

HUMAN RESOURCES

MSC 107 · 700 UNIVERSITY BLVD.

KINGSVILLE, TEXAS 78363

361-593-3705 · FAX 361-593-3604

# ANNUAL NOTIFICATION TO EMPLOYEES

*All Texas A&M University-Kingsville (TAMUK) employees need to be aware of Federal and State laws, System policies and regulations, and TAMUK rules and procedures that affect them in the workplace. Please contact your Human Resources department for additional information regarding the subjects below.*

## **DO THE RIGHT THING! REPORTING RISK, FRAUD, WASTE, ABUSE, AND MISCONDUCT**

Every Texas A&M University System (TAMUS) employee shares the responsibility of promoting an ethical and safe environment. If you have factual information suggestive of fraudulent, wasteful, or abusive activities involving any TAMUS member, employee, student, or other affiliate, we want you to report it. Examples of reportable issues include: Misuse of A&M System Property, Information, Resources, Violations of Safety Rules or Environmental Laws, Theft, Conflicts of Interest, NCAA Violations, Inappropriate Conduct, Harassment, and Discrimination.

Reports may be made directly through the Risk, Fraud and Misconduct Hotline called EthicsPoint. *EthicsPoint* is a telephone and web-based reporting system that is independently operated 24/7. Employees can submit an anonymous report by calling (888) 501-3850. EthicsPoint reports are forwarded to the appropriate institution or agency official for action. Reports can be made directly to System Internal Audit at (979) 458-7100, or online at <https://secure.ethicspoint.com/domain/media/en/gui/19681/index.html> you can also report issues involving fraud, waste, and abuse to the Texas State Auditor's Office at (800) 892-8348 or

<http://assets.system.tamus.edu/files/policy/pdf/ExternalEmploymentForm.pdf>

## COMPENSATORY TIME

All State agencies are required to notify their employees of the State's policy on compensatory time. Please see this information from the Department of Labor about compensatory time (or “comp time”). TAMUK’s compensatory time policy for exempt employees requires approval from the University President upon receipt of a request for comp time and explanation of why extraordinary circumstances warrant approval of the request. All comp time, regardless of whether the employee is exempt or nonexempt, must be authorized in advanced. For additional information, see the following policies:

System Regulation 31.01.09, *Overtime* <http://policies.tamus.edu/31-01-09.pdf>

TAMUK Rule 31.01.09.K0.01, *Overtime* [http://www.tamuk.edu/policy/\\_files/pdf/31-01-09-K0-01.pdf](http://www.tamuk.edu/policy/_files/pdf/31-01-09-K0-01.pdf)

## UPDATING EMPLOYEE SELF-IDENTIFICATION DISABILITY STATUS

TAMUK remains committed to providing a workplace free from discrimination and one that is inclusive and welcoming. In accordance with Federal instruction, employees are invited to identify as an individual with a disability, if applicable. Self-identification is voluntary, will be kept confidential, and will not be used against you in any way. To self-identify, you can complete the Voluntary Self-Identification of Disability Form and submit it to the Offices of Human Resources, or please logon to **SSO; select Workday; in the Search bar, type “change self-identification of disability;” click OK; review the information; select your reporting; click Submit; and click Done.**

## CIVIL RIGHTS COMPLIANCE PROGRAM

No individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran(r)7.2 (m)-6

## **DRUG AND ALCOHOL ABUSE PREVENTION AND REHABILITATION PROGRAM**

Texas A&M University-Kingsville is committed to protecting the safety, health, and wellbeing of its students, employees, and all people who come into contact with its property and facilities. Recognizing that alcohol and substance abuse poses a direct and substantial threat to this goal, TAMUK is committed to providing an alcohol and illegal substance free working environment for all of its employees; educating employees and students about alcohol and drug issues; deterring the irresponsible use of alcoholic beverages; and prohibiting the unlawful manufacture, use, possession, or distribution of controlled substances. In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, TAMUK has established an alcohol and drug awareness and prevention program for its employees and students. The program provides information regarding the dangers and health risks of alcohol and drug abuse; available alcohol and drug counseling, rehabilitation and employee assistance programs; and the sanctions that may be imposed on students and employees for alcohol and drug violations. The policies, rules, and procedures are also designed to comply with applicable laws and regulations. Please review the following:

System Policy 34.02, *Drug and Alcohol Abuse* <http://policies.tamus.edu/34-02.pdf>

System Regulation 34.02.01, *Drug and Alcohol Abuse and Rehabilitation Programs*  
<http://policies.tamus.edu/34-02-01.pdf>

TAMUK Rule 34.02.01.K1, *Alcohol and Illegal Substance Abuse*  
<http://www.tamuk.edu/policy/files/pdf/34-02-01-K1.pdf>

## **UPDATING EMPLOYEE EMERGENCY CONTACT INFORMATION**

Your department will use emergency contact information to inform your family or designee if you are injured or involved in an emergency while working. To keep this information current, all employees are urged to update their contact information each year. To access and update your personal data in Workday log into SSO, then select Workday, go to your Personal Information and select 'Personal Data,' then select Emergency Contacts to review your information, then select 'Edit' to update your emergency contact information.