



Human Resources Department

3410 Taft Boulevard Wichita Falls, Texas 76308-2099

o 940.397.4221 f 940.397.4780

Annual Notices and Important Reminders

Ethics Notice

Ethics are moral values which affect personal and professional decisions and actions. Employees of the State of Texas are required to annually review the Standards of Conduct and Ethics contained in [Texas Government Code Subchapter 572.051](#) as well as be familiar with the [MSU Ethics Policy OP 52.20](#) and [TTUS Regulation 01.05](#).

Employee Eligibility for Tax-Sheltered Savings

Any person employed by MSU for at least half-time in a non-student employment status is eligible to participate in the MSU Voluntary Tax-Sheltered Annuity Plan (TSA) within the limits established by the IRS 403(b) regulations. TSA accounts are viewed as long-term savings plans and penalties may apply for early distribution of funds. TSA contributions are payroll deducted and are invested in an insurance company annuity or a mutual fund custodial account chosen from a list of approved vendors. A list of approved company vendors is available on the HR website under Benefit Links. Information regarding enrollment is available upon request in Human Resources. [OP52.62](#)

Drug-Free Campus

In accordance with Drug-Free Schools and Campuses Regulations, MSU has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illegal drugs and alcohol by employees and students on school premises or at school activities. All employees and students are required to obey the law and to comply with MSU institutional rules. [OP 52.26](#)

EEO/Sexual Harassment/Discrimination/Ethics/Campus SaVE Awareness Training

Within thirty (30) calendar days of their respective dates of employment, ALL new employees must receive appropriate training in [EEO Discrimination](#), [Sexual Harassment/Discrimination](#), [Employee Ethics](#), [Child Protection and Clery/Campus SaVE Act](#). All university employees must receive this training at least once every two (2) years and there must be a statement signed by the employee acknowledging completion in his or her personnel file.

Reporting Arrests, Charges or Convictions

Per [OP 52.25](#) Current employees must report information to their supervisor within five (5) business days of any criminal arrests, criminal charges, or criminal convictions, excluding misdemeanor traffic offenses punishable only by fine. Failure to report shall constitute grounds for disciplinary action, up to and including termination. The employee's supervisor must report the arrest(s), criminal charge(s), or conviction(s) to the head of the employing department and to the Director of Human Resources.

Fraud, Compliance, and Ethics Concerns

Midwestern State University takes violations of federal laws, state laws, and University policy seriously. We have selected EthicsPoint to provide a confidential means for reporting suspected misconduct. You may report your concerns anonymously by calling the hotline at 1-855-734-4210 or online at the [EthicsPoint Webpage](#)

Non-Discrimination Statement

Midwestern State University strives to create and actively promote a welcoming and supportive environment in order to recruit, hire, retain, and support a culturally diverse faculty, staff, and student body. Midwestern State University is committed to providing an environment of nondiscrimination and equal opportunity. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of race, color, age, sex (including pregnancy, gender identity, and sexual orientation), religion, disability, genetic information, veteran status, or national origin, or any other legally protected category, class, or characteristic. Retaliation against individuals who in good faith file a claim of discrimination or otherwise oppose discriminatory actions will not be tolerated.

Human Resources Department

Director of Human Resources

Hardin Administration Building, Room 210

(940)397-4221

Director and Coordinator of Title IX

Vinson Health Center, H136

(940) 397-4213

Disability Support Services

Director of Disability Support Services

Clark Student Center, Room 168

(940)397-4140

Texas Tech University System Office of Equal Opportunity

(806) 742-3627