitor spaces. Visitors to the LBJ Visitor Center must park in the LBJ Garage. Hosts of official university guests and/or sponsors of official university events must contact Parking Services in advance to obtain guest permits or make parking arrangements. Parents may obtain a visitor's pass from a Parking Services booth, Parking Services Office or University Police Department. Students, faculty and staff may never display a Visitor/Guest permit. Check with Mary Ann Ortiz-Moerke if you expect a visitor to determine how to proceed.

## RECORDS RETENTION

As a state agency, it is the university's responsibility to comply with local, state, and federal mandates regarding university records. A record is any written, photographic, electronics, machine-readable, or other information created or received that documents activities in the conduct of State business. Records Management has a shared responsibility with departments across campus to systematically control the records of the university from their creation to their final disposition.

Each department at the university has responsibility to preserve and protect all records that are under its control and follow the policies and procedures set out in the Records Retention web site at: [www.univarchives.txstate.edu/records.html](http://www.univarchives.txstate.edu/records.html)

The best way to do this is to understand the kinds of records that your area maintains and actively manage them on a day-to-day basis.

*All records belong to university and thus the State of Texas. Discuss with your supervisor and request official permission before destroying any record.*



## **OFFICE AND WORK AREA MANAGEMENT**

Please keep a neat, pleasant looking office environment. Do not leave empty boxes, storage boxes/ files, or excess supplies sitting around in the public areas when they could be put away or thrown away. If you have informational materials out for public display, keep the materials neat and well stocked.

### **YOUR SPECIFIC AREA**

When given a work space, feel free to make it workable for you. It is okay to give your space your personal touch, keeping in mind the diversity of our student population and the awareness that we are a State institution. Family photos, artwork and posters are okay as long as they do not distract from the purpose of your office... serving all students at Texas State.

From time to time staffing needs may change and areas may be asked to shift employees/work areas around to better meet current needs. Please maintain the standards of neatness and cooperation when sharing spaces.

Please do not remove furniture from another office or from the open areas without first checking with your supervisor. Although it may not be readily apparent to you, furniture is in a given place for a specific reason.

### **ACCESSIBLE WORK AREA**

Please be aware when moving furniture around that DOS has constant contact with students who have varying abilities. Keep aisles and open areas clear and do not block accessibility for mobility and visually impaired persons. If you require work accommodations, please contact your supervisor and/or the Office of Disability Services at 512-245-3451.

### **OFFICE CLEANING SCHEDULE**

LBJ Student Center Building Operations picks up trash once per day and recycling once per week from individual offices/work spaces. There is NO pickup on the weekend! If you have food in the trash on Friday, contact the LBJ Student Center Building Operations at 5-3683 so it may be picked up before the weekend.

## **KITCHEN ETIQUETTE**

DOS has a kitchen with a microwave, sink, refrigerator, and water dispenser. Feel free to use any of these items, but be aware that it is your responsibility to clean up after yourself. If you mess it up, clean it up. If you get it out, put it away. PLEASE do not leave dirty dishes or food residue in the sink. Identify any items you leave in the refrigerator with your initials and date. NOTHING in the refrigerator is community property unless marked that way! If you didn't bring it, don't take it and don't eat it!

### **KITCHEN CLEANUP**

Weekly cleaning is usually done on Friday. Any items in the refrigerator which are not identified will be tossed on Cleaning Day. Monthly cleaning includes the refrigerator, microwave, the countertop and straightening the kitchen area in general.

### **MEETING SUPPLIES**

DOS may purchase coffee and supplies for use at official DOS events. Check with area administrative assistant for information concerning supplies for a DOS meeting/event. The DOS office has several items such as a punch bowl, ladle and serving utensils that can be used for DOS events and meetings **ONLY** (even then, use is restricted – do not offer items to other areas/offices and always check first with Mary Ann before borrowing). Please clean each item after use and put it back where it belongs.

DOS does NOT provide coffee for daily consumption by DOS staff. There is a Keurig in the kitchen which has been provided for staff, but staff must purchase their own coffee and supplies and are responsible for making the coffee and keeping the machine clean.



## OFFICE MAIL

Office mail is picked up and delivered each normal university work day. The Dean of Students Office has a mailbox on the second floor of the LBJ Student Center in the hallway near Student Center Operations. University Mail Services deliver and pick up mail on Monday and Friday in the afternoons usually around 2 PM. On Tuesday, Wednesday and Thursday, mail is delivered and picked up around 10 AM.

## FIRST CLASS MAIL

Much of DOS office mail is sent First Class. A mail bar code must be attached to all off-campus mail. The Dean of Students Office is furnished with bar codes for various accounts at the beginning of each fiscal year. If you need a bar code for off campus mail, please ask Mary Ann Ortiz-Moerke or the front office staff. There is an outgoing mailbox in the front office. Front office staff will oversee the delivery and pickup of mail each day. Remember!!!! The bar codes are for Official University Business ONLY!

## BULK MAIL

In order to use the bulk mail rate, you must have at least 200 copies in zip code order and all copies must be exactly alike. There can be no handwritten or personalized information in the mailing. If the information is not going into an envelope, it must have a university bulk mail permit printed on the address side of the copy where a stamp would ordinarily go. If you have a permit on the copy and you decide to send it first class, you must cover the permit with a label so that the preprinted bulk permit does not show. When the bulk mailing is prepared (addressed and sorted in zip code order), obtain a mail form from Mail Services, and complete the form. If it is a major mailing (more than two trays), you may call Campus Mail Services for a pick up or you may take it directly to Campus Mail Services. For complete and up to date information on bulk mailings call Mail Services at 245-2293 or visit Mail Services website at <http://www.auxiliaryservices.txstate.edu/printmail/mail-guide/forms.html>.

## CAMPUS MAIL

Campus Mail must be used when sending information to anyone on campus. Campus mail should include the individual's name and University department. No stamp or bar code is needed for campus mail.

## LETTERHEAD STATIONERY AND NOTES

DOS letterhead paper and envelopes should be used only when corresponding outside of the Dean of Students Office. Internal notes and letters should be placed on plain paper, not on letterhead.



# General University Rules and Regulations

## **PROHIBITION OF DISCRIMINATION**

The university prohibits discrimination, including harassment, on the basis of race, color, national origin, age, sex, religion, disability, gender expression or sexual orientation. Incidents of discrimination should be reported by students to the Dean of Students Office and by faculty, staff and visitors to Office of Equity and Access. The official policy is UPPS 04.04.46 “Prohibition of Discrimination” based on Race, Color, National Origin, Age, Sex, Religion, Disability, Veteran Status, Sexual Orientation, gender identity, or gender expression, and may be found at:

<http://policies.txstate.edu/university-policies/04-04-46.html>

## **PROHIBITION OF SEXUAL MISCONDUCT**

The university prohibits sexual misconduct, including sexual assault, dating violence, stalking, sexual harassment, domestic violence, sexual exploitation and sexual intimidation (e.g. cyber-stalking, indecent exposure, etc.). Incidents of sexual misconduct should be reported to the Title IX coordinator via the reporting channels available at:

<https://www.txstate.edu/oei/title-IX.html>.

University policies related to Title IX and the Texas State System Sexual Misconduct Policy can be found at:

<https://www.txstate.edu/oei/policies.html>.

## **SMOKING ON CAMPUS**

The university prohibits smoking and the use of all tobacco products on all university property including:

- a. buildings and vehicles owned, leased, or under the supervision of the university;
- b. outdoor grounds including athletic and recreational fields, golf course, parking garages and lots, Sewell Park, University Camp, and Freeman Center; and
- c. outdoor stadia and grandstands for athletic and recreational fields.
- d. personal and other vehicles parked on university property.

The official policy is UPPS No. 04.05.02 “Tobacco Policy” and may be found at:

<http://policies.txstate.edu/university-policies.html>.

## **FIREARMS ON CAMPUS**

Under Texas Senate Bill 11 (SB11), individuals are permitted with either a license to carry or a concealed handgun license to carry a concealed weapon on public university campuses in Texas beginning August 1, 2016.

Additional information can be found at <http://www.txstate.edu/campuscarry> and <http://www.txstate.edu/campuscarry/rules.htm>. **Firearms are prohibited in specific areas on campus, including the 5th Floor of the LBJ Student Center.**

## CAMPUS EMERGENCY/INCLEMENT WEATHER PROCEDURES

During emergency or unfavorable weather situations, the university uses several methods to communicate information. These include:

- Recorded messages on the university news hotline at (512) 245-2424
- University home page [www.txstate.edu](http://www.txstate.edu)
- E-mail from University News Service or University Police Department to all students, faculty and staff
- Safety & Emergency Communication Website: <http://safety.txstate.edu/>
- Voicemail messages to all campus telephones
- Local media announcements
- Texas State weather emergency siren system
- TXState Alerts - Text information (opt in required)

Texas State has an outdoor warning system consisting of strategically placed horn array and strobe lighting to alert the campus to take shelter in the event of an emergency, such as a severe weather event. If this occurs, the horn array will sound two times for 15 seconds and strobes will be activated throughout the alert. Stay in shelter until the all clear alert, 3 five-second sirens.

More information about the Texas State Emergency Procedures may be found at:

<http://www.police.txstate.edu/campus-safety.html>

<http://www.police.txstate.edu/campus-safety/emergency-procedures.html>



## PURCHASING

Texas State is considered a “State Agency” and as such has some very specific guidelines for purchases made with university funds. In addition, Texas State has established policies to promote full and equal opportunity for all businesses in purchasing and contracting operations. DOS staff should make every effort to consider Historically Underutilized Business (HUB) firms as suppliers of materials, equipment and services required in support of your areas programs and activities. Dean of Students office staff will be happy to explain procedures in detail, but there are two basic rules which are of supreme importance:

- 1) **DO NOT PURCHASE WITHOUT PRIOR APPROVAL** - The purchasing guidelines require advance approval and verification of vendor eligibility before requests may be processed. If you follow this, you will be advised of appropriate purchasing payment methods and applicable purchasing restrictions.
- 2) **DO NOT PAY STATE SALES TAX** – As a “State Agency” and an educational institution, we are exempt from paying state sales tax on official university business. If you are charged sales tax in error, please make every effort to correct the charge at the time of purchase. If charged tax, the university cannot reimburse or pay tax. You will be held personally responsible for tax charges, remember to check your receipt before leaving.

## PURCHASING WITH A PROCUREMENT CARD

We have available procurement credit cards (P-cards) that may be used for purchasing many types of items for official university business. These P-cards are issued in the names of other designated staff members. You should contact your supervisor if you need to make a purchase. The P-card may not be used for purchasing many restricted



items. Common restricted P-card purchases are listed below. The entire list of restricted P-card purchases are listed at: <https://www.txstate.edu/procurement/howtopurchase/procurementcard.html>

1) **FOOD** - If you are eating at a restaurant, getting pizza delivered, buying groceries or catering an event, you cannot pay with a P-Card unless you have an approved Procurement Card Waiver Request from the Purchasing Office. There is an MOU in place for food purchases and use AP-12 delegation before purchases. A Procurement Card Waiver Request form may be found at <https://www.txstate.edu/procurement/howtopurchase/procurementcard.html>.

2) **TRAVEL** - Travel expenses are prohibited on a P-Card. This includes transportation, hotel expenses, meals, taxi fares, etc. The only exception to this rule is payment of a conference/workshop registration fee. See business manager for travel.

### EQUIPMENT FOR OFFICIAL USE

Texas State equipment is for “Official University Business” only, not for personal use. This includes computers, printers, copiers and any other office equipment. Incidental use of Texas State information technology resources (such as telephones, fax machines, computers, software, data networks and Internet access) is permissible, however, provided such use complies with applicable policies and does not result in additional cost to the university. Personal use, when allowed, is primarily intended to support academic activities and not personal social media activities. Employees are required to use reasonable care in protecting the safety and condition of Texas State property and



may be held responsible for its loss or destruction if they do not. If you have questions about this policy contact your supervisor.

### RECYCLING

Texas State has in place a program to recycle typical office paper. Our office has several blue recycling containers. ***Papers containing confidential data must be shredded.*** The shredded paper will be recycled. All office paper, manila file folders, lightweight cardboard and newspapers may be recycled. If you have a question about recycling, contact the Texas State Recycling Program at 245-7733.

Other items (non-paper) can be recycled in the black bin available in the DOS break room.

### LONG DISTANCE CALLS

Request more information and a PIN from the Business Manager.

### LABEL REQUEST FOR STUDENT RECORDS

Labels and lists can be generated by the Registrar’s Office based on data included in student record files. The Registrar’s Office must have a least two weeks notice in order to process label request orders. Your dean/director

must approve all label requests. List and label requests must be in writing (or an email with copy to your dean/director). If you need other kinds of data, you must send a memo co-signed by your dean/director to the Registrar's Office indicating what data you need and the purpose for which that data will be used.

### **ETHICAL DECISION MAKING AND COMPLIANCE**

Each DOS staff member is responsible for performing their duties and responsibilities in compliance with applicable federal and state laws, local rules and regulations and institutional policies. While this manual is not intended to be a comprehensive list of legal and ethical standards, below is a summary of the most critical ethical and compliance policies we should be familiar with in completing our jobs and working with students.

- Do not discriminate against a student, employee or applicant, visitor, or vendor because of race, gender, religion, national origin, color, age, disability, sexual orientation, gender identity, gender expression, or Veteran's status
- Commit to high standards of business and ethical conduct in all activities
- Respect the rights of others
- Avoid conflicts of interest and self-dealing
- Only participate in lobbying and political activities on your own time
- Be aware of and adhere to laws, rules, regulations and policies that apply to what you are doing and job duties
- Use university assets for institutional purposes, except for incidental personal use
- Assure that purchase order and expense account records are true and accurate
- Do not accept any gift that could appear to influence your official conduct
- Maintain absolute confidentiality regarding student educational records, employee personnel records and medical records
- Report any perceived wrongdoing to your supervisor or the Office of Audits and Analysis
- Do not destroy any records except in accordance with the records retention schedule

It is every employee's ethical and moral responsibility to report suspected waste, fraud, abuse, and other illegal activities or unethical conduct. Promptly notify appropriate university officials of the facts and circumstances of any suspected violation of laws, rules, regulations or policies affecting the operation of the university. University policies and federal and state laws protect individuals who provide information regarding possible illegal activities in the workplace from retaliation. You do not have to identify yourself if you mail a complaint or call the hotline. Cooperate fully with all inquiries or investigations.

#### **When you have good cause to suspect something is wrong:**

- Call the TSUS Office of Internal Audits at 512-245-1707
- Mail a written complaint to the Office of Internal Audits at 601 University Drive, JCK 1040, San Marcos, TX 78666. A form can be found at the following address: <https://www.tsus.edu/offices/internal-audit/report-fraud.html>
- State Auditor Office: 1-800-TXAUDIT or <https://sao.fraud.texas.gov/>
- Visit the TSUS Office of Internal Audit at [https://www.txst.edu/audit\\_compliance.html](https://www.txst.edu/audit_compliance.html)



# Office Equipment, Supplies, and Resources

## **GENERAL OFFICE SUPPLIES & EQUIPMENT**

Office supplies are stored in the DOS supply closet. In some areas, supplies are purchased by special program budgets and those supplies are stored in the area (e.g. Student Government). Front office staff can help locate items and can purchase/order supplies which are not in stock.

## **GENERAL OFFICE FORMS**

A supply of general office forms is maintained by office staff. Most forms are now online. Let the front office know if you cannot locate a form and one will be provided.

## **FAX MACHINES**

The primary office fax machine is located in the front office area. On campus, local and long distance faxes can be sent that are business related. The fax number is (512) 245-8268. When faxing to a long distance number, you must dial 9-1-(Area Code)-(Number) followed by your long distance code.

Mary Ann Ortiz-Moerke, also has a fax machine which is used as a back-up fax if the main fax number is not functioning correctly. The number is (512)245-1847.

The Attorney for Students Office has a fax (512)245-9053.

## **PAPER SHREDDERS**

A shredder is located in the service corridor of the 2nd floor. This shredder can be used by DOS staff and is an efficient way to dispense of confidential documents. Please follow guidelines for number of pages that can be shredded at one time. Placing more than the recommended pages into the shredder will cause a jam. When full, remove it and put a new bag in its place. There is normally a spare at the bottom of the shredder cabinet or ask the staff in the front office area for a bag. Please be very careful when shredding confidential information. If you send student employees, make sure that they understand that documents should not be left unattended. All paper is recycled.

## **STAPLERS**

When you are doing a major stapling project, ask the office staff for the electric stapler. We also have a heavy duty manual stapler.

## **LAMINATING MACHINES**

The Dean of Students has a small laminating machine that can be used for small projects. Our machine can laminate up to 8.5" X 11" paper. Please ask the office staff for assistance before attempting to use the machine if you are unfamiliar with it.

Larger laminating projects can be taken to the Bookstore on the second floor of the LBJ Student Center. There is a charge for laminating based on size and volume.

## COMPUTERS/PRINTERS

All permanent staff members in DOS have computers at their work stations. Questions concerning software and/or hardware should be directed to Student Affairs Technology at 5-2152. The Dean of Students has laptops that can be used for presentations. Ask front desk staff for assistance.

There are a number of printers that can be used in the Dean of Students Office. Please be careful with confidential documents! Do not leave them in the printers. Try to pick up all printing on a regular basis.



## TELEPHONES

Each DOS permanent staff member is assigned a telephone and number so that business calls may be made from their desk/work space. Mary Ann Ortiz-Moerke, Senior Administrative Assistant coordinates all issues with telephones including installation, set-up and voicemail. If your telephone is not working properly, for any reason, send Telephone Services an email giving the direct line number, your office/room number and the type of problem you are having. Notify the front office that you are having problems with you telephone so that procedures may be put in place to route your calls.

## SPEAKERPHONES

Dean of Students Office phones have speaker phone capabilities and can be used for small group interviews or at other times when a number of staff members need to hear a caller. We also have a star phone that can be used when needing to do conference calls.

## MEDIA EQUIPMENT

The Dean of Students break room has a television with basic cable and a DVD player. When using the TV, be conscientious of the fact that some offices are in close proximity and visitors may walk through the area- keep the volume low and the content appropriate. Most conference rooms and meeting rooms in the LBJ Student Center have an overhead digital projector for use with a user-provided laptop or a reserved laptop from reservations. The DOS office has one portable digital projector and several laptops available for checkout to Dean of Student's staff. To check out these items or for technical assistance, please contact Laramie McWilliams.

# Printing, Copying, and Website

## **PROOFING OF INFORMATION GOING OUT TO THE PUBLIC**

Prior to being duplicated, your supervisor must review any brochure, newsletter, survey or letter that will be going out to the general public or is sensitive in nature. At least one other person in the area who is not involved with the project should be asked to proofread the copy first. Major publications and brochures with extensive distribution should be routed to the corresponding Leadership Team member of that area.

## **SUSTAINABILITY**

Please consider saving paper and not making copies if you can distribute the information in a different manner. Most printers will allow for printing front and back. Also, when possible and appropriate (ex, drafts) print outs can include more than one page per slide. Front office staff have routing slips that can be used to “pass on” info to staff rather than duplicating for each member.

## **DUPLICATING OPTIONS AVAILABLE**

### **OFFICE COPYING**

The RICOH copy machines can produce two-sided copies, reductions, enlargements and copies on legal size (11”x14”) and ledger size (11”x17”) paper, in addition to standard size paper. A variety of paper colors are available in the supply closet. Please be sure if you put colored paper in the copier that you remove it when you are finished with your job.

The copier has an electronic code system for access. Codes are used to identify program area and are used to summarize copier use by area. The codes are kept by Mary Ann Ortiz-Moerke.

Please be respectful of other staff members when you are running a long job. Someone else may need a quick interruption of your job in a critical situation.

## **CENTRAL PRINTING**

Copy Cats is an on-campus service for volume copying. They have standard photocopiers, and they also print standard photocopied posters from camera-ready copy at a very inexpensive rate. Be sure to check with them in advance to determine size requirements for the camera-ready original. A variety of papers and card stock are available both for duplicating at their location or for purchasing to use with our copy machines.

## **PUBLICATION/BROCHURE/WEBSITE DESIGN AND LAYOUT**

### **GENERAL PUBLICATIONS**

The Dean of Students Office is committed to providing accurate and attractive publications. Any brochures and publications must be proofread by two staff members and submitted to the appropriate Leadership Team member for approval before printing.

### **STUDENT AFFAIRS FUNDED PUBLICATIONS**

The Vice President for Student Affairs provides funding for certain publications. These funds must be applied for annually. Publications produced using this funding should be closely scrutinized and proofread by at least two staff members before submission to the appropriate Leadership Team member. Publications must be approved by University Marketing to ensure that the publication meets the university standards prior to approval by the Vice President's office. One of the publications funded through this account is the Student Handbook which is distributed each semester to incoming freshmen and transfer students with less than 30 hours. The Student Conduct area is in charge of accumulating current information and editing the publication. Changes and corrections should be submitted to the delegated staff member for this project. The Student Conduct area will also ensure that the online version is up to date.

### **WEBSITE DESIGN AND CONTENT**

All websites in the Dean of Students are the online "face" of our office. Every effort should be made to present interesting and current information that reflects the diversity of services and commitment to students that upholds the Dean of Students' mission statement. Each area is responsible for updating content on a regular basis.

# Programming and Room Reservations

## **ROOM RESERVATIONS (PROGRAM PLANNING HINTS)**

There are a variety of spaces available for meetings on the Texas State campus. These range from 700-seat ballrooms, theater-style classrooms, to 10-seat multipurpose rooms with moveable chairs to small seminar rooms and anything in between. Of course, there is no central place on campus for all reservations, but listed below are some of the spaces used most often by DOS staff and information on how to reserve those spaces.

## **LBJ STUDENT CENTER MEETING ROOMS**

Eighteen meeting rooms are available for use by Texas State students, faculty and staff. These rooms range in size to hold from 10 to 700 attendees at a meeting, program, or event. Reservation of these rooms is free of charge for the DOS office and must be done in advance, however, any technology used (projector, laptop, audio) is a cost that should be IDT'd from the proper department. In addition, there are several other buildings across campus that can host many different events, though reservation of these rooms may not be free. More information on LBJ rooms and their capacity can be found at:

<https://www.lbjsc.txstate.edu/services/Conference-Services/meeting-rooms0.html>

The LBJ Student Center meeting rooms all have an active phone line available and are able to access the web through the public network. These rooms are subject to catering policy and can be found at: <https://www.lbjsc.txstate.edu/services/Conference-Services/Catering.html>. It is important that you clean up after your meeting and put the furniture back in the standard room configuration (found or by door). The next meeting scheduled may be a “business” meeting and the users will NOT want to clean up after you or see/smell trash from your event.

Reservations for all of these rooms are made through Reservations online. Please remember that LBJ Student Center meeting rooms are used extensively, especially in the evenings and on the weekends. There is an electronic reservation form and it helps us very much if you will take the time to complete the form.

Reservations may be contacted at 245-2264 and a request form can be found at: <https://www.lbjsc.txstate.edu/services/Conference-Services.html>.

See DOS office staff about the LBJ policies and semester start-dates for reserving LBJ meeting rooms.

## **RETREAT/CONFERENCE LOCATIONS**

DOS staff members have used a variety of different locations for off-campus retreats, meetings and conferences. Texas State faculty, students, and staff also have access to the University Camp in Wimberley, TX. For a small fee, a cabin may be rented for one day or more. These have limited air conditioning capacity, but are situated on the Blanco River and may provide a scenic and relaxing getaway for an off-campus retreat. Information about University Camp reservations can be found at: <http://www.campusrecreation.txstate.edu/outdoor/university-camp.html>

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DEAN OF STUDENTS

Phone: 512.245.2124 | Fax:  
512.245.8268 [dosoffice@txstate.edu](mailto:dosoffice@txstate.edu)  
LBJ Student Center, Suite 5-9.1  
601 University Drive  
San Marcos, Texas 78666-4684