

Penalties Under Texas Law

Offense	Punishments	
	*minimum	**maximum
Manufacture or delivery of controlled substances (drugs)	*Jail term up to 2 years and a fine up to \$10,000	**Imprisonment for life and a fine up to \$250,000
Possession of controlled substances (drugs)	*Jail term not more than 180 days, a fine up to \$2000, or both	**Imprisonment for life and fine up to \$250,000
Delivery of marijuana	*Jail term not more than 180 days, a fine up to \$2000, or both	**Imprisonment for life and fine up to \$100,000
Possession of marijuana	*Jail term not more than 180 days, a fine up to \$2,000, or both	**Imprisonment for life and fine up to \$50,000
Driving while intoxicated (includes intoxication from alcohol, drugs, or both)	*Jail term not more than 180 days and fine up to \$2,000	**Imprisonment up to 10 yrs., and fine up to \$10,000
Public intoxication	A fine not to exceed \$500 Varies with age and number of offenses	
Purchase of alcohol by a minor	A fine not to exceed \$500 Varies with number of offenses	
Consumption or possession of alcohol by a minor	A fine not to exceed \$500 Varies with number of offenses	
Sale of alcohol to a minor	A fine not to exceed \$4000 or confinement in jail for not more than one year, or both	
Manufacture, distribution, or dispensing drugs (includes marijuana)	*Imprisonment up to 5 yrs. and a fine of \$250,000	**Imprisonment for life and fine up to \$8,000,000
Possession of drugs (including marijuana)	*Imprisonment up to 1 yr. and fine of \$1,000	**Imprisonment up to 20 yrs. and fine over \$5,000
Operation of a Common Carrier under the influence of alcohol or drugs	Imprisonment for up to 15 years and a fine not to exceed \$250,000	

Penalties may be enhanced for prior offenses and/or offenses within 1000 ft. of a public university.

Resources for UNT Students

- Emergency: 911
- Student Health & Wellness Center: 940-565-2333
- Wellness Resource Service/Substance Abuse Resource Center: 940-565-2787
- Counseling and Testing Center: 940-565-2741
- UNT Police Department: 940-565-3000
- ONE-Our Next Educators: 940-565-2787
- Center for Students Rights & Responsibilities: 940-565-2039
- Student Legal Advisor: 940-565-2614
- UNT Psychology Clinic: 940-565-2631

Resources for UNT Employees

Employee Assistance Program (EAP) 1-800-343-3822

(Service available only for retirement eligible faculty and staff)

Professional Help For:

- An array of personal and work-related concerns. Licensed clinicians are available 24 hours a day, 365 days a year to help with any type of problem
- Assessment visits, crisis intervention counseling, and short-term counseling are provided free of charge.
- Strictly protect the right to privacy for all employees and their family members.

Other Resources

- Local Meetings of Support Groups AA, NA, Al-anon, Contact the WRS/SARC at: 940-565-2787
- Denton Regional Medical Center: 940-384-3535
- MHMR 24 Hour Crisis Line: 940-387-5555
- Alcohol and Drug Abuse Hotline: 1-800-ALCOHOL
- Narcotics Anonymous: 1-800-777-1515
- National Cocaine Hotline: 1-800-COCAINE
- National Institute on Drug Abuse/Treatment Hotline: 1-800-662-HELP
- Federal Drug, Alcohol and Crime Clearinghouse: 1-800-788-2800
- AIDS Information Hotline: 1-800-342-AIDS
- National STD Hotline: 1-800-227-8922
- National Domestic Violence Hotline: 1-800-799-SAFE

Drugs and Alcohol:

Information for Students, Faculty and Staff

Drugs & Alcohol

Information about Policies, Laws and Resources for UNT Students, Faculty and Staff regarding Illegal Drug Use and Alcohol Abuse.

Compliance with the Drug Free Schools & Campuses Act (DFSCA) and Texas Worker's Compensation Act (TWCA)

The University of North Texas has developed and implemented an effective comprehensive alcohol and drug use education program for students, faculty, and staff through the Substance Abuse Resource Center (SARC) and the Employee Assistance Program (EAP). The cornerstone of the SARC and EAP program is the Drug-Free Schools and Campuses Act (DFSCA), Part 86 of EDGAR (34CFR, Part 86) and the Texas Worker's Compensation Act (TWCA). The DFSCA and TWCA requires every institution of higher learning to establish policies that address unlawful possession, use or distribution of alcohol and illicit drugs and to establish a drug and alcohol prevention program.

Individual Consultation for Students

By appointment

Private

Confidential

Students speak privately and confidentially with a substance abuse educator about their own use of alcohol, or other drugs. Consultations are free and always occur in a caring, non-judgmental atmosphere.

Call 565-2787 to schedule an appointment.
No referral is required.

The Substance Abuse Resource Center offers individual assessment and counseling for UNT Students:

- Early Intervention and Referral
- Educational sessions for those concerned about alcohol or other drug use
- Judicial (Mandatory) referrals
- State mandated offender programs

Support Groups:

- SMART Recovery
- ANAD Support Group (eating disorder)
- Sexual Assault Survivor Support Group

On-line Screening:

- Free on-line assessment for alcohol and related issues such as, depression, anxiety, and eating disorders
- eCHUG online alcohol education and screening for alcohol
- Alcohol, drug and marijuana use programs available by appointment

Educational Programs:

- Speakers on a wide variety of topics related to drug and alcohol use
- Training for Intervention Procedures (TIPS)
- Choices
- ONE-Our Next Educators: Member of the BACCHUS/GAMMA Peer Education Network.

Events:

- Alcohol and drug free parties
- Safer Spring Break
- Alcohol Free Zone (UNT Football games)
- National Collegiate Alcohol Awareness Week
- Keeping it Safe and Sexy (KISS) Party February
- Block Party (Fall)
- Drunk Driving Simulator
- Drunk Driving Awareness & Driver Safety Activities

Substance Abuse Resource Service Alcohol and Drug Violation Referral Process:

Students found in violation of the campus or residence hall alcohol and other drug policies may be referred for an educational intervention provided by the Substance Abuse Educator. The Health and Substance Abuse Educator will address the following with the student: substance abuse history, reason for referral, consequences associated with use, family, personal history, physical health concerns, mental health concerns, safety issues, strength and coping skills. The Health and Substance Abuse Educator also assesses the students' readiness for change and establishes behavior change goals.

An educational assignment is given for the student to complete independently. The Health and Substance Abuse Educator in collaboration with the student selects the educational assignment, from a variety of options including online programs, video programs, or others.

Health Risks Associated with the use of Alcohol and Illicit Drugs

Alcohol abuse and drug use problems have become a national health concern. Alcohol is a chemical, so are drugs. Any chemical is potentially harmful to someone. Some of the health risks associated with alcohol and other drug use are available at the website: <http://www.healthcenter.unt.edu/>

Alcohol Poisoning

- Different People experience different affects of alcohol
- If a large amount of alcohol is in a person's system, it can result in unconsciousness.
- It is dangerous to assume a person will *just sleep it off*. People may pass out before all of the alcohol reaches the brain.
- When in doubt, call for emergency assistance.

The SARC has available free wallet sized alcohol poisoning information cards. For more information contact Edna Obi 940-565-2421

Prescription Drug Abuse & Pharming
What is Pharming?

Pharming is defined as sharing and mixing prescription drugs in ways that can be very dangerous.

The private distribution, manufacture, and sale of prescription drugs, or possession and use of prescription drugs that are not prescribed to you is against the law. Penalties may include fines, imprisonment and possible felony on your record.

University disciplinary action may also be taken which may result in sanctions including suspension or dismissal from the University.

EAP Services for Employees

Employee Assistance Program (EAP) is designed to confidentially help you deal with life's stresses and the variety of personal problems that can develop from them.

There are never any charges to participants for EAP services.

Call the toll free number (800.343.3822) anytime, 24 hours a day, 365 days a year, to speak to a licensed clinician or to set an appointment with an EAP counselor.

COPYRIGHT & FILE SHARING: WHAT YOU NEED TO KNOW



File-sharing itself is not illegal; it's the files that are traded that cause problems. You may trade any information that is not protected as freely as you want just as you may photocopy something that is not protected. But when you trade copyright protected material, you are breaking the law.

"Colleges and universities have become prime targets for copyright owners who fear wholesale theft of their wares. Because institutions of

higher education typically have higher bandwidth capacities than commercial Internet service providers, higher concentrations of potential purchasers of music, games, and videos than the population as a whole, and college students are more easily identifiable than teenagers connected via commercial ISP's, it seems that the copyright owners make special efforts to track down illegal sharing of files on college campuses."

-Dr. Maurice Leatherbury, Associate Vice President for Computing and Chief Technology Officer, University of North Texas

University computing staff regularly investigate reports from copyright owners of file sharing and copyright violations.

PHYSICAL SECURITY

Physically protect sensitive information and computing resources from thieves by following these simple tips:

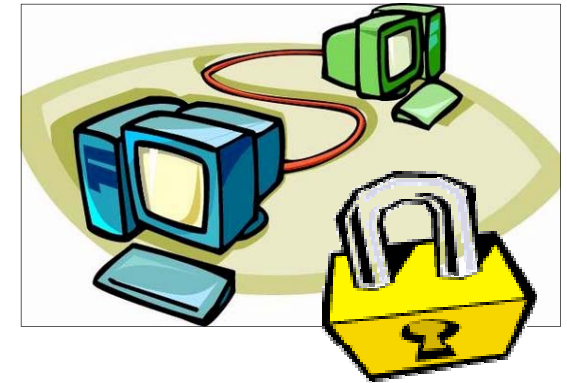
- Always shut down or log off of any system when not in use.
- Protect your computer from power surges with surge protectors.
- Use password-protected screensavers.
- Make sure no one is looking over your shoulder when you enter your password.
- Lock your doors when you leave your office.
- Never lend your key to anyone.
- Know who has access to your work area and computer.
- Properly dispose of (shred, etc.) all documents that contain sensitive information when they are no longer needed (social security numbers, grades, financial and medical information, etc.).
- Never leave sensitive information (employee or student information, passwords, etc.) in plain view.
- Never leave valuables unattended (Laptops, PDA's, books, etc.).
- Store backup copies of important files in a safe location.

WORKING WITH SENSITIVE INFORMATION (STUDENT, EMPLOYEE, FINANCIAL, ETC.)

- Sensitive information may include SS#, EUID, EMPLID, passwords, credit or debit card numbers, student directory information (address, phone numbers, student ID, email address, date and place of birth, major field of study, classification, participation in officially recognized activities and sports, dates of attendance, weight and height of members of athletic teams, enrollment status, degrees and awards received, most recent previous school attended, and photographs).
- In general, social security numbers are no longer needed to uniquely identify faculty, staff or students. The new EMPLID (Employee ID) is now the designated University ID Number. Replace social security numbers with the EMPLID in your databases and spreadsheets and delete any records that are no longer needed containing social security numbers.
- Know the protection requirements for each type of student or employee data that you come into contact with. For more information consult with the information's custodian (i.e. Registrar, Human Resources)
- Some student directory information may be flagged at the request of the student as confidential and must not be disclosed. Contact the Registrar's Office for more information.
- Avoid sharing information with unauthorized or untrained staff.
- Avoid non-work related disclosure of sensitive or confidential information. This includes student and employee information.
- Never store sensitive or confidential information on your office computer or laptop. Instead, store it on a secured network drive. However, if you must store sensitive or confidential information on your computer for official business purposes, encrypt it. For instructions on how to store information on your network drive or to learn how to encrypt data, contact your network manager.
- Never send sensitive or confidential information by email or instant messenger. These methods of transfer can be intercepted and are not secure.
- Always secure sensitive documents. Never leave them in the open (i.e. on desks, etc.).
- Properly dispose of any sensitive documents or media that are no longer needed or being used. (ex. shred papers, CD's, floppies)
- If there is sensitive information on your computer and you suspect the computer may be compromised do not make any changes to the computer or information. Contact Your Network Manager Immediately!
- Complete FERPA training before handling student information. Contact the Registrar's Office for information on FERPA training.
- Contact the Controller's Office for information on appropriate methods for collecting and storing credit card and financial data.
- Contact the Compliance Office for information on appropriate methods for collecting and storing HIPAA (health or medical) data.
- Contact Human Resources for information on appropriate methods for collecting and storing employee data.

INFORMATION SECURITY FOR FACULTY AND STAFF

Published November, 2005



Learn how to protect yourself from becoming the next victim of a computer crime.

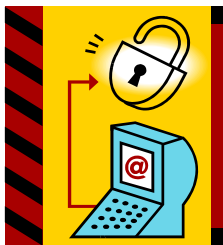
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Protecting Your UNT Computer

If you don't take proper precautions, hackers can break into your computer and steal sensitive information. Such a breach can mean that FERPA, HIPAA and GLBA protected data are exposed. Hackers could wipe out information such as your class rosters, grades, projects, lectures, etc. This pamphlet lists ways you can secure your computer. You're responsible, under UNT Policies, for ensuring that your UNT computers and work areas are secure .

COMPUTING POLICY/GUIDELINES/LAW

These publications are helpful guides to Information Security

- UNT Information Security Handbook
<http://www.unt.edu/security/handbook>
- UNT Information Resources Security Policy 3.6
http://www.unt.edu/policy/UNT_Policy/volume2/3_6.html
- UNT Computer Use Policy 3.10
http://www.unt.edu/policy/UNT_Policy/volume2/3_10.html
- UNT Network Connections Policy 3.11
http://www.unt.edu/policy/UNT_Policy/volume2/3_11.html
- UNT Web Publishing Policy 3.9
http://www.unt.edu/policy/UNT_Policy/volume2/3_9.html
- UNT Accepting Credit Cards Policy 2.2.31
http://www.unt.edu/policy/UNT_Policy/volume2/2_2_31.html
- Family Educational Rights and Privacy Act (FERPA)
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- Health Insurance Portability and Accountability Act (HIPAA)
<http://www.dol.gov/ebsa/newsroom/fshipaa.html>
- Gramm-Leach-Bliley Act (GLBA)
<http://www.ftc.gov/privacy/glbact/glbsub1.htm>

APPROPRIATE USE AND PRIVACY

The University of North Texas provides computing resources for the purpose of accomplishing tasks related to the UNT mission.

- Use of UNT computing resources is subject to review and disclosure in accordance with the Texas Public Information Act and Laws.
- You have no reasonable expectation of privacy in regard to any communication or information stored on a UNT computer system.
- Use of UNT computing resources constitutes your consent to security monitoring and testing and administrative review.
- Use of UNT computing resources must be limited to justifiable computing support of UNT activities in accordance with UNT Policy 3.10: "Computer Use Policy" and UNT Policy 3.6:

EMAIL TIPS

- If you receive email from a stranger never open email attachments or click on links embedded in the message.
- Never respond to spam (unsolicited email) or click "remove me from mailing list" links—often that adds you to a list for more spam.
- Never respond to email solicitations requesting 'verification' or requesting personal information: this is likely a fraud or an identity theft scheme. This tactic is also known as "Phishing".

VIRUSES & SUSPICIOUS ACTIVITY

- If you suspect your UNT computer has a virus notify your network manager immediately. Also, never turn off your anti-virus program.
- Scan removable media for viruses (ex. Floppies, CDs) before using.
- Notify your network manager if you notice suspicious activity such as the inability to login to your computer, constant computer crashes, abnormally slow programs, new files you did not create, deleted or missing files, or unauthorized persons in your work area.
- If you notice suspicious computer related activity **do not** turn off the computer or disconnect it from the network or make any changes before consulting with your network manager. Forensic analysis may be necessary to determine the nature of the incident and what information may have been compromised.

SYSTEM PATCHES AND UPDATES

Keeping your computer up-to-date with the latest patches is one of the best defenses against hackers and the spread of viruses and worms.

Contact your network manager to find out if all of the software running on your UNT computer is up to date with the latest patches. To insure compatibility and security, contact your network manager before installing or downloading any software.

ARE YOU BEING SPIED ON?

When you install certain programs (such as file-sharing programs or shareware software) on your computer, you may unknowingly be installing spyware or adware programs as well. Spyware is a program that gathers information about you and what you do on your computer without your knowledge, sending the information to different sources. Along with raising many privacy concerns, spyware can also be a big nuisance to your computer, severely slowing it down and possibly causing frequent crashes. Adware may also be installed on your computer causing multiple pop-up advertisements. <http://www.unt.edu/security/securecomputer/software.htm>



IDENTITY PROTECTION INFORMATION

- Before purchasing resources on the internet or providing any personal information (bank account number, credit card number, etc.), always make sure that the webpage is secure. Look for <https> in the web address (Notice the 's'). This shows the website is encrypted.
- Email is not appropriate for sending sensitive or confidential information, as most email providers do not provide encryption.
- Never collect credit card or bank account information via email. This violates UNT's policy on appropriate methods for accepting credit card information. See UNT's "Accepting Credit Cards" Policy 2.2.31 http://www.unt.edu/policy/UNT_Policy/volume2/2_2_31.html

EUID & PASSWORD SECURITY

- Use a mnemonic, such as the first letter of a song verse or a phrase, while adding in numbers, symbols (\$,%,*), and UPPER/lower case letters to help you remember that complicated password you just created.
- If it's in any dictionary – it's a bad password: don't use it!
- Select a password that is a minimum of eight characters.
- Change your password often!
- Never write down a password and never share accounts.
- Do not give your password to anyone, not even the Helpdesk!
- Never use your EUID or password for non-UNT systems.
- Avoid "save my password / remember my password" option.

COMPUTER USE POLICY 3.10

Responsibilities of UNT Faculty and Staff:

- A user shall use the University computer resources responsibly.
- A user is responsible for any usage of his/her computer account.
- A user must report any misuse of computer resources or violations of this Policy to their department head or to the Office of the Associate Vice President for Computing and Chief Technology Officer.
- A user must comply with all reasonable requests and instructions from the computer system operator/administrator.
- When communicating with others via the University computer system, a user's communications should reflect high ethical standards, mutual respect and civility.
- Users are responsible for obtaining and adhering to relevant network acceptable use policies.

Misuse of Computing Resources includes:

- Criminal and illegal acts.
- Failure to comply with laws, policies, procedures, license agreements, and contracts.
- Abuse of computer resources.
- Use of UNT computer resources for personal financial gain.
- Failure to protect a password / account from unauthorized use.
- Permitting someone to use another's computer account, or using someone else's computer account.
- Unauthorized duplication and distribution of commercial software and other copyrighted digital materials ...
- Attempting to circumvent, assisting someone else or requesting that someone else circumvent any security measure or administrative access control ...
- Use of the University computer system in a manner that violates other University policies such as racial, ethnic, religious, sexual or other forms of harassment.
- Use of the University's computer system for the transmission of commercial or personal advertisements, solicitations, promotions, or employees' transmission of political material that is prohibited by UNT Ethics Policy 1.2.9.

http://www.unt.edu/policy/UNT_Policy/volume2/3_10.html

HIV, AIDS and the Workplace

Fact Sheet

You may be wondering what HIV and AIDS could have to do with your job and workplace. Well, it depends on the type of work you do. Some people, like health care workers, have to deal with HIV and AIDS every day. Most of us, though, don't need to give much thought to HIV or AIDS when it comes to our jobs. And that makes a lot of sense, because HIV is not spread through the type of casual day-to-day contact that most of us have with other people in our jobs. On the other hand, it does make sense to be familiar with HIV and AIDS for our own personal health, as well as with the situations that might come up at work that do involve HIV and AIDS.

What you should know about HIV, AIDS and the workplace:

- HIV is the virus that causes AIDS, a disease that destroys a person's immune system.
- There are only a few ways that a person can be infected with HIV - most of which don't involve work-related situations.
- It is easy to protect yourself from being infected with HIV, both in your personal life and in workplace settings.

Some general information about HIV/AIDS:

Acquired Immune Deficiency Syndrome (AIDS) is the final stage of an infection caused by the **Human Immunodeficiency Virus (HIV)**. HIV attacks the body's immune system, hurting the body's ability to fight off diseases and other infections.

There is no cure for HIV infection or AIDS. There are also no clear symptoms of HIV infection, although some people may have flu-like symptoms for a few days after they are infected with HIV. But, even if an infected person has no symptoms, feels, and looks healthy, he or she can still pass the virus to others.

HIV is spread from person to person in the following body fluids:

- blood
- semen
- vaginal secretions
- breastmilk

HIV is **NOT** spread through the environment; it is a very fragile blood-borne virus. HIV-infected persons do not pose a threat to co-workers or clients during casual, day-to-day activities and contacts.

You CANNOT be infected with HIV through:

- handshakes
- hugs or casual touching
- close working conditions
- telephones, office equipment, or furniture
- sinks, toilets, or showers
- dishes, utensils, or food
- sneezing or coughing
- air
- water
- insects

There are only a few ways for a person to come in contact with HIV:

- by having sex, either anal, oral, or vaginal, without the use of a condom;
- by sharing needles, syringes, and other instruments that break the skin, such as tattoo and/or ear/body piercing needles;
- from an HIV-infected mother to her baby during pregnancy, birth, or breastfeeding; and
- by coming in contact with HIV-infected blood either through an open wound or through a blood transfusion. Risks from transfusions, however, are now very low because of blood-screening, which started in 1985.

-OVER-

HIV, AIDS and the Workplace

Fact Sheet

How HIV/AIDS affects you in your workplace:

As you can see from the information on the last page, most of the behaviors that pass HIV from one person to another do not occur in the workplace. The only way that most people in the average workplace could be exposed to HIV would be if they had an open wound and someone else's infected blood entered their body through that broken skin.

How to avoid HIV infection in the workplace:

It is easy to avoid being exposed to HIV and other blood-borne diseases by using good personal hygiene and common sense at all times:

- keep broken skin covered with a clean, dry bandage;
- avoid direct contact with blood spills;
- wear gloves to clean spills that contain visible blood; and
- clean blood spills with an appropriate disinfectant or 1:10 solution of freshly mixed household bleach and water. After cleanup, wash hands thoroughly with soap and running water.

(NOTE: The above recommendations are part of the Centers for Disease Control and Prevention's "Precautions for the Prevention of HIV Transmission in Health-Care Settings." Health care workers should consult the recommendations for precautions during specific medical procedures.)

Ways to reduce your risk for HIV infection in your personal life:

- Do not have sex (abstain)
- Delay having sex until you are in a faithful relationship with one person who you know does not have HIV.
- If you choose not to abstain from sex or to limit sex to one faithful, uninfected partner, then always use a latex condom **every time you have sex** (oral, anal, or vaginal). If used correctly and every time you have sex, latex condoms can provide protection against HIV and other sexually transmitted diseases (STDs).
- If you have a drug habit, do not share needles or syringes. If you can't stop sharing needles/syringes, clean them with bleach and then rinse them with water between every use. Also, do not share any other type of needles, such as tattoo and ear/body piercing needles.
- The best thing for your health is to stop using drugs. If you need help to stop using, call the National Drug Abuse Hotline at 1-800-662-4357.

If you work with someone who has HIV and/or AIDS:

If you have a cold, flu or other virus, remember that people with HIV or AIDS do not have a healthy immune system. They are more likely to become ill from a virus that a healthy person's body could easily fight. Remember, too, that people with HIV or AIDS are just like anyone else living with a disease: they need caring, support, and understanding.

Call these free numbers to get more information about HIV/AIDS:

Texas HIV/STD InfoLine
1-800-299-2437 (English/Español)
Web site: www.dshs.state.tx.us/hivstd

CDC-INFO (National HIV/STD Hotline)
1-800-CDC-INFO (English/Español)
1-888-232-6348 (TTY)
Web site: www.hivtest.org

-END (Revised 4/2006)-



Policy Manual

University of North Texas

Classification
Number: 1.2.12

Page 1 of 3

Date Issued: 8/90, 6/91,
9/91, 8/96,
9/01,8/02

SUBJECT: ILLEGAL DRUGS AND ALCOHOL

APPLICABILITY: TOTAL UNIVERSITY

1. Purpose: The Drug-Free Schools and Communities Act Amendments of 1989¹ require that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must adopt and implement a program designed to prevent the unlawful possession, use, or distribution of alcohol and illegal drugs by faculty, staff, and students. Additionally, the Texas Workers' Compensation Act² requires each employer who has over 15 employees and who maintains workers' compensation insurance coverage to adopt a policy for elimination of drug abuse. The purpose of this policy is to implement the requirements of these federal and state laws at the University of North Texas (UNT).

In addition to meeting the requirements of these federal and state laws, UNT also intends that this policy be part of a positive effort in alleviating alcohol and other drug-related problems among members of the campus community. Thus, the emphasis in program implementation will be on drug and alcohol education, counseling, intervention/prevention, and treatment.

This policy is in addition to and not in lieu of any other UNT policy. UNT reserves the right to take disciplinary action against employees or students for violations under this or other applicable policies of the University.

2. Policy: It is the policy of the University of North Texas to provide an environment for employees and students that is free from illicit drugs and the abuse of alcohol and that clearly prohibits the unlawful possession, use, or distribution of alcohol and illegal drugs by faculty, staff, and students on all University property and as part of any official University activity.

3. Implementation: The University will provide a program designed to prevent the illegal or unauthorized possession, use, or distribution of alcohol, inhalants, illegal drugs, prescription drugs and over-the-counter drugs as required by the Drug-Free Schools and Communities Act, as amended, for all employees and students at the University. The Vice President for Student Development, unless otherwise designated by the President of UNT, shall be responsible for the development and continuing implementation of this program. The program will include, at a minimum, the following activities:

3.1 Program Communication: Distributing appropriate written materials annually to each

employee and student that include:

- a. Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of alcohol, inhalants, and illegal drugs by employees and students on UNT property or as part of any officially sponsored UNT activity.
- b. The applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illegal drugs and alcohol.
- c. The health risks associated with the use of illegal drugs and the use of alcohol.
- d. Drug and alcohol counseling, prevention/intervention, treatment, rehabilitation, or re-entry programs available to employees and/or students.

3.2 Program Review: Conducting a biennial review of the UNT drug prevention program. This review shall be conducted under the direction of the Vice President for Student Development ("Vice President") or her/his designee. The Vice President shall appoint a committee composed of representatives from the administration, Faculty Senate, Staff Council, Human Resources, and Student Association to assist in conducting the biennial review. The Vice President shall make a complete report to the President on the effectiveness of the program, including a determination whether the policy is being enforced and whether applicable disciplinary sanctions are imposed for policy violations. The report shall also include recommendations for corrective actions or additional activities to enhance the program's effectiveness.

4. Counseling and Rehabilitation Services: The University has implemented a positive program of drug and alcohol education, counseling, prevention, and treatment. The Substance Abuse Resource Center, located in the Student Health and Wellness Center, is available to all students. Some emergency referrals and consultation for faculty and staff may be appropriate as well. Confidentiality of the program is maintained through licensed and certified alcohol and other drug abuse counselors. This program includes counseling, evaluation/diagnosis/follow-up services, referrals and resource information, education sessions, consultation, etc.

In addition, the Employee Assistance Program ("EAP"), administered through the University Human Resources Department, is provided to assist full-time employees and their families with personal problems by referral to agencies, facilities, or individuals most able to meet their needs.

5. Sanctions: Sanctions for violations of this policy range from mandatory participation in University-approved drug counseling and rehabilitation programs to dismissal/termination from the University. Each case will be determined separately on its merits. After consultation with appropriate personnel, supervisors may recommend an option of University-approved drug counseling and rehabilitation in lieu of or in addition to the specified sanctions in the applicable University manual.

In addition to any penalty resulting from violation of this policy, the University may also refer any evidence of illegal activities by any employee or student to the proper authorities for review and potential criminal prosecution. Such referrals will be made through the Office of the Vice

Chancellor and General Counsel.

- 5.1 Faculty Members: If the offender is a faculty member, the procedures specified in the university Faculty Discipline Policy (Policy 15.1.33) will be followed.
- 5.2 Staff Members: If the offender is a staff member, the procedures to be followed are those specified in the "Performance Counseling and Discipline Policy" of the University of North Texas Personnel Policy Manual.
- 5.3 Students: If the offender is a student, the procedures to be followed are those specified in the "Code of Student Rights and Responsibilities" as printed in the University of North Texas Student Guidebook for the year in which the violation occurred. If the student in violation of this policy is also an employee of the University, sanctions may include termination of employment.

(See Policy 10.14, Volume II for other information on illegal drugs and use of alcohol.)

REFERENCES

1. Public Law 101-226, 20 U.S.C. §1145g and 34 Code of Federal Regulation Part 86
2. Labor Code, §411.091

NEW EMPLOYEE INFORMATION PACKET

*** * * IMPORTANT POINTS TO REMEMBER * * ***

INCOMPLETE OR MISSING FORMS OR DOCUMENTS CAN DELAY

YOUR PAYMENT - PLEASE READ CAREFULLY

- 1) Please read the instructions on the Employee's Withholding Allowance Certificate (W-4) "tax card" before completion.
- 2) Send all forms: W-4, Employee Biographical Data Forms (EBD) and Employment Eligibility Verification Forms (I-9) to the Human Resources Department.
- 3) If you are a foreign national (non-resident aliens and U.S. permanent residents) you must complete the Foreign National Information Form (FNI) and present it together with required documentation to Payroll before **any payment** to you can be made. The FNI is not included in this packet but may be picked up from Payroll, the International Admissions and Advising Center, or Human Resources.
- 4) You can make name changes, Social Security number changes, and mailing address changes by using the EBD form (in lieu of the W-4) and forwarding to Human Resources. **NOTE:** if changing your Social Security number, you must attach a photo copy of your Social Security card to the EBD form.
- 5) You must complete a W-4 form and forward to Payroll if you wish to make a change in your withholding tax allowances.

(All of the following items should be attached to the cover sheet)

ROUTE ALL FORMS TO HUMAN RESOURCES:

- W-4 Employee's Withholding Allowance Certificate or "tax" card" (also route FNI for foreign nationals.)
- Authorization Agreement for Electronic Funds Transfer of Salary (EFT)
- HRM-1A Employee Biographical Data Form (EBD)
- I-9 U.S. Department of Justice Employment Eligibility Verification (I-9)

DEPARTMENT RETAINS FOR REFERENCE:

- "Property Accounting/Political and Legislative Influence Prohibited/Political Activities" *9/08
- "AIDS in the Workplace" pamphlet
- "Orientation for New Insurance and Retirement Eligible Faculty and Staff" *9/08
- Information Brochure and University Policy regarding "Illegal Drugs and Alcohol"
- Policy excerpt "UNT Standards and Principles of Ethical Conduct" *9/08
- Policy excerpts "Dual Employment Policy Information */Tax Deferred Account (TDA) Program
- "Information Security Issues for UNT Faculty and Staff
- "Selective Service Registration information sheet *9/08
- "UNT Major and Minor Work Rules *9/08

*The University is required by law to provide these items to all new employees.

STANDARDS AND PRINCIPLES OF ETHICAL CONDUCT

1. No faculty and staff member shall accept or solicit any gift, favor, or service that might reasonably tend to influence him or her in the discharge of official duties, or that the faculty or staff member knows or should know is being offered with intent to influence his or her official conduct.
2. No faculty or staff member shall accept employment or engage in any business or professional activity that the faculty or staff member might reasonably expect would require or induce him or her to disclose confidential information acquired by reason of his or her official position.
3. No faculty or staff member shall accept other employment or compensation which could reasonably be expected to impair the faculty or staff member's independence of judgment in the performance of his or her official duties.
4. No faculty or staff member shall make personal investments that could reasonably be expected to create a substantial conflict between the faculty or staff member's private interest and the public interest.
5. No faculty or staff member shall intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised his or her official powers or performed his or her official duties in favor of another.
6. No faculty or staff member shall hold financial interests that are in conflict with the conscientious performance of his or her official duties and responsibilities.
7. Faculty and staff members shall put forth honest effort in the performance of their duties.
8. Only faculty and staff members authorized by the Board of Regents shall make commitments or promises of any kind purporting to bind UNT.
9. No faculty or staff member shall use his or her public office or position for private gain.
10. A faculty or staff member shall act impartially and not give preferential treatment to any private or public organization or individual.
11. Faculty and staff members shall protect and conserve public property and shall not use it for other than authorized activities.
12. Faculty and staff member shall promptly disclose waste, fraud, abuse, and corruption to appropriate authorities.
13. Faculty and staff members shall adhere to all laws, regulations, and policies that provide equal opportunity for all persons regardless of race, color, religion, sex, national origin, age, or disability.
14. Faculty and staff members shall not sexually harass any guests and visitors to the campus or any member of the University community including faculty, staff, students and candidates for University positions.
15. Faculty and staff members shall endeavor to avoid any actions that would create the appearance that they are violating the law or the ethical standards of UNT.
16. Faculty and staff members shall not knowingly or intentionally violate policies of the University or state or federal laws regarding their employment.
17. Failure of any faculty or staff member of the University to comply with one or more of the foregoing standards of conduct and ethical principles which apply to him or her, shall constitute grounds for removal from office, or for disciplinary action, including suspension or discharge, whichever is applicable. Disciplinary actions shall follow established University policies and procedures.

From University of North Texas Policy Manual, Vol. 1, No. 1.2.9, "Ethics Policy," as derived from the Principles of Ethical Conduct established for federal employees, Ex. Or. NO. 12674 of April 12, 1989, 54 Fed. Reg. 15159; Ex. Or. NO. 12731 of Oct. 17, 1990, 55 Fed. Reg. 42547 and Sec. 572.051 Texas Government Code.

Title 3, Subtitle C, Chapter 403, Texas Government Code

SUBCHAPTER L. PROPERTY ACCOUNTING

403.271. Property Accounting System. (a) This subchapter applies to:

- (1) all personal property belonging to the state; and
 - (2) real and personal property acquired by or otherwise under the jurisdiction of the state under 40 U.S.C. Section 483c, 484(j), or 484(k), and Section 9.16, State Purchasing and General Services Act (Article 601b, Vernon's Texas Civil Statutes).
- (b) The comptroller shall administer the property accounting system and maintain centralized records based on information supplied by state agencies and the uniform statewide accounting system. The comptroller shall adopt necessary rules for the implementation of the property accounting system, including setting the dollar value amount for capital assets and authorizing exemptions from reporting.
- (c) The property accounting system shall constitute, to the extent possible, the fixed asset component of the uniform statewide accounting system.
- (d) The comptroller may authorize a state agency to keep property accounting records at the agency's principal office if the agency maintains complete, accurate, and detailed records. When the comptroller makes such a finding, it shall keep summary records of the property held by that agency. The agency shall maintain detailed records in the manner prescribed by the comptroller and shall furnish reports at the time and in the form directed by the comptroller.
- (e) A state agency shall mark and identify state property in its possession. The agency shall follow the rules issued by the comptroller in marking state property.

403.272. Responsibility for Property Accounting. (a) A state agency must comply with this subchapter and maintain the property records required.

(b) All personal property owned by the state shall be accounted for by the agency that possesses the property. The comptroller shall define personal property by rule for the purposes of this subchapter. In adopting rules, the comptroller shall consider the value of the property, its expected useful life, and the cost of recordkeeping. The comptroller shall consult with the state auditor in drafting rules. The state auditor shall cooperate with the comptroller by giving technical assistance and advice.

403.273. Property Manager; Property Inventory. (a) The head of each state agency is responsible for the custody and care of state property in the agency's possession.

(b) The head of each state agency shall designate a property manager and inform the comptroller of the designation. Subject to comptroller approval, more than one property manager may be appointed by the agency head.

(c) The property manager shall maintain the records required and be the custodian of all property possessed by the agency.

(d) State property may be used only for state purposes.

(e) When an agency's property is entrusted to a person other than the property manager, the property manager shall require a written receipt from the person receiving custody of the property. When the property of one agency is lent to another agency, the lending must be authorized in writing by the head of the agency that is lending the property. A written receipt must be executed by the head of the agency that is receiving the property.

(f) On the date prescribed by the comptroller, a state agency shall make a complete physical inventory of all property in its possession. The inventory must be completed once each year.

(g) Within 45 days after the inventory date prescribed by the comptroller, the head of each state agency shall forward to the comptroller a signed statement describing the method used to verify the inventory and a copy of the inventory.

(h) The property records prepared by each state agency must accurately reflect the property currently possessed by the agency. The agency must use the methods prescribed by the comptroller to delete property from the agency's property records. Property that has become surplus or obsolete and no longer serviceable may be deleted from the agency's records only upon authorization by the comptroller. Property that is missing or that is disposed of directly by the agency shall be deleted from the comptroller's records on approval by the state auditor.

403.274. Change of Agency Head or Property Manager. When the head or property manager of an agency changes, the new head or property manager of the agency shall execute a receipt for all agency property accounted for to the outgoing agency head or property manager. A copy of the receipt shall be delivered to the comptroller, the state auditor, and the outgoing agency head or property manager.

403.275. Liability for Property Loss. The liability prescribed by this section may attach on a joint and several basis to more than one person in a particular instance. A person is pecuniarily liable for the loss sustained by the state if :

- (1) agency property disappears, as a result of the failure of the head of an agency, property manager, or agency employee entrusted with the property to exercise reasonable care for its safekeeping;
- (2) agency property deteriorates as a result of the failure of the head of an agency, property manager, or agency employee entrusted with the property to exercise reasonable care to maintain and service the property; or
- (3) agency property is damaged or destroyed as a result of an intentional wrongful act or of a negligent act of any state official or employee.

403.276. Reporting to State Auditor and Attorney General. (a) If a head of an agency has reasonable cause to believe that any state property in the agency's possession has been lost, destroyed, or damaged through the negligence or fault of any state official or employee, the agency head responsible shall immediately report the loss, destruction, or damage to the state auditor and to the attorney general.

- (b) The attorney general shall investigate a report of loss, destruction, or damage to state property.
- (c) If the investigation discloses that a property loss has been sustained by the state through the fault of a state official or employee, the attorney general shall make written demand on the state official or employee for reimbursement to the state for the loss sustained.
- (d) If the demand made by the attorney general for reimbursement for property loss, destruction, or damage is refused or disregarded by the state official or employee on whom such demand is made, the attorney general may take legal action to recover the value of the state property as the attorney general deems necessary.
- (e) Venue for all suits instituted under this section against a state official or employee is in a court of appropriate jurisdiction of Travis County.

403.277. Failure to Keep Records. If a state agency fails to keep the records or fails to take the annual physical inventory required by this subchapter, the comptroller may refuse to draw warrants or initiate electronic funds transfers on behalf of the agency.

403.278. Transfer of Personal Property. (a) A state agency may transfer any personal property of the state in its possession to another state agency with or without reimbursement between the agencies.

(b) When personal property in the possession of one state agency is transferred to the possession of another state agency, the transfers must be reported immediately to the comptroller by the transferor and the transferee on the forms prescribed.

POLITICAL AID AND LEGISLATIVE INFLUENCE PROHIBITED

Article IX, Sec. 9-4.05, Appropriations Act

Political Aid and Legislative Influence Prohibited. The moneys appropriated by this Act, regardless of source or character, may not be expended except in compliance with Chapter 556, Government Code.

Title 5, Subtitle A, Chapter 556, Texas Government Code

POLITICAL ACTIVITIES BY STATE AGENCIES AND EMPLOYEES

556.003. State Employees' Rights. A state employee has the rights of freedom of association and political participation guaranteed by the state and federal constitutions except as provided by Section 556.004.

556.004. Prohibited Acts of State Employees. (a) A state employee may not:

- (1) use official authority or influence or permit the use of a program administered by the state to interfere with or affect the result of an election or nomination of a candidate or to achieve any other political purpose; or
- (2) coerce, attempt to coerce, command, restrict, attempt to restrict, or prevent the payment, loan, or contribution of anything of value to a person or political organization for a political purpose.

(b) For purposes of this section, a state employee does not interfere with or affect the results of an election or nomination if the employee's conduct is permitted by a law relating to the individual's office or employment and is not otherwise unlawful.

556.005. Violation. A state employee who violates Section 556.004 is subject to immediate termination of employment.

556.006. Legislative Lobbying. (a) A state agency may not use appropriated money to attempt to influence the passage or defeat of a legislative measure.

(b) This section does not prohibit a state officer or employee from using state resources to provide public information or to provide information responsive to a request.

ORIENTATION for New Insurance & Retirement Eligible Faculty and Staff

All new retirement plan eligible UNT and UNT System faculty and staff members must attend a New Faculty/Staff Orientation (NFSO) session held by the UNT Human Resources Department (HR) as required by UNT and UNT's policy 1.2.8.

A new staff member must attend the first NFSO session available on or after their date of employment. A new faculty member must attend the first NFSO on or before their date of payroll appointment. A special New Faculty Orientation (NFO) session for faculty only is held by Academic Affairs and HR in late August for new faculty starting in the fall and is held in lieu of regular NFSO.

Both NFSO and NFO cover the activities and goals of the UNT, important policies and procedures, and benefit programs and services. HR representatives are available to assist new employees.

Insurance-eligible graduate student employees do not need to attend this Orientation; however, enrollment packets for graduate students are available from HR in Marquis Hall. All other employees who become insurance and retirement plan eligible at a later date must attend New Faculty/Staff Orientation at that time.

Orientation dates, times, and locations are available by contacting HR by phone or through the HR website at www.unt.edu/hr. Call 940/565-4250 if you have any questions about this information.

The EBD form in this packet contains an affidavit to confirm receipt of this information.

UNIVERSITY OF NORTH TEXAS DUAL EMPLOYMENT POLICY INFORMATION

From the University of North Texas Policy Manual Vol. I, No. 1.2.2, "Dual Employment and Other Activities"

2. **Policy:** The University recognizes the common practice of faculty and staff members to hold more than one employment or position due to needs, interest or development. However, dual employment, interests and activities, including external development and marketing of intellectual property must not interfere or conflict with the faculty or staff member's position with the University. Also, employees who have dual employment within the University or who are employed with another State agency or institution are subject to the provisions outlined below in Section 6, Dual Employment with the State. Compensation for dual employment within the University must be in compliance with Policy No. 1.6.5, "Supplemental Compensation". Nothing in this policy should be interpreted as granting a faculty or staff member a property interest or right to continued dual employment or involvement in other activities.

3. **Approval:** Prior administrative approval from the Chancellor/President or appropriate Vice President generally is not required. **However, dual employment, whether compensated or not, must be reported to the department official who has the responsibility for determining whether the dual employment interferes or conflicts with the faculty or staff member's position with the University . . . Dual employment and other activities should be reported in writing, using the "Request for Approval of Outside Employment" Form.** Should it be determined that a conflict exists, the faculty or staff member may not accept or continue the other employment or position. The faculty or staff member may request a review of the decision to levels of management.

6. **Dual Employment with the State: Dual employment within the University or with another State agency or institution must be reported to the Human Resources Department and Payroll Office by the faculty or staff member so that steps may be taken to maintain personnel and leave records in compliance with the following provisions:**

A person who is legally employed by more than one Texas state agency or institution of higher education may not receive benefits from the state in excess of those provided for one full-time employee. The person is subject to the following provisions and must be informed of them before the person becomes employed by more than one agency or institution. Separate vacation and sick leave records must be maintained for each employment. When the person terminates from one employment, his or her leave balances that were accrued under that employment may not be transferred to the remaining employment(s).

- The person accrues state service credit for all purposes as if he or she had only one employment.
- If applicable, the state's contribution towards the taxes imposed on the person by the Federal Insurance Contributions Act (FICA) may not exceed the overall limit specified in the Appropriations Act. The Comptroller shall prescribe uniform accounting and reporting procedures to ensure that the contribution does not exceed this limit.
- The total state contribution towards the person's group insurance is limited to the amount specified in the Appropriations Act for a full-time active employee.
- Overtime compensation accrues to an employment independently of every other employment with the following exception. If the person is subject to the overtime provisions of the Fair Labor Standards Act of 1938 (FLSA) in an employment, the employing agencies and institutions must ensure that the person is compensated for all combined time worked in excess of 40 hours per week according to the FLSA overtime provisions. The agencies and institutions shall coordinate to determine which agency or institution is responsible for ensuring that the employee is properly compensated according to those provisions.
- **The person must inform his or her employing state agencies or institutions of higher education before accepting an additional employment with another agency or institution.**

SUPPLEMENTAL RETIREMENT ACCOUNTS

The University of North Texas offers 403(b) Tax Deferred Account (TDA) and 457 Deferred Compensation Plan (DCP) programs available to employees of the University who normally work a minimum of 20 hours or more per week and are not student employees. TDAs and DCPs are supplemental retirement accounts consisting of employee voluntary pre-tax payroll deductions as allowed by the provisions of the Internal Revenue Code, Sections 403(b) and 457. Eligible employees interested in obtaining more information about these programs may contact the Benefits section of the University Human Resources Department at 565-4250.

SELECTIVE SERVICE REGISTRATION REQUIREMENT FOR ELIGIBLE NEW HIRES



One more reason to register promptly

Effective September 1, 1999, the University is required by State law to verify that new employees who are required to register have registered with Selective Service under the requirements established by the federal government and administered through the Selective Service System.

*REGISTRATION – IT’S THE LAW: A man who fails to register may, if prosecuted and convicted, face a fine of up to \$250,000 and/or a prison term of up to five years. Even if not tried, a man who fails to register with Selective Service before turning age 26 may find that some doors are permanently closed.

*WHO IS ELIGIBLE: Almost all male U.S. citizens, and male aliens living in the U.S. who are 18 through 25. Non-citizens NOT required to register include men on student or visitor visas. Legal permanent residents ARE required to register.

*BENEFITS AND PROGRAMS LINKED TO REGISTRATION: If eligible, you must be registered to receive Federal student loans or grant programs: Pell Grants, College Work Study, Guaranteed Student/Plus Loans, and National Direct Student Loans. Registration for eligible individuals is a condition of U.S. citizenship, participation in Federal job training, and eligibility for Federal jobs.

*HOW TO REGISTER: Eligible individuals may register on line at www.sss.gov, at any Post Office, by mail, or during the application process for Federal Financial Aid (FAFSA form.)

*UNIVERSITY RESPONSIBILITY: UNT will notify all new employees of the Selective Service Registration requirement through information received in the New Employee Information Packet. **The new employee’s signature on the Employee Biographic Data form will indicate the employee’s awareness of their responsibility to register for Selective Service if eligible.** Failure to register as required will be grounds for removal from University employment.

UNT MAJOR AND MINOR WORK RULES

(Policy Reference: 1.7.1)

Minor Work Rule Violations	
<p>Rule violations of a minor nature have little or no effect on the continuity, efficiency, and safety of University work but cannot be tolerated if repeated. The following are a few examples of what may be termed minor rule violations which can result in either verbal or written warnings being entered into an employee's record. Continuation of an offense can result in stronger disciplinary action. This list is not intended to be inclusive.</p>	
<p>1. Unexplained, inexcusable, or unauthorized absence or tardiness. 2. Failure to notify supervisor as soon as possible on first day of absence. 3. Failure to observe assigned work schedules (starting time, quitting time, rest and lunch periods). 4. Soliciting or collecting contributions for any purpose on University premises without management permission. 5. Selling or offering for sale, on University premises, any article or service without management permission. Employees may not use University time or equipment to profit from or promote a personal business. 6. Unsatisfactory work performance. 7. Loafing or other abuse of time during assigned working hours. 8. Interfering with any employee's work performance or duties by talking or other distractions. 9. Distributing written or printed matter of any description on University premises without management permission. 10. Leaving regularly assigned work location without notifying immediate supervisor. 11. Performing unauthorized personal work on University time. 12. Defacing bulletin boards or notices posted thereon.</p>	<p>13. Minor violations of safety rules. 14. Failure to punch time card or record card as instructed. 15. Discourteous treatment of the public or of other employees. 16. Improper political activity of a minor nature. 17. Behavior or activity on or off campus that is of such nature to cause minor discredit or embarrassment to the University. 18. Abusive, unruly, indecent or obscene conduct of a minor nature. 19. Minor violation of internal department work rules. 20. Engaging in excessive visiting, personal conversations, or use of the telephone for personal use. 21. Accepting any gifts or favors which influence or tend to influence the performance of duties or the granting of service or favors to other University personnel, applicants, clients, or other persons. 22. Failure to follow any reasonable instructions issued by supervisor related to performing job tasks and/or other duties. 23. Bringing or inviting visitors (not on official business) to the work place who interfere with any employee's ability to do his/her job. 24. Using personal, political, or religious beliefs to harass or intimidate others on University premises.</p>
Major Work Rule Violations	
<p>Major offenses are any serious, willful, deliberate, or negligent acts or violations of University policies or rules of such a degree that continued employment of the offending individual may not be desirable. The following are examples of some offenses which may subject an employee to a written warning, suspension or discharge. This list is not intended to be all inclusive.</p>	
<p>1. Any act which might endanger the safety or lives of others. 2. Refusal or inability to perform work properly assigned by a supervisor. 3 Failure to perform a major assignment, task, or function in an effective and efficient manner. 4. Willful, deliberate, or repeated violation of University safety rules including but not limited to the following: a. Refusal or failure to wear University provided safety and protective apparel and/or equipment. b. Failure to follow safety guidelines and instructions. c. Repeated incidences of unsafe acts resulting in injury to self or others. 5. Willfully falsifying any University records. 6. Punching the time card for another employee or allowing yours to be punched by another employee. 7. Leaving University premises during working hours without permission from the supervisor. 8. Deliberately or negligently abusing, destroying, damaging, or defacing University property, tools, equipment, or the property of others on University premises. 9. Gambling on University premises. 10. Deliberately avoiding work, delaying or restricting work, or inciting others to avoid work, delay or restrict work. 11. Fighting on University premises (any employee directly involved). 12. Bringing liquor, marijuana, or narcotics onto the University campus; or consuming liquor or using marijuana or narcotics on University premises; or reporting for duty under the influence of liquor, marijuana, or narcotics. The same applies to any illegal, habit-forming or disabling substance not prescribed by a physician or abuse of or distribution of prescription drugs. 13. Carrying firearms or other dangerous weapons on University premises.</p>	<p>16. Dishonest or unethical actions, theft, misappropriation or unauthorized use of University funds or property, or failure to report knowledge thereof. (Knowledge is witnessing the dishonest or unethical act or receiving direct information regarding the act.) 17. Continued unsatisfactory work performance. 18. Unexplained, inexcusable, or unauthorized leave for more than three days. 19. Continued absences or excessive tardiness. 20 Physical, mental, or emotional inability to perform job satisfactorily (with reasonable accommodation, if covered by the Americans with Disability Act). 21. Failure to abide by University and/or departmental policies and rules. 22. Insubordination or willful disobedience. 23. Abusive, unruly, indecent or obscene conduct of a major nature. 24. Conviction of a felony or conviction of a misdemeanor involving moral turpitude. 25. Improper political activity of a major nature. 26. Behavior or activity on or off campus that is of such nature to cause major discredit or embarrassment to the University. 27. Flagrant or repeated minor rule violations. 28. Criminal conduct (including a change in driving status when driving is an essential job function) or employee's failure to report his/her criminal conduct, that would adversely affect an employee's work performance, impact the work environment, or cause major discredit or embarrassment to the University. 29. Failure to resolve and settle any indebtedness owed to the University. 30. Failure to exercise proper management controls and good judgment.</p>

Employees considered "at will", including regular employees on probation, who are found to be incompetent or who violate any rule may be terminated at any time without recourse to the Performance Counseling & Disciplinary Procedures outlined in Policy 1.7.1 or the grievance procedure but may utilize the compliant procedure (as outlined in Policy 1.7.2)