

UNIVERSITY OF
NORTH★TEXAS™



Employee Guide

Prepared by Human Resources

Employee Guide

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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 the UNT System Business Service Center at 940-369-5500. 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 purpose of Form I-9 is to document that each new employee hired (both citizen and noncitizen) is authorized to work in the United States. This form is required by federal law and must be completed within three days of employment. Form I-9 will be filled out on your first day of employment with the hiring department. Any questions regarding I-9's should be directed to the UNT System Business Service Center at 940-369-5500.

Federal Income Tax Withholding (W-4) Form:

Under federal law you are subject to federal income tax withholding from your pay. If a W-4 is not completed, an employee's status will default to 'single' with 'zero' exemptions. 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 @ 940-565-4481 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 dismissal from University employment. For more information contact the UNT System Business Service Center at 940-369-5500.

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 Policy No. 1.3.19, Sexual Harassment, 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, 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 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 discussions, 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.

Questions or concerns from students, faculty, and staff should be directed to the appropriate office. Students should contact the Dean of Students at 940-565-2648. Faculty and Staff should call the Division of Equity and Diversity at 940-565-2711. 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 HR at 940-565-2281 for additional information.

Staff Employee Discipline and Involuntary Termination (UNT Staff Members):

The University of North Texas is committed to recruiting, developing and retaining quality staff employees in an at-will employment relationship that fosters successful performance and requires accountability from all employees. The University of North Texas strives to effectively and efficiently identify, correct and discipline unacceptable demonstrations of work related performance and employee conduct. As such, it is the philosophy and expectation of the University of North Texas that when appropriate, progressive discipline is utilized. No provision of this policy shall confer rights to employees that are contrary to the employment at-will relationship. Contact HR at 940-565-2281 for additional information.

From University of North Texas Policy Manual, No. 1.7.1 Staff Employee Discipline and Involuntary Termination.

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. For more information contact the UNT System Business Service Center at 940-369-5500.

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. For more information contact the Benefits group at the UNT System Business Service Center at 940-369-5500.

Educational Scholarships for Faculty/Staff/Retirees/Dependents:

Faculty, staff, retirees 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 940-565-3225.

Electronic Funds Transfer (EFT)/Direct Deposit:

Electronic Funds Transfer, 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 group at the UNT System Business Service Center at 940-369-5500.

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 <http://recsports.unt.edu>.

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 twelve (12) months and have worked at least 1,250 hours during the twelve (12) month period immediately preceding the beginning of leave, are entitled to up to twelve (12) weeks of leave during a twelve (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 performing his/her work. The leave may be paid or unpaid, or a combination of the two, according to applicable policies. For more information contact the UNT System Business Service Center at 940-369-5500.

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 UNT System Business Service Center at 940-369-5500 if you have any questions regarding eligibility, enrollment, or participation.

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 allocated by the state. Check with your supervisor for the holiday schedule for the current fiscal year or visit the HR website <http://hr.unt.edu/main/>.

In some years a floating holiday is provided. A floating holiday is eight (8) hours that can be used on any business day with prior approval from your immediate supervisor. For staff members who are employed 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 are accrued. At that time, remaining floating holiday hours are forfeited.

Optional Holidays for UNT System and UNT

Employees who wish to observe one or more of the optional state holidays or other traditionally recognized religious or cultural holidays may use floating holiday hours, if applicable, for the current fiscal year; or may substitute vacation or compensatory leave, if eligible, for one or more of the standard University holidays with supervisor approval; or by working on one or more of the University holidays stated on the current holiday schedule. The employee must give his/her supervisor reasonable advance notification of the desire to take one of the optional holidays.

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 the UNT System Business Service Center at 940-369-5500.

Leave Benefits:

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

- **Vacation leave** is credited to each eligible regular staff member for each month of employment beginning the first day of employment and on the first calendar day of each succeeding month. Vacation leave with pay may not be used until a staff member has had six (6) months of continuous state employment in any capacity; however, vacation credit will be accrued during that six month period. 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 designated department official.
- **Sick Leave** is accrued at the rate of eight (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 him/her 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. Contact the UNT System Business Service Center at 940-369-5500 for more information.
- **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. For more information refer to the Military Leave Policy 1.4.8.
- **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) 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. 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 his/her supervisor.

For questions regarding leave, contact HR at 940-565-2281.

Leave of Absence Without Pay:

Leave without pay may be granted under some circumstances. Please refer to Policy 1.4.7 Leave Of Absence Without Pay for more information.

Retirement Programs:

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

TRS is the State of Texas's 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 benefits available under TRS, contact the UNT System Business Service Center at 940-369-5500.

The Optional Retirement Program (ORP) is a defined contribution plan available to eligible full-time faculty and to certain eligible full-time staff in lieu of the Teacher Retirement System (TRS). Contact the UNT System Business Service Center at 940-369-5500 for eligibility and enrollment questions.

Tax Deferred Annuity Programs;

All employees who normally work at least twenty (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 the UNT System Business Service Center at 940-369-5500.

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 940-565-2109.

Employee Relations

Dispute Resolution Options:

Staff members are offered the opportunity to resolve grievances under the University's Grievance Policy 1.7.2. For more information contact HR at 940-565-2281.

Alternative Dispute Resolution (ADR) offers additional options for resolving University-related disputes through mediation. Faculty and staff may request mediation through HR at 940-565-2281.

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, refer to UNT Policy Chapter 6 Faculty Affairs at <http://policy.unt.edu/policy-by-chapter>.

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 to 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 a legal and financial consultation services, smoking cessation and weight loss resources, day care referrals and an 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 Employee and Staff Contribution Awards, Soaring Eagles, TIP\$ (suggestion program) Awards, and faculty awards for teaching, research and service.

Performance Reviews:

Faculty evaluations are conducted in accordance with the provisions for evaluation of faculty. For more information, refer to the UNT Policy Chapter 6 Faculty Affairs at <http://policy.unt.edu/policy-by-chapter>.

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 appraisals 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 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 annually using the University's Staff Development performance appraisal process. For more information, contact HR at 940-565-2281.

Useful Information

Athletic and Cultural Events:

You are encouraged 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, <http://www.unt.edu/police/> and online through the University Website, <http://www.unt.edu> .

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 campus wide email access.

Parking:

Parking on campus is by permit only. Shuttle service is available daily. 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 <http://www.unt.edu/transit>.

Payroll Dates and Deductions:

UNT Payrolls are issued on the first working day of each month and, for semimonthly 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 faculty, are paid monthly. Your supervisor will notify you if you are to be paid semi-monthly.

Purchasing and Travel:

University Purchasing and Payment Services (PPS), <http://bsc.untsystem.edu>, 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 at the UNT System Business Service Center for information and training opportunities at 940-369-5500.

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 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, <http://www.unt.edu/facsenate/> or Staff Council, <http://www.staffcouncil.unt.edu> 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, <http://bsc.untsystem.edu/training-development> for information about general campus wide training and development opportunities.

A Green Light to Greatness - Welcome To UNT!

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