

DEPARTMENT OF HUMAN RESOURCES AND PAYROLL SERVICES



NEW EMPLOYEE HANDBOOK



TEXAS SOUTHERN UNIVERSITY

HOUSTON, TEXAS



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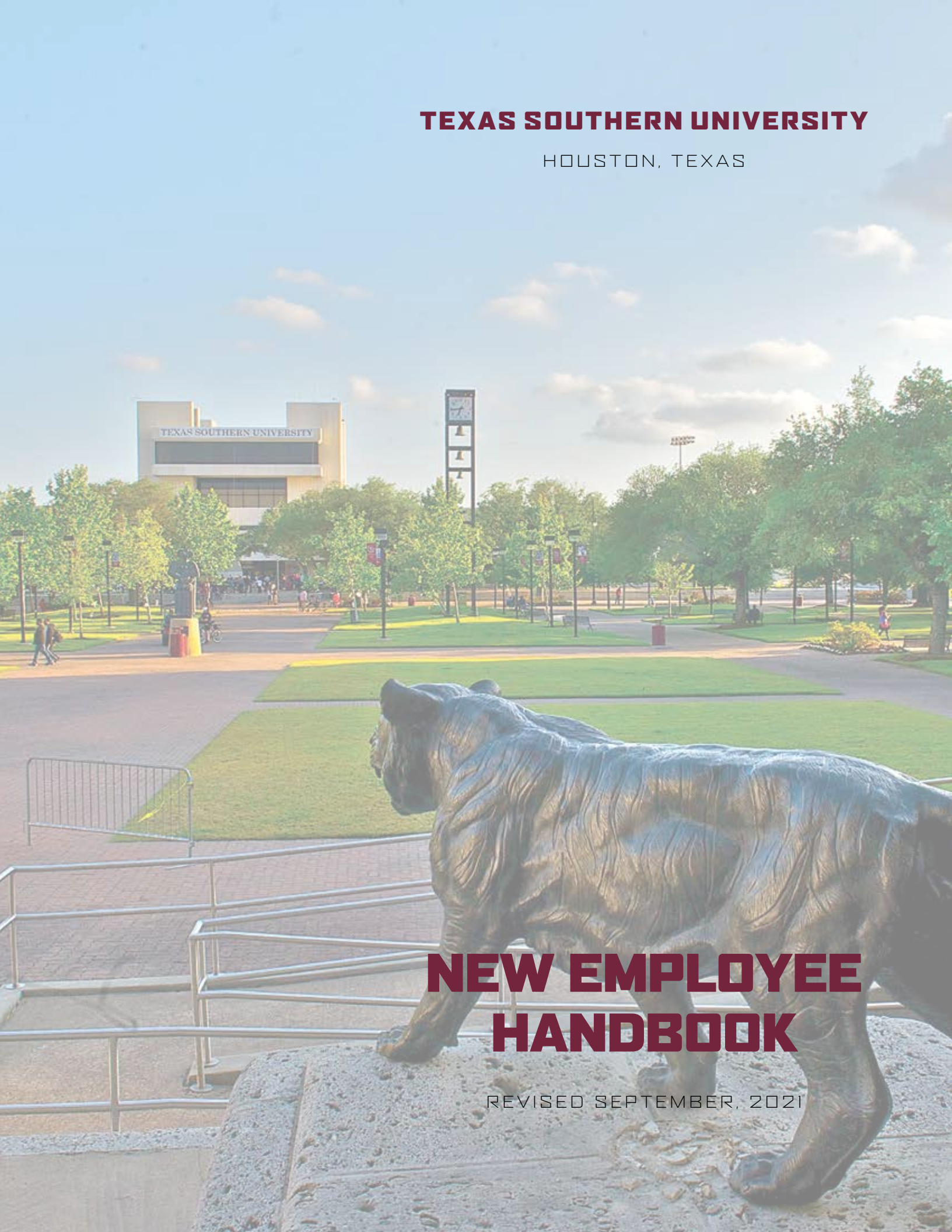
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TEXAS SOUTHERN UNIVERSITY

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**NEW EMPLOYEE
HANDBOOK**

REVISED SEPTEMBER, 2021

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MISSION AND VISION



Mission Statement

Texas Southern University is a comprehensive metropolitan university. Building on its legacy as a historically black institution, the university provides academic and research programs that address critical urban issues and prepare an ethnically diverse student population to become a force for positive change in a global society.

In order to achieve this mission, Texas Southern University provides:

- quality instruction in a culture of innovative teaching and learning;
- basic and applied research and scholarship that is responsive to community issues; and
- opportunities for public service that benefit the community and the world.

Vision Statement

Texas Southern University will become one of the nation's pre-eminent comprehensive metropolitan universities. We will be recognized by the excellence of our programs, the quality of our instruction, our innovative research, and our desire to be a contributing partner to our community, state, nation, and world.

BRIEF HISTORY OF TEXAS SOUTHERN UNIVERSITY



Texas Southern University, one of the nation's largest HBCUs (Historically Black Colleges and Universities), possesses an impressive array of undergraduate and graduate programs, a diverse faculty, 80-plus student organizations, and an alumni network comprised of educators, entrepreneurs, public servants, lawyers, pilots, artists, and more, many of whom are change agents on the local, national and international stage. Nestled upon a sprawling 150-acre campus, Texas Southern University has served as a cornerstone for developing the greatest potential in leaders from various socio-economic, cultural, and racial backgrounds.

Texas Southern University is located in Houston, TX, the fourth largest city in the US, and one of the fastest-growing and forward-moving cities in the world. As residents of this international city, Texas Southern students are privy to numerous opportunities and experiences, facts that led noted social forecaster Joel Kotkin to declare that Houston offers one of America's most compelling models for urban greatness (according to his study entitled *Opportunity Urbanism: An Emerging Paradigm for the 21st Century*).

Texas Southern is located in the heart of the city, in Houston's historic Third Ward, giving its students and faculty easy access to the Museum District, neighboring educational institutions (Houston Community College, the University of Houston, Rice University, and the University of St. Thomas), the Texas Medical Center, City Hall, downtown Houston, and all of the city's major freeways.

More than 9,500 students, along with nearly 1,200 faculty and staff comprise the University's community, and like its curricula, the student body is characterized by diversity. While many of the undergraduate and graduate students enrolled are native Texans, the student and faculty population is represented by almost every state in the country, including the U.S. territory of Puerto Rico, and by more than 50 nations. Texas Southern's international student population hails from such places as Africa, Canada, the Canal Zone, the Caribbean, Central America, China, Europe, Mexico, South Asia, and the West Indies.

Of the nine Texas Southern University schools and colleges, many have programs unique to the area and several have received national recognition for their outstanding performance. Texas Southern offers the only Urban Planning degree in the area and has one of only two flight simulators in the nation to support its airway sciences program. A new degree in entertainment management uses a state of the art sound studio as a laboratory for students learning both the technology and management needed for the entertainment industry.

With one of the most diverse faculties in the nation; state-of-the-art facilities; extra-curricular activities led by the university's legendary Debate Team and award-winning Ocean of Soul Marching Band and jazz ensemble; and exciting programs and initiatives, such as the U.S. government's designation of Texas Southern University as a National Transportation Security Center of Excellence (NTSCE) , one of only six nationwide, opportunities abound for students at TSU NOW!



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WELCOME NEW EMPLOYEE

YOU QUALIFY FOR A FULL BENEFITS PACKAGE



Congratulations on your new job. You qualify for benefits through the Texas Employees Group Benefits Program (GBP).

The Employees Retirement System of Texas (ERS) manages the GBP for the State of Texas. The program offers you a full benefits package in addition to your salary.

For more information about your benefits, look for the ***New Employee Benefits Guide for employees of higher education institutions and agencies that don't participate in ERS retirement*** on this page: <https://ers.texas.gov/New-Employee> of the ERS website, www.ers.texas.gov.

Full-time employees who are benefits-eligible are automatically enrolled in health insurance, which includes \$5,000 of Basic Term Life Insurance and \$5,000 of Accidental Death & Dismemberment (AD&D) coverage. Your benefits start after you complete the waiting period unless you transfer as an employee in the GBP to another GBP entity, with no break in coverage. The state pays the full cost of the health premium for eligible full-time employees and half of the cost for their eligible dependents (your eligible spouse or child—see the ***New Employee Benefits Guide*** for a complete list of eligible dependents).

If you are a part-time employee, you will not be enrolled automatically. If you decide to enroll, the state pays half the cost of the health premium for eligible part-time employees and 25% for their eligible dependents.

Health and other benefits for employees and retirees are subject to change based on available state funding. The Texas Legislature determines the level of funding for such benefits and has no continuing obligation to provide those benefits beyond each fiscal year.

You must complete tobacco-user certification for you and your eligible dependents. Tobacco users will be charged an additional premium of \$30 each month (up to \$90 per household each month). You can find the definition of a tobacco user, a list of tobacco products and other helpful information on the ERS website at <https://ers.texas.gov/About-ERS/Policies/Tobacco-Policy-and-Certification>. An additional premium will be charged for you and/or your eligible dependents if you do not certify tobacco use.

Enrollment in other benefits is not automatic for new employees or rehires; you must enroll in and pay for these benefits. If you want to add them, you will need to sign up during your first 31 days of employment. If you sign up for life and disability insurance during your first 31 days, you won't have to provide evidence of insurability (EOI). You can sign up now for:

- vision benefits,
- dental benefits,
- TexFlex, which reduces your taxes on money you spend on health, vision, dental and/or dependent care,
- short-term, and long-term disability insurance provided through the Texas Income Protection Plan (TIPP) and
- Optional Term Life Insurance, Dependent Term Life Insurance and/or Voluntary AD&D for you and your dependents.

Using your online account

You can learn more about your benefits, enroll yourself and your eligible dependents, and make other changes by signing in to your online account.

Go to www.ers.texas.gov and click on *My Account Login* at the top right hand corner to log in.

Sign up for our digital subscription service

The digital subscription service is the best way to find out what's going on with your benefits. Look for the envelope in the footer at www.ers.texas.gov. Sign up for topics to have email updates sent to you. After you sign up, you'll receive an email inviting you to confirm your subscription.

Open a Texa\$aver Account

Start saving for the future in the Texa\$aver Program*, a deferred compensation program that lets you invest a portion of your income in a retirement savings plan. Employees of four-year higher education institutions can open a Texa\$aver 457 account. Community college employees can open a 457 account if your college offers it (check with your benefits coordinator). You can enroll in Texa\$aver or change the amount of money you put in your account at any time during the year. To enroll or for more information, go to www.texasaver.com or call toll-free at (800) 634-5091.

Designate your beneficiaries

Let ERS know who should receive benefits in the event of your death. This person is called your beneficiary. If you die, ERS must be able to identify and contact your beneficiaries.

Sign in to your ERS OnLine account or call ERS to designate your beneficiaries. When you enroll and designate your beneficiaries, have their dates of birth, mailing addresses and Social Security numbers ready. ERS will then send you a form listing your beneficiaries. You must sign the form, have a witness sign it and return it to ERS to complete the process. If you are a rehired employee, verify that your beneficiary designations are still correct.

If you have a Texa\$aver account, you also should select beneficiaries, should you die before withdrawing all your funds. To select your beneficiary:

Print out the beneficiary form at www.texasaver.com.

Complete and mail it to the address on the form.

**Texa\$aver is not available to employees of the Community Supervision & Corrections Department (CSCD), Windham School District, the Texas County and District Retirement System (TCDRS) and the Texas Municipal Retirement System (TMRS) or to individuals who receive their retirement benefits through those systems.*

Save with the Discount Purchase Program

GBP members and their eligible dependents can use the Discount Purchase Program to get discounts on many products and services, from computers to theme park passes. There's no sign-up fee, registration or cost to you to participate. Visit www.beneplace.com/discountprogramers/ today to start saving.

ERS Customer Service representatives are available 7:30 a.m. - 5:30 p.m. CT, Monday - Friday, toll-free at (877) 275-4377.

Visit the ERS website at www.ers.texas.gov.

Your employer also has a benefits coordinator who can help you with benefits questions.

IMPORTANT NOTICE

ERS has created a Summary of Benefits and Coverage (SBC) for each health plan offered under the GBP, excluding Medicare Advantage plans. Each SBC provides an overview of the benefits and services the health plan covers and what you can expect to pay for such services. You can access and print the SBCs at the following web address: <https://ers.texas.gov/Retirees/Summaries-of-Benefits-and-Coverage>.

Upon request, paper copies of the SBCs are also available to you free of charge.

If you have any questions or would like to request a paper copy of an SBC, please contact the appropriate health plan at the toll-free phone number listed below.

Para obtener asistencia en Español, llame al:

HealthSelect of Texas:

(866) 336-9371, TTY: 711

Consumer Directed HealthSelect:

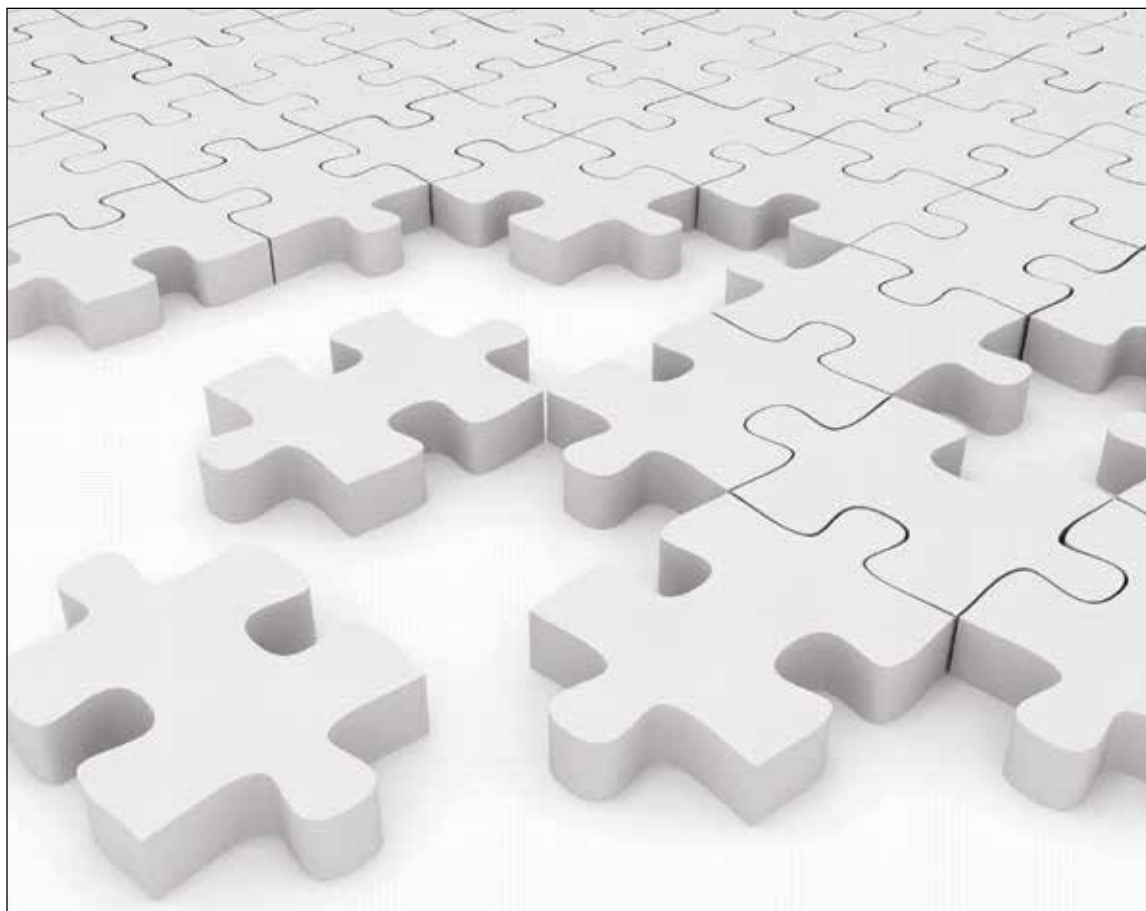
(866) 336-9371, TTY: 711

Community First Health Plans:

(877) 698-7032,
TTY: (800) 390-1175

Scott & White Health Plan:

(800) 321-7947,
TTY: (800) 735-2989



Insurance Programs

As a State of Texas employee, many valuable benefits are available to you through the Texas Employees Group Benefits Program (GBP), administered by the Employees Retirement System of Texas (ERS). Information about all of your benefits can be found on the ERS website, www.ers.state.tx.us, or contact the Benefits Specialist in Human Resources.

The State of Texas pays all of the health insurance premiums for full-time employees (scheduled work hours of 40 hours or more per week). For part-time employees (scheduled work hours of 20 hours, but less than 40 hours per week), the State pays half of the premiums for the employees.

If you are new to state employment, you will become eligible for health insurance benefits on the first day of the month following your first 60 days of employment. The initial period of eligibility for available optional coverages is your first 30 days of employment.

Group Insurance

The University offers the following basic and optional group insurance programs:

Health Insurance

The Employees Retirement System of Texas offers several benefit plans. HealthSelect of Texas and Consumer Directed HealthSelect are both health coverage plans that are underwritten by Blue Cross Blue Shield of Texas. In addition to HealthSelect, HMOs are available only to members and their eligible dependents that live or work in certain Texas counties.

The State of Texas offers all benefits eligible employee's comprehensive health and prescription drug benefits, along with \$5,000 basic term life insurance and \$5,000 Accidental Death and Dismemberment (AD&D) coverage after a 60 day waiting period. You may enroll your eligible dependents in health coverage without restrictions when you enroll as a new employee. You may also decline health coverage; however, if you wish to enroll in HealthSelect health coverage after your initial period of eligibility, Evidence of Insurability (EOI) is required and your acceptance is not guaranteed.

Health coverage is available for both you and your eligible dependents.

Dental Insurance

Dental coverage is available for both you and your eligible dependents. A Dental Maintenance plan and a Dental Indemnity plan are available. Eligibility for Dental and all other optional coverage is within the first 30 days of employment.

Life Insurance

Term Life - helps protect those who depend on you. If you die, someone named by you (your beneficiary) will receive a payment equal to the dollar amount of the Term Life coverage you have. An equal amount of Accidental Death and Dismemberment (AD&D) coverage is included with Term Life coverage (see information on AD&D below.) There are two types of employee Term Life coverage:

Basic Term Life - includes \$5,000 of Term Life and \$5,000 of AD&D coverage. You receive Basic Term Life, at no cost to you, when you enroll in a health plan.

Optional Life - is available in four coverage levels of 1, 2, 3, or 4 times your annual salary and includes an equal amount of AD&D coverage. This coverage is available for a small monthly premium.

Dependent Term Life - it includes \$5,000 term life with \$5,000 AD&D for each family member. Your first 30 days of employment are the only time your current dependents can enroll without having to go through Evidence of Insurability (EOI).

Dependent term life insurance will be paid to you upon the death of your covered dependents or in the event of certain accidental injuries. This coverage is available for a small monthly premium.

Accidental Death and Dismemberment

Accidental Death and Dismemberment (AD&D), similar to Term Life coverage, gives your beneficiary a payment if you lose your life due to an accident. A payment is made if you lose your hand, foot, or sight in an accident. AD&D coverage is available as follows:

AD&D is included as part of Term Life coverage in the UGIP (see Term Life and above).

Voluntary AD&D is separate coverage you may buy for yourself and your eligible dependents.

Disability Insurance

Disability coverage is a benefit for you (not available for dependents) if you become totally disabled and unable to work. You will receive a monthly payment based on a percentage of your salary as an employee. How long the payments are made depends on whether you buy “short” or “long-term” Disability coverage (or both).

Social Security Program

All employees are required to participate in the Federal Social Security program as a condition of employment. Social Security tax is applied only up to a certain wage base, currently \$128,400. There is no wage limit for the Medicare deduction. The Social Security tax rate is 6.2 percent and the Hospital Insurance (Medicare) tax rate is 1.45 percent, for a total FICA tax rate of 7.65 percent.

Teacher Retirement System (TRS)

Employees contribute 7.7% and the State contributes 6.8% of the employee’s wages. Employee contributions are tax deferred. Interests are credited annually on August 31st to the member’s account. Members are vested after 5 years of credible service. The formula for computing your retirement annuity can be found in the booklet “TRS Benefits Handbook”. TRS is a defined program, offering death, survivor, disability and retirement annuity benefits. The website for TRS is (www.trs.state.tx.us).

In addition to the insurance program, all non-student employees appointed for 4 ½ months and working at least half-time are required to participate in the Teacher Retirement System (TRS) as a condition of employment. Full-time faculty members, librarians, coaches, physicians and executive staff are eligible to elect the Optional Retirement Program (ORP) in lieu of TRS.

Optional Retirement Program (ORP)

ORP is an individualized defined contribution plan in which each participant selects from a variety of investments offered by several companies (authorized by the employing institution) through annuity contracts or mutual fund investments. Because participants manage their own personal investment accounts, ORP entails more individual risk and responsibility than that associated with TRS membership. Employees contribute 6.65% and the State contributes 6.6% of the employee’s wages. A newly eligible employee has 90 days from their ORP eligibility date (i.e., first day as a TRS member, or 91st calendar day of employment) to decide whether to elect ORP in lieu of TRS.

Tax-Sheltered Annuities (TSA)

All full-time employees of the University are eligible to set aside a part of their outcome in tax-sheltered annuities. The same carriers which are approved for enrollment of employees in Optional Retirement Plans, are approved for enrollment of employees in the Tax-Sheltered Annuities.

Any money you have deducted from your paycheck, which is allocated to a TSA, will not be subjected to federal





income tax. This has the effect of reducing your present tax burden. This money will be taxed only when you actually receive it at some date in the future.

The Internal Revenue Service places limits on the amount of salary you can shelter from taxes. The agent for the carrier you select will help you calculate the maximum amount you can set aside.

Flexible Spending Accounts (FSA)

There are three types of Flexible Spending Accounts available for your use:

FSA-Dependent Day Care

This account allows employees to deduct money from their salary before taxes and place the money into an account to pay for child care or elderly care expenses. The expenses must be necessary for you to continue working.

If married, you and your spouse must both be working, or your spouse must be a full-time student or disabled.

To be considered a “dependent”, the person receiving care must be eligible to be claimed as your dependent on your federal income tax return and be either:

Under age 13; or

Your spouse or other dependent who is physically or mentally incapable of self-support, and who spends at least 8 hours per day in your home.

As a new employee you may enroll in a dependent care account within 30 days of your hire date in a benefits eligible position. It is irrevocable for the plan year if you remain employed unless there is a qualifying family status change which allows you to enroll, cancel, or change the amount of your reimbursement account. A change must be submitted within 30 days of the family status change to initiate the change.

FSA-Health Care

This account allows employee to deduct money from their checks before taxes and put the money into an account to pay medical bills that are not covered by the group insurance. Eligible health care expenses are expenses that are “medically necessary”. In addition, to qualify as a reimbursable health care expense, the expense must be incurred (received) during your eligible period of coverage, and not be reimbursable from any other health insurance.

As a new employee, you may enroll in a health care reimbursement account within 30 days of your hire date in a benefits-eligible position. It is irrevocable for the plan year even if your employment terminates. Any money not used by the end of the fiscal year is forfeited.

LFSA- Limited Flexible Spending Account

Only employees enrolled in Consumer Directed HealthSelect can enroll in an LFSA. The LFSA lets you set aside money on a pre-tax basis for both you and your eligible dependents, the same way a health care flexible spending account does, except it is limited to dental and vision expenses so that it complies with IRS requirements.

Value-Added Discount Programs

Offered by United Healthcare Health-Select to participants and their covered dependents, these programs offer access to participants and their covered dependents, these programs offer access to discounts on a variety of alternative and complementary health care services and products at no extra cost.

Health and Wellness Resources

The well-being program is centered on you, providing the right mix of tools, resources and programs to meet your health and wellness needs. Whether you are managing a health condition, learning to prepare healthy meals for your family, running your first 5K or simply trying to manage stress, we're here to help.

Employees Retirement System of Texas Discount Purchase Program

ERS offer a Discount Purchase Program for state employees. With this program employees can find discounts and special services offered by other companies. Some of the products include: home, automotive, electronic equipment, travel & entertainment, etc. For more information visit the ERS website at www.ers.state.tx.us.

Care Management Clinicians

Managing your health better can pay off in the long run.

BCBSTX clinicians are available to help you achieve your health goals. They can provide support, point you to local resources, coordinate with your physicians and answer questions to help empower you to properly manage your health condition.

Health and Education Resources

- The Well onTarget® wellness website will provide you with tools to help you set and reach your wellness goals.
- Wellness coaches are available to help you with a variety of topics and issues such as nutrition, fitness, exercise and stress management.
- The Fitness Program is a flexible membership program you can use to gain access to more than 9,000 fitness centers.
- Programs for weight loss and weight management can help you feel better, have more energy and cut your risk for many health conditions.
- Tobacco cessation resources provide support when you need help quitting tobacco.

For additional details, please visit: <https://healthselect.bcbstx.com> or call BCBS Personal Health Assistants at 1-800-252-8039.



HIPAA Privacy Rules

The HIPAA (Health Insurance Portability and Accountability Act of 1996) privacy rules went into effect April 14, 2003. The privacy protections require group health plans, such as Employees Retirement System (ERS) and other providers, to protect the privacy of their participants. Texas law already makes your member information, including your PHI (Personal Health Information), confidential. ERS will not release certain information about you without your written authorization. The new rights and other terms of the HIPAA privacy notice will automatically apply. For additional information, please refer to the ERS website – www.ers.state.tx.us and connect with the links. Also, the University's Privacy Notice is available on the University's website.

** Training for HIPAA is required upon employment.*

PAY TRANSPARENCY NONDISCRIMINATION PROVISION

The University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other

employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

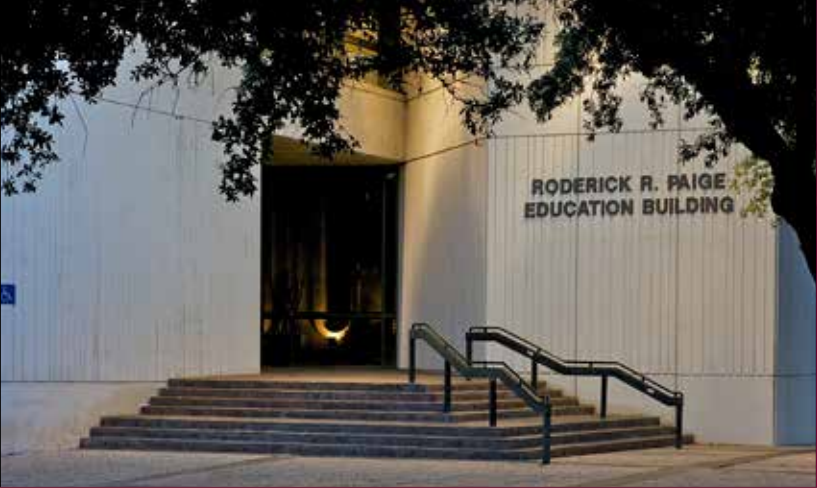
Credit Union

Employees are eligible for membership in the Smart Financial Credit Union. With a minimum opening deposit of \$5.00 and a \$5.00 entrance fee,

an employee may become a member of this full-service financial institution.

Benefits include savings accounts, checking accounts, money market accounts, certificates of deposit, IRAs, and complete loan services. For information, visit the Smart Financial Credit Union website at www.smartcu.org.





Leave Time



Vacation Leave for Staff Employees

Entitlement shall be earned in accordance with the following schedule based on full-time employment (proportionate to FTE):

Total State Employment	Hours Accrued Monthly	May Carry Hours to Next Fiscal Year
0 but less than 2 years	8	180
2 but less than 5 years	9	244
5 but less than 10 years	10	268
10 but less than 15 years	11	292
15 but less than 20 years	13	340
20 but less than 25 years	15	388
25 but less than 30 years	17	436
30 but less than 35 years	19	484
35 years and above	21	532

Sick Leave With Pay

All full-time employees earn sick leave beginning on the first day of employment. Sick leave is earned at the rate of eight hours for each month. Unused sick leave is carried forward each month and may be accumulated indefinitely.

The sick leave pool provides a source of additional sick leave for those employees who suffer a catastrophic illness or injury, who must be off work due to the illness or injury for a minimum of 30 days and who have exhausted all accrued sick leave and annual leave balances. Sick leave pool hours may be used for personal illness or illness of a member of the employee's immediate family. Regular, benefits-eligible employees are eligible to apply for leave from the sick leave pool. For additional information, contact the Benefits Specialist in the Office of Human Resources.

Paid Holidays

The total number of annual holidays available to benefits-eligible staff employees is set by state law. The holiday calendar is approved annually by the Board of Regents. The university observes holidays that include most national holidays and an extended break between Fall & Spring semester. Staff employees are entitled to observe religious holidays as specified by the State of Texas Appropriations Act in lieu of any state-approved holiday or holidays on any day which the university is required to be open and staffed. Such substitutions must be requested in advance and have the approval of the supervisor. Refer to the holiday schedule on the Human Resources website for approved days. Faculty follow the academic calendar. If the regular work schedule or duties of a department make it necessary for an employee to work on any of these holidays or scheduled off day(s), compensatory time will be given at another date.

Family and Medical Leave

The Family and Medical Leave Act of 1993 requires an employer to grant up to 12 weeks of unpaid job-protected leave to eligible employees for certain qualified medical conditions. The amount of leave granted is based on what is certified as medically necessary on the required physician certification. During an approved family and medical leave, the employee receives the state contribution toward the cost of medical insurance.

An eligible employee may take family and medical leave for the following reasons: 1). birth of a child and the care of the newborn, 2). the placement of a child with an employee in connection with the adoption or state-approved foster care of the child, 3). the serious health condition of a child, parent, or spouse, or 4). a serious health condition of the employee, 5) active duty leave, and 6). caregiver leave. To be eligible to apply for family and medical leave, an employee must have 12 cumulative months of state employment and have worked at least 1250 hours in the year immediately prior to the first day off from work due to one of these qualifying conditions.

An eligible employee must utilize all applicable accrued paid leave balances (including sick leave, vacation leave and compensatory leave) while taking family and medical leave. If no paid leave is available, then the family and medical leave will be designated as unpaid leave.

For more information on the Family and Medical Leave Policy, consult the Manual of Administrative Policies and Procedures. (MAPP 02.03.02)

Jury Duty

If called for jury duty, an employee will be granted time-off with pay from their regular work schedule to perform this civic responsibility. An employee must notify his/her supervisor immediately upon receipt of the official notice of such duty.

Time off will begin on the day the employee is required to serve, and the employee will be given a reasonable amount of time to report for jury duty. An official written record of the time served must be given to the employee's supervisor upon return to work with the required leave form.

COMPENSATION



Payroll Information

Payroll checks are received the first working day of each month; bi-monthly employees are paid on the first and the fifteenth (the first working day if the pay period falls on a weekend).

Direct Deposit

All employees are paid via direct deposit. If an employee is unable to provide the Payroll an account at a financial institution to receive direct deposit, that employee will be provided a Chase E-Funds Card. To apply for direct deposit, contact the Payroll Office at ext. 7379.

Longevity Pay

Longevity pay is provided to all full-time employees who are not on leave without pay the first workday of the month and who have at least two years of lifetime service credit. Part-time employees do not receive longevity pay on a proportional basis. Those ineligible for longevity pay include members of the legislature, individuals in public office, temporary workers, or academic employees of institutions of higher education. Length of service for longevity pay is determined in the same manner as length of service for annual leave. Legislative service is included in determining lifetime service credit purposes of longevity pay. Please refer to the schedule for longevity pay for additional information.

SCHEDULE FOR LONGEVITY PAY

Less than 2 years	\$0.00/month
Greater than 2 years but less than 4 years	\$20.00/month
Greater than 4 years but less than 6 years	\$40.00/month
Greater than 6 years but less than 8 years	\$60.00/month
Greater than 8 years but less than 10 years	\$80.00/month
Greater than 10 years but less than 12 years	\$100.00/month
Greater than 12 years but less than 14 years	\$120.00/month
Greater than 14 years but less than 16 years	\$140.00/month
Greater than 16 years but less than 18 years	\$160.00/month
Greater than 18 years but less than 20 years	\$180.00/month
Greater than 20 years but less than 22 years	\$200.00/month
Greater than 22 years but less than 24 years	\$220.00/month
Greater than 24 years but less than 26 years	\$240.00/month
Greater than 26 years but less than 28 years	\$260.00/month
Greater than 28 years but less than 30 years	\$280.00/month
Greater than 30 years but less than 32 years	\$300.00/month
Greater than 32 years but less than 34 years	\$320.00/month
Greater than 34 years but less than 36 years	\$340.00/month
Greater than 36 years but less than 38 years	\$360.00/month
Greater than 38 years but less than 40 years	\$380.00/month
Greater than 40 years but less than 42 years	\$400.00/month
42 years or more years	\$420.00/month

Employees should inform the Human Resources Department of any prior state service. No credit will be given until the written verification of employment is received from the previous state agency.

NOTE: Police Officers who are in positions that are considered hazardous duty will receive hazardous duty pay in lieu of longevity pay.

EMPLOYEE RESPONSIBILITIES & CONDUCT

Sexual Harassment Policy/Title IX Grievance Procedure

Texas Southern University's sexual harassment policy is designed to apply to employment and academic relationships among faculty, administrators, staff, and students and prohibits male- to female, female- to male, faculty-student and same sex harassment. Every employee of the University must avoid offensive or inappropriate sexual and/or sexually harassing behavior at work. Furthermore, the University's guidelines apply to all sexual advances, regardless of whether they are made in the office, outside the office or during social or business occasions.

Texas Southern University has adopted and incorporated the regulations of the Equal Employment Opportunity Commission (EEOC) and case law that define sexual harassment and hostile work environment. Prohibited conduct and activities include:

- Unwelcome sexual advances;
- Request for sexual favors, whether or not accompanied by promises or threats relating to the employment relationship or that in any way influences any personnel decision regarding a person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development;
- Any verbal or physical conduct of a sexual nature that threatens or implies, either explicitly or implicitly, that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding his or her employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development;
- Any verbal or physical conduct that has the purpose or effect of substantially interfering with an employee's ability to do his or her job;
- Any verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive working environment; and
- Certain conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel, including but not limited to references to an individual's body; use of sexually degrading words to describe an individual; offensive comments; off-color language or jokes; innuendoes; and sexually suggestive objects or behavior, books, magazines, photographs, cartoons or pictures.

It is the policy of Texas Southern University that all employees and students have the right to work in and attend class in an environment free of discrimination and sexual harassment. As such, the University has a no-tolerance policy on sexual harassment. Any employee who sexual harasses a fellow employee or a student is subject to discipline, up to and including termination of his or her employment.

Retaliation against employees who report sexual harassment or assist the University in investigating a complaint is against the law and University policy (MAPP 02.05.14), and is strictly prohibited

(MAPP 02.07.01). Retaliation includes but is not limited to refusing to recommend an employee for a benefit for which he or she qualifies, spreading rumors about the employee, encouraging hostility from co-workers and escalating the harassment.

For more information regarding the Sexual Harassment Policy visit www.tsu.edu/mapp (MAPP 02.07.01).

Retaliation Policy

It is the policy of Texas Southern University that positive employees relations and morale can best be achieved and maintained in an environment that promotes ongoing open communication between administration, staff, faculty, and students, including open and candid discussions of problems and concerns. The University encourages staff, faculty and students to express their issues, concerns or opinions without fear of retaliation or reprisal. Therefore, the University wishes to make clear that it considers acts or threats of retaliation to constitute a serious violation of University policy.

Retaliation against any person who seeks assistance from the Offices of General Counsel, Internal Audit, Institutional Compliance or Human Resources, or who files a claim of discrimination, including sexual harassment, is prohibited.

Direct or indirect retaliation against anyone who, in good faith, raises or points out compliance-related violations or issues is also prohibited.

There shall be no retaliation against any participant or witness in an investigation of a compliant, grievance or compliance violation.

Any employee who retaliates against a fellow employee or a student in violation of the law and/or this policy is subject to disciplinary action, up to and including termination of employment.

All administrators, managers and faculty should take proactive measures to assure staff or students that the University encourages the reporting of problems and prohibits retaliation or reprisal for reporting such problems.

Allegations of retaliation will be investigated pursuant to the University's Sexual Harassment/Retaliation Investigation Procedures (MAPP 02.05.14 and MAPP 02.07.01).

For more information regarding the Retaliation Policy visit www.tsu.edu/mapp (MAPP 02.05.14 and MAPP 02.07.01).

Policy on Employee Fraud

Texas Southern University (TSU) recognizes the responsibility to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the University by University employees, and when appropriate, to pursue legal remedies available under the law. TSU will take appropriate disciplinary and legal action against employees who commit fraud. Appropriate action includes terminating employment, pursuing restitution, and forwarding information to the appropriate authorities for criminal prosecution. This policy is designed to inform TSU employees of their responsibility for detecting and reporting suspected fraud. It also is intended to clarify acts that



are considered to be fraudulent and describe the steps to be taken when fraud or other related dishonest activities are suspected.

The objectives of this policy are to increase the awareness of all University employees of the possibility of fraud; establish responsibility for detection, reporting and examination of suspected fraud; establish guidelines for processing allegations of fraud consistently throughout the University in a non-confrontational environment; ensure that the President and Board of Regents receive proper notification, documentation and reporting of all authenticated cases of fraud at the University, and; establishing the University as a leader in the creation and implementation of a

policy that provides for strict adherence to the highest standards of morals and ethics.

This policy is designed to augment other policies and not replace or preclude them. Other policies containing related information include the University's Discipline and Termination Policy and Ethics Policy.

Fraudulent or Dishonest Activities-Defined

Fraudulent or related dishonest activities include, but are not limited to:

- a. Theft of funds, securities, supplies or any other asset (including furniture, fixtures, or equipment);
- b. Fraud;
- c. Embezzlement;
- d. Bribery/rebate/kick-back;
- e. Misapplication, destruction, removal or concealment of property, or conflicts of interest;
- f. Illegal or fraudulent handling or reporting of money transactions;
- g. Forgery or alteration of documents (checks, promissory notes, time sheets, independent contractor agreements, purchase orders, budgets, etc.);
- h. Forgery or alteration by employees, of student related items such as grades, transcripts, loans, fee or tuition documents, etc.;
- i. Acceptance or solicitation of any gift, favor or service that might reasonably tend to influence the employee in the discharge of his or her official duties;
- j. Destruction or disappearance of records, furniture, fixtures, or equipment where theft is suspected;
- k. Authorizing or receiving payments for hours not worked;
- l. Authorizing or receiving payments for goods not received or services not performed;
- m. Disclosing confidential information the employee is routinely privy to at the University;
- n. Any apparent violation of Federal, State, or local laws related to dishonest activities or fraud, and;
- o. Any similar or related activity.

For more information on the Fraud Policy visit www.tsu.edu/mapp (MAPP Policy 02.05.06).

EEO Policy

It is the policy of Texas Southern University to provide a work environment that is free from discrimination for all persons regardless of race, color, religion, sex, age, national origin, disability, sexual orientation, or veteran status in its programs, activities, admissions or employment policies. This policy of equal opportunity is strictly observed in all University employment-related activities such as advertising, recruiting, interviewing, testing, employment training, compensation, promotion, termination, and employment based on race, color, religion, gender, genetic history, national origin, disability, age, citizenship status, Vietnam era or special disabled veteran status. This policy shall be adhered to in accordance with the provisions of all applicable federal, state and local laws, including, but not limited to Title VII of the Civil Rights Act.

For more information regarding the EEO policy visit www.tsu.edu/mapp (MAPP 02.05.13)

Confidentiality Policy

At the commencement of new employment, all employees shall affirm their acknowledgment of the Confidentiality Policy by reviewing and signing the Confidentiality Agreement Form. Such signed Agreement shall become a part of the employee's permanent employment record.

The purpose of this agreement is to outline the university's policy on an employee's obligation to maintain confidentiality with all information entrusted to them throughout their employment at the University.

The Confidentiality Policy may be found at www.tsu.edu/mapp (MAPP 02.05.02).

Drug-Free Work Environment Policy

It is the Policy of the University to comply with the Drug-Free School and Communities Act of 1989 which requires the University to show that it has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by faculty, staff and students. This policy also sets forth the University's standards to provide a community setting that is safe, healthy and productive for all faculty, staff and students of Texas Southern University. The unlawful possession, use, manufacturing, distribution or sale of alcohol or other drugs by any faculty, staff or student is prohibited on University property or as any part of University activities. Any faculty or staff member found to be in violation of this policy will be subject to severe disciplinary action, up to and including immediate termination.

The Drug-Free Campus Policy may be found at www.tsu.edu/mapp (MAPP 02.06.01).

Complaint and Grievance Policy

Texas Southern University is an "at-will" employer, which seeks fair, just, and prompt solutions when possible to complaints and grievances of non-faculty employees arising from the employment relationship with the university. In instances where a problem cannot be resolved through informal discussion with the immediate supervisor, the employee may present a complaint or grievance without fear of retribution. Intimidation, harassment, coercion or reprisal in any form against an

employee for presenting a complaint or grievance or for aiding another employee in the presentation of that complaint or grievance is strictly prohibited.

Non-faculty employee complaints/grievances are handled by the Employee Relations and Compliance Office located in the Office of Human Resources. For more information on the Complaint and Grievance Policy refer to www.tsu.edu/mapp (MAPP 02.05.01).

Faculty Grievances shall be resolved in accordance with the relevant provisions of the Faculty Manual.

Ethics and Conflict of Interest Policy

As public servants, Texas Southern University employees owe a responsibility to the people of Texas in the performance of their official duties. The University's Ethic Policy sets out the laws and guidelines that govern each employee's conduct as a public servant, and is written to promote principles of ethical conduct, including the ethical handling of actual or apparent conflicts between the employee's private interest and the University's and/or the public's interest. These principles and guidelines apply to all University faculty, staff and administrators regardless of rank or position. As you read this policy, you should bear in mind that ethical conduct involves more than merely following the law. As a public servant, you should act fairly and honestly and avoid creating even the appearance of impropriety. The University's Ethics Policy requires that any ethics violations and potential conflicts of interest be reported to and reviewed by the appropriate University officials.

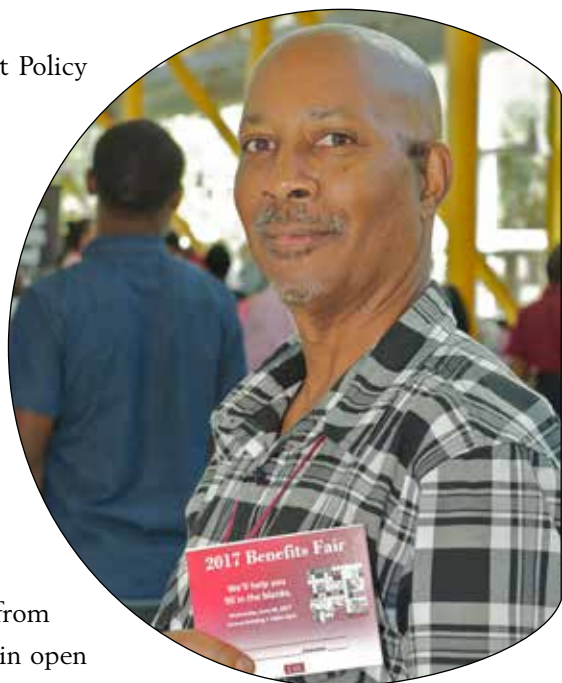
The Texas Southern University Ethics and Conflicts of Interest Policy may be found at www.tsu.edu/mapp (MAPP Policy 02.05.05).

Work Schedule Policy

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 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.

For more information on the Work Schedule Policy visit www.tsu.edu/mapp (MAPP 02.05.12).





Employee Training Policy

Texas Southern University Employee Training Program is written in accordance with the Texas State Employees Training Act. The Act specifically requires the training or education to be directly or indirectly related to the employee's duties or prospective duties.

Training and development of university employees can best be accomplished through the combined efforts of employees, supervisors, departmental management, the Office of General Counsel and the Office of Institutional Compliance.

The Office of Human Resources oversees the University's training and development initiatives on all policies. For more information call 713-313-4239.

For more information on the Employee Training Policy visit www.tsu.edu/mapp (MAPP Policy 02.05.16).

Safety Reminders

Texas Southern University is committed to providing a safe environment for all of its employees and students. Listed below are a few safety tips you should be aware of:

- Upon beginning your work assignment, familiarize yourself with where your exits are. In case of an emergency or fire, you will need to know how to get out of the building as quickly as possible. Also, know where the stairs are located. If the power goes out, the elevator will not work, and you will need to exit by stairs.
- Please familiarize yourself with the location of fire extinguishers in your building.
- Campus security escort service is provided for all employees who wish to be escorted to their car after 5:00 p.m. Call ext. 7000 to request service.
- Call boxes are located in most of the parking lots. These call boxes place you in direct contact with the Police Department on campus if there is an emergency. Dial ext. 7000
- There is no smoking in any building on campus.

Should you have an accident or injury, whether large or small, please fill out an injury form and submit to the Environmental Health and Safety Department. The Environmental Health and Safety Department is located in the General Services Building, 713-313-1048.

Staff Council

The Texas Southern University Staff Council serves as an advocate for TSU Staff members by promoting recognition of Staff contributions to the mission of Texas Southern University. Staff Council, also, at times, recommends Staff members to serve on committees, where policies and procedures affecting Staff will be discussed, as requested by Administration or their designee. The Staff Council will keep all Staff informed and in turn keep the President and Senior Cabinet advised of the needs and concerns of the Staff on University issues and activities. The Staff Council will always seek to encourage a positive and collaborative work environment that is committed to assessing, prioritizing, and promoting Staff wellbeing, through program initiatives and activities specifically directed to the interests of Staff members. Additional information about the TSU Staff Council is available on www.tsu.edu/staff-council. For more detailed information about membership, email Staff Council at StaffCouncil@tsu.edu.

Office of Information Technology (OIT)

The Office of Information Technology offers a wide range of technology services that can be found at <http://oit.tsu.edu>. The IT Service Center is available for assistance 24 hours a day, 7 days a week. If you require technology assistance, the IT Service Center can be contacted by emailing itservicecenter@tsu.edu or by phone at 1-866-749-8237 (Toll-Free) or 713-313-4357 (xHELP).



Department of Public Safety

Parking on TSU Campus

All Faculty, Staff & Students driving a vehicle on the TSU Campus must display a valid parking decal in the center of the windshield.

Vehicles must display a VALID PARKING DECAL while parked on University parking lots and other designated parking areas. Visitors (non-TSU students, faculty, or staff) may utilize one of the Visitor Lots. Visitors parking lot is in Lot C (front side behind RJ Terry Library) visitors must enter parking lot from Cleburne street. Failure to park properly or register your vehicle will constitute a violation. A citation will be written, and the vehicle is subject to tow-away at the owner/driver's expense. Vehicles parked during weekends and evenings (students & employees) must also display a valid decal.

Parking decals can be purchased in the Bursar's office. (The Bursar's office is located on the 1st floor of the E. O. Bell Building).

Complete the parking permit application, and present your form, paid receipt, driver license, current insurance, and student or staff/faculty identification at the Westside Garage (Ennis and Blodgett) to obtain your decal and/or renew your access card.

Faculty and staff may also utilize the Payroll Deduction option.

The Parking Enforcement Division is in the West Garage, Suite 104, 3001 Blodgett, Houston, TX 77004. For more information contact the Parking Office at 713-313-4433.

All parking decals must be purchased no later than two weeks after the start of the new school semester. All new hires (faculty and staff) must purchase a decal on the first day of employment.

How to File a Report

To report offenses that occur on the campus of Texas Southern University or any one of our properties:

- Contact the police department @ 713-313-7000 or file the report in person at 3443 Blodgett Street, 1st Floor, Dispatch area.
- Provide proper contact information i.e., name, address, contact number, T# and identification. Make sure your report is as detailed as possible noting the
- "who, what, where, when and how" within your report. Make sure to get the officer's name, badge number and case number before submitting your report.
- The reporting officer will notify you when the report has been filed and any follow up information is needed.
- A report will be generated within 24 hours of being filed.

Get LiveSafe APP installed by simply following these important steps:

Download "LiveSafe" from here: <https://www.livesafemobile.com/products/livesafe-mobile-app/> (Be sure to enable location services and push notifications when prompted). Sign up using your mobile phone number. Create a password and fill in your name. Add your email address to your

profile (Left Menu > Settings > Profile).

For more information visit the Texas Southern University Police Website police.tsu.edu/index.php/prevention-safety/safe-living-guide/ or contact TSU's Dispatch 713-313-3001.

DPS Notification & Alerts Social Media

The TSU Police Department maintains an online presence on Facebook, Twitter & Instagram to quickly stay connected to students, faculty and staff. In addition to MIR3 DPS notifications and alerts, information will be disseminated through these three platforms. To join our TSU DPS social media platforms visit the links listed below and follow our pages.

Facebook: <https://www.facebook.com/tsu.dps.7>

Twitter: <https://twitter.com/TSUDPS>

Instagram: <https://www.instagram.com/txsudps/>

Emergency Call Boxes

The University has 36 Emergency 911 call boxes placed in strategic locations throughout the campus. The call boxes are blue in color and labeled "Emergency Call Box". In addition to emergency situations, these call boxes can be used to request police assistance, escorts, and assistance with vehicle problems.

The step is simple: PRESS THE RED BUTTON. Your call will go directly to the TSU DPS Telecommunications Office. If for some reason you are unable to talk, the call box's location is automatically registered in the Telecommunications Office. Also, the amber light on top of the call box will continue to flash until the call is terminated.

TSU Tram Service

The TSU Trams are used to transport students, faculty and staff from one end of the TSU campus to the other. We have two that are in operation that are utilized Monday-Friday, between the hours of 8:00 a.m. – 5:00 p.m. with downtime between 12 noon – 1:00 p.m. for recharging. They are driven by our student workers through our student worker program. Trams seat 10 people and are driven one at a time.

Access to the TSU Trams are from the West Side Parking Garage to East Side Parking Garage with designated stops in between on campus.

For more information contact our Parking Department or log on our website: tsu.edu/police.





Telephone and Fax Machines

Telephone and fax machines are the property of the University and should be used accordingly to the duties and responsibilities related to the services of the University. Misuse of University property may result in disciplinary action up to and including termination.

How to Use the TSU Telephone System

The main switchboard for TSU is: 713-313-7011

- To dial an outside number, dial 9 + area code + number for local calls
- To dial a long distance number, dial 9 + 1 + area code + number + long distance code
- To transfer a call to another extension , press:
- "Transfer" + number + transfer"
- To transfer a call direct to a person's voicemail, press:
- "Transfer" + "#" sign + "0" + "Transfer"
- To reach voicemail internally, dial 4444
- To reach voicemail from a remote number, dial 713-313-4444

Call the University operator to assist in forwarding a misdirected call, if necessary

Mail Service

The University Post Office is located on the side of the Charter Lab School in the Airway Science Building. Please confer with your supervisor for the schedule of office mail delivery to and from the Post Office.

Outgoing mail **MUST** be accompanied by a “Request for Mailing Service” form, indicating the number of pieces of mail and the type of mail that is going out. Please see your supervisor for blank mailing requests.

Mail being directed to individual/departments within the University, (i.e. interoffice mail), should indicate the addressee’s name, department, and building if known. Overnight mail requires completion of airbill and the use of the appropriate mail envelopes and supplies. Mail should be delivered at the Post Office by 3:00 p.m. daily.

All personal mail must be stamped at the expense of the employee. It is a violation of state regulations to use the state property or resources for personal use. Repeated violations could result in disciplinary action up to and including dismissal.



CAMPUS SERVICES



Fitness

Recreation and Wellness Center

Call 713-313-6810 for information

On-Campus Dining:

Sterling Student Life Center Cafeteria (SSLC)

Call 713-313-1300 for daily menu

Bengal (SSLC, 2nd Floor)

Tiger Lair (Faculty & Staff dining - SSLC, 4th Floor)

Call 713-313-1300 for daily menu

Chick-fil-A (SSLC, 1st Floor)

Jazzman's Café® (Basement of Thurgood Marshall Law School Building)

Recreation and Wellness Center

Cub Corner (2nd Floor)

New Science Building

Einstein Bagels (1st Floor)

Athletics

For athletic events and ticket information, call 713-313-GAME (4263)

Tickets for all home football and basketball games can be purchased in the TSU Bookstore.

Campus Bookstore

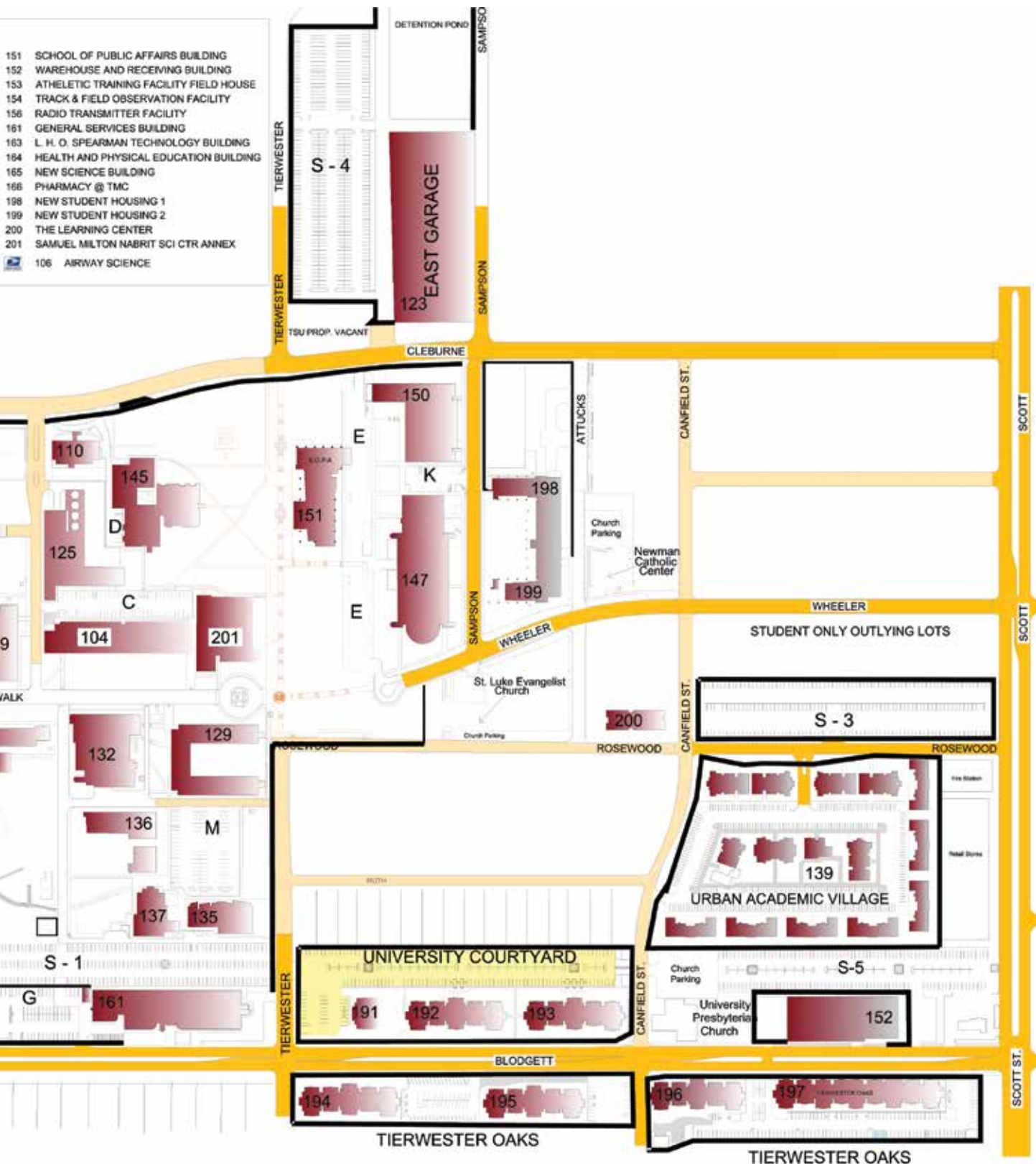
Monday-Friday, from 8 a.m. to 5 p.m.

Sterling Student Life Center, 1st Floor

Store telephone: 713-313-7030

CAMPUS MAP





NOTES

NOTES



TEXAS SOUTHERN UNIVERSITY
DEPARTMENT OF HUMAN RESOURCES
AND PAYROLL SERVICES

3100 Cleburne Street ~ Houston, Texas 77004 ~ **Office:** 713-313-7521 ~ **Fax:** 713-313-4347

Equal Employment Opportunity (EEO):

Texas Southern University is an equal opportunity employer and does not discriminate in employment or in the provision of services on the basis of race, color, religion, national origin, sex, age, or disability. Applicants should communicate to our Human Resources Office during the application process any requests for disability-related accommodations.