

The mission of the University of Houston is to offer nationally competitive and internationally recognized opportunities for learning, discovery and engagement to a diverse population of students in a real-world setting. The University of Houston offers a full range of degree programs at the baccalaureate, master's, doctoral and professional levels and pursues a broad agenda of research and creative activities. As a knowledge resource to the public, the university builds partnerships with other educational institutions, community organizations, government agencies, and the private sector to serve the region and impact the world.

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Employee Responsibilities



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HR MISSION STATEMENT

To attract, develop, motivate, and retain a diverse and engaged workforce committed to supporting and enhancing the mission of the University. We accomplish this through providing Tier One customer service and partnering with the UHS community to maximize the potential of our greatest asset- Our Employees.

VISION

Human Resources will be a Strategic Partner supporting the University of Houston as the Employer of Choice. We will foster an environment that sustains the University of Houston's priorities of Diversity and Institutional Excellence.

VALUES

Integrity

- Respect self and others
- Honest and trustworthy
- Accountability
- Shared communications

Tier One Customer Service

- Responsiveness
- Availability
- Courtesy of Professionalism
- Quality of Work
- Knowledge of Work

Innovative Solutions

- Commit to proactive and creative problem solving
- Seeking new ways to implement Human Resources best practices
- Create transformational strategies to advance Human Resource partnership

Team Work

- Encourage collaborative solutions to meeting client expectations by taking initiative focusing on results
- Recognizing team strengths and leveraging them to accomplish overall Human Resource initiatives



BOARD OF REGENTS POLICIES

Standards of Conduct

A state employee should not:

- Accept or solicit any gift, favor, or service that might reasonably tend to influence the employee in the discharge of official duties or that the employee knows or should know is being offered with the intent to influence the employee's official conduct;
- Accept other employment or engage in a business or professional activity that the employee might reasonably expect would require or induce the employee to disclose confidential information acquired by reason of the official position;
- Accept other employment or compensation that could reasonably be expected to impair the employee's independence of judgment in the performance of the employee's official duties;
- Make personal investments which could reasonably be expected to create a substantial conflict between the employee's private interest and the public interest; or
- Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the employee's official powers or performed the employee's official duties in favor of another.

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Consulting and Other Outside Employment

An employee may engage in external consultation or other paid professional employment provided such activities are approved in writing in advance by his supervisor, present no conflict of interest, and do not interfere with the employee's regularly assigned university duties. Consulting and other outside employment is defined as activities undertaken for remuneration from a third party where the activity is within the scope of activities, functions, or expertise for which the individual is compensated by the university.

The full text of the Consulting and Paid Professional Services Policy is available in the Board of Regents Policy 49.02 and UH System Administrative Memorandum 02.A.08.

Dual Employment

The Board of Regents must give its approval before any university employee may hold other non-elective state or federal office or position of honor, trust, or profit. Approval will be based upon clear evidence that the dual office holding is of benefit to the state or required by state or federal law and creates no conflict of interest. If there are any questions regarding dual employment, contact Human Resources.

Employment of Relatives-Nepotism

University policy prohibits the employment of relatives within a supervisory chain. Relatives of university employees shall not be employed by the university in positions where the employee has the official authority to hire or recommend or approve the hiring, salary, or promotions of the relative. Relatives shall not be employed in the supervisory-subordinate relationship even if it results from marriage after the employment relationship was formed. The provisions of this policy apply to all university programs regardless of funding source.

For the purposes of this policy, the term relative is defined as anyone related to the employee within the second degree of affinity or the third degree of consanguinity and includes the employee's spouse and the employee's or the spouse's parents, grandparents, great grandparents, brothers, sisters, half brothers and sisters, children, grandchildren, great grandchildren, aunts, uncles, nieces, nephews, first cousins, second cousins, and persons married to them.

The full text of the Nepotism Policy is contained in the Board of Regents Policy 49.07 and System Administrative Memorandum 02.A.21.

Conflict of Interest

Employees are prohibited from using their positions to influence the university's business, academic, administrative, or other decisions in a way that could lead to personal financial gain or advantage for that employee or that employee's family or business.

Similarly, employees are prohibited from assuming obligations outside the university or elsewhere within the university which interfere with or prevent them from adequately discharging their primary obligations and commitments to the university. Therefore, employees should not engage in activities which create a conflict of interest or commitment.

When such conflicts arise, disclosure and resolution of conflicts of interest and conflicts of commitment must be made in writing through appropriate administrative channels. Specifics of the procedures for doing this may be obtained from one's supervisor, department/unit head, or other appropriate administrative official.

The existence of a conflict of interest, failure of an employee to disclose a conflict of interest, or failure to eliminate a conflict when so directed, may be grounds for disciplinary action, up to and including termination.

The full text of the Conflict of Interest Policy is available in the Board of Regents Policy 13.08 and System Administrative Memorandum 02.A.09.

Governmental Appearances

All university employees appearing before Congress or the Texas Legislature, or their agencies, committees, or members to offer testimony, opinions, or commentary about existing or potential laws, rules, or regulations, not expressly authorized to do so by the board of regents or the chancellor, must clearly state in advance that they are appearing in their individual capacities and that their testimony, opinions, and commentary are not authorized by, and must not be construed as reflecting on, the position of the university.

Board of Regents Policy 31.01.

UNIVERSITY OF HOUSTON SYSTEM AND UH POLICIES**Employee Financial Responsibility**

University employees are required to satisfy their financial obligations to the university in a timely manner. Employee financial obligations include payment for parking permits, parking citations or towing charges, tuition and housing fees, library fines, Health Center or Counseling and Testing charges, any personal checks submitted for payment, and any other financial obligation to the university incurred by the employee. Applicants will not be approved for employment unless and until any delinquent debt to the university is paid.

The writing and/or presenting of a check against insufficient funds or a closed account or the issuance of a stop payment after goods or services have been delivered is considered theft, under certain circumstances, according to Texas statutes. Employees who present checks to the university that are returned unpaid by the financial institution will be subject to service charges and may be subject to forfeiture of check writing privileges, loss of certain university opportunities and services, disciplinary action up to and including termination from employment, and referral for prosecution.

Failure of an employee to pay for services provided or fines assessed by the due date noted on any billing statement will constitute debt delinquency and may result in loss of these services, loss of certain university opportunities, assessment of a collection charge, disciplinary action up to and including termination from employment, referral to a collection agency, and reporting to a credit bureau.

The full text of the Employee Financial Responsibility Policy is available in Manual of Administrative Policies and Procedures 05.03.01

Internal Controls

Internal controls help an institution achieve efficiency of operations, reliability of financial reporting and compliance with laws and regulations. The governing board, the administration, the faculty and the staff are all involved in implementing the internal controls process. The process also includes the policies and procedures which help to ensure that management directives are carried out.

Control activities occur throughout the organization, at all levels, in all functions. These activities include a range of actions such as approvals, authorizations, verifications, reconciliations, reviews of operating performance, security of assets and segregation of duties. These activities should be an integral part of all routine job functions.

Reporting Suspected Criminal Activity

All employees of the university, including student employees, have an obligation to report any suspected theft, fraud, embezzlement, destruction of property, or any other irregularity causing a loss of cash, property, or any other asset of the university. University employees who, in good faith, report suspected criminal activity are protected against any retaliation by the University for making such a report. Employees who are aware of criminal activity against the university and fail to report it may be subject to disciplinary action. Failure to cooperate fully shall be grounds for disciplinary action, including possible termination of employment.

Employees who suspect criminal activity should report it to one of the following:

- the senior vice president for Administration and Finance;
- the campus police department;
- the director of internal auditing;
- www.uh.edu/police;
- Fraud and non-compliance hotline;
- University counsel; or
- the system risk manager

Any known criminal activity requiring prompt response should be reported immediately to the university police department at extension 3-3333 or by dialing 911. Non-emergency criminal activity can be reported by calling 3-0600.

The full text of the Reporting Suspected Criminal Activity Policy is available in System Administrative Memorandum 01.C.04.

Gifts and Gratuities

Employees may not accept gifts, gratuities or favors which could be interpreted as an attempt to influence them in the conduct of their duties at the university. The definition of a gift is available in the Manual of Administrative Policies and Procedures 5.02.02. Intellectual Property

University research often results in the invention of new technology or the creation of new copyrighted material. Such results may have commercial value. While the production of commercially valuable intellectual property is not necessarily the purpose of university research or the duty of anyone engaged in research, the Board of Regents desires that both society and each component university under the governance of the board use all knowledge to the greatest possible benefit.

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Accordingly, when appropriate, each component university will protect all intellectual property rights in technology and copy-righted material and use diligent efforts to make productive use of such rights for the good of the public, the creator, and the System. When this result is achieved by the attraction of private risk capital, or by the transfer or licensing of rights in technology or copyrighted material, income may be realized, which the board will seek to distribute in a manner fair both to the creator and to the component university at which the intellectual property was developed. Financial return, however, always remains secondary and incidental to the public service aspect of developing and disseminating knowledge for public use. The board delegates management of intellectual property to the component university at which it is generated.

The full text of the Intellectual Property Policy is available in the Board of Regents Policy 11.08.

Political Aid and Legislative Influence

State appropriated funds shall not be used for influencing the outcome of any election, or the passage or defeat of any legislative measure. This prohibition shall not be construed to prevent an employee from furnishing to any member of the Legislature or committee upon request, or to any other state official or employee, or to any citizen, information in the hands of the employee not considered under law to be confidential information. Any action taken against an employee for supplying such information shall subject the person initiating the action to immediate dismissal from state employment.

PERSONAL CONDUCT

Work Hours

Regular full-time employees are required to work 40 hours per week. Supervisors establish work schedules and may schedule flexible working hours within the limits of state law if the requirements of that department will allow a flex time schedule. Employees are expected to report to work on time daily and to remain on the job throughout regular work hours. If an employee has to be absent from work or has an urgent reason for leaving, prior permission of the supervisor is required.

All university offices that serve the public are normally open from 8 a.m. to 5 p.m., Monday through Friday, and are required to remain open during the noon hour with at least one

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person on duty to accept calls, receive visitors and transact business. Some offices, due to the nature of their services, may have extended workdays or different work schedules.

Some staff positions require a greater number of actual working hours than others, and the acceptance of such a requirement is a condition of employment for persons employed in these positions. Whenever practical, employees will receive reasonable notice when a department makes significant changes in work schedules or establishes a requirement to work in excess of 40 hours on a regular or recurring basis.

Nonexempt employees whose positions require them to work overtime on a regular basis are expected to be available to work overtime on short notice. Part-time and temporary employees are expected to work those hours designated by the employing department as necessary to fulfill the requirements of their position.



An employee whose position is subject to emergency call duty and who subsequently fails to report when called for such duty may be subject to disciplinary action, up to and including termination, unless the employee provides an acceptable reason for the failure to report.

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Reporting Absence or Tardiness

Employees of the university are expected to maintain a punctual and regular attendance record. Being repeatedly late for work or absent from work without good reason is grounds for disciplinary action, up to and including termination. Departments have their own internal procedures for reporting absences or tardiness. Refer to the Sick Leave Policy for an explanation of documentation necessary for an absence due to illness.

Personal Appearance and Uniforms

Employees are expected to use good judgment at all times regarding their personal appearance. Employees are expected to dress appropriately, to be neat, to wear clean clothing and to be careful of personal hygiene. Employees must adhere to special dress standards or uniforms that have been established in their department.

Flagrant violations of commonly accepted standards of cleanliness or dress may be cause for disciplinary action.

Telephone and Fax Machine Use

Efficient and courteous service delivered via the telephone is one of the most important means by which students, visitors, and coworkers increase the quality of service at the university. If an employee's position requires answering the telephone, it is required that they be courteous.

Personal telephone calls should be kept to a minimum and in some areas are prohibited. Supervisors are required to caution employees who use the phone excessively for personal calls. Personal use of university telephones and/or fax machines or placing personal long distance telephone calls and/or faxes that result in additional billable cost to the university is prohibited and is grounds for disciplinary action up to and including termination.

An employee authorized by his supervisor for business use of a mobile telephone or a telecommunications line in his residence for microcomputers, terminals, or faxes, normally must pay the cost of the service for which he may be reimbursed. Personal services should not be billed to a university-owned or leased mobile phone.

The full text of Employee Responsibilities–Telecommunications Resources is available in Manual of Administrative Policies and Procedures 10.03.05.

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Computer Use

The university computing facilities exist to provide computing services to the university community in support of instructional, research, and university business activities. University computing facilities are a public resource and may not be used for personal or corporate profit.

The following conditions apply to all users of the computing facilities:

The user agrees to respect the privacy of other users. For example, users shall not intentionally seek or reveal information on, obtain copies of, or modify files, tapes, or passwords belonging to other users, or misrepresent others, unless explicitly authorized to do so by those users.

The user agrees to respect the legal protection provided by copyright and license to programs and data. For example, users shall not make copies of a licensed computer program to avoid paying additional license fees or to share with other users.

The user agrees to respect the intended usage for which access to computing resources was granted. For example, users shall use computing resources authorized for their use by the individuals responsible for these resources only for the purpose specified by that individual.

Examples of inappropriate use may include the use of computing resources for purely recreational purposes, the production of output that is unrelated to the objectives of the project, and, in general, the use of computers simply to use computing resources.

The user agrees to respect the integrity of computing systems. For example, users shall not intentionally develop or use programs that harass other users or infiltrate a computer or computing system and/or damage or alter the software components of a computer or computing system. Any defects discovered in system accounting or system security should be reported to the appropriate system administrator so that steps can be taken to investigate and solve the problem.

The user agrees to respect the financial structure of a computing system. For example, users shall not intentionally develop or use any unauthorized mechanisms to alter or avoid charges levied by the University for computing services.

The user agrees to respect the shared nature of the computing resources. For example, users shall not engage in deliberately wasteful practices such as printing of unnecessary

listings, performing endless unnecessary computations, simultaneously queuing numerous batch jobs, or unnecessarily holding public work stations, magnetic tape drives, or dial-up telephone lines for long periods of time when other users are waiting for these devices.

The user agrees to respect the rights of other users. For example, users shall not engage in private or public behavior that creates an intimidating, hostile, or offensive environment for other users.

In addition to the above, each facility may have additional guidelines for the use of particular types of accounts; it is the user's responsibility to read and adhere to these additional guidelines.

Users of computing resources should be aware that although many computing facilities provide and preserve the security of files, account numbers, and passwords, security can be breached through actions or causes beyond the reasonable control of the facility. Users are urged, therefore, to safeguard their data, to take full advantage of file security mechanisms, and to change account passwords frequently.

Violations of these conditions—such as unauthorized use of another user's account; tampering with other users' files, tapes, or passwords; harassment of other users; unauthorized alteration of computer charges; unauthorized copying or distribution of copyrighted or licensed software or data; deliberately wasteful practices; and online behavior that intimidates or offends,—are unethical, violate university policy or are potentially unlawful. Users should report to the facility manager or to the individual in charge of their computing resource information they may have concerning instances in which the above conditions have been or are being violated.

Personal Mail

Postage for personal mail cannot be charged to a university account. The use of the university mail system for personal purposes is unauthorized use of university property. An official United States Postal Service substation is located in the bookstore of the University Center.

Personal Use of a University Vehicle

Only persons authorized by the university may drive vehicles owned or leased by the university. Vehicles may be used for university business only, except where specifically authorized otherwise. In accordance with state law no employee shall use any state-owned

vehicle except on official university business. Authorized persons are responsible for complying with all guidelines set forth in System Administrative Memorandum 03.E.06, Business Use of Vehicles and 03.E.07, Fleet Management.

The driving records of all persons authorized to drive university vehicles will be checked prior to employment and annually thereafter. An employee with a probationary or unacceptable driving record may have his driving privileges suspended. The inability to drive a university vehicle due to an unacceptable driving record may be grounds for termination.

Where vehicles are allowed for personal use, costs associated with personal use shall be reported as income, in accordance with Internal Revenue Service regulations. Authorization of drivers shall, in most cases, be restricted to university employees, except in those cases where students or spouses may be authorized for limited use of certain vehicles.

Use of Employee's Personal Vehicle for University Business

An employee may be reimbursed for mileage at the official state rate when a personal vehicle is used for university business whether local or outside the university area. Mileage reimbursement is not available for those employees receiving automobile allowances. To be eligible for reimbursement, a travel request must be submitted in advance. The state mileage reimbursement rate takes into account gasoline costs, wear and tear on the vehicle, maintenance and insurance.

The full text of the Business Use of Vehicles Policy is available in System Administrative Memorandum 03.E.06 and the complete Travel Policy is available in Manual of Administrative Policies and Procedures 4.02.01.

Alcoholic Beverages and Drugs

All members of the university community and guests are required to comply with federal, state, and local laws regarding the distribution, possession, and consumption of alcoholic beverages. Employees may not consume alcohol while on duty. Reporting for duty under the influence of alcohol or drugs, thereby impairing an employee's ability to perform his duties, is grounds for disciplinary action up to and including immediate termination.

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State Property

University furnishings, tools, and equipment are property of the state of Texas. University equipment may be removed from the campus only when necessary to conduct official university business. Prior to removing equipment, an employee should complete either a Request for Authority to Remove Equipment from Campus or a Portable Equipment Log.

Any employee who has university property at an off-campus location is responsible for that property and should consider providing insurance coverage under his own personal property insurance. Should the property be lost, stolen, damaged, or destroyed, the employee must reimburse the university.

The full text of the Property Management Policy is available in System Administrative Memoranda 03.E.02.

Procurement and Purchasing

Commitments incurred against university funds must be based upon university procurement and expenditure policies and procedures and other university guidelines. Obligations incurred by any university employee contrary to these purchasing guidelines become personal obligations of the employee.

The full text of the Procurement Policy is available in the Manual of Administrative Policies and Procedures 4.01.01, and other procurement directives are available throughout Section 4 of the MAPP.

Soliciting of Funds and Sales of Nonfood Items on Campus

State law prohibits the use of the university's facilities and grounds for personal gain including the distribution or posting of commercial literature or other items on campus. Activities involving sales or solicitation of funds are allowed only when they are sponsored by the university or a university-recognized student organization. For additional information, contact the Reservations Office, University Center, extension 35287.

Campus Carry

Senate Bill No. 11 (S.B. 11), also known as the "campus carry" law. S.B. 11 amends Section 411.2031 of the Texas Government Code allows carrying of handguns by license holders on college campuses. For more information on the University of Houston policy, please visit: [Campus Carry Website](#).

Clery Act

The University of Houston's 2016 Annual Campus Security and Fire Safety Report as required by Title 20 U.S.C. 1092(f), also known as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," is now available.

This report includes:

- Statistical data for the previous three years concerning reported crimes that occurred on-campus; in certain non-campus buildings or property owned or controlled by the University of Houston; and on public property within, or immediately adjacent to and accessible from, the campus.
- Statistical data for the previous three years concerning fires occurring in residential facilities, fire safety amenities in residential facilities and policies.
- Institutional policies concerning campus security, and beneficial information for the campus community about safety and security on campus.

The Annual Campus Security and Fire Safety Report is available online at this updated link: [Download Security and Fire Report](#). If you would like a printed copy of the report, please send a request to police@uh.edu. Be sure to include your name and mailing address.

Background Check

All positions at the University of Houston System are security sensitive and will require a criminal history check.

Employment Eligibility

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Accordingly, Section 1 of the Form I-9 must be completed on or before an employee's first working day and all new employees will be required to complete fully the I-9 verification process and produce the appropriate documentation within three business days of starting work. All offers of employment are contingent upon a candidate's fulfillment of this requirement and a failure to do so will result in termination.

As an E-Verify employer, the University of Houston will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Employment eligibility verification through E-Verify will also be required for current employees who begin work on covered federal grants or contracts but who previously have not been entered into E-Verify.

Title IX

The policy of the University of Houston (UH) is to ensure equal opportunity in all its educational programs and activities, and all terms and conditions of employment without regard to age, race, color, disability, religion, national origin, veteran's status, genetic information, or sex (including pregnancy), except where such a distinction is required by law. Additionally, UH prohibits discrimination in all aspects of employment and educational programs on the basis of sexual orientation, gender identity, or gender expression. Employees, students, and visitors to campus with questions and/or complaints regarding discrimination, or sexual misconduct (such as sexual violence) under Title IX may contact Dr. Richard Anthony Baker, Title IX Coordinator and Assistant VC/VP for Equal Opportunity Services (EOS) or the U.S. Department of Education's Office for Civil Rights. Dr. Baker serves as the Title IX Coordinator as well as the ADA and Section 504 Coordinator for UH and can be contacted at:

Dr. Richard Anthony Baker
4367 Wheeler St
Houston, TX 77204
eos@uh.edu
713.743.8835

Veterans Preference

In compliance with [Texas SB805](#), the University of Houston is committed to providing a preference in employment to eligible veteran or disabled veteran applicants who meet minimum qualifications and any special qualifications for the position to which they apply. The required preferences do not compel the University of Houston to appoint a veteran or disabled veteran. However, they do require that an eligible veteran or disabled veteran be appointed when the veteran's or disabled veteran's application assessment, combined with the veteran's or disabled veteran's preference, is equal to or higher than that of a non-veteran. For more information, please visit our [Veterans Site](#).

Accommodation

The University of Houston System (the "System") adheres to the mandates of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the ADA Amendments Act of 2008, and the Texas Commission on Human Rights Act, as applicable. The System has developed this Reasonable Workplace Accommodations for Employees with Disabilities Policy to assist with the submission and processing of workplace accommodation requests. For more information on our policy, please visit: [University Policy](#)

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Tobacco Free

The University of Houston is a Tobacco free campus.

Progressive Discipline

The university values its employees and is committed to fair, efficient, and equitable solutions to problems arising out of the employment relationship. Progressive discipline will be followed when a non-probationary, regular employee fails to comply with university rules, policies, and/or work directives. An employee will receive a verbal warning or oral counseling, a written reprimand, and a suspension without pay, prior to being terminated for continued rule or policy violations. A supervisor may skip one or more of those steps depending on the seriousness of the infraction or if there are grounds for immediate termination. An employee who receives formal disciplinary action may appeal the action through the executive director of human resources in accordance with the Employee Grievance Policy (MAPP 2.04.01).

Grievances

The university provides a grievance procedure for employees who have attempted to solve complaints through their supervisors but who still cannot reach a satisfactory solution. This procedure is available to all regular employees who have completed their initial probationary period of employment.

A grievance may include, but is not limited to, involuntary transfer to a different job classification, discipline, performance evaluation, demotion, or dismissal. Issues such as assignment of duties, determination of work hours, rate of pay, and other management responsibilities are reserved as management rights and are not grievable.

Employees in the initial probationary period of employment may file a grievance only on the basis of discrimination such as race, sex, color, religion, national origin, age, disability, veteran status, or sexual orientation. Grievances believed to be based upon discrimination are handled by the Office of Affirmative Action.

There are time limits for filing a grievance or appealing a dismissal. Further information and guidance concerning the university's grievance procedure is available on the HR Website.