



EMPLOYEE INFORMATION PACKET

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UNIVERSITY OF NORTH★TEXAS™



Staff Handbook

Prepared by Human Resources
September, 2008

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New Hire Essentials:

Employee Biographical Data (EBD) Form:

The EBD/HRM-1A form collects biographical information on new employees and updates incorrect or incomplete information on current employees. For questions about your biographical information contact HR Records at 565-4249. NOTE: Some change functions for biographical records are also available through Employee Self Service using MyUNT and your Employee ID (EmplID) and EUID (computer access identification.) Contact your supervisor for assistance in securing these important identification numbers.

Employment Eligibility Verification (I-9) Form:

The I-9 form is required by federal law and must be completed within three days of employment attesting to your citizenship status and employment eligibility. The I-9 form will be completed in your employing department and the original I-9 document with copies of the documentation will be forwarded to the Human Resources Department. Any questions regarding I-9's should be directed to HR Records at 565-4249.

Federal Income Tax Withholding (W-4) Form:

Under federal law you are subject to federal income tax withholding from your pay. You must complete a W-4 Form, which must be on file in the Payroll Office, before you can receive your first paycheck. If a W-4 is not completed, an employee's status will default to Single & zero exemptions. For questions regarding your withholding status, call the Payroll Office at 565-2440. NOTE: Employees who are NOT Texas residents must notify the Payroll Office prior to receipt of their first paycheck to ensure that any state income tax withholding or other employment requirements are met.

ID Card:

Your UNT ID is the Mean Green card and is free of charge for faculty/staff. The card is the property of UNT. In some departments your UNT ID also serves as your ID badge, your time clock access card, or building/secure area access card. You can use your card on campus to use the library, attend athletic events, cash a check and more. If you have an account with Wells Fargo you can also use it as a debit (PIN protected) card. Contact ID Systems @ 565-4481 for additional information.

Selective Service Registration:

The University is required by State law to verify that new employees who meet the criteria for Selective Service have registered. Almost all male U.S. citizens and

male aliens living in the U.S. who are 18 through 25 must register. Non-citizens NOT required to register include men on student or visitor visas. Legal permanent residents ARE required to register. Eligible individuals may register online at www.sss.gov, at any Post Office, by mail, or during the student application process for Federal Financial Aid (FAFSA form). Failure to register as required by law will be grounds for removal from University employment. For more information contact HR Records at 565-4249.

Transcripts and Employer References (UNT Staff Members):

Either before or immediately following an offer of employment, staff members will be expected to provide the hiring department with official copies of transcripts of college or University coursework and certification of required professional or skills licensing. Your department will also contact former employers to verify your prior employment.

University Rules and Standards:

Attendance and Working Hours (UNT Staff Members):

State law sets the minimum workweek for regular full-time salaried employees at forty (40) hours. While administrative offices are generally open from 8 a.m. to 5 p.m. Monday through Friday, your actual work schedule will vary depending on your work assignment. A staff member is expected to observe the regular work schedule for his or her work location and assignment. Any individual who is consistently late for work, or who does not return from rest periods or lunch periods promptly, is subject to disciplinary action. The staff member is responsible for notifying the supervisor if he or she will be late or absent from work. When it is necessary to leave work early, the staff member must make necessary arrangements with the supervisor. Discuss any questions or concerns regarding your work schedule with your supervisor.

Ethics Policy/Standards of Ethical Conduct:

1. No faculty/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 members 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 guest or visitor to the campus or any member of the University community including faculty, staff, students, and candidates for University positions. (See Section 2, Policy No. 1.3.19, Sexual Harassment, Volume I, UNT Policy Manual.)
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.

Diversity Policy:

UNT possesses and values an increasing diversity among the individuals who make up its community. This is one of UNT's greatest strengths.

Individuals within the UNT community are unified by a primary purpose: learning. With that primary purpose in mind, UNT works to advance ideals of human worth and dignity by facilitating open discussion, supporting rational resolution of conflict, and encouraging examination of values.

Harassment based on individual differences is inconsistent with UNT's mission and educational goals. Every member of the UNT community enjoys certain human and constitutional rights, including the right to free speech. At the same time, individuals who work, study, live and teach within this community are expected to refrain from behavior that threatens the freedom, safety, and respect deserved by every community member in good standing.

Every member of the University of North Texas must comply with federal and state equal opportunity laws and regulations. Such compliance will be not only a given standard, but is, in fact, a baseline from which our community works to assure fairness and equity to all who pursue their educational and professional goals here.

Students, faculty, or staff who have concerns or questions should contact the appropriate office. Students should contact the Dean of Students at 565-2648. Faculty and Staff should call the Division of Equity and Diversity at 565-2456. TDD Access: (800)735-2989.

Dual Employment:

Outside Dual Employment must not interfere or conflict with a faculty or staff member's position with the University and must be reported using the form "Request for Approval of Outside Employment" to the department chairperson, dean, or director who will make that determination. Should it be determined that a conflict exists, the faculty or staff member may not accept or continue the outside employment.

Dual Employment with the State is permitted subject to the above Outside Employment policy and procedures and specific provisions regarding coordination of state employment benefits. Contact Records at 565-4249 for additional information.

Probationary Status (UNT Staff Members):

All new staff serve a probationary period from the initial date of employment. In most instances the probationary period is 6 months. The probationary period provides time for job adjustment and an opportunity for both the new staff member and their supervisor/manager to determine whether to continue the employment arrangement. For more information contact your supervisor or HR Employee Relations at 565-4817.

Work Rules (UNT Staff Members):

The UNT Performance Counseling and Discipline Policy defines the actions for which a staff member may be disciplined and/or discharged. This list has been prepared so that individuals may better understand the rules of conduct to which all staff members of the University are expected to adhere.

Minor Rule Violations: 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 in no way all inclusive.)

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 any article or service without management permission.
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 by 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.
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 so as 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 the supervisor, related to performing job tasks and/or job 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.

Major Rule Violations: Major offenses are any 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 in no way all inclusive.)

1. Any act which might endanger the safety or lives of others.
2. Refusal 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 rule 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.
13. Carrying firearms or other dangerous weapons on University premises.
14. Failure to return to work on expiration of vacation or leave of absence, or when called back after a layoff or after a holiday.
15. Disclosure of confidential University information to unauthorized persons.
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 act or receiving direct information from the perpetrator of 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 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.

University Benefits

Annualized Salary Option/Premium Conversion for Eligible

Employees:

Faculty and staff who are employed for less than 12 months may either choose an annualized (12 month) salary option in which their pay is calculated and spread over 12 months, or Premium Conversion in which their insurance

premiums are calculated and converted from 12 to 9 monthly deductions. If annualized salary is not selected, premium conversion is automatically applied. Application to change may be made each August and is irrevocable for the fiscal year.

Blood Assurance Program:

This program provides reimbursement to hospitals for the cost of blood replacement units and most related services used by an employee or an employee's family member. Blood units are replaced by Blood Care of Dallas free of charge up to \$10 per unit. Contact Benefits at 565-4250 for more information.

Deferred Compensation:

The Tex Saver 457 Plan allows you to set aside a portion of each month's paycheck before taxes. The pre-tax money can be directed into a wide range of investment choices.

Educational Scholarships for Faculty/Staff/Retirees/Dependents:

Faculty, staff and their eligible dependents who wish to enroll in classes must meet University admission requirements and application deadlines, maintain a minimum cumulative grade point average and may not have any outstanding debt to the University.

As of the 12th class day of the long session, the 4th class day of the summer term, or the 2nd class day of the minimester the employee must be:

1. a full time nine or twelve month faculty or staff member who is employed on a 100% basis and who is enrolled in either TRS or ORP or
2. a part time (50%-99%) regular faculty or staff member who has been employed for a minimum of five years in at least part-time regular, benefits eligible employment at UNT (years do not have to be continuous), or
3. a retiree of UNT under TRS or ORP.

An eligible dependent is a spouse and/or unmarried child under age 25 of the employee. For further information, contact Student Accounting and University Cashiering Services at 565-3225.

Electronic Funds Transfer (EFT)/Direct Deposit:

Electronic Funds Transfer or the electronic deposit of your paycheck directly into your bank account, is available for all faculty, staff, and student employees. For more information contact the Payroll Office at 565-2440.

Faculty/Staff Fitness Program:

A healthier lifestyle to enhance the well being of our University employees is the goal of the Faculty/Staff Fitness Program, located in the Pohl Student Recreation Center. You can choose from an assortment of fitness and recreational activities including a fitness assessment, aerobic classes, weight/fitness room availability, and lap swim. To facilitate attendance, program members may be eligible for 20 minutes administrative leave per day for one hour of daily exercise immediately before or after the normal work schedule or during the lunch hour with supervisory approval. For schedule of activities and registration fees, call the Faculty/Staff Fitness Program at 940-565-2275 or visit the web site www.unt.edu/recsports.

Family and Medical Leave:

Under the provisions of the Family and Medical Leave Act of 1993 (FMLA), employees who have been employed by the state for at least 12 months and have worked at least 1,250 hours during the 12 month period immediately preceding the beginning of leave are entitled to up to 12 weeks of leave during a 12 month period for one or more of the following reasons: birth of a child, placement of a child for adoption or foster care, care of a family member with a serious health condition, or a serious health condition which prevents the employee from performance of their work. The leave may be either paid or unpaid, or a combination of the two, according to applicable policies. For additional information, contact the FMLA Administrator in Human Resources at 565-2281.

Flexible Spending Accounts (TexFlex):

TexFlex consists of two programs that allow employees to tax shelter a portion of their wages: Health Care Reimbursement Account and Dependent Care Reimbursement Account. Call Benefits at 565-4250 if you have any questions regarding eligibility, enrollment, or participation.

Insurance Programs:

UNT provides insurance coverage for eligible faculty and staff through participation in the State of Texas Group Benefits Program (GBP) which is administered by the Employees Retirement System (ERS) in Austin, Texas. This statewide program provides insurance (health, life, dental, disability, long term care) and flexible benefits options to all state employees and retirees and to employees and retirees of institutions of higher education in Texas (except the University of Texas and Texas A&M Systems). Employees with questions regarding eligibility, enrollment, or participation should contact Benefits at 565-4250.

Holidays:

State law requires that the holiday schedule for an institution of higher education be established by the governing body. The holidays may be set on any days the UNT Board of Regents chooses, but may not exceed the total number of days to which employees of other state institutions are entitled. Check with your supervisor for the holiday schedule for the current fiscal year or go to

University of North Texas and UNT Dallas Campus

Holiday	Days(s)
Labor Day	September 1, 2008
Thanksgiving	November 27-28, 2008
Winter Break	December 24, 2008- January 2, 2009
Martin Luther King, Jr. Day	January 19, 2009
Spring Break	March 16, 2009
Memorial Day	May 25, 2009
Floating Holiday*	To be selected by staff member

In addition to the holidays above, all vacation eligible employees at UNT will receive one floating holiday day. For a full-time staff that would be 8 hours that can be used on any business day with prior approval from their immediate supervisor. For staff who are less than full-time the number of hours is prorated based on their FTE. Floating holiday hours are good through the end of the fiscal year in which they were accrued (August 31, 2008). At that time, the remaining floating holiday hours will be forfeited.

***University of North Texas System
and Universities Center @ Dallas***

Holiday	Date(s)
Labor Day	September 1, 2008
Thanksgiving	November 27-28, 2008
Winter Holiday	December 24-26, 2008
Winter Holiday	December 29, 2008 - January 2, 2009
Martin Luther King, Jr. Day	January 19, 2009
Memorial Day	May 25, 2009
Summer Holiday	July 3, 2009
Floating Holiday*	to be selected by employee

University of North Texas System employees who work at the UNT Dallas Campus will follow the holiday schedule for the University of North Texas. Therefore, these employees will work on Labor Day, however all vacation eligible employees at the UNT Dallas Campus will receive one floating holiday day. For a full-time staff that would be 8 hours that can be used on any business day with prior approval from their immediate supervisor. For staff who are less than full-time the number of hours is prorated based on their FTE. Floating holiday hours are good through the end of the fiscal year in which they were accrued (August 31, 2008). At that time, the remaining floating holiday hours will be forfeited.

Optional Holidays for UNT System and UNT

Rosh Hashanah*	Sept. 29-Oct. 1 2008
Yom Kippur	October 8,2008
Cesar Chavez Day	March 31, 2009
Good Friday	April 10, 2009

Employees who wish to do so may observe one or more of the following optional state holidays or other traditionally recognized religious or cultural holidays. The employee may either use their floating holiday hours (if eligible) or must substitute vacation or compensatory leave for one or more of the standard University holidays shown above or with supervisory approval, by working on one or more of the University holidays shown above. The employee must give their supervisor reasonable advance notification of their desire to take one of the optional holidays.

Leave Benefits:

Paid holidays and leaves with pay for sickness, military duty, emergencies, and witness and jury duty are benefits granted to all regular faculty and staff personnel. **Faculty on 9 month contracts do not accrue annual vacation leave.**

- ◇ **Vacation leave** is credited to each eligible regular staff member after each month of employment. Vacation leave may not be used until a staff member has had six months of continuous (unbroken) state employment. The Statement of Previous Texas State Employment form aids in determining the amount of vacation leave to be accrued based on prior years of service with the State, if applicable.

Vacation leave must be requested in advance and approved by the department chairperson, dean, or director using the Request for Approval of Leave form UPO-15

- ◇ **Sick Leave** is accrued at the rate of 8 hours per month for regular full-time faculty and staff. Regular part-time personnel between 50% and 99% time

receive a prorated accrual based on the percent of time worked (i.e., 50% = 4 hours, 75% = 6 hours, etc.). Sick leave with pay may be taken when sickness, injury, or pregnancy and confinement prevent the employee's performance of duty or when a member of his or her immediate family is actually ill.

In exceptional cases involving catastrophic illnesses or injuries, when a faculty member has exhausted all sick leave or a staff member has exhausted all sick and vacation leave, the individual may be eligible to receive sick leave pool.

- ◇ **Sick Leave Pool** has been established to provide for additional sick leave for an employee who has exhausted all paid leave benefits because of a catastrophic illness or injury of the employee or of an immediate family member which causes them to be absent from work due to a catastrophic illness/injury. All regular faculty and staff members eligible to accrue sick leave may apply to use sick leave pool. Departmental approval is required. All faculty and staff may contribute their accrued sick leave hours to the sick leave pool although they may not stipulate who is to receive their contributions. For additional information, contact the Pool Administrator in the Records area of the Human Resources Department at 565-3995 or 369-7828
- ◇ **Parental Leave** A regular faculty and staff member who is not eligible for Family Medical Leave may be eligible for Parental leave. Parental leave provides up to a 12 week period of leave to be accessed by new parents of natural or adopted children under the age of 3. This period begins with the date of birth or the first day the adoptive child is formally placed in the home. The leave may be either paid or unpaid.
- ◇ **Military Leave (annual or short term)** is granted to employees who are members of the National Guard of Texas, or members of any reserve component of the Armed Forces, and are called to active duty with troops or to field exercises of instruction. Military leave of absence with pay may be granted for not more than 15 consecutive or non-consecutive days in any Federal fiscal year, without prejudice to the employee's regular vacation allowance.
- ◇ **Emergency Funeral Leave** Shall be granted to an employee by his or her departmental manager because of a death in the employee's family. The death of the employee's spouse, or the employee or spouse's parents, brothers, sisters, grandparents, children, aunts, uncles, nieces, nephews, grandchildren, sons-in-law, daughters-in-law, brothers-in-law, and sisters-in-law not related by blood to the employee or spouse shall constitute

adequate need for emergency leave. Request for emergency leave for reason of death of a family member not mentioned above must be approved by the President.

- ◇ **Jury Duty** Regular faculty and staff members summoned to perform jury duty shall be excused from work for the time they serve, without loss of pay or accrued leave time. An employee is entitled to accept fees received for jury duty without any accounting to the University.
- ◇ **Witness Duty** Regular faculty and staff members who are required to serve as witnesses shall be excused from work without loss of pay or accrued leave time if:
 - they are not a party to the case unless they are made a party defendant by virtue of their official position at the University;
 - they are not appearing as an expert witness for compensation;
 - they are not receiving compensation for such appearances (other than the normal witness fee paid by the court);
 - their appearance is not directly related to any outside employment or business activities, or any former business or occupation; or
 - they are appearing in their official capacity with the University
- ◇ **Compensatory Leave (UNT Staff Members)**
 1. Non-exempt staff: Under the special provisions of the Fair Labor Standards Act (FLSA) applicable to state and local governments, the University provides eligible (non-exempt) staff with compensatory leave (earned at 1.5 hours for hours worked in excess of 40 hours per week) in lieu of cash overtime whenever possible. At no time may the balance exceed 240 hours for comp time earned at time and a half. State compensatory leave shall also be granted to non-exempt staff members as equivalent time off (one hour for one hour) for when total hours worked and hours of paid leave or paid holidays exceeds 40 hours per week.
 2. ORP/exempt staff are not eligible to earn compensatory time, with exception of time worked on University holidays and/or emergency closures.
 3. No employee, whether or not subject to FLSA, shall accrue compensatory time for work conducted at any location other than the employee's regular place of employment or assigned duty point. In no event shall an employee's personal residence be deemed to be that employee's regular place of business or duty point for the purpose of compensatory time.

4. All overtime and compensatory leave must be approved in advance by the department official who has the designated authority to approve overtime worked or compensatory leave.

- ◇ **Leave for Parent/Teacher Conferences** Employees may take up to 8 hours of sick leave each fiscal year to attend parent-teacher conferences regarding the employee's child in pre-K through 12th grade. The employee must provide reasonable notice to their supervisor.

For questions regarding leave, contact the Records area of Human Resources at 565-4249

Leave Without Pay:

Leave without pay may be granted under some circumstances. Please refer to Section 1.4 Leave Administration of UNT Human Resources policies (Volume I) for more information.

Retirement Programs:

Coverage in a retirement plan is mandatory for all regular faculty and staff working 20 hours or more per week in a continuing (4-1/2 month or more) permanent position.

TRS is the State of Texas' defined benefit program which is mandatory for retirement eligible faculty and staff who are not eligible to participate in ORP. To obtain informational materials about the many benefits available under TRS, please call HR Benefits at 565-4250.

The Optional Retirement Program (ORP) is a defined contribution plan available to eligible full-time faculty and to certain eligible full-time non-classified staff in lieu of the Teacher Retirement System (TRS). Contact HR Benefits 565-4250 for eligibility and enrollment questions.

Tax Deferred Annuity Programs:

All employees who normally work at least 20 hours per week or 1,000 hours per year and are not student employees may participate in tax shelter retirement savings with an authorized company through a Tax Deferred Account (TDA) pursuant to the provisions of Section 403(b) and 457(b) of the Internal Revenue Code. TDAs are voluntary supplemental retirement accounts, which are often called TSAs (Tax-Sheltered Annuities). To obtain a list of authorized carriers, or to request more information contact HR Benefits at 565-4250.

US Savings Bonds:

Regular benefits-eligible faculty and staff are eligible to purchase U.S. Savings Bonds through monthly payroll deductions. An employee may enroll in the Savings Bond Program at any time. Money deducted accumulates until the total deductions equal the selected bond cost, at which time the bond is purchased and issued to the employee. For questions about Savings Bonds, call the Payroll Office at 565-2440. Enrollment forms are available in the Human Resources Department.

Workers Compensation Insurance:

All employees are automatically covered by Workers' Compensation Insurance (WCI) for on-the-job injuries or occupational diseases. All injuries, including minor ones, should be reported immediately. Failure to report an injury could result in the loss of WCI benefits. For more information about Workers' Compensation coverage or to obtain claim forms, contact Risk Management at 565-2109.

Employee Relations

Dispute Resolution Options:

Staff members are offered the opportunity to resolve complaints and grievances under the University's Complaint and Grievance Policy. For more information contact Employee Relations at 565-4817.

Alternative Dispute Resolution (ADR) offers additional options for resolving University-related disputes through mediation. **Faculty and staff** may request a mediation through Employee Relations at 565-4817.

A grievance and appeals process is available for **faculty** members on matters of promotion, salary, etc. and on tenure and academic freedom. For more information, see the Faculty Handbook on the UNT website at http://www.unt.edu/vpaa_fy0708_fhb/homepg.html.

Employee Assistance Program (EAP):

UNT provides an employee assistance program (EAP) through Alliance Work Partners. Call the toll free number (800-343-3822) 24 hours a day, 365 days a year, to speak a professional or to schedule an appointment with an EAP counselor. During the assessment, a licensed counselor will discuss objective, appropriate solutions to your problems. Assessment visits, crisis intervention counseling, and short-term counseling are provided free of charge. Fees for any additional help which may be recommended are usually based on ability to pay and in some cases, may be covered by insurance or other benefits. Alliance Work Partners adheres to all applicable state and federal

confidentiality laws and strictly protect the right to privacy for all employees and their family members. Other EAP benefits include Law Access, an online law library and 30-minute legal consultation service, and online AWP HELPNET, which provides access to assessment tools and information.

Employee Recognition and Rewards:

UNT offers programs for recognition of outstanding faculty and staff including Star Performer Awards, Outstanding Staff and Staff Contribution Awards, Soaring Eagles, Eagle Partners, TIP\$ (suggestion program) Awards, and faculty awards for teaching, research and service.

Performance Counseling and Discipline (UNT Staff Members):

It is the policy of UNT that supervisory efforts should be on the prevention of serious personnel problems rather than on disciplining employees for misconduct. However, supervisors have the right to discipline or summarily discharge an employee for cause with approval from the departmental hiring authority and the Assistant Vice President, Human Resources or his/her designated representative.

For repeated but relatively minor incidents of substandard performance, misconduct, or rule violations, corrective counseling and discipline should be progressive. The normal sequence of action is: (1) Initial discussion; (2) Oral warning; (3) Written reprimand; (4) Suspension; (5) Discharge. Depending on the severity of the case, the action may begin at any of these steps. Any action involving suspension or discharge requires prior review by the Associate Director for Employee Relations and Training. For more information, contact Employee Relations at 565-4817.

Performance Reviews:

Faculty evaluations are conducted in accordance with the provisions for evaluation of faculty in the UNT Faculty Handbook.

Staff employees receive a customized performance review from their supervisor based on tasks and performance standards created for their work assignment. The key to staff performance appraisal at UNT is the review of employee performance according to specific, measurable standards which focus on achieved results. The basic philosophy of this approach is to involve the employees by:

- ◇ agreeing on performance objectives or standards, and the activities necessary for their achievement
- ◇ reviewing achievements based on agreed-upon measures or indicators of results

Evaluations are conducted prior to the end of the probationary period, at the end of the first year of employment, and annually thereafter, using the University's Staff Development performance appraisal process. For more information, contact HR Compensation for assistance at 565-4245.

Useful Information

Athletic and Cultural Events:

You are welcome to participate in the life of the University through discounted attendance to University athletic and cultural events. University ID is required for discount. Check the UNT Event Calendar for details of upcoming events.

Campus Map:

Campus maps are available through the University Police Department and online through the University Website.

Organizational Charts:

Organizational charts can assist you in understanding the University's structure. University/UNT System and the UNT HR Department organizational charts are included in your information packet. Contact your supervisor or department head about an organizational chart for your unit.

Keys:

University access is provided by the Facilities Department. To receive keys for your office or work area, contact your supervisor for assistance.

MyUNT and Computing Access:

MyUNT is the comprehensive computing portal through which you can access self service personal and employment data, work related centralized computing resources, and your UNT educational record if applicable. Contact your supervisor for assistance in establishing your connection to MyUNT and related computing resources including campuswide email access.

Parking:

Parking on campus is by permit only. Shuttle service is available 7:15 AM until Midnight everyday. For the latest information available on permit rates, faculty/staff registration forms, campus and shuttle maps, parking rules and regulations, and shuttle schedules go to www.unt.edu/transit. Watch the Transit webpage for upcoming customer conveniences: Online vehicle registration and online citation payments.

Payroll Dates and Deductions:

UNT Payrolls are issued on the first working day of each month and, for semi-monthly employees, on the 15th of each month. If the first working day or the 15th falls on a holiday, Saturday, or Sunday, the University payday moves to the work day following. Most regular employees, including all faculty, are paid monthly. Your supervisor will notify you if you are to be paid semi-monthly (usually applicable to employees in service and skilled craft positions).

Promotion and Transfer (UNT Staff Members):

You may qualify for promotion or transfer and have the opportunity to review UNT staff positions available to you by promotion or transfer through the University's web based application management system at jobs.unt.edu

Purchasing and Travel:

University Purchasing and Payment Services (PPS) is ready to assist you if your duties include purchasing of goods/services through purchase order or debit card, traveling on University business, or preparing documentation for travel reimbursement. The University also maintains a comprehensive minority vendor accessibility program. Contact PPS for information and training opportunities at 940-565-3200.

Staff Council/Faculty Senate:

The University maintains two representative organizations, Faculty Senate for faculty and librarians and Staff Council for regular staff employees. Both organizations provide information and advice to the University administration, and seek to address issues of concern relating to the needs and interests of their constituencies. For more information, refer to the Faculty Senate or Staff Council websites.

Training and Development:

UNT offers training and developmental opportunities to address the needs of faculty and staff; contact your supervisor for more information about opportunities specific to your area, or review the Training and Development area of the HR website for information about general campus wide training and development opportunities.

UNT Website:

Just about anything you need to know about the University can be found on the University's website, which features information for prospective and current students, faculty and staff, and visitors. If your work assignment involves use of a personal computer, www.unt.edu will be your home page unless otherwise designated.

Discover the Power of Ideas - Welcome To UNT!

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CONTINUATION COVERAGE NOTIFICATION (COBRA)

On April 7, 1986, a federal law was enacted (Public Law 99-272, commonly called "COBRA"). This law requires the State of Texas to offer employees and dependents covered under the Texas Employees Group Benefits Program (GBP) the opportunity to temporarily extend their health and/or dental coverage at the group rates. Continuation coverage is available only when certain qualifying events cause coverage under the GBP to end. Coverage under COBRA is limited to the health and/or dental coverage in effect at the time of the qualifying event.

Note: If eligible for optional coverages as a retiree, this document is only applicable to health.

WHO MAY CONTINUE COVERAGE

If you are an employee covered under the GBP, you and/or your covered dependents have the right to elect up to 18 months of continuation coverage if your GBP coverage ended due to:

- Termination of employment for reasons other than gross misconduct (including retirement with less than 10 years of service credit with the Employees Retirement System of Texas (ERS), Teacher Retirement System (TRS) of Texas or an Optional Retirement Program (ORP)
- Loss of GBP eligibility due to expiration of coverage following leave without pay
- Loss of GBP eligibility due to reduction of hours

If you are a dependent covered by an employee under the GBP, you have the right to elect up to 36 months of continuation coverage if your GBP coverage ended due to loss of dependent status, including such qualifying events as:

- Death of the employee
- Divorce of the employee and covered spouse
- A dependent child who marries or attains age 25
- An other than natural child who moves out of the employee's household

If you are a former employee's dependent continuing GBP coverage under COBRA as a result of the former employee's termination of employment, expiration of coverage following leave without pay or loss of GBP eligibility due to reduction of hours, you have the right to extend your coverage for a total continuation period of up to 36 months if a secondary qualifying event occurs and you lose dependent status under the rules of the GBP provided you were covered as a dependent at the time of the initial qualifying event. A COBRA participant's newborn child or newly adopted child covered on or after the initial qualifying event who is added to the existing COBRA coverage will also have a right to extend their coverage. Secondary qualifying events which occur during the initial 18 months of continuation coverage that entitles covered dependents to the additional continuation period are:

- Death of the former employee
- Divorce of the former employee and covered spouse
- A dependent child who marries or attains age 25
- An other than natural child who moves out of the employee's household
- The former employee begins receiving Medicare benefits.

ELECTION PERIOD

For employees and dependents eligible for continuation coverage

The ERS will provide you with a COBRA Election Form and COBRA Notification following the termination of your coverage. You and/or your dependents must formally elect continuation coverage on the form provided and submit the appropriate premium payment within 105 days of the date coverage terminated or the date of notice, whichever is later. Failure to do so will result in the forfeiture of your continuation coverage. Each covered participant has the right to elect continuation coverage independently. **You and your dependents will not have coverage after the date coverage terminated until you formally elect continuation coverage and pay all premiums due retroactive to the first day of the month following the date coverage terminated.**

For dependents whose coverage terminates due to loss of dependent status

The member or the covered dependent has the responsibility to notify one of the following of a divorce or when a covered dependent loses dependent status. Notification must occur within 60 days of the qualifying event date.

- Active employee – your agency or institution Benefits Coordinator
- Retiree or current COBRA participant – the Employees Retirement System of Texas (ERS)

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EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV





YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- ☆ you ensure that your employer receives advance written or verbal notice of your service;
- ☆ you have five years or less of cumulative service in the uniformed services while with that particular employer;
- ☆ you return to work or apply for reemployment in a timely manner after conclusion of service; and
- ☆ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- ☆ are a past or present member of the uniformed service;
- ☆ have applied for membership in the uniformed service; or
- ☆ are obligated to serve in the uniformed service;

then an employer may not deny you:

- ☆ initial employment;
- ☆ reemployment;
- ☆ retention in employment;
- ☆ promotion; or
- ☆ any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

HEALTH INSURANCE PROTECTION

- ☆ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- ☆ Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

ENFORCEMENT

- ☆ The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- ☆ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its **website at <http://www.dol.gov/vets>**. An interactive online USERRA Advisor can be viewed at **<http://www.dol.gov/elaws/userra.htm>**.
- ☆ If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.
- ☆ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: <http://www.dol.gov/vets/programs/userra/poster.htm>. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.



U.S. Department of Labor
1-866-487-2365

U.S. Department of Justice Office of Special Counsel

1-800-336-4590

Publication Date—October 2008

LAW PROTECTS whistleblowers.

The law known as the “Whistleblower Act” prohibits retaliation against public employees who report official wrongdoing. The Act states that “a state or local governmental body may not suspend or terminate the employment of, or take other adverse personnel action against, a public employee who in good faith reports a violation of law by the employing governmental entity or another public employee to an appropriate law enforcement authority.” (Tex. Gov’t Code Ann. §554.002 (a) (Vernon 1999).

A public employee who reports a violation of law who...

1. was the victim of an adverse personnel action, suspension or termination;
2. meets the law’s requirements as described; and,
3. has initiated administrative grievance or appeal procedures

...may file suit against a state or local governmental body for damages and/or reinstatement, lost wages, court costs and legal fees.



GREG ABBOTT
Attorney General
of Texas

NOTICE MUST be posted

The law requires each governmental employer to notify employees of their rights under the Act “by posting an appropriately worded sign in a prominent place in the workplace.”

For additional copies of this or other public information brochures, or for a copy of a Whistleblower poster, please contact:

Office of the Attorney General
Public Information & Assistance Division/027
P.O. Box 12548
Austin, TX 78711-2548
(800) 252-8011

Brochures are also available on the agency’s Web site at www.oag.state.tx.

WHISTLEBLOWER ACT



ATTORNEY GENERAL OF TEXAS
GREG ABBOTT

WHAT YOU

What you

NEED TO KNOW

need to know

ABOUT THE

about the

WHISTLEBLOWER ACT

Whistleblower Act

BEFORE YOU

sue

Before taking action under the Whistleblower Act, a public employee must have:

1. Reported, in good faith, what was believed to be a violation of a federal or state law, a local government ordinance, or a rule adopted under a law or an ordinance;
2. Reported the violation to an appropriate law enforcement authority; and
3. Been suspended, terminated or adversely affected by any other personnel action for reporting the violation.

WHO IS CONSIDERED A

public employee?

“An employee or appointed officer other than an independent contractor who is paid to perform services for a state or local governmental entity.”

A “STATE GOVERNMENTAL entity” is:

- Any board, commission, department, office or other agency in the executive branch of the state;
- An institution of higher learning;
- The Legislature or a legislative agency;
- The Texas Supreme Court, the Court of Criminal Appeals, a court of appeals, a state judicial agency or the State Bar of Texas.

A “LOCAL GOVERNMENTAL entity” is:

- A county;
- A municipality;
- A public school district;
- A special-purpose district or authority.

WHAT IS AN “APPROPRIATE” law enforcement authority?

Whether an authority is appropriate depends upon the particular circumstances of each case and is not limited to criminal law enforcement authorities.

The violation should be reported to an authority the employee believes is authorized to regulate or enforce the law alleged to be violated in the report, or to investigate or prosecute a violation of criminal law.

INITIATE action

Even if the facts of the case satisfy the requirements for a whistleblower case, a public employee must first “initiate action under the grievance or appeal procedures” of the

agency before suing. The employee must invoke the appeal or grievance “not later than the 90th day after the date the alleged violation [of the Whistleblower Act] occurred or was discovered using reasonable diligence.”

FILE SUIT within 90 days

A public employee who files suit under the Whistleblower Act must do so within 90 days of the date on which the retaliatory action occurred or was discovered. The time used for grievance procedures is not counted in computing the 90 days.

Whistleblower suits may be filed in the district court of the county in which the cause of action arises. Alternatively, a state governmental employee may file suit in a district court of Travis County. A local governmental employee may file suit in a district court of any county in the same geographic area that has established a council of governments or other regional commission with the county where the cause of action arises.

Under the law, the Office of the Attorney General cannot file suit to protect the employee’s rights—the employee must initiate the action. The Attorney General may, however, file a separate action to recover a statutory \$15,000 penalty if a supervisor is found to be in violation of the Act in the civil lawsuit brought by the employee.

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)-

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.



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



Office of Institutional Compliance

| Home || Compliance || Ethics || Resources || Hotline/Reporting || Records Management || Training |
 Contact |

Hotline / Reporting



Institutional Compliance Program

What is Compliance? Compliance at the individual employee level is knowing and doing what is right in conducting UNT business. As far as at the institutional level, it is applying sound management practices in conducting UNT business to achieve our organizational goals and objectives, while maintaining the highest standards of ethics and compliance. Compliance is accurately identifying what UNT risks are and ensuring that UNT resources are allocated in such a manner that provides reasonable assurance to executive management that UNT's most damaging risks are adequately controlled.

Institutional Compliance Program objectives include:

- Promoting compliance with all applicable regulatory requirements, policies and procedures.
- Ensuring the program is risk-based and considers all aspects of the institutions operations.
- Ensuring the program includes effective monitoring that prevents accidental or intentional noncompliance with applicable laws and regulatory requirements; detecting such noncompliance; when it occurs, ensuring that the noncompliant behavior is appropriately addressed; and, preventing future noncompliance.
- Facilitating ethical conduct.
- Educating as necessary and providing guidance to faculty and staff.

Some Principle Functions of the Program Include:

- assisting in identifying and evaluating the institution's highest compliance risks.
- assessing and monitoring the effectiveness of pre-existing internal controls.
- establishing when absent and/or revising inadequate pre-existing internal controls.
- reporting instances of non-compliance.
- following-up on all reported instances of non-compliance to ensure management has taken appropriate corrective action.
- Management and resolution of complaints or concerns received via the Compliance Hotline Weblink, Compliance Telephone Hotline, or by direct communication.

Compliance Monitoring Includes:

- a comprehensive effort.
- a commitment towards compliance with applicable laws, regulations, policies and procedures.
- Institutional Compliance directly monitoring the highest-business risks on a quarterly basis.
- Institutional Compliance coordinating with UNT management to ensure that medium-business risks are appropriately managed.

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:

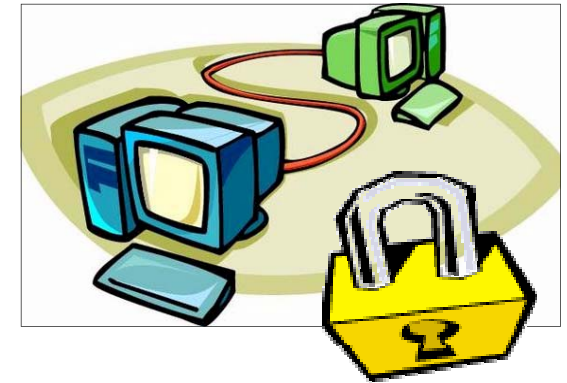
- Always shut down or log off of any system when not in use.
- Protect your computer from power surges with surge protectors.
- Use password-protected screensavers.
- Make sure no one is looking over your shoulder when you enter your password.
- Lock your doors when you leave your office.
- Never lend 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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www.unt.edu/security
& Helpdesk
www.unt.edu/helpdesk

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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

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.

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[™]

UNIVERSITY OF
NORTH * TEXAS[™]

2008-2009

Crime Security Awareness & Prevention

Jeanne Clery Disclosure of
Campus Security Policy

Campus Crime Statistics
2005-2007

Safety Programs and Services

Drug-Free Schools and
Communities Act

**Through teamwork,
we can achieve
a safe campus
community.**

www.unt.edu/csrr

www.unt.edu/untdallas

UNT DALLAS[™]
CAMPUS

Campus Security and Crime Awareness

The safety and security of all members of the university community are of paramount concern to the University of North Texas and the UNT Dallas Campus (UNTDC).

Through the teamwork of the university and campus community, UNT consistently strives to be among the safest large college campuses in Texas. We work to achieve this by developing a partnership with students, administrators, faculty, and staff. With a university population of more than 40,000, the UNT campus is reflective of the communities it serves and not immune to societal problems.

Preventing or reducing crime in any community is a tough job. Success in crime prevention and safety at UNT depends in large part on the education and participation of the campus community. The campus community is provided information about safety programs and services, but are advised that they are ultimately responsible for their own security and safety. Each year the university publishes an annual report concerning campus security and crime statistics. This brochure provides information for reporting of crimes, important university policies and procedures, law enforcement authority on campus, and support services for victims of crimes.

It is the policy of UNT to provide an environment conducive to an educational mission; thus any conduct that is prohibited by state, federal, or local law is subject to discipline under the provisions of policies stated in the Student Handbook, University of North Texas Policy Manual, and Faculty Handbook, as appropriate. The university monitors and reports to area law enforcement agencies any illegal conduct of students, faculty, or staff on university premises or off-campus locations. In addition, university officials may refer any evidence of illegal activities to the proper local, state, or federal authorities for review and potential prosecution.

Policy for Preparing the Annual Disclosure of Crime Statistics

The University coordinates the collection and reporting of crime statistics as specified in the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). Each year, the University notifies all enrolled students and employees, via email or campus mail, that they can view the report at: http://www.unt.edu/csrr/campus_policy/crime_security_awareness.html. Copies of this report also may be obtained from the UNT Police Department (UNTPD) or the Office of the Vice President for Student Development. Prospective employees may obtain a copy of this report from Human Resources.

The report is prepared in cooperation with the UNTPD, local law enforcement agencies and the Division of Student Development. Each entity provides current information about its safety and security educational efforts and programs. The University provides annual guidance to employees on campus who are likely to receive reports of criminal activities,

including but not limited to directors, deans, department chairs, and department heads. These “designated campus officials” are asked to immediately inform the UNTPD of reports of certain crimes made to them that might have occurred on university property or on property contiguous to campus. Additionally, a letter is sent annually to designated campus officials requesting information about all reports of certain crimes that have been made to them during the year. The UNTPD follows up on all reports of criminal activity in areas under its jurisdiction. Counseling Department and Student Health and Wellness Center representatives inform their clients of the procedures to report crime to the University Police on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during a session with a mental health or medical provider. Reports of criminal activity given to designated campus officials, anonymous reports, and reports of crimes made to local law enforcement agencies are collected and included in the crime report as required by the Clery Act.

Suzanne’s Law

Time is of the essence when a person is missing. The National Child Search Assistance Act now allows police to report missing persons under twenty-one years of age to the National Crime Information Center and begin an investigation as soon as a missing person report is received. If you receive reliable information that a student cannot be located, please call the UNT Police Department immediately at (940) 565-3000.

Access and Security of Campus Facilities

UNT and UNTDC are open campuses and public streets run through the areas. However, access to the campuses and university facilities is controlled by written policy and state law. Only authorized students, faculty, staff, and visitors may enter upon or use university facilities. Unauthorized persons, once identified, are asked to leave the campus. Those persons failing to comply with policy, directives, or state law can be prosecuted for trespassing.

Security of Campus Facilities

University police and/or security officers regularly patrol the grounds and buildings on the UNT and UNTDC campuses. Facilities personnel maintain university facilities with a concern for safety and security. Lighting surveys are conducted on a regular basis to spot any lighting concerns or areas in need of repair. In addition, defective lighting conditions are reported as detected by building service personnel, police, and security officers. The university maintains a Safety Committee that addresses concerns including lighting, risk assessment, etc.

The University of North Texas Police Department conducts security surveys as needed to continually assess facility security needs. Key control is established by university policy

and access to building master keys is restricted. Security alarm systems are managed under the control of the university police department.

A building representative program identifies a person in charge of every university facility. The building representative works in partnership with police, maintenance, risk management, and safety personnel to identify and resolve security and safety issues.

Campus housing provides a range of services and security procedures designed to ensure the reasonable comfort of residents and invited guests. Campus residence halls are supervised by trained staff members who are assisted in their efforts to maintain security by uniformed officers from UNTPD. Services include attention to lighting (including emergency lighting during power failures), locking of all entrances on a regular schedule, security programming (including fire safety drills, tornado drills, and rape awareness programs), installation of viewers in all individual student room doors, UNTPD patrol 24 hours per day and enforcement of the guest escort policy. Entrances to residence halls after hours are accessible only with a student room key.

Campus Law Enforcement

UNTPD jurisdiction includes the main campus, the UNT Health Science Center campus in Fort Worth, and the UNTDC. UNTPD commissioned police officers are empowered by the state and have authority to stop vehicles, make arrests, and enforce all laws throughout Denton, Tarrant, and Dallas Counties. UNTPD has a cooperative arrangement with the Denton Police Department as well as the Denton County Sheriff's office. UNTPD maintains liaison with other local, state, and federal law enforcement agencies in support of campus security and safety efforts.

Safety and Security Programs

Security Escort Services: The police department provides a security escort service for the UNT community. The service is available during the evening/night hours (after dark), but is limited to on-campus locations. Call (940) 565-3000 or use an emergency phone to request an escort.

Emergency Phones: Emergency phones have been placed at strategic locations on the Denton and Dallas campuses. When the emergency button is pushed, the location of the call is automatically identified and the caller is connected to the police department. Locations of the telephones are marked on all parking maps. Individuals with hearing impairments should dial (800) RELAY TX (TTY).

Motorist Assistance: The UNTPD assists the university community when individuals are unable to start their vehicles, retrieve locked keys, etc. Some services are not available at all times, but the UNTPD will assist people to obtain services from another source.

Crime Prevention Programs

Programs designed to make community members aware of campus police and security procedures and crime prevention efforts, and to encourage individual involvement in personal safety are regularly conducted on the UNT campus. Programs are provided each semester and are available through the UNTPD, Dean of Students Office, Human Resources Department, UNT Housing, Student Health and Wellness Center, Counseling and Testing Center, and other departments that coordinate activities on campus. At the UNTDC, programs are available through the Student Development Office. Crime awareness programs are also part of freshman and new employee orientations. Prevention programs include:

- Personal Safety/Self Defense
- Theft Prevention
- Safety and Security in the Workplace
- Alcohol Abuse and Binge Drinking

Policies and Crime Reporting Procedures

Individuals should immediately report alleged criminal actions (including sex offenses) or emergencies that occur on or off campus of the university through any of the following means:

For Emergencies:

Dial 911 on campus, or any emergency telephone located throughout the campus. Emergencies include any crime in progress, medical emergencies, a person being forced into a vehicle, a strange car repeatedly driving in the same area of campus, any intoxicated person, a safety hazard, or any situation that you believe is suspicious or dangerous. Individuals with hearing impairments should dial (800) RELAY TX (TTY).

For Non-Emergencies:

- call the University of North Texas Police at (940) 565-3003 or personally visit the UNT police station at Sullivant Public Safety Center;
- use a marked emergency telephone in locations throughout the campus (the phones are distinguished by a blue light on a green pole marked Emergency);
- contact an officer in uniform on patrol or at the information booth (located at the intersection of Ave. C and Chestnut);
- request that any campus official assist with reporting the alleged crime.
- TTY callers: (800) RELAY TX

At the UNTDC

- call security at (940) 565-3000;
- used marked emergency call boxes in the center's parking lots.

Campus Crime Authority

You are encouraged to report alleged crimes by using the above means; however, there are campus officials to whom you may also report a crime who have significant responsibility for student and campus activities, but do not have significant counseling responsibilities. These officials include all deans, directors, department chairs, and administrators at the vice presidential level or higher. For names and numbers of such officials, please use the University Directory or call the university operator at (940) 565-2000.

The UNTPD will review reports of alleged criminal activity and either send an officer immediately or refer the report for subsequent investigation, depending upon the nature and seriousness of the offense involved. Individuals reporting an alleged crime should attempt to preserve evidence that might prove the crime was committed. All criminal incidents are investigated by UNTPD. UNTPD response(s) include, but are not limited to:

- immediate response to emergencies through dispatch of one or more officers;
- investigation of reports in accordance with UNTPD procedures;
- arrest and filing of charges, depending upon the circumstances of the incident;
- referring alleged offenders to appropriate campus agencies, such as the Center for Student Rights and Responsibilities; and
- making timely warning and reports of crimes that represent a continuing threat to students and employees.

Timely Warnings

UNT and UNTDC provide timely warning to the campus community by posting crime awareness alerts when a crime is considered to represent a continuing threat to students or employees. Based on the circumstances of the crime alert, bulletins are sent to campus and local newspapers, posted on campus bulletin boards or other appropriate locations, sent out on campus e-mail, and distributed in residence halls.

Crime Stoppers

Anyone with information on criminal activity can call **(940) 369-TIPS (8477)** and will receive a cash award if the tip leads to the arrest and indictment of the criminal offender. The cash award comes from the Denton County Crime Stoppers, a non-profit organization. You may remain anonymous when you report your crime tip. **Students and employees are urged to use this reporting option when anonymity is a primary concern, e.g. drug usage of acquaintances.**

Important phone numbers for UNT (940 area code)

EMERGENCY	Dial 911
UNT Police Department (non-emergency)	565-3003
Denton Police Department (non-emergency)	349-8181

Important phone numbers for UNTDC

EMERGENCY	Dial 911
UNTDC Security	(972) 780-3620
Dallas Police Department (non emergency)	(214) 671-3001

Off-campus Criminal Activity

University police jurisdiction includes off-campus properties owned or controlled by registered student organizations. Regular UNTPD contact with the Denton Police Department aids in the coordination of the activities of the two agencies. The Denton Police Department provides UNTPD information about criminal activity at off campus properties owned or controlled by registered student organizations.

Sex Offenses

Victims of sexual assault that have occurred on campus, should notify the UNTPD or UNTDC security immediately. Victims may seek assistance of other campus personnel such as residence hall personnel or counselors, or staff from the Center for Student Rights and Responsibilities to assist in reporting a sexual assault to the police department. If the assault occurred outside of the UNT campus, call the local police department where the assault occurred.

Following the assault, in order to preserve evidence necessary for the proof of criminal sexual assault, victims should not bathe, douche, or change clothes. After reporting the assault to police, victims should go to a hospital emergency room for a sexual assault examination. Victims may choose to have someone take them to the hospital or a police officer can meet them at their location to provide transportation. The police officer will need to obtain a statement describing the details of the assault.

A counselor from the Denton County or Dallas Rape Crisis centers will be contacted to meet with victims at the hospital. The counselor will talk with victims and inform them of their options involving counseling. Counseling and Testing offers professional counseling to sexual assault victims. Off-campus counseling options include:

Denton County MHMR Crisis Hotline (940) 387-5555
or (800) 762-0157

Family Violence Shelter
(Denton County Friends of the Family) (940) 382-7273
or (800) 572-4031

Rape Crisis
Dallas..... (214) 590-0430
Denton (940) 382-7273
Ft. Worth (817) 927-2737

Family Violence (Genesis Women's Center) (214) 942-2998

The sexual assault victim may choose a pseudonym (fictitious name) and address to maintain the confidentiality or a pseudonym will be assigned at the request of the victim. If the victim presses charges, the UNTPD will conduct a thorough investigation. There is a possibility that some courtroom testimony may be required if the case goes to trial.

The university provides assistance in changing academic schedules and on-campus living situations after an alleged sexual offense if so requested by the victim and if accommodations are reasonably available. Arrangements for changes in academic schedules can be made by contacting the Center for Student Rights and Responsibilities. Arrangements for changes in (or moving to) on-campus living accommodations should be made through the Department of Housing. Other assistance is available from these departments:

Counseling and Testing Center: confidential counseling or individual and group therapy (940) 565-2741

Student Health and Wellness Center: medical services related to injuries, post-sexual assault, sexually transmitted diseases and pregnancy testing, and referrals to appropriate community services (940) 565-2333

UNTDC Student Development Office: confidential counseling, information and referral (972) 780-3632

Policies and procedures regarding campus disciplinary proceedings are described in UNT Undergraduate and Graduate Catalogs, the Student Handbook, and on UNT's website at www.unt.edu. The accused and the accuser are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both will be informed of the outcome of such proceedings. Sanctions range from probation to permanent expulsion.

Information regarding registered sex offenders in Denton and Dallas counties may be obtained by contacting the Denton County Sheriff's Office and the Dallas Police Department or by going to <http://sheriff.dentoncounty.com> or <http://www.ci.dallas.tx.us/dpd/sexoffendersrequest.htm>. For statewide information contact the Texas Department of Public Safety or go to <http://records.txdps.state.tx.us/>.

Alcohol and Drug Policies and Penalties

The abuse of alcohol and other drugs by members of the university community is incompatible with the goals of our academic institution. Substance abuse programs have been developed at UNT in order to ensure alcohol and other drugs do not interfere with the goals of the student or staff member. These programs offered at UNT are designed to:

- publish and enforce policies for employees and students that promote an educational environment free from the abuse of alcohol, illicit or other drugs;
- educate the campus community about the health risks associated with the abuse of alcohol and other drugs;

- provide confidential, effective assistance to students and employees who seek help for substance abuse problems; and
- create a campus environment that promotes and reinforces healthy lifestyles and responsible decision making.

Alcohol Policies

The legal drinking age in Texas is 21. Because a large percentage of UNT students are not of legal drinking age, the university has established specific policies for drinking on campus:

- Individuals under the age of 21 may not use or possess alcoholic beverages in or on any property under the control or jurisdiction of the University of North Texas.
- Alcoholic beverages may not be served, consumed or possessed by persons of legal drinking age in or on any property under the control or jurisdiction of the university except at specific locations, time, and under conditions designated by the university.
- On-campus possession of open containers and consumption of beer, wine and/or distilled spirits by individuals of legal age is prohibited in all public areas of university owned or controlled facilities and grounds except for those specifically designated by the Policy on Alcoholic Beverages or those specifically approved on a per-event basis.
- Employees may not use or possess alcoholic beverages while on active duty and are prohibited from working while intoxicated.

In regard to alcohol, Section B.7. of the *Code of Student Conduct and Discipline* states “use, possession or distribution of alcoholic beverages except as expressly permitted by law and university regulations, or public intoxication” is not permitted.

Drugs and Inhalants

- Students and employees may not use, possess, sell, manufacture, or distribute illegal drugs, inhalants, or controlled substances (narcotics or dangerous drugs), be in possession of drug paraphernalia, or misuse any legal drug or other substance in or on university owned or controlled property or as a part of any university sponsored activity.
- Employees may not work under the influence of illicit drugs and may not abuse legal drugs or inhalants.

The University of North Texas has a policy prohibiting drugs and the illegal use of alcohol. Section B.6. of the *Code of Student Conduct and Discipline* states: “illegal use, possession, sale, manufacture, distribution or effective control of chemical precursors, controlled substances, controlled substance analogues or dangerous or illegal drugs; misuse of a legal drug or other substance, which when not used in accordance with legal intent could cause harm to the user; possession of drug paraphernalia; or being a party to the above, whether on or off campus” is not permitted.

Penalties

Students. Penalties that may be imposed for conduct related to the unlawful use, possession, or distribution of drugs or alcohol are: probation (both conduct or disciplinary), payment for damage to or misappropriation of property, loss of rights and privileges, suspension for a specified period of time, expulsion, or such other penalty as may be deemed appropriate under the circumstances.

Employees. The unlawful use, possession, or distribution of drugs or alcohol, or engaging in conduct prohibited by university policy regarding the manufacture, sale, possession, distribution, or use of alcohol or illegal drugs will result in penalties that range from mandatory counseling to dismissal. Continued employment/re-employment may also be contingent upon participation in or successful completion of university approved drug/alcohol counseling and rehabilitation programs. Information regarding alcohol and drug violations can be found in the *University of North Texas Policy Manual*, Volume I, Sections 1.2.10 and 1.2.12. The “UNT Policy on the Use of Alcoholic Beverages” can be found in the *University of North Texas Policy Manual*, Volume II, Section 10.14.

The use or possession of alcohol or drugs by an employee on university premises (except as authorized by the university) is defined as misconduct by the University of North Texas System’s “Policies and Procedures for Discipline and Dismissal of Employees.” The unlawful use, possession, or distribution of illicit drugs or alcohol by an employee is prohibited by the University of North Texas System’s “Policy on Drugs and Alcohol.”

Individual students, employees and organizations violating university policies or engaging in conduct that is prohibited by state, federal, or local law are subject to discipline under the provisions of policies stated in the *Code of Student Conduct and Discipline*, the *Faculty Handbook*, and the *University of North Texas Policy Manual*, as applicable. In addition, university officials may refer any evidence of illegal activities to the proper local, state, or federal authorities for review and potential prosecution.

Alcohol and Drug Counseling and Treatment Resources

UNT has implemented a positive program of drug education, counseling, prevention, and treatment. The Substance Abuse Resource Center, located in the Student Health and Wellness Center, is available to all students. Self referrals, supervisory and departmental referrals, and consultations are welcomed. Through licensed, certified alcohol, drug abuse, and general counselors, confidentiality is strictly observed to the limit of the law. The following are components of this campus-wide approach to eliminate the abuse of alcohol and the use of illegal drugs:

- assessment/diagnosis/follow-up services
- referrals and resource information
- individual therapy
- group therapy
- departmental consultation

- speakers, presentations, and training
- research, materials, pamphlets, and tapes
- sponsorship of student groups, and
- clearinghouse for alcohol and other drug information on a local, state and national level

In addition to Substance Abuse Resource Center, EAP (Employee Assistance Program) is provided through the UNT Human Resources Department to assist employees and their families with personal problems by referral to agencies, facilities, or individuals that may best be able to meet their needs. To contact the EAP coordinator, call (800) 343-3822.

Every student and staff member should read and become familiar with the policies on alcohol and other drugs that are discussed in the *UNT Student Handbook* and *University of North Texas Policy Manual*. The *Faculty Handbook* and the *ABCs for Residential Living* (generated by the Department of Housing) further address policies for which faculty and students are responsible. In addition, more information is available on the health risks associated with drugs in the Substance Abuse Resource Center and Student Health and Wellness Center. If you have any questions concerning regulations or health risks associated with alcohol and other drugs, please contact the following offices:

Counseling and Testing Center

(940) 565-2741

Center for Student Rights and Responsibilities

(940) 565-2039

Department of Housing

(940) 565-2892

Student Health and Wellness Center

(940) 565-2333

Human Resources (EARS)

(940) 565-2281

Substance Abuse Resource Center

(940) 565-2787

UNTDC Students Contact:

Student Development Office

(940) 780-3632

Federal Crime Definitions

Following are the definitions and terms used in the FBI Uniform Crime Reports and UNT Crime Statistics reported herein.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Assault, Aggravated: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Assault, Non-aggravated: Assaults and attempted assaults where no weapon is used and that do not result in serious or aggravated injury to the victim.

Burglary (Breaking or Entering): The unlawful entry into a building or other structure with the intent to commit a felony or theft. Forced entry is not a required element of the offense; it may be accomplished via an unlocked door or window, so long as the entry is unlawful (constituting a trespass). Included are attempts to commit burglary where force is employed, or where a perpetrator is frightened off while entering an unlocked door or climbing through an open window.

Drug Abuse Violations: Violations of laws prohibiting the possession, production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.

Hate Crimes: Any of the offenses listed and other crimes involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

Larceny/Theft: The unlawful taking, carrying, leading or riding away of property from the possession of constructive possessions of another. Examples of offenses in this classification include pocket-picking and purse snatching (where no more force is employed than that necessary to take the property).

Liquor Law Violations: Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (does not include “driving under the influence” or drunkenness).

Motor Vehicle Theft: Theft or attempted theft of a motor vehicle.

Murder and non-negligent manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent manslaughter: The killing of another person through gross negligence.

Robbery: The taking, or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

2005 Crime Statistics

	On Campus		Residence Halls	Non-Campus Bldgs/Prpty		Public Property*		2005 Totals	
	UNT	UNT DC	UNT	UNT	UNT DC	UNT	UNT DC	UNT	UNT DC
Murder	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	2	0	0	0	0	1	0	3	0
<i>Stranger</i>	1	0	0	0	0	0	0	1	0
<i>Date/Acquaintance</i>	1	0	1	0	0	1	0	2	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Robberies	2	0	0	0	0	0	0	2	0
Aggravated Assaults	1	0	0	0	0	3	0	4	0
Burglaries	27	1	0	2	0	5	0	34	1
<i>Burglary of habitation</i>	16	0	16	2	0	0	0	18	0
<i>Burglary of building</i>	11	1	0	0	0	5	0	16	1
Arsons	1	0	0	0	0	0	0	1	0
Motor Vehicle Thefts	7	0	0	0	0	3	1	10	1
Arrests for Liquor Law Violations**	30	0	0	0	0	42	0	72	0
<i>MIPs</i>	30	0	0	0	0	42	0	72	0
<i>Other</i>	0	0	0	0	0	0	0	0	0
Arrests for Drug Related Violations	20	0	7	0	0	13	0	33	0
Arrests for Weapons Violations	0	0	0	0	0	3	0	3	0
			Sub-set of On Campus						

There were no hate crimes reported during this reporting period.

** Liquor law violations include citations requiring a court appearance.

* These statistics include numbers from the Denton Police Department, Dallas Police Department and the Texas Alcohol Beverage Commission

2005 Disciplinary Referrals

	On Campus		Residence Halls	Non-Campus Bldgs/Prpty		Public Property		2005 Totals	
	UNT	UNT DC	UNT	UNT	UNT DC	UNT	UNT DC	UNT	UNT DC
Liquor Law Violations	191	0	191	0	0	0	0	191	0
Drug Related Violations	13	0	13	0	0	0	0	13	0
Weapons Possession	0	0	0	0	0	0	0	0	0
			Sub-set of On Campus						

2006 Crime Statistics

	On Campus		Residence Halls	Non-Campus Bldgs/Prpty		Public Property*		2006 Totals	
	UNT	UNT DC	UNT	UNT	UNT DC	UNT	UNT DC	UNT	UNT DC
Murder	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	1	0	0	0	0	2	0	3	0
<i>Stranger</i>	0	0	0	0	0	2	0	2	0
<i>Date/Acquaintance</i>	1	0	0	0	0	0	0	1	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Robberies	1	0	0	0	0	0	0	1	0
Aggravated Assaults	1	0	0	0	1	1	0	2	1
Burglaries	34	0	0	2	1	0	0	36	1
<i>Burglary of habitation</i>	22	0	22	2	0	0	0	24	0
<i>Burglary of building</i>	12	0	0	0	1	0	0	12	1
Arsons	1	0	0	0	0	0	0	1	0
Motor Vehicle Thefts	7	0	0	0	1	2	4	9	5
Arrests for Liquor Law Violations**	16	0	2	0	0	106	0	122	0
<i>MIPs</i>	12	0	1	0	0	80	0	92	0
<i>Other</i>	4	0	1	0	0	26	0	30	0
Arrests for Drug Related Violations	28	0	1	0	0	19	0	47	0
Arrests for Weapons Violations	0	0	0	1	0	1	0	2	0
			Sub-set of On Campus						

There were no hate crimes reported during this reporting period.

** Liquor law violations include citations requiring a court appearance.

* These statistics include numbers from the Denton Police Department, Dallas Police Department and the Texas Alcohol Beverage Commission

2006 Disciplinary Referrals

	On Campus		Residence Halls	Non-Campus Bldgs/Prpty		Public Property		2006 Totals	
	UNT	UNT DC	UNT	UNT	UNT DC	UNT	UNT DC	UNT	UNT DC
Liquor Law Violations	177	0	175	0	0	2	0	177	0
Drug Related Violations	24	0	23	0	0	1	0	24	0
Weapons Possession	0	0	0	0	0	0	0	0	0
			Sub-set of On Campus						

2007 Crime Statistics

	On Campus			Residence Housing	Non-Campus Bldgs/Prpty			Public Property*			2007 Totals		
	UNT	UNT DC	UCD ¹	UNT	UNT	UNT DC	UCD	UNT	UNT DC	UCD	UNT	UNT DC	UCD
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	1	0	0	1	0	0	0	3	0	0	4	0	0
<i>Stranger</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Date/Acquaintance</i>	1	0	0	1	0	0	0	3	0	0	4	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0
Robberies	1	0	0	0	0	0	0	3	0	0	4	0	0
Aggravated Assaults	0	0	0	0	0	0	0	0	1	0	0	1	0
Burglaries	39	0	0	26	2	0	0	6	0	0	47	0	0
<i>Burglary of habitation</i>	26	0	0	26	2	0	0	6	0	0	34	0	0
<i>Burglary of building</i>	13	0	0	0	0	0	0	0	0	0	13	0	0
Arsons	2	0	0	1	0	0	0	0	0	0	2	0	0
Motor Vehicle Thefts	3	0	0	0	0	0	0	0	0	0	3	0	0
Arrests for Liquor Law Violations**	43	0	0	3	1	0	0	77	0	0	121	0	0
<i>MIPs</i>	35	0	0	0	1	0	0	46	0	0	82	0	0
<i>Other</i>	8	0	0	3	0	0	0	31	0	0	39	0	0
Arrests for Drug Related Violations	35	0	0	1	0	0	0	30	0	0	65	0	0
Arrests for Weapons Violations	1	0	0	0	0	0	0	2	0	0	3	0	0

There were no hate crimes reported during this reporting period.

* These statistics include numbers from the Denton Police Department, Dallas Police Department and the Texas Alcohol Beverage Commission

** Liquor law violations include citations requiring a court appearance.

¹ The Universities Center at Dallas (UCD) is a multi-institution teaching center located in downtown Dallas, Texas. Operation of the UCD is provided by the Federation of North Texas Area Universities, an educational consortium comprised of several Texas institutions, including UNT.

2007 Disciplinary Referrals

	On Campus			Residence Housing	Non-Campus Bldgs/Prpty			Public Property			2007 Totals		
	UNT	UNT DC	UCD	UNT	UNT	UNT DC	UCD	UNT	UNT DC	UCD	UNT	UNT DC	UCD
Liquor Law Violations	200	0	0	200	0	0	0	0	0	0	200	0	0
Drug Related Violations	35	0	0	35	0	0	0	0	0	0	35	0	0
Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0

Sub-set of On Campus

A brochure, *Illegal Drugs and Alcohol Abuse*, is also distributed through the Human Resources Department.

The Drug-Free Schools and Communities Act, Public Law 101-226, is intended to combat substance abuse on college campuses through methods of punishment, rehabilitation, and prevention. This act requires that colleges certify that annual alcohol and drug information is distributed to each employee and student. This information must include the consequences of unlawful drug or alcohol possession, as well as information about available drug and alcohol counseling.

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UNT Hazardous Chemical Protection and Right-To-Know Plan & Procedures

1.0 Purpose

The University of North Texas has established this plan in order to comply with the Right-To-Know Act of 1988 as amended..

2.0 Policy

All employees of the University of North Texas (UNT) shall comply with the UNT Right-To-Know (RTK) Plan. This plan is available by contacting the UNT Chemical Hygiene Officer (CHO) in Risk Management Services (RMS) or at <http://rms.unt.edu> . No employee of UNT shall be discharged, disciplined, or discriminated against for exercising their rights under this plan. All employees have the right to know all pertinent safety information about any chemicals they use---up to and including White-Out™ and WD-40™ as examples.

3.0 Procedure

3.1 Procurement of Hazardous Chemicals

UNT employees will purchase hazardous chemicals according to UNT procurement policies and will ensure that copies of material safety data sheets for these chemicals are sent to the UNT Chemical Hygiene Officer (CHO). Such purchases will be approved by the CHO or the Assistant Director for Environmental Services in RMS. Training in the use of the EIS system within Payment and Purchasing Services (PPS) that tracks all chemicals is available through PPS. No hazardous chemical(s) can be purchased outside of the PPS purchase order system (i.e., via P-Card). Any occasion for exception to use P-Card for such purchases with reimbursement via an IDO will be coordinated through RMS.

3.2 Material Safety Data Sheet (MSDS)

A central file of MSDSs will be maintained by the UNT CHO at the RMS Center. Access to MSDSs will be provided to UNT employees during normal duty hours. Emergency access MSDSs can be obtained by contacting RMS (940-367-0252) or searching the Internet---there are many good sources for online MSDSs. One is www.chemfinder.com and another is www.siri.org . Once the MSDS Online website is populated with the UNT MSDSs, anyone needing that information can access the site.

3.3 Container Labeling

3.3.1 Original Containers

Any UNT employee ordering a chemical or product containing a hazardous chemical(s) should verify that all containers received for use will:

- Be clearly labeled as to the contents;
- Display the appropriate hazard warnings;
- List the name and address of the manufacturer.

3.3.2 Secondary Containers

Supervisors will ensure that all secondary containers, i.e., containers that chemicals are placed into from “original containers,” are labeled with either an extra copy of the original manufacturer's label or with a label containing the:

- Identity of content;
- Appropriate hazard warnings.

If a secondary container is intended only for short-term storage (one week or less), it shall be labeled at a minimum with the name of the contents and date of filling. Vials and test tubes may have hazard labels affixed to the rack or container where being held as long as every vial or test tube in the rack or container presents the same hazard.

3.3.3 Unlabeled Containers

If an employee finds a container in the workplace, and it is unlabeled or carries a defaced label and is thought to contain a hazardous chemical, the employee should immediately notify his or her supervisor or the Chemical Hygiene Officer (CHO at RMS) during normal duty hours.

3.4 Employee Training

3.4.1 Basic Awareness RTK Training.

Prior to beginning work, all UNT employees will receive a copy of this RTK Plan/Procedures. The training can be accessed through the RMS website, <http://rms.unt.edu> and covers:

- An overview of the hazardous chemical protection laws, regulations, and policies in place for UNT;
- A summary of employee rights in hazardous chemical protection as specified in the Chemical Hygiene Plan (CHP).

3.4.2 Chemical-specific RTK Training.

UNT employees who work with chemicals or who work in an area where chemicals are stored or used will receive Chemical-specific RTK Training in addition to Basic Awareness RTK Training before beginning work. The supervisor for those employees will have access to all MSDSs pertinent to his/her operation and use that information to train the employees. The training can be accessed through the RMS website at <http://rms.unt.edu> and covers:

- How to identify hazardous chemicals in the workplace;
- Physical and health effects of the chemicals;
- Methods and observation techniques used to determine the presence or release of the chemicals in the work area;
- How to lessen or prevent exposure to these chemicals by proper work practices and use of personal protective equipment;
- Emergency procedures to be followed in the event of exposure;
- Procedures for safe disposal of waste chemicals.

3.4.3 Hazardous Waste Awareness RTK Training.

UNT employees who work with hazardous chemicals and therefore, generate hazardous waste will receive Hazardous Waste Awareness Training by their supervisors before beginning work. Although similar to that described on pages 1 and 2, the training is distinct, can be accessed through the RMS website <http://rms.unt.edu> and covers:

- Identifying the regulatory drivers at Texas institutions for hazardous wastes, including the University of North Texas System;
- Types and identification of hazardous wastes;
- Characteristics of hazardous wastes;
- Determination of hazardous waste status and generator identification number;
- Common areas on campus where hazardous wastes are generated;
- Hazardous waste accumulation and disposal;
- Hazardous waste and emergency response.

3.4.4 Bloodborne Pathogens RTK Training

UNT employees who work with or are exposed to fresh human or non-human primate material (blood, fluid, tissue) will receive Bloodborne Pathogens RTK Training by their supervisors before beginning work. The training can be accessed through the RMS web site at <http://rms.unt.edu> and covers:

- Definition of bloodborne pathogens;
- Explanation of Universal Precautions;
- Recognizing the sign or label indicating bloodborne pathogen hazard;
- Examples of ways bloodborne pathogens are transmitted from person to person in the workplace;
- Differentiation between engineering control and workplace control;
- Emergency response involving blood or body fluids and waste disposal.

3.4.5 Refresher RTK Training.

UNT employees who are required to take Chemical Specific RTK Training, Hazardous Waste Awareness RTK Training, and/or Bloodborne Pathogens RTK Training will be given a refresher talk at least during the Fall semester and in conjunction with department meetings. Additional training will occur when problem areas are identified during the Laboratory Safety Checklist inspection process.

3.4.6 Training Records.

RTK Training will be recorded and records will be maintained for three years by Human Resources and RMS.

3.5 Hazardous Chemical Lists

The UNT Chemical Hygiene Officer will maintain and update the University of North Texas System lists of all hazardous chemicals present; this is compiled from Texas lists if any of these chemicals are present at UNT. Training will be conducted at least twice a year to maintain compliance with the Department of Homeland Security (DHS) Chemicals of Interest (COI)

regulations. The lists identify the locations of all hazardous chemicals and RMS will assure supervisors have the proper MSDSs for training their personnel.

4.0 Responsibilities

4.1 The UNT Chemical Hygiene Officer shall:

- Act as liaison between UNT and the University of North Texas System for hazardous chemicals issues;
- Resolve questions regarding applicability of the Right-to-Know rules to individual workplaces and other work areas at UNT as needed;
- Make arrangements for and/or provide training to all UNT employees as required in the UNT RTK Plan;
- Ensure that UNT employees have access to current chemical hazard information for the chemicals to which they are exposed or potentially exposed to as part of their employment at UNT.

4.2 Supervisors shall:

- Ensure that employees are informed of any operations in their workplaces where hazardous materials are present;
- Ensure that UNT employees under their supervision receive initial and refresher RTK Training as required in this plan;
- Provide employees under their supervision with information and training on specific hazardous chemicals in the work area at the time of their initial assignment and whenever a new hazard is introduced into their work area.