TEXAS A&M UNIVERSITY-CORPUS CHRISTI

WELCOME TO THE ISLANDER FAMILY

Welcome to the Islander family! We are happy you are now part of our campus community. Your contributions are integral to the success of the University. If you have any questions or concerns, please do not hesitate to call a member of our HR team. See you around campus fellow Islander!

Contact Us
human.resources@tamucc.edu
361-825-2630
HR Team

UNIVERSITY MISSION

Texas A&M University-Corpus Christi is an expanding, doctoral-granting institution committed to preparing graduates for lifelong learning and responsible citizenship in the global community. We are dedicated to excellence in teaching, research, creative activity and service. Our supportive, multicultural learning community provides undergraduate and graduate students with a challenging educational experience. The university's federal designation as a Hispanic Serving Institution (HSI) provides a foundation for closing educational gaps, while its strategic location on the Gulf of Mexico and on the cultural border with Latin America provides a basis for gaining national and international prominence.
Staff Council

The Staff Council (SC) is an elected body of non-faculty employees. The organization functions in accordance with its constitution. The Council serves to represent all benefits-eligible employees of the University not currently represented by other bodies of representative governance (i.e., President’s Cabinet and Faculty Senate).

President: Leslee Basse 361-825-2105
Vice President: Sara Lopez 361-825-5518
Administrative Assistant Catherine Bridges 361-825-2745

Faculty Senate

The Faculty Senate is an elected body of faculty members and librarians. As an advising and recommending body, the Faculty Senate reports to the President or the President’s designee. The Senate is the faculty’s body for University-wide participation in the governance of the institution.

Speaker: Marilyn Spencer 361-825-5802
Administrative Assistant Catherine Bridges 361-825-2745

System Employee Benefits Advisory Committee

The System Employee Benefits Advisory Committee (SEBAC), all is made up of elected representatives from each A&M System member, advises the Director of Risk Management and the Employee Benefits Manager on benefit plan design to meet the needs of employees.

SEBAC studies the design and operation of the various benefit plans on an ongoing basis and makes recommendations regarding design and administration of the plans. SEBAC is governed by System Regulation 31-02-03.

TAMUCC Representative:
Eugene Bland 361-825-2829
eugene.bland@tamucc.edu

Faculty/Staff Campaign

Your support of the Faculty/Staff campaign is very important. In many cases, scholarships generated by contributions to the Faculty/Staff campaign change the future for a student struggling to meet the cost of tuition.
STANDARDS OF CONDUCT

- You can not accept or solicit any gift, favor or service that might reasonably tend to influence the employee in the discharge of the official duties or that the employee knows or should know is being offered with the intent to influence the employee's official conduct;

- You can not accept other employment or engage in business or professional activity that you might reasonably expect would require or induce you to disclose confidential information acquired by reason of your official position

- You can not accept other employment or compensation that could reasonably be expected to impair your judgment in the performance of your official duties.

- You can not make personal investments that could reasonably be expected to create a substantial conflict between your private interest and public interest.

- You can not intentionally or knowingly solicit, accept or agree to accept any benefit for having exercised your official powers or performed your official duties in favor of another.

EMPLOYEE REPORTING OF ARRESTS, CHARGES OR CONVICTIONS

If it is determined at any time after employment that an employee falsified or failed to disclose criminal history on his or her application, the employee may be subject to disciplinary action, including dismissal.

Each employee’s criminal history record information is subject to review at any time as permitted by law.

RULES AND POLICIES

A list of TAMUS policies can be found at www.tamus.edu/offices/policy/.

A list of Texas A&M University-Corpus Christi Rules can be found at www.academicaffairs.tamucc.edu/Rules_Procedures/.

EXTERNAL EMPLOYMENT

The University has a duty to ensure external employment does not interfere with the duties and responsibilities of the employees’ positions of appointment.

External employment, including consulting work can be approved by completing an External Employment and Consulting Application Form.
TAMU-CC requires all new employees to complete training on certain topics to comply with Federal Government, State of Texas, Texas A&M University System and Texas A&M University-Corpus Christi, laws, policies, regulations, rules and procedures. In addition employees must complete the on-line courses below to gain access to university employee systems and obtain university email. Required training can be found by logging into Single Sign On and clicking on Train TraQ.

- Course 3001 Information Security Awareness
- Course 99001 Ethics
- Course 90002 Creating a Discrimination-Free Workplace
- Course 90003 Reporting Fraud, Waste and Abuse
- Course 99004 Orientation to the A&M System
- Course 2111669 Required Emergency Alert System Notification

The Employee Betterment Program provides an opportunity not only to further your education towards a degree but also to take classes that can help you in your job. We provides budgeted, regular employees with funds to cover a portion of A&M-CC tuition costs. You can find additional information about requirements, taking classes during working hours and our Employee Betterment Loan Program on our website.

Our Training and Development office offers a variety of training throughout the year on Leadership, Management, Customer Service and more. For full list of available trainings please visit their website or call ext. 5826.
INSURANCE BENEFITS

We offer medical coverage as well as dental, vision, life insurance, long term disability and flexible spending accounts. Specific benefit information can be found in your Employee Benefit’s Guide.

RETIREMENT PROGRAMS

Participation in one of our retirement plans is mandatory. In addition to Teacher Retirement System of Texas or the Optional Retirement Program you are eligible to participate in our Voluntary Tax Deferred Account Program or the Texa$aver Deferred Compensation Plan.

*Please note the Optional Retirement Plan is offered to faculty, librarians, and higher level administration.

Additional information about our retirement plans can be found in the Retire Program brochure.

WORKMAN’S COMPENSATION

Approved on the job injuries are covered by Workman’s Compensation.

- We request that you report the injury as soon as possible so that corrections to the work environment can be completed in a timely manner.

- You must report the injury to your supervisor within 30 days or your claim will not be approved by Risk Management.

- If approved by Risk Management, please do not use your medical insurance when making a doctor’s appointment.
Deer Oaks our EAP provider provides counseling, life coaching, legal and financial services to benefits eligible Texas A&M University-Corpus Christi Faculty, Staff and family members residing with them.

Counseling Services 1-888-993-7650

- 24 Hour Hotline: EAP counselors are available to you and your family 24 hours a day, 7 days a week.
- EAP counselors offer telephonic support and also are available to make referrals for up to five face to face counseling sessions.

Legal Services
- One free 30 minute office or telephone conversation

Financial Services
- Free telephonic consultation

ID Recovery
- Free 30 minute telephonic consultation
- Free on-line identity monitoring

CONFIDENTIALITY

Seeking help from Deer Oaks is between you and the counselor. No information may be shared with anyone else unless you give permission to the counselor or provider written permission to do so.

Texas A&M University-Corpus Christi supports the Deer Oaks policy of confidentiality.

Brown Bags

HR sponsors in conjunction with Deer Oaks a variety of Brown Bags on a variety of different topics through the year.
Wellness Programs

Texas A&M University-Corpus Christi promotes employee wellness through a variety of different programs and discounts:

**Dugan Wellness Center**

Exercise facility located on campus which offers:

- Group Fitness Classes
- Indoor Track
- Two floors of exercise equipment
- Wellness Seminars
- Outdoor Pool
- Indoor Basketball Courts
- Personal Training Sessions
- First Aid Training

In addition to this 20 applicants are selected a semester to participate in a free wellness program in which the monthly membership fee is waived.

** Discounts**

- Snap Fitness
- Hest Home Fitness
- Discount Vision Programs
- Discount Hearing Program
- BCBS Fitness Programs

Employee Discounts

As a University employee you can receive discounts on the following items:

- **Cellular Phone Discounts** with AT&T, Sprint, Nextel, T-Mobile and Verizon Wireless
- **Sanddollar Card Discounts** at the University Food Court, and other participating locations
- **Dell Computers**
- **Ford Vehicles**
- **Global Mobility Solutions**
- **Tickets At Work** (theme park and other attractions)

Many of these discounted services require an employer code or proof of employment with the University. Please call 361-825-2630 for more information on any of these programs.
Employees receive 12 to 15 days per year.

### Holiday Schedule

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Hours</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Thanksgiving</td>
<td>16</td>
<td>Thursday, November 28, 2013Friday, November 29, 2013</td>
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<tr>
<td>Christmas and New Year’s Day</td>
<td>64</td>
<td>Monday, December 23, 2013 Wednesday, January 1, 2014</td>
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<tr>
<td>MLK</td>
<td>8</td>
<td>Monday, January 20, 2014</td>
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<tr>
<td>Memorial Day</td>
<td>8</td>
<td>Monday, May 26, 2014</td>
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<tr>
<td>Independence Day</td>
<td>8</td>
<td>Friday July 4, 2014</td>
</tr>
</tbody>
</table>

### Vacation Leave

- Benefit eligible Staff and Faculty with a 12 month appointment are eligible for vacation leave.
- There is a six month waiting period to use your vacation unless you already have six months of state service.
- State service does not include service with independent school districts, community colleges and/or education service centers.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Vacation Hours earned per month</th>
<th>Maximum Hour Carry Over</th>
</tr>
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<tbody>
<tr>
<td>0-2</td>
<td>8</td>
<td>180</td>
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<tr>
<td>2-4</td>
<td>9</td>
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<td>484</td>
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<tr>
<td>35+</td>
<td>21</td>
<td>532</td>
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</table>
**SICK LEAVE**

Qualified Absences

- Sickness
- Injury
- Pregnancy
- Parent-Teacher Conference

Can be used for

- Self
- Immediate family member living in your home and related by kinship, adoption or marriage.
- Family members not living in your home is strictly limited to care for a spouse, child or parent.

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**LEAVE RULES**

- With few exceptions in order to be entitled to Holiday pay you must be in a paid status the day before and after a holiday.

- Holiday, Sick Leave and Vacation hours are based on percent effort.

- In order to be entitled to monthly accruals you must work one day in the month to use the current months sick leave and vacations accruals.

- Non-exempt employees are required to get prior approval of working over the 40 hour work-week.

- The official University Schedule is M-F from 8:00 a.m. to 5:00 p.m.
  - Please note not all departments follow the University Schedule due to customer service needs. Please check with your supervisor to confirm you schedule.
  - Please note that when a holiday provides only 8 hours of pay you work more than 8 hours you must adjust your schedule to ensure you have a 40 hour workweek.
The Family Medical Leave Act was passed by Congress in 1993 to help employees who must take leave due to family emergencies and is designed to promote the stability and economic security of families. The law allows eligible employees to take reasonable leave:

• For incapacity due to pregnancy, prenatal medical care or child birth;
• To care for the employee’s child after birth, or placement for adoption or foster care;
• To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
• For a serious health condition that makes the employee unable to perform the employee’s job.

In January 2009 Military Family Leave Entitlements were added to the regulation.

Qualifying Exigency

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves may take time off to address personal needs such as:

• Attending Military Events
• Arranging for alternative childcare
• Certain financial and legal arrangements
• Attending counseling sessions
• Attending post-deployment reintegration briefings

Illness of Covered Service Member

FMLA also includes a special leave entitlement that permits employees to take leave to care for a covered service member. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of active duty.

Sick Leave Pool

Sick Leave Pool hours are donated by an employee, exiting employees or retirees of the University. Hours cannot be designated to any one employee. An employee can apply for sick leave pool for their own illness or that of an immediate family member.

Qualifications:

* Must have a catastrophic illness or injury that requires treatment by a licensed practitioner.
* Missed 160 hours of work. The missed work may be continuous or intermittent.
OTHER TYPES OF LEAVE

- Funeral Leave
- Military Leave
- Jury Duty Leave
- Voting Leave
- Blood/Bone Marrow/Organ Donor Leave

NON-EXEMPT EMPLOYEES

Fair Labor Standards Act provides protections for employees with certain types of jobs.

- Non-Exempt employees must record all hours worked through the Single Sign On Time Track System.

- Non-Exempt employees earn time and a half for every hour physically worked over forty hours. This time is called FLSA compensatory time. This time is recorded and banked in leave track to be used at a later time.

- Non-Exempt employees who have more than forty hours recorded on time track but did not physically work 40 hours within the work week earn an hour for every hour recorded over 40. This is called State Compensatory Time. State Compensatory Time is earned when a holiday occurs or if you were out part of the week due to sick or vacation time and still had over a 40 hours earned that week.

- Compensatory time can not be awarded for work done at home.
  - State compensatory time lapses within 12 months of being earned and can not be paid out at the time of resignation or termination.

EXEMPT EMPLOYEES

- When extraordinary circumstances necessitate works hours beyond those routinely required for the position an employee maybe granted compensatory time.

- All unused compensatory time expires 12 months after the end of the workweek in which the additional hours were worked.

- Compensatory time can not be awarded for work done at home.

- Exempt employees are not covered by the overtime provision so FLSA and are not eligible for payment of overtime hours.
LONGEVITY PAY

A nonacademic employee is entitled to longevity pay of $20 per month for every two years of lifetime service credit as an employee of the state of Texas, up to and including 42 years of lifetime credit if the employee:

- Is in a full-time status on the first work day of the month;
- Is not in a leave without pay status on the first workday of the month; and
- Has accrued at least two years of lifetime service credit no later than the last day of the preceding month.

HAZARDOUS DUTY PAY

A commissioned peace officer is considered to be in a hazardous duty position and entitled to hazardous duty pay of $10 per month for each 12 month period of accrued lifetime credit in a hazardous duty position if the employee:

- Is a state employee for any portion of the first workday of the month; and
- Has completed at least 12 months of lifetime service credit no later than the last day of the preceding month.
- An eligible part-time employee receives a proportional amount of hazardous duty pay.

MONTHLY INCOME

- Employees are paid on the 1st working day of each month for the preceding month.
- Health, Dental, Vision and Accidental Death and Dismemberment Coverage can be deducted on a pre-tax basis.
- Monthly paychecks will be deposited into the account you set up through Single Sign On/HR Connect.
- If you work fewer than 12 months and expect to return in the fall, your summer premiums (June, July and August) will be deducted from your May pay in addition to May insurance premiums from your June paycheck.
NEW EMPLOYEE CHECK LIST

T X A S  A & M  U N I V E R S I T Y - C O R P U S  C H R I S T I

**BENEFIT CHECK LIST**

- Obtain SandDollar Card from the SandDollar Office (University Center 134, ext. 5978)

- iBenefits
  - Sign Up for or waive benefits in the iBenefits system before your 60 day new employee period expires
  - Upload Dependent Documentation before you submit your iBenefit documentation
  - Enter information on Beneficiaries for Basic/Alternate Basic Life, Optional Life and Accidental Death and Dismemberment

- Update HR Connect
  - Sign Up for Paperless W-2
  - List Alternate Emergency Contact
  - Set Up Payroll Direct Deposit (Paycheck)
  - Set Up Account Direct Deposit (Travel)

- Complete On-Line Training
  - Course 3001 Information Security Awareness (Required every year.)
  - Course 99001 Ethics (Required every two years.)
  - Course 99002 Creating a Discrimination Free Work Place (Required every two years.)
  - Course 99003 Reporting Fraud, Waste and Abuse (Required every four years.)
  - Course 99004 Orientation to the A&M System (Required only once.)
  - Course 2111669 Required Emergency Alert System Notification (Required only once.)