WELCOME TO NEW EMPLOYEE CELEBRATION

Welcome to the Powerhouse. UNIVERSITY of HOUSTON
Employees in **RED** eat for $5.00 on Fridays

*Fresh Food Company & Cougar Woods only*

11 a.m. – 3 p.m.

*Must have UH ID*
Student Health Center

- Limited openings to Faculty & Staff
  General Medicine Clinic Appointment Line: 713-743-5156
- Minor or Urgent Medical Needs
- Physician Office Visit - $50.00
  (Procedures, lab, pharmacy and some nursing services carry additional charges)
- Does not accept UH employee insurance
- Pharmacy
- Immunizations
- Dental (Most PPO Dental Insurance Plans Accepted)
Campus Recreation

$27.00 monthly

For new employee 14-day trial, email: crmember@uh.edu

- Fitness Zone
- Courts Basketball, Racquetball, etc.
- Climbing wall
- ¼ mile Indoor Track
- Multi-Activity Court (MAC)
- Multi-purpose rooms
- Natatorium
- Outdoor Leisure Pool
- Group Fitness & Personal Training
- Outdoor Adventure
- Sports Clubs
- Summer Camp
- Smoothie King
Continuing Education

» Staff Tuition Scholarship

» The College Program
# Holiday Schedule FY18

<table>
<thead>
<tr>
<th>HOLIDAY</th>
<th>DATE(S)</th>
<th># OF DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>9/4/2017</td>
<td>1</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>11/23 – 11/24/2017</td>
<td>2</td>
</tr>
<tr>
<td>Winter Holiday</td>
<td>12/25 – 1/2/2018</td>
<td>7</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>1/15/2018</td>
<td>1</td>
</tr>
<tr>
<td>Spring Break</td>
<td>3/16/2018</td>
<td>1</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>5/28/2018</td>
<td>1</td>
</tr>
<tr>
<td>Independence Day</td>
<td>7/4/2018</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>
Sick/Vacation Accrual

» **Sick leave:** 8 hours of sick time a month for duration of employment, available starting at accrual (SAMS 02.D.01)

» **Vacation:**
  - Employees are not eligible for an official vacation until six months of employment with the state of Texas (SAMS 02.D.01)

<table>
<thead>
<tr>
<th>LENGTH OF STATE SERVICE</th>
<th>HOURS ACCRUED PER MONTH</th>
<th>ALLOWABLE CARRYOVER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 2 years</td>
<td>8</td>
<td>180</td>
</tr>
<tr>
<td>At least 2 but less than 5</td>
<td>9</td>
<td>244</td>
</tr>
<tr>
<td>At least 5 but less than 10</td>
<td>10</td>
<td>268</td>
</tr>
<tr>
<td>At least 10 but less than 15</td>
<td>11</td>
<td>292</td>
</tr>
<tr>
<td>At least 15 but less than 20</td>
<td>13</td>
<td>340</td>
</tr>
<tr>
<td>At least 20 but less than 25</td>
<td>15</td>
<td>388</td>
</tr>
<tr>
<td>At least 25 but less than 30</td>
<td>17</td>
<td>436</td>
</tr>
<tr>
<td>At least 30 but less than 35</td>
<td>19</td>
<td>484</td>
</tr>
<tr>
<td>At least 35 years or more</td>
<td>21</td>
<td>532</td>
</tr>
</tbody>
</table>
Recently Applied at UH? If you have not enrolled for the current or the next semester and you have received your myUH ID number, please use the myUH (PeopleSoft) ID tab and use your myUH self-service account and its password to log in to AccessUH. If you do not know the password, please reset your myUH account password here. Once you have enrolled in classes, you will receive an email about your new CougarNet account.

About AccessUH

- Supported Browsers for AccessUH include the latest versions of Internet Explorer, Firefox, Safari, Chrome, and Opera.
- Maintenance Window for AccessUH is Fridays from 2:00am - 6:00am. AccessUH may be unavailable intermittently during this time frame.
- Session Timeout for AccessUH is 60 minutes.
- Each application service within AccessUH may have different browser support, maintenance window, and session timeout information for the specific application. Please see the List of Services for specific requirements on each application services.
- List of Services describes the services currently included within AccessUH. The description may also include information on how to gain access and/or audiences for the application service.
- More about AccessUH is our UI/UX page for AccessUH, related tips, best practices, FAQs, policies, and more
- Like to see a new service in AccessUH? Please let us know what you would like added to AccessUH.

Current Phishing Scams Reported at UH

- Service Maintenance Alert
  Reported Tues., 6/3
  REPORT phishing messages to security@uh.edu then DELETE them.
  If you responded to a phishing message, contact UIT Security immediately at security@uh.edu or 832-842-4695.
Employee Message Center

EMPLOYEE MESSAGE CENTER

Welcome to the new HR Home Page.

On the left side of the page you will find P.A.S.S. under the headings of "My Info" and "My Professional Development". On the right side of the page employees with administrative roles will see quick links based on their assigned tasks under the heading "My Work".

For your convenience, we have reduced navigation by adding quick links. The Employee Message Center will be updated periodically with new information.

University of Houston
University of Houston - Clear Lake
University of Houston - Downtown
University of Houston - Victoria

UI Central Human Resources
UI System
ERS
 TexFlex
Budget Reports
HR Reports
Payroll Reports
ERS Home Page
TexFlex Home Page
ERS Home Page
UI System Home Page
## Personal Information

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethnicity</td>
<td>Review and update your personal information.</td>
</tr>
<tr>
<td>Veteran Status</td>
<td></td>
</tr>
<tr>
<td>Personal Information</td>
<td>Review a summary of your personal information.</td>
</tr>
<tr>
<td>Home and Mailing Address</td>
<td>Review and update your home and mailing addresses.</td>
</tr>
<tr>
<td>Work Address</td>
<td></td>
</tr>
<tr>
<td>Phone Numbers</td>
<td>Add or update phone numbers, or specify your primary phone number.</td>
</tr>
<tr>
<td>Email Addresses</td>
<td>Add or update your email addresses.</td>
</tr>
<tr>
<td>Emergency Contacts</td>
<td>Add or update your emergency contact information.</td>
</tr>
<tr>
<td>Marital Status</td>
<td>Update your marital status.</td>
</tr>
<tr>
<td>Name Change</td>
<td>Review or update your name information.</td>
</tr>
</tbody>
</table>
Parking Permit

» Access Parking Self-Service
» Need CougarNet or PeopleSoft ID/Password
» A printable temporary parking permit
» Official permit will be mailed to you
» Can opt for payroll deduction

Contact Parking and Transportation for questions
832-842-1097
http://www.uh.edu/parking
# Mandatory Training

*New Hires must complete within 30 days of receiving email notice*
(email will contain instructions & link to complete)

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Associated Law/Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hire- EEO</td>
<td>Texas Labor Code, 21.010</td>
</tr>
<tr>
<td>New Hire- Ethics, Compliance and Fraud</td>
<td>Executive Order RP36 and BOR Policy 57.01</td>
</tr>
<tr>
<td>New Hire- Secure Our Systems</td>
<td>Texas Administrative Code, Chapter 202</td>
</tr>
</tbody>
</table>
Our goal to provide excellent customer service to the University’s Staff, Faculty and Students.

325 McElhinney Hall - 713.743.3988 - csc@uh.edu
Open Monday – Friday 7:30am – 5:00pm

Welcome to the Powerhouse. UNIVERSITYof HOUSTON
The University of Houston pays their employees on the following schedules:

• Biweekly -- Hourly/Non-exempt employees
  – Biweekly pay periods begin on a Wednesday and end on a Tuesday.
  – Biweekly employees are paid every other Friday. Which is 10 days from the end of the pay period.

• Monthly -- Salaried/Exempt employees
  – Monthly employees are paid on the 1st “working” day of the month, for the prior month.
Hourly employees are responsible for:

• Punching in/out throughout the day.
• Notifying your Manager if you miss a punch, which creates a High Exception.
• Submitting your Absence request, this is the method used to request time off.
• Ensuring that your Manager has approved all of your payable time and absence request by Payroll’s designated deadlines.
TRAM is the University of Houston’s electronic **Time Reporting & Absence Management** System.

- As an hourly employee you will be required to record your punches using either the Web Clock portal or the Time Collection Device (TCD).

- **Web Clock**
  - An online-based time collection system located in P.A.S.S. This method allows the employee to punch in/out from the employee’s computer.

- **Time Collection Device (TCD)**
  - An electronic device used for hourly employees to report time worked. This method requires the employee to punch in/out by scanning his/her thumb or other finger.
Log into PASS:

Time Reporting & Absence Management (TRAM)

Welcome to the Powerhouse. UNIVERSITY of HOUSTON
TCD machines are located near the entrance of the building
## Request Absence

### Mickey Mouse
**Test Non-Exempt**

**Instructions**
Enter Start Date, Type of Absence, and Requested fields. The absence request can be saved for later or submitted for approval.

### Absence Detail

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>11/30/2015</td>
</tr>
<tr>
<td>Filter by Type</td>
<td>All</td>
</tr>
<tr>
<td>Absence Name</td>
<td>Select Absence Name</td>
</tr>
</tbody>
</table>

### Comments

**Requestor Comments**

Go To
- View Absence Request History
- View Absence Balances

* Required Field

**Attachment**
Initially you will set up your direct deposit when you complete your New Hire paper work. If you need to change your direct deposit information it will need to be completed as follows:

- Biweekly Payroll: Last day of the pay period
- Monthly Payroll: 15th of each month

Following this schedule will ensure that your new direct deposit information will be processed in a timely manner.

Always review the Payroll Calendar located on the HR Website under Payroll Services.
Items that you should review on a regular basis:

• Personal Data:
  – Social Security Number
  – Address

• Validate all time is approved:
  – Payable Time
  – Absence Request
  – High Exceptions, cleared

• Paycheck Data:
  – Earnings
  – Deductions
  
  • Biweekly voluntary deductions are taken on the first biweekly check of the month, all other deductions are split between both pay periods.

  – Taxes

*If you identify any errors or need to make any changes or corrections, you will need to make these as soon as possible to ensure your records and payroll are correct.*
Payroll is deadline driven; please be sure to review the Payroll Calendars for designated deadlines.

Visit our Payroll Services page on the HR website.

http://www.uh.edu/human-resources/Payroll_Services/
HR Business Partner Team (Employee Relations)

Carlos Luis, Manager
3-6230

Kelley Blasco -- Sr. Business Partner
3-7474

Clausezette Davis – Sr. Business Partner
3-5778

Laurie Pinto -- Business Partner
3-5743

uh.edu/hr/emprelations
HR Business Partners are HR professionals who work closely with an organization's senior leaders to develop an HR agenda that closely supports the overall strategic goals of the organization/division units.
Business Partner as a Resource

❖ Strategic Partners
❖ Conduct Mediations
❖ Manage the Reduction in Force Process
❖ Manage the Progressive Discipline Process
❖ Coach & Consult UH Staff on ER Matters
❖ Facilitate the Employee Grievance Process
❖ Advise Supervisors on Policies and Procedures
❖ Conduct Supervisor Training and Recommend Training
MAPPS
Manual of Administrative Policies & Procedures
(Campus-wide)

SAMS
System Administrative Memorandum
(System-wide)

Take time to know university polices...

MAPPS & SAMS Access
uh.edu/adminservices
» Drug & Alcohol (Policy & Procedure/Staff Handbook, E)

» Violence In the Workplace (MAPP 02.04.04)

» Absenteeism & Tardiness (SAMS 02.A.40)

» Financial Responsibility (MAPP 05.03.01)

» Employee Records (MAPP 02.05.01)

» Open Records (MAPP 02.05.01)

» Social Media Policy (SAM 01.H.01)
Probationary period - Exempt vs. Non-Exempt

- Exempt (Salaried employees)
  12 month probationary period

- Non-Exempt (Hourly employees)
  6 month probationary period
SAM 02.A.21

» An employee may not supervise a relative

» An employee who does so is subject to disciplinary action up to and including termination.
Authorized Paid Leave

- Sick leave — 8 hours/month (SAMS 02.D.01)
- Jury Duty (SAMS 02.D.04)
- Emergency Leave (SAMS 02.D.04)
- Firefighter Leave (SAMS 02.D.04)
- Foster parent leave (SAMS 02.D.04)
- Bereavement Leave (MAPP 02.02.03)
Authorized Unpaid Leave

- Military Leave (SAMS 02.D.05)
- Unpaid Leave (MAPP 02.02.03)
- Parental Leave (MAPP 02.02.02)
- FMLA (MAPP 02.02.02), available after 12 months of employment with the State of Texas and a minimum of 1250 hours worked with the University of Houston.

www.uh.edu/fs/handbook/fachand.html
Progressive Discipline Policy

Informal measure:
» Conferences(s) between supervisor and employee
» Several informal conferences may occur before the formal process

Formal measures:
» Written reprimand
» Final Written Reprimand or Suspension (not to exceed 10 working days)
» Dismissal from employment (Termination)
Grievance actions include:

» All disciplinary actions are grievable

» Three levels of the Employee Grievance Process

   Level I – Meeting w/ Supervisor

   Level II – Mediation Process

   Level III – Hearing Panel Review Committee

*Probationary Employees are eligible for Level I Grievance only*

» Timeline associated with each level of the process
Business Partners Training

» Coaching, Documentation & Discipline

» Performance Management

» Partner with LTD Team for intact training

Questions…
DISCRIMINATION & HARASSMENT POLICY

• The policy covers faculty, staff, students and visitors.
• Duty to Act and Report- imposed on all persons to take reasonable and necessary action to prevent unlawful discrimination and harassment and to respond promptly to such claims.
• Policy provides steps for self-help, mediation by EOS or filing a formal complaint.
• Complaints must be filed within 180 calendar days from the date of the alleged incident(s).
• Treating an individual or members of a Protected class less favorably because of their membership in that class or having a policy or practice that has disproportionately adverse impact on Protected Class members.

- Ex: I was not promoted because of my race, gender and sexual orientation.
- Ex: The department implemented a policy that disproportionately impacted employees over 40.
- NOT Covered under this policy: My boss is rude and unprofessional to ALL of his/her employees.
HARASSMENT

• Harassment: subjecting an individual on the basis of their membership in a protected class to **severe or pervasive** treatment that constitutes:

   Humiliating, abusive or threatening conduct or behavior that denigrates or shows hostility or aversion toward an individual or group

   An intimidating, hostile or abusive living or working environment that alters the conditions of learning, living or working

   An unreasonable interference with an individuals’ academic or work performance
PROTECTED CLASSES

- Race
- Color
- Sex
  - Includes sex, pregnancy and sex stereotypes
- Genetic Information
- Age
- National Origin
- Sexual Orientation, Gender Identity and Gender Expression
- Veteran Status

- Religion
  - Prohibits Discrimination and Harassment due to **sincerely held** religious, ethical or moral beliefs.
  - Religious accommodation should be made when the accommodation presents **de minimis cost** or burden to employer.

- Disability
  - Prohibit employment discrimination or harassment because an individual has a **disability**, had a disability in the past, or is believed to have a physical or mental impairment that is not transitory.
  - Qualified employees may initiate the interactive process to seek **reasonable accommodations**.
RETALIATION

• It is illegal to fire, demote, harass or otherwise retaliate against applicants or employees because they filed a charge of discrimination to their employer or other covered entity about discrimination on the job or because they participated in an employment discrimination proceeding.
KEY FACTS OF THE SEXUAL MISCONDUCT POLICY

• Covers faculty, staff, students and visitors
• Covers behavior on and off campus
• No time limit to report or file a formal complaint
• Provides equal rights to people involved
• Making a report does not automatically start the formal process
  • Complainants can receive resources and/or accommodations without filing a formal complaint.
SEXUAL MISCONDUCT POLICY CONT.

- Sexual Assault
- Non-Consensual Sexual Touching
- Stalking
- Sexual Intimidation
- Sexual Exploitation
- Dating and Domestic Violence
- Sexual Harassment
RESPONSIBLE EMPLOYEES

- All employees are encouraged to immediately report any incidents of Sexual Misconduct.
- Responsible employees have a **duty to report** incidents of sexual misconduct to the Title IX Coordinator.
- Responsible employees include:
  - Administrators
  - Faculty
  - Supervisory Staff
  - Resident Life Coordinators
  - Graduate Teaching Assistants
HOW TO RESPOND TO A REPORT

Disclose as soon as possible that you are NOT confidential

- Offer confidential resources (Counseling and Psychological Services, Women and Gender Resource Center and Student Health Center)

Are you physically hurting?

- If yes, call UHPDS or 911 if they need emergency care
- If no emergency, refer them to Student Health Center and/or encourage them to seek follow up care

Do you feel safe?

- If person has immediate concerns, call UHPDS or 911
- Their version of what is safe is what matters
- EOS, UHPD, WGRC and others can help create an in-depth safety plan

What can I do for you?

- If they want to speak to police, call UHPD
- Avoid filling the silence
- Connect them with campus resources such as CAPS, Student Health Center, UHPD, WGRC and EOS
- It is ok if you do not have next steps or answers
DO I REPORT IF...?

- I heard it second hand.
- I do not know everyone involved.
- The person asked me to keep it a secret.
- I want to respect their privacy.
- The person does not believe the incident is misconduct or discrimination.
- I think it MAY implicate the policy, but I am unsure.
- The victim did not report the matter. The reporter was a witness or the accused.

The Answer is YES! REPORT
JUST REPORT

❖ You are not required to be an expert, counselor, advocate or an investigator. JUST REPORT the matter to EOS.
  ❖ Remember to refer to resources!
❖ Notify us within 24 hours of receiving the report.
  ❖ Email, call or in person reports are welcome.
❖ Every responsible employee involved should report.
  ❖ Ex: If UHPD responded to the incident, other responsible employees should still report.
❖ Campus Security Authority
  ❖ If you are a CSA and required to report for Clery you must make BOTH reports.
BYSTANDER INTERVENTION

What can I do?

❖ Be direct
  ❖ Confront the behavior directly
  ❖ Create a distraction
  ❖ Help diffuse the situation or give the person an opportunity to get away

❖ Delegate
  ❖ Find someone else who is better suited to handle the situation (a police officer, security officer, supervisor, etc.)
CONTACT US

- Web: http://www.uh.edu/equal-opportunity/
- Email: eos@uh.edu
- Phone: (713) 743-8835
- Located between Student Health Center and the Center for Students with disabilities
Located at 4051 Wheeler
- At the corner of Scott & Wheeler
- South of TDECU Stadium.
### DAILY CRIME LOG

<table>
<thead>
<tr>
<th>Criminal Violation(s)</th>
<th>Case Number</th>
<th>Date/Time Reported</th>
<th>Date/Time Occurred</th>
<th>General Location</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burglary of Motor Vehicle</td>
<td>17-0323</td>
<td>2/21/17 12:00 AM</td>
<td>02/12/17 1800-02/18/17 1300</td>
<td>Lot 218</td>
<td>Inactive</td>
</tr>
<tr>
<td>Duty on Striking Unattended Vehicle</td>
<td>17-0327</td>
<td>2/21/17 10:54</td>
<td>02/20/17 0700-1600</td>
<td>Lot 6A</td>
<td>Active</td>
</tr>
<tr>
<td>Public Intoxication</td>
<td>17-0329</td>
<td>2/21/17 16:07</td>
<td>02/21/17</td>
<td>Holthaus Pavilion</td>
<td>Adult Arrest</td>
</tr>
<tr>
<td>Theft</td>
<td>17-0330</td>
<td>2/21/17 18:44</td>
<td>02/20/17 1930-2000</td>
<td>Campus Rec &amp; Wellness</td>
<td>Active</td>
</tr>
<tr>
<td>Assault</td>
<td>17-0325</td>
<td>2/21/17 10:01</td>
<td>02/20/17 1715-1730</td>
<td>Student Center South</td>
<td>Active</td>
</tr>
<tr>
<td>Theft</td>
<td>17-0331</td>
<td>2/22/17 01:34</td>
<td>02/21/17 1200-02/22/17 0000</td>
<td>Cougar Village</td>
<td>Active-Pending New Information</td>
</tr>
<tr>
<td>Duty on Striking Unattended Vehicle</td>
<td>17-0333</td>
<td>2/22/17 16:35</td>
<td>02/22/17 1615-1616</td>
<td>East Parking Garage</td>
<td>Active</td>
</tr>
<tr>
<td>Disorderly Conduct</td>
<td>17-0334</td>
<td>2/22/17 20:25</td>
<td>02/22/17 2020-2025</td>
<td>Campus Rec &amp; Wellness</td>
<td>Cleared by Citation</td>
</tr>
<tr>
<td>Burglary of Habitation &amp; Theft</td>
<td>17-0336</td>
<td>2/23/17 10:37</td>
<td>01/07/17 0000 - 02/23/17 0000</td>
<td>Calhoun Lofts</td>
<td>Active</td>
</tr>
<tr>
<td>Theft</td>
<td>17-0337</td>
<td>2/23/17 12:58</td>
<td>02/18/17 0530-1500</td>
<td>Cullen Performance Hall</td>
<td>Active</td>
</tr>
<tr>
<td>Theft</td>
<td>17-0338</td>
<td>2/23/17 13:14</td>
<td>02/23/17 1300</td>
<td>Student Center South</td>
<td>Inactive</td>
</tr>
<tr>
<td>Duty on Striking Unattended Vehicle</td>
<td>17-0340</td>
<td>2/23/17 13:17</td>
<td>02/22/17 0930-1530</td>
<td>Stadium Parking Garage</td>
<td>Active</td>
</tr>
<tr>
<td>Fail to Stop and Give Information</td>
<td>17-0341</td>
<td>2/23/17 15:52</td>
<td>02/23/17 1535</td>
<td>3800 Cullen Blvd</td>
<td>Inactive</td>
</tr>
<tr>
<td>Public Intoxication &amp; Consumption of Alcohol by Minor</td>
<td>17-0346</td>
<td>2/24/17 02:53</td>
<td>02/24/17 0230</td>
<td>Moody Towers</td>
<td>Adult Arrest</td>
</tr>
<tr>
<td>Criminal Trespass</td>
<td>17-0348</td>
<td>2/24/17 14:17</td>
<td>02/21/17 1800-02/24/17 1400</td>
<td>Cougar Place</td>
<td>Active-Pending New Information</td>
</tr>
<tr>
<td>Theft</td>
<td>17-0351</td>
<td>2/24/17 16:28</td>
<td>02/24/17 1433-1435</td>
<td>Student Center North</td>
<td>Active</td>
</tr>
</tbody>
</table>

Daily Crime Logs and Bulletins (prior format) published more than 60 days ago will be made available within two business days of request by calling UHPD Records at 713-743-0620.
ANNUAL SECURITY REPORT

2016 Annual Security & Fire Safety Report

Central Campus, Texas Medical Center Campus, Northwest Campus, Woodlands Campus, and San Antonio Campus

October 1st of each year
The UH ALERT Emergency Notification System will only send messages when a significant emergency or dangerous situation that represents an immediate threat to the health or safety of the campus community or when certain criminal offenses have been reported that represent a serious or continuing threat to the university community.
UH ALERT EMERGENCY NOTIFICATION SYSTEM

- The UH ALERT website: [www.uh.edu/emergency](http://www.uh.edu/emergency)
- E-mail
- Text Message
- Campus Digital Signage
- UH Redline Mobile App
- UH ALERT Facebook: [https://www.facebook.com/UHAlert](https://www.facebook.com/UHAlert)
- UH ALERT Twitter: [https://twitter.com/UHAlert](https://twitter.com/UHAlert)

Like UH ALERT on Facebook!  
[www.facebook.com/UHAlert](http://www.facebook.com/UHAlert)

Follow UH ALERT on Twitter!  
[www.twitter.com/uhalert](http://www.twitter.com/uhalert)
*Note: You will automatically receive notifications to your official UH email alias (@uh.edu)*

Allow 24 hours for the information to be updated.
UH ALERT CONTACT INFORMATION

General Public

UH ALERTs will be posted through the following public channels:

• The UH ALERT website: www.uh.edu/emergency
• UH ALERT Facebook: https://www.facebook.com/UHAlert/
• UH ALERT Twitter: https://twitter.com/UHAlert
• UH Redline Mobile App
• Twitter’s Fast Follow feature
OUTDOOR WARNING SIREN

WHEN THE SIREN SOUNDS:
- Seek Shelter Indoors
- Check email or Text
- See the UH ALERT website, uh.edu/emergency
  for more information

UNIVERSITY of HOUSTON
CAMPUS SAFETY
Office of Emergency Management
SENATE BILL 11

Effective August 1, 2016

Authorizes a License To Carry holder to carry a concealed handgun on or about the license holders person while on the campus of an institution of higher education or private or independent institution of higher education in this state.

*One of the eligibility requirements to apply for LTC, must be at least 21 years of age.
Open Carry is still prohibited on campus.

Welcome to the Powerhouse. UNIVERSITY of HOUSTON
The president of an institution of higher education **shall** establish reasonable rules, regulations, or other provisions regarding the carrying of concealed handguns by license holders on the campus or on specific premises located on the campus.
30.06 SIGNAGE

Requires that prohibited areas are designated by “30.06 signs”.
EXCLUSION ZONES

• Campus areas used for day care and school activities, including areas frequently used by minor children.
• Health care facilities similar to hospitals used for patient care, counseling and mental health services.
• Laboratory areas where dangerous materials and equipment or research animals are present.
EXCLUSION ZONES

• University housing other than Calhoun Lofts.
• Spaces used for discussions of grievances or disciplinary hearings or meetings. (These exclusions may be permanent or temporary based on usage of the spaces.)
OFFENSE

• Class C Misdemeanor
• Class A Misdemeanor
SENATE BILL 11

• 15 Days to remove signage.
• Up to a $10,000 civil penalty.
## MAPP POLICY APPENDIX

University of Houston MAPP Appendix 1  
8/22/2016

<table>
<thead>
<tr>
<th>CB Bldg Cd</th>
<th>Building Name</th>
<th>Building Exclusion</th>
<th>Rooms Not Excluded from Campus Carry (for Partial Exclusions)</th>
<th>Rooms Excluded from Campus Carry (for Partial Exclusions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0116</td>
<td>Safety, Human Factors &amp; Ergo Lab</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0119</td>
<td>Texas Manufacturing Asst. Ctr.</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0523</td>
<td>Science &amp; Engineering Annex</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0529</td>
<td>Sci. &amp; Engr. Classroom Building</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0486</td>
<td>Atmospheric Testing Lab</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0530</td>
<td>Engineering Lecture Hall</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0704</td>
<td>TMC#2161 Holcombe</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0409</td>
<td>Conoco Phillips Petroleum Engineering Bldg</td>
<td>Partial</td>
<td>107, 114, 115, 109, 106, 139, 150</td>
<td></td>
</tr>
<tr>
<td>0414</td>
<td>UH Energy Research Park 14</td>
<td>Partial</td>
<td>101, 100, 145, 106</td>
<td></td>
</tr>
<tr>
<td>0508</td>
<td>College of Technology Building</td>
<td>Partial</td>
<td>221, 228D, 228DA, 230D, 230DA, 119, 119A, 203, 110</td>
<td></td>
</tr>
</tbody>
</table>

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Welcome to the powerhouse. UNIVERSITY of HOUSTON
RESOURCES

- UHPD Website
  - Campus Carry Video
- UH Manual of Administrative Policies and Procedures (MAPP 07.01.05)
  - Exclusion Zones by Building Number and Name
- Student Code of Conduct
  - Updated
Welcome New UH Staff!

University Information Technology has a number of services and policies that we would like to bring to your attention.
Support

- UIT provides support for all users at UH
  Colleges/Divisions/Departments have local IT staff
- UIT Website: uh.edu/infotech
Your UH Accounts

» **PASS (PeopleSoft)**
  - Personal Info
  - Payroll
  - Benefits
  - Time Reporting
  * PeopleSoft HR/Campus Solutions/Finance (as needed for your job)

» **CougarNet**
  - Network
  - UHSecure Wireless
  - AccessUH
  - Virtual Private Network

» **Departmental Accounts**

Welcome to the Powerhouse. UNIVERSITY of HOUSTON
CougarNet ID & Password

» Look for an e-mail sent to the e-mail address you entered in PASS. It should arrive within 24 hours of Orientation.

» You will be required to change your password before you can login.

» Go to: uh.edu/password

» Select: “I need to change my CougarNet password” and follow the steps.
Password Management

» Use Strong Passwords
  √ **Upper and lowercase letters**
  √ **Numbers** (including zero)
  √ **Special Characters** ~ ! # % & ( ) * @ ^

» Cannot contain part of your UserID exceeding 2 consecutive characters

» Change every 180 days

» Use a unique password for each account
  (Work, personal e-mail, banking, Facebook, etc.)
UIT Services

- AccessUH – Single sign on portal
  - [https://accessuh.uh.edu](https://accessuh.uh.edu)
- Virtual Private Network
  - Securely connect your home computer to the UH campus network
    - [www.uh.edu/infotech/vpn](www.uh.edu/infotech/vpn)
- UHSecure – Secure wi-fi
  - Encrypts wireless traffic
  - UHWireless is not secure
    - [www.uh.edu/uhsecure](www.uh.edu/uhsecure)
UH E-mail

» All faculty/staff/students have an Alias
» Alias forwards e-mail to your Account
  cougar14@uh.edu
  cougar7@central.uh.edu
» Access Account through e-mail client (i.e., Outlook)
» E-mail may be sent to either Alias or Account
» Alias listed in UH directory uh.edu/directory
  » Public information
“Phishing” E-mail

» Attempts to steal personal information
  • “Your account has been locked”
  • “Verify your account information”
  • “You’ve exceeded your mailbox quota”

» To get your user ID and password, they will ask you to:
  • Reply back with your account information
  • Click on a link to go to a bogus “login” page

» They use trusted brands to trick you

» Forward suspicious e-mail to security@uh.edu
“Phishing” E-mail

From: Morris, Judy J
Sent: Tuesday, May 09, 2017 3:30 PM
Subject: Your CougarNet Account is on Restriction

Dear User,

We detected something unusual about your account. To help keep you safe, we require an extra security update.

As part of our Security Agreement we have place your email on “Limitation”

Review* →

*To learn how alerts like this one help you to protect your webmail, visit School Help Center.

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From: Dustin J. Tatman [mailto:dtatman@LasVegasNevada.GOV]
Sent: Tuesday, April 18, 2017 5:24 PM
To: Dustin J. Tatman <dtatman@LasVegasNevada.GOV>
Subject: IT REMINDER: Your Password Expires in Less Than 24 Hours

Your Outlook Web Access Domain password expires in less than 24 hours. You can change the password using the self service password reset website the link is below:

Self service Password Reset Page

Your new password will need to meet password complexity requirements:
- at least 8 characters long and cannot contain your name
- it must contain at least one uppercase and one lower case character and a number

If you have any questions or need further assistance, please contact the helpdesk at x7107
Please DO NOT reply to this email it is not a monitored account.
Spam & PureMessage Email

“Low Risk”
“Low Risk” e-mails will be have ****SPAM**** appended to the beginning of the subject line.

“High Risk”
“High Risk” e-mails will be quarantined by PureMessage.
Incident Reporting & Investigation

All users have an obligation to report:
» Actual incidents
» Suspected incidents
» Identified Vulnerabilities

Web: uh.edu/infotech/security
E-mail: security@uh.edu
Phone: 832-842-4695
Anonymously: 800-461-9330

To report a copyright violation:
   dmca@uh.edu
To report computer abuse:
   abuse@uh.edu
Level 1 – **Required** Protection

- Stored on critical information resource (such as an enterprise application or network file share)
- Appropriate access controls (e.g., user ID and password)
- **Must be encrypted** if transmitted over a wireless network or thru e-mail
  - Contact IT Security at security@uh.edu for a certificate if you need to send Level 1 data by e-mail.
- Stored on **portable device** only with valid business reason & if information is encrypted *(Use VPN instead)*
- Stored on **non-university device** only with valid business reason and Department Chair or Chief Information Security Officer must approve
  - This includes cloud providers (e.g., Dropbox, Google Docs)
Emergency on Campus

» UIT is responsible for sending our emergency notifications by text
» Text messages will ONLY be sent in cases of emergency
» Make sure your cell phone number is correct in PASS
» Official UH texts will come from UHS911 (847-911)
» Other emergency information is posted at uh.edu/emergency
Free & Discounted Software

» UIT ~ uh.edu/infotech/software

» Office 365 ProPlus ~ uh.edu/office365
  » 5 installs for computers AND
  » 5 installs for smartphone/tablets

» Cougar Byte ~ cougarbyte.com @ the Student Center
  (for personal or department purchases)
  » Microsoft
  » Adobe
  » Hardware
  » Accessories
Health & Retirement Benefits

Welcome to the Powerhouse. UNIVERSITY of HOUSTON
NEW HIRE ELECTION PERIOD

• WITHIN the first 30 days from hire date to make your optional benefits elections

• Elections are effective:
  – Health coverage: 1\textsuperscript{st} of the month following your 60\textsuperscript{th} day of employment
  – Optional coverage: 1\textsuperscript{st} of the month following
  – Elections are made on-line at:  \url{www.ers.state.tx.us}
  – Kiosks available in 325 McElhinney Hall

Welcome to the Powerhouse. UNIVERSITY of HOUSTON
OTHER ENROLLMENT PERIODS

- Summer enrollment (July)
- Qualifying life event:
  - Marriage
  - Birth of a child
  - Adoption
  - Divorce
  - Eligible dependent gains or loses coverage
Health & Retirement Benefits

WAITING PERIODS

• Health Insurance:
  – Begins on the 1st of the month following your first 60 days of employment
  – Calculated based on your start date; not your new hire orientation attendance date

• Optional Coverages:
  – 1st of the month following your election
  – No 60 day waiting period
  – Do not have to match your medical election type
EXCEPTIONS TO THE 60 DAY WAITING PERIOD

• If you are a direct transfer from another state agency
• If you are a covered dependent of a state of Texas agency employee
• If you are currently on COBRA (medical) in the Group Benefit Plan (GBP)
• If you are changing from part-time insurance eligible to full-time insurance eligible

If any of these apply to you…complete an ERS Benefits Enrollment form and deliver to Benefits.
PRIOR STATE SERVICE

Accepted*

• Prior UH employment
• Student employment at UH (or other state agency)
• Other state of Texas agencies
• Other state of Texas universities

Not Accepted

• Employment with an ISD
• Non-Texas state universities
• Community/Junior Colleges
• City of Houston
• Temporary work with UH

*If you have accepted prior state service, complete the Prior State Service form, provide it to your previous employer and have them return to UH HRIM Section (HR Information Management).
As a UH faculty or staff member, you can enjoy a comprehensive benefits package that includes:

- Medical coverage
- Vision Care
- Prescription drug coverage
- Dental coverage
- Life insurance
- Disability insurance
- Flexible health & dependent care spending plans
- Retirement
Health & Retirement Benefits

ELIGIBLE DEPENDENTS

 Eligible Dependents

• Legally married husband or wife
• Common-law spouse
• Natural born or adopted child
• Stepchild whose primary residence is with you

Special Certification

• Foster child whose primary residence is with you
• Grandchildren
• Child you have legal guardianship and resides with you

NOTE: ERS will conduct a 100% Audit on all dependents.
HEALTHCARE

Three Options:

• HealthSelect (Blue Cross and Blue Shield of Texas ~ POS)

• KelseyCare (Powered by Community Health Choice ~ HMO)

• Consumer-Directed Health Select (high deductible plan)
Health & Retirement Benefits

MEDICAL COVERAGE: HEALTHSELECT

• Administered by Blue Cross and Blue Shield of Texas

• Participants will have access to more than 50,000 in-network doctors, hospitals and other providers

• All benefits eligible employees must elect coverage
PRESCRIPTION MEDICATION: OPTUM RX

- $50 annual deductible per participant
- Copayment amount based on:
  - Tier
  - Supply size
  - How order is placed
- Prescriptions can be delivered to your home
Health & Retirement Benefits

EYE CARE: HEALTHSELECT

- Discount vision program as part of HealthSelect
- Single eye exam per year covered under insurance ($40/co-pay)
- Discounts on:
  - Frames
  - Lenses
  - Contacts

Welcome to the Powerhouse. UNIVERSITY of HOUSTON
University Eye Institute:

• $40 Co-pay waived for employee
• 30% off eyewear
• 25% off contact lens fittings
• 15% off contact lenses
• Hours of Operation:
  8AM - 5PM Monday through Friday
  (713) 743-2020 or uei.uh.edu

4901 Calhoun Rd (next to the Wellness Center)
MEDICAL COVERAGE: KELSEYCARE

- Must select option for coverage
- HMO
- Kelsey-Seybold Clinic
- No Referrals needed
- Drug Coverage
Health & Retirement Benefits

AREA COVERED: KELSEYCARE

Houston Area

- Brazoria
- Fort Bend
- Galveston
- Harris
- Montgomery
MEDICAL COVERAGE: CONSUMER-DIRECTED HEALTHSELECT

- Administered by Blue Cross and Blue Shield of Texas
- Participants will have access to more than 50,000 in-network doctors, hospitals and other providers
- High-deductible plan with Health Savings Account (HSA)
- TexFlex Limited Flexible Spending Account (LFSA)
- Higher out-of-pocket costs but greater flexibility
- Potential for cost savings if procedures, prescriptions or physicians not in network
EYE CARE:
STATE OF TEXAS VISION

• Optional vision plan through Superior Vision
• $25 In-Network eye exam
• Low co-pays on:
  – Frames
  – Lenses
  – Contacts
• Discounts of 15% - 50% on LASIK available
Dental Maintenance Plan
Humana DHMO

- HMO
  - In-network coverage only
- No annual deductible
- Payment based on fee schedule
- PCD must be on file
- Orthodontia for adults available

State of Texas
Dental Choice Plan

- PPO
  - In & out-of-network coverage
- Annual deductible
- No PCD on file
- Orthodontia available for dependents 19 and under
DENTAL COVERAGE (CONT.)

State of Texas Dental Discount Plan Administered by Careington

- No Deductible
- No Copayments
- No Claims to file
- Save 20% to 60% on most dental work including routine oral exams, unlimited cleanings, and major work such as dentures, root canals, and crowns.
- 20% saving on orthodontics including braces and retainer for children and adults
- 20% discount off of specialist fees
- Save on cosmetic services like bonding, veneers and whitening
- 6,000 Participating dentist offices in Texas
LIFE INSURANCE COVERAGE

• Automatic: Upon enrollment in HealthSelect
  – Life: $5,000 basic life
  – AD&D: $5,000

• Optional: Must elect within first 30 days of employment
  – Life: up to 4 times* your annual salary
  – AD&D: up to $200,000
  – Dependent*: $5,000 basic life and $5,000 AD&D

• *Some coverage requires Evidence of Insurability (EOI) before permitted to elect
  – If you elect 3 or 4 times your annual salary, select 2 times in the event you are not approved for 3 or 4 times your annual salary.
DISABILITY COVERAGE

• Provides you with a portion of your monthly income after applicable waiting period has been met if illness or injury keeps you from working
• Cost automatically calculated based on salary
• Short-Term:
  – 66% of monthly salary up to $6,600
  – Coverage for up to 5 months
• Long-Term:
  – 60% of monthly salary up to $6,000
  – Coverage until age 69
Health Care Reimbursement Account (HCRA)

- Fiscal year (Sept – Aug)
- Money set aside pre-tax for health care related expenses
- Expenses for self and dependents
- Up to $2,550 allowed annually
- Full amount available upfront
- Eligible expenses include:
  - Co-insurances
  - Prescription medicines
  - Lasik
  - Optometry Appointments
  - Prescription Glasses
  - Dental

Dependent Care Reimbursement Account (DCRA) (up to 13)

- Fiscal year (Sept – Aug)
- Money set aside pre-tax for dependent care related expenses
- Up to $5,000 allowed annually
- Only able to spend what you have saved
- Eligible expenses include:
  - Day care centers
  - Baby sitter inside or outside of household
  - Summer day camps
  - Day camps (non-educational)

Important: FSA’s are “use it or lose it” - New carryover of up to $500 for health care accounts instead of the grace period!
COMMUTER SPENDING ACCOUNT (CSA)

- CSA lets you set aside money from your paycheck, pre-tax, to use for eligible parking and transit expenses.
  - **Parking Account** Monthly Maximum $250.00 Monthly Minimum $15.00
  - **Transit** Monthly Maximum $130.00 Monthly Minimum $15.00
EVIDENCE OF INSURABILITY (EOI)

• Form completed providing medical history
• Used by insurance company to determine allowable coverage
• Completed:
  – If you waive health coverage for yourself or eligible dependent(s) in order to elect ERS health insurance within 30 days of losing comparable coverage, Proof of Coverage (POC) is required. No EOI required during Open Enrollment.
  – Want to elect 3 or 4 times annual salary for optional life insurance
  – Want to elect dependent life insurance after initial enrollment
  – If you waive short or long term disability during initial enrollment
ADDITIONAL OPTIONAL BENEFITS

• Aflac
  – Accident Insurance
  – Cancer/Specified–Disease Insurance
  – Critical Care and Recovery (Specified Health Event)
  – Hospital Confinement Indemnity

• Trustmark
  – Universal Life with Long-Term Care Plan

• Same open enrollment period as your other benefits
Wellness Opportunities

- Lunch & Learns
- Wellness Walks
- Meditation & Yoga
- Weight Watchers
- Real Deal/Naturally Slim
- Mobile Mammograms
- Flu Shots

Wellness Policies

- Fitness Release Time
- Wellness Leave

Employee Engagement

- Annual Faculty/Staff Tailgate & Football Game
- Other Special Events

Wellness Information

POWER UP Newsletter
- Uhemployeewellness
- powerupUH

Website: www.uh.edu/powerup
Employee Assistance Program (EAP)

- Confidential short-term counseling services
- Helpful tools including newsletters, self-assessments, trainings, and webinars
- Resources and referrals on a wide variety of topics including:
  - Legal and Financial
  - Parenting
  - Child and Elder Care
  - Substance Abuse
  - Anger Management
  - Conflict Resolution
  - Coping with Change

Employee Perks
On- and off-campus discounts & deals

www.uh.edu/powerup
Health & Retirement Benefits

Work/Life Balance  http://www.uh.edu/work-life/

Welcome to the Powerhouse. UNIVERSITY of HOUSTON
Teacher Retirement System

- Mandatory for all benefits eligible non-ORP employees
- Contribution rates:
  - Employee: 7.7% gross monthly salary
  - Employer: 6.8% gross monthly salary
- Defined plan upon retirement
- Vested after 5 years

Optional Retirement Plan

- Available to employees in specific titles & positions only
- One-time irrevocable decision
- Contribution rates:
  - Employee: 6.65% gross monthly salary
  - Employer: 6.6% gross monthly salary
- Vested after 1 year, 1 day
- 90 day election period
- Use of UHS approved vendors only
SUPPLEMENTAL RETIREMENT OPTIONS

• Can enroll at any time
• Pre-tax
  – 457
  – 403(b)
• Post-tax
  – Roth 403(b)
  – Roth 457
• Can only use UHS approved vendors

To enroll go online to Retirement@work or www.texasaver.com

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UHS APPROVED VENDORS

- Fidelity Investments
- Voya Financial
- TIAA-CREF
- VALIC
HR Benefits Contact Information

HR Service Center
325 McElhinney
Monday ~ Friday — 7:30 a.m. ~ 5:00 p.m.
713-743-3988
HRSC@uh.edu
Website: uh.edu/hr/benefits