



REQUIRED EMPLOYEE NOTICES & IMPORTANT REMINDERS

QUICK LINKS (REQUIRED): [EQUAL EMPLOYMENT OPPORTUNITY](#), [STANDARDS OF CONDUCT](#), [HIV/AIDS AND THE WORKPLACE](#), [DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM](#), [MEDICAL INFORMATION PRIVACY PRACTICES](#), [COMPENSATORY TIME](#), [ANNUAL SECURITY REPORT](#)

QUICK LINKS (IMPORTANT REMINDERS): [CARRYING CONCEALED HANDGUNS ON TEXAS A&M-TEXARKANA PROPERTY](#), [ETHICS](#), [CONSENSUAL RELATIONSHIPS](#), [RISK, FRAUD & MISCONDUCT HOTLINE](#), [CIVIL RIGHTS COMPLIANCE PROGRAM](#), [AMERICANS WITH DISABILITIES ACT NOTICE OF NON-DISCRIMINATION](#), [TITLE IX STATEMENT & RESOURCES](#), [REPORTING ARRESTS, CHARGES & CONVICTIONS](#), [UPDATING EMERGENCY CONTACT INFORMATION](#), [SELF-IDENTIFICATION OF VETERAN STATUS](#), [SELF-IDENTIFICATION OF DISABILITY](#), [SELF-IDENTIFICATION OF RACE, ETHNICITY AND GENDER](#)

REQUIRED EMPLOYEE NOTICES

Texas A&M University System (TAMUS) policy, state and/or federal law requires all employees to review certain workplace notices on an annual basis. If you have any questions about the information listed here, please contact [Human Resources](#).

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Federal regulations require that contractors and subcontractors may notify employees and applicants of their EEO rights electronically and must provide employees with knowledge that the electronically posted notice is otherwise accessible. Equal Employment Opportunity notices are available [here](#).

- [EEO is the Law Poster Supplement](#)
- Also refer to [A&M System Policy 08.01, Civil Rights Protections and Compliance](#)

STANDARDS OF CONDUCT NOTICE FOR STATE EMPLOYEES

As state employees, we are held to certain standards of conduct by the Texas State Legislature. Texas Government Code, Sections [572.051](#), [2113.014](#), [556.004](#), and [2113.013](#) serve as a reference guide for all employees, providing information on expectations, standards, and policies.

HIV/AIDS AND THE WORKPLACE

To acknowledge the serious nature of HIV and related health issues, [System Regulation 34.04.03, HIV/AIDS in the Workplace and Learning Environment](#) provides guidelines ensuring that the rights and privileges of all employees are protected.

Consistent with that regulation, the Texas Department of State Health Services provides information on methods of transmission and prevention of HIV infection and the relevant state laws via an educational [website](#) and [video](#) regarding [HIV-AIDS and the Workplace](#). Additional information on HIV and AIDS may also be found on the Center for Disease Control's website: <http://www.cdc.gov/hiv>.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM (DAAPP) NOTICE



REQUIRED EMPLOYEE NOTICES & IMPORTANT REMINDERS

In accordance with requirements of the Drug-Free Schools and Communities Act Amendments of 1989 and the Higher Education Opportunity Act of 2008, Texas A&M University-Texarkana (TAMUT) disseminates the following information to all students and employees on an annual basis:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.
- A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol.
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
- A description of available drug or alcohol counseling, treatment, rehabilitation, re-entry, or employee assistance programs.
- A clear statement of the disciplinary sanctions that the university will impose on students and employees who violate the standards of conduct.

TAMUT is committed to the elimination of alcohol abuse and illicit drug use and protecting the health and safety of students and employees. Substance abuse not only disrupts the workplace, but also endangers the lives of those on our campuses. We all must help prevent alcohol abuse and illicit drug use from negatively affecting the learning environment. The university expects its students and employees to cooperate in maintaining an environment free from the effects of substance abuse and to comply with laws and regulations related to the consumption, possession, sale and distribution of alcohol and other drugs.

Alcohol & Drug Program

TAMUT formally established an alcohol and drug program to address substance abuse prevention and treatment and comply with Federal Regulations such as the Drug-Free Workplace Act of 1988 and the Omnibus Transportation Employee Testing Act of 1991. The program provides education, intervention and referral of employees and students with substance abuse problems. [System Regulation 34.02.01, Drug and Alcohol Abuse and Rehabilitation Programs](#) details who is covered by these Acts, establishes procedures for random alcohol and drug testing, and specifies the consequences for substance abuse by employees.

Standards of Conduct

All TAMUT employees and students are expected to comply with federal, state and local drug laws as well as System Policies, and University Rules and Procedures. Employees and students are also required to abide by [System Policy 34.02, Drug and Alcohol Abuse](#) and [System Regulation 34.02.01, Drug and Alcohol Abuse and Rehabilitation Programs](#).

Employees and students are prohibited from manufacturing, possession, controlling, selling, transmitting, using, being under the influence or being a party to any illegal drug or controlled substance



REQUIRED EMPLOYEE NOTICES & IMPORTANT REMINDERS

use on University premises or at any of its activities, including but not limited to University sponsored on or off campus activities and professional meetings attended by employees.

State law prohibits the consumption and possession of alcohol by persons under the age of 21 and the supplying of alcohol to any person under the age of 21.

Disciplinary Sanctions

An employee who violates any of the System policies and regulations or University rules and procedures; including local, state or federal laws will be subject to University disciplinary actions, up to and including suspension without pay, transfer, demotion, reduction in salary, dismissal, and/or referral for prosecution.

Disciplinary action regarding alcohol or drug related violations by students may result in suspension or expulsion from the University and/or referral for prosecution.

Legal Sanctions

An employee or student who violates any of these alcohol or drug laws will be reported to the appropriate law enforcement agency and will be subject to prosecution in accordance with the law. Legal sanctions for violation of local, state and federal laws may include, but not be limited to: fines, probation, jail or prison sentences.

Misdemeanor charges:

| | |
|--|---------------------|
| Minor in Possession (MIP) | Class C Misdemeanor |
| Public Intoxication | Class C Misdemeanor |
| Driving Under the Influence (DUI) | Class C Misdemeanor |
| Driving While Intoxicated (DWI) | Class B Misdemeanor |
| Providing Alcohol to a Minor or Purchasing Alcohol for a Minor | Class A Misdemeanor |
| Open Container of Alcohol in a Motor Vehicle | Class C Misdemeanor |
| Possession of a Dangerous Drug | Class A Misdemeanor |
| Providing a Dangerous Drug to Another Person | State Jail Felony |
| Consumption of Alcohol After Hours | City Ordinance |

Sanctions/penalties:

| | |
|----------------------|---|
| Class C Misdemeanor: | Can include fine up to \$500, community service, alcohol education classes, and 30-day up to 180-day driver's license suspension. |
| Class B Misdemeanor: | Can include fine up to \$2000, community service, and 72-hour minimum confinement. |
| Class A Misdemeanor: | Can include fine up to \$4000, up to 1 year in jail, and 180-day driver's license suspension. |



REQUIRED EMPLOYEE NOTICES & IMPORTANT REMINDERS

| | |
|--------------------|--|
| State Jail Felony: | Can include fine up to \$10,000 and 180 days to 2 years in jail. |
|--------------------|--|

Federal drug laws/penalties:

The possession, use, or distribution of illicit drugs is prohibited by federal law. Under federal law (DEA, Title 21, Section 844), for simple possession of a controlled substance, one may be imprisoned for up to one year and/or fined up to \$1,000.00. For subsequent offenses, one may be imprisoned for up to three years and/or fined up to \$5,000.00. Under federal law, one may be fined up to \$8,000,000.00 and/or may be sentenced from not less than 10 years up to life in prison for trafficking in drugs. For violations of other federal drug laws, one may receive life in prison or the death penalty

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

Alcohol abuse is a prime contributor to suicide, homicide, and motor vehicle accidents and deaths. Alcohol and drug abuse can also lead to chemical dependency, premature death through overdose, brain damage, gastritis, anemia, and other physical problems.

The use of illicit drugs can result in a wide range of health problems, including seizures, heart problems, liver diseases, chronic brain dysfunctions, HIV/AIDS, other diseases and infections, and death. Substance abuse can also cause addiction, memory loss, hallucinations and paranoia.

- **Alcohol:** Effects of use include slurred speech, drowsiness, headaches, impaired judgment, decreased perception and coordination, distorted vision and hearing, vomiting, breathing difficulties, unconsciousness, coma, blackouts, toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, vitamin B1 deficiency, sexual problems, cancer, physical dependence
- **Amphetamines:** Also known as uppers, speed, meth, crack, crystal, ice, pep pills. Effects of use include increased heart rate, increased blood pressure, dry mouth, loss of appetite, restlessness, irritability, anxiety, delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis, physical dependence.
- **Barbiturates and Tranquilizers:** Also known as barbs, bluebirds, blues, yellow jackets, red devils, roofies, rohypnol, ruffies, tranqs, mickey, flying v's. Effects of use include slurred speech, muscle relaxation, dizziness, decreased motor control, severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence.
- **Cocaine:** Also known as coke, crack, snow, powder, blow, rock. Effects of use include loss of appetite increased blood pressure and heart rate, contracted blood vessels, nausea, hyper-stimulation, anxiety, paranoia, increased hostility, increased rate of breathing, muscle spasms and convulsions, dilated pupils, disturbed sleep, psychosis, chronic cough, nasal passage injury, kidney, liver and lung damage.



REQUIRED EMPLOYEE NOTICES & IMPORTANT REMINDERS

- **Marijuana/Cannabis:** Also known as pot, grass, dope, weed, joint, bud, reefer, doobie, roach. Effects of use include sensory distortion, poor coordination of movement, slowed reaction time, panic, anxiety, bronchitis, lethargy, shortened attention span, suppressed immune system, personality changes, cancer, psychological dependence, physical dependence possible for some.
- **Morphine/Opiates:** Also known as M, morf, duramorph, Miss Emma, monkey, roxanol, white stuff. Effects of use can include euphoria, increased body temperature, dry mouth, “heavy” feeling in arms and legs, constipation, loss of appetite, collapsed veins, heart infections, liver disease, depressed respiration, pneumonia and other pulmonary complications, physical and psychological dependence.

Emotional consequences of alcohol and drug abuse are often minimized. These substances can cause personality changes which contribute to problems in dealing with family and co-workers. The personality changes may seriously impair a person and these changes can lead to psychological problems and mental illnesses. Substance abuse may also disrupt effectiveness on the job, reduce motivation, cause legal and financial problems, and contribute to social problems.

For additional health risks associated with alcohol and drug abuse:

- [Department of Justice, Drugs of Abuse](#)
- [National Institute of Alcohol Abuse, and Alcoholism, Alcohol’s Effect on the Body](#)
- [Center for Disease Control and Prevention, Fact Sheets- Alcohol Use and Your Health](#)
- [National Institute on Drug Abuse](#)

Counseling Services for Employees/Employee Assistance Program

Work/Life Solutions Program by GuidanceResources®

Office Hours: Open 24 hours Everyday

Active employees: 866-301-9623

TTY: 800-697-0353

Online: www.guidanceresources.com

App: GuidanceNow ([App Store](#)) ([Google Play](#))

Organization Web ID: TAMUS

Student Counseling & Referral Service

Office Hours: 8:00 a.m. to 5:00 p.m., Monday-Friday

University Center, Suite 420

Office: (903) 223-3186

After Hours Crisis Line: (903) 276-8276

E-mail: counseling.services@ace.tamut.edu

Community Resources



REQUIRED EMPLOYEE NOTICES & IMPORTANT REMINDERS

- Local Mental Health Authority, Community Healthcore (800) 832-1009 or (903) 831-1034
- National Suicide Prevention Lifeline 1-800-273-TALK (8255) or 988
- Beginning Regional Abuse Recovery (903) 595-5796
- Alcoholics Anonymous (903) 794-4731
- Netcada (903) 794-0430
- Red River Council on Alcohol (870) 772-3850
- Texarkana Area of Narcotics Anonymous (870) 773-8470
- Summerhill Counseling Center (903) 792-8887
- Serenity Club (903) 792-5713

NOTICE OF PRIVACY PRACTICES FOR MEDICAL INFORMATION

A federal regulation, the Health Insurance Portability and Accountability Act (HIPAA) of 1996, known as the [HIPAA Privacy Rule](#) requires that we provide detailed notice in writing of our privacy practices. This notice describes how medical information about you may be used and disclosed and how you can get access to this information.

COMPENSATORY TIME

Notification of the state's policy on compensatory time is an annual requirement as stated in [Texas Government Code §659.023](#). TAMUT employees should familiarize themselves with [System Regulation 31.01.09, Overtime](#) and [University Procedure 31.01.09.H0.01, Overtime](#).

In addition, online training courses accessible on TrainTraQ via [Single Sign on](#), include *Comp Time Issues for Employees* (#2112755) and *Comp Time Issues for Supervisors* (#2112756).

ANNUAL SECURITY REPORT

In compliance with Federal law, the Texas A&M University-Texarkana University Police Department prepares an annual campus crime report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act).

The "[Annual Security Report](#)" provides information on campus security, crime-prevention practices, reporting crimes, drug-and-alcohol information, sexual assaults, and crime statistics showing the amount of crime occurring on campus over the last three-year period. The annual security report can be accessed on the [University Police Department](#) website, or a paper copy can be obtained by contacting their office at (903) 334-6611.

IMPORTANT REMINDERS TO EMPLOYEES

While these notices are not required on an annual basis, they merit a reminder on a regular basis. If you have any questions about the information listed here, please contact [Human Resources](#).



REQUIRED EMPLOYEE NOTICES & IMPORTANT REMINDERS

CARRYING CONCEALED HANDGUNS ON TEXAS A&M-TEXARKANA PROPERTY

In accordance with the [Texas A&M University System Regulation 34.06.02, Weapons](#), Texas A&M-Texarkana will comply with all applicable federal and state laws, policies, and regulations, relating to carrying concealed handguns on A&M-Texarkana property. A&M-Texarkana employees will follow the [Texas A&M University-Texarkana Rule, 34.06.02.H1, Carrying Concealed Handguns on Campus](#).

Open Carry is NOT allowed on A&M-Texarkana property.

ETHICS

The responsibility for educating and training the future leaders of the state and nation carries with it the duty to adhere to the highest ethical standards and principles. The Board of Regents (board) of The Texas A&M University System (System), therefore, promulgates [System Policy 07.01, Ethics](#) to ensure that board members and all persons employed by the system, regardless of rank or position, are held to the highest ethical standards. In addition, Texas Government Code, Section 572.051 requires all state agencies to adopt a written ethics policy consistent with the standards set forth in [System Policy 07.01, Ethics](#).

CONSENSUAL RELATIONSHIPS

The Texas A&M University System is committed to maintaining work and educational environments that are free from conflicts of interest, favoritism, and abuse of authority. This regulation addresses amorous, romantic, and/or sexual relationships that, although consensual, may create actual or perceived ethical, discriminatory, and/or harassing situations disruptive to the member community. Information on exemptions and consequences of violating this regulation are included in [System Regulation 07.05.01 Consensual Relationships](#).

RISK, FRAUD, AND MISCONDUCT HOTLINE - "DO THE RIGHT THING"

The Texas A&M University System's Risk, Fraud & Misconduct Hotline provides faculty, staff, students, vendors, and members of the public with a mechanism for reporting concerns related to allegations of improprieties. The Hotline should be used to report factual information suggestive of fraudulent, wasteful or abusive activities. Examples of reportable issues include fraud; misuse of resources or information; violations of safety rules; inappropriate conduct, harassment, or discrimination.



REQUIRED EMPLOYEE NOTICES & IMPORTANT REMINDERS

Reports can be submitted 24 hours a day, 365 days of the year by accessing the [Risk, Fraud, & Misconduct](#) link in the footer information of any A&M System member's homepage, or call toll free 1-888-501-3850. If you have questions about the Risk, Fraud and Misconduct Hotline, please contact the Compliance Office at compliance@tamut.edu.

CIVIL RIGHTS COMPLIANCE PROGRAM

The Texas A&M University System shall provide equal opportunity for employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity and will strive to achieve full and equal employment opportunity through the System for faculty and staff employees.

All employees are responsible for ensuring their work and educational environments are free from discrimination, sexual harassment, and/or related retaliation. All concerns or complaints regarding any type of discrimination based on a protected status should be brought to the attention of the TAMUT Assistant Vice President & Chief Human Resources Officer, Charlotte Banks, cbanks@tamut.edu, (903) 223-3012 and/or the [U.S. Department of Education's Office of Civil Rights](#), ocr.dallas@ed.gov, 214-661-9600. Reports can also be made anonymously through the [Risk, Fraud & Misconduct Hotline](#).

THE AMERICANS WITH DISABILITIES ACT AMENDMENTS ACT OF 2008 (ADAAA)

Notice of Non-Discrimination

TAMUT does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Charlotte Banks
Assistant Vice President & Chief Human Resources Officer
7101 University Avenue
Texarkana, TX 75503
cbanks@tamut.edu / (903) 223-3012

For further information, visit the [U.S. Department of Education's Office of Civil Rights](#) or call 214-661-9600.

[The Americans with Disabilities Act Amendments Act of 2008](#)

TITLE IX STATEMENT AND RESOURCES

TAMUT is committed to providing an environment free from harassment or discrimination to all segments of its community, including faculty, staff, students, guests, and vendors. Harassment and discrimination, including sexual harassment and discrimination are illegal under federal and state



REQUIRED EMPLOYEE NOTICES & IMPORTANT REMINDERS

statutes, including but not limited to [Title IX of the Education Amendment of 1972](#), and is prohibited. TAMUT will promptly and thoroughly investigate all complaints of discrimination, sexual harassment, and related retaliation.

[Learn More](#)

REPORTING ARRESTS, CHARGES, OR CONVICTIONS

Per [TAMUS Regulation 33.99.14, Criminal History Record Information-Employees and Applicants](#), System employees must report to their supervisor, within twenty-four (24) hours or at the earliest possible opportunity thereafter, any criminal arrests, criminal charges or criminal convictions, excluding misdemeanor traffic offenses punishable only by fine.

Failure to make the report required by this section shall constitute grounds for disciplinary action, including dismissal.

The employee's supervisor must report the arrest(s), criminal charge(s) or conviction(s) to the head of the department/unit and the member human resources department.

UPDATING EMPLOYEE EMERGENCY CONTACT INFORMATION

TAMUT will use emergency contact information to inform your family or designee if you are injured or involved in an emergency while working. To keep this information current, all employees are urged to update their contact information each year. Your participation in keeping your information up to date ensures the University has accurate information for emergency contacts and demographics for federal, state and university reporting compliance.

To access and update your emergency contact information, log on to [SSO](#); select **Workday**; from your profile, select **Contact**; select **Emergency Contacts**; click **Edit** to review and/or update your emergency contact information; click **Submit** and **Done**.

SELF-IDENTIFICATION OF VETERAN STATUS

The Texas A&M University System and system members are Federal Government contractors subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans.

These classifications are defined as follows and are hereafter referred to all together as "protected veterans:"

(1) A Disabled Veteran is one of the following:



REQUIRED EMPLOYEE NOTICES & IMPORTANT REMINDERS

- a) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
- b) a person who was discharged or released from active duty because of a service-connected disability.

(2) A Recently Separated Veteran means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.

(3) An Active Duty Wartime or Campaign Badge Veteran means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

(4) An Armed Forces Service Medal Veteran means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

If you believe you belong to any of the categories of protected veterans listed above, please view and/or update your personal data in [Workday](#):

- From your profile, select **Actions**
- Select **Personal Data**
- Select **Change My Veteran Status Identification**

As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA. Your decision to provide this information is voluntary on your part, and refusal to provide such information will not subject you to any adverse treatment. If provided, the information will not be used in a manner inconsistent with VEVRAA, as amended, i.e., it cannot be used as the basis for adverse employment decisions. This information will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

SELF-IDENTIFICATION OF DISABILITY

We are required to provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to provide us information regarding your disability. The disclosure of this information is entirely voluntary, and no adverse action will result from providing this information or from declining to provide it.



REQUIRED EMPLOYEE NOTICES & IMPORTANT REMINDERS

Because a person may become disabled at any time, we are required to ask all employees to update their information every five (5) years.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- HIV/AIDS
- Muscular dystrophy
- Multiple sclerosis (MS)
- Bipolar disorder
- Major depression
- Autism
- Cerebral palsy
- Missing limbs or partially missing limbs
- Obsessive compulsive disorder
- Post-traumatic stress disorder (PTSD)
- Impairments requiring the use of a wheelchair
- Intellectual disability
- Schizophrenia

Please view and/or update your personal data in [Workday](#):

- From your profile, select **Actions**
- Select **Personal Data**
- Select **Change Self-Identification of Disability**

SELF-IDENTIFICATION OF RACE, ETHNICITY, AND GENDER

The Equal Employment Opportunity Commission (EEOC) requires all private employers with 100 or more employees as well as federal contractors and first-tier subcontractors with 50 or more employees and contracts of at least \$50,000 to complete an EEO-1 report each year. Covered employers must invite employees to self-identify race, ethnicity, and gender for this report.

Completion of this information is voluntary and will not affect your opportunity for employment, or the terms or conditions of your employment.

Please view and/or update your personal data in [Workday](#):

- From your profile, select **Actions**
- Select **Personal Data**
- Select **Change My Personal Information**

If you choose not to self-identify your race/ethnicity, the federal government requires A&M-Texarkana to determine this information by visual survey and/or other available information and processes.