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## 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](http://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](http://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)

<b>Minor Work Rule Violations</b>	
<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>
<b>Major Work Rule Violations</b>	
<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)



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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.
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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.
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- (c) The property accounting system shall constitute, to the extent possible, the fixed asset component of the uniform statewide accounting system.
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- (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](http://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](http://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)

<b>Minor Work Rule Violations</b>	
<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>
<b>Major Work Rule Violations</b>	
<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)