

## Policy Quiz

Correctly match the definitions listed below on the left (letters) with the corresponding policy on the right (numbers) and submit your answers to Human Resources via campus mail (Mail Code 5009) or electronically to Cody Pelletier at cpelletier@uh.edu by **December 17, 2007**. All correct entries will be entered into a random drawing for their choice of one of the following prizes. Only employees of the University of Houston are eligible to enter.

\$10 Starbucks Gift Card **or** \$10 Smoothie King Gift Card

- A. Overtime:** Hours actually worked over 40 in the standard workweek by a non-exempt employee.
- B. Benchmark job:** A job with characteristics that can be found in other job classifications so that it can serve as an anchor for related jobs above or below, or comparable to it.
- C.** The **College Program** provides that a regular, full-time university employee may be granted release time from work to attend one three-hour course each full semester.
- D. FTE:** An abbreviation for full-time equivalency that refers to a percentage of time and effort for a position.
- E. Conflict of commitment:** A situation in which an employee's outside activities interfere with the employee's commitment of time and intellectual energies to the university.
- F. Public information:** For the purposes of this document, data and records available to the public including but not limited to, the name, sex, ethnicity, salary, title, and dates of employment for each employee, as set forth in the Texas Public Information Act.
- G. Criminal history record investigation (CHRI):** An investigation into official public records to determine the existence or non-existence of a record of any criminal charge(s).
- H. Reviewing official:** The individual responsible for reviewing the validity and integrity of the immediate supervisor's evaluation of the employee's work performance.

- 1. MAPP 02.04.02 - Hours of Work
- 2. MAPP 02.01.02 - Classification of Staff Jobs
- 3. MAPP 02.01.04 - Staff Performance Appraisals
- 4. MAPP 02.03.05 - Security Sensitive Positions
- 5. MAPP 02.06.01 - Staff Training and Development
- 6. MAPP 02.05.01 - Access to & Maintenance of Personnel Files
- 7. MAPP 02.04.07 - Ethical Conduct of University Employees
- 8. MAPP 02.01.03 - Overtime/Compensatory Time