

HUMAN RESOURCES NEWSLETTER

Annual Notices and Important Reminders

FY18

Office: Hardin 210 • Phone: (940) 397-4221 • Fax: (940) 397-4780 • Web: <http://www.mwsu.edu/humanresources/>



Annual Notice: 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. [Policy 3.316](#) and [Policy 4.176](#)

Annual 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](#).

Please also familiarize yourself with the [MSU Ethics Policy # 3.314](#) and [Standards of Conduct for State Employees Policy 3.346](#), both available online.

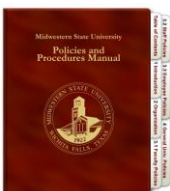
[Fraud, Compliance & Ethics Concerns](#)

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](#).

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 [Retirement Links](#). Information regarding enrollment is available upon request by contacting Judy Salazar at extension 4784. ([MSU Policy #3.331](#))

The Midwestern State University Policies and Procedures Manual may be accessed online (click manual to view now)



Attention All Departments

Please be sure that you provide the form, "[New Employee Instructions for Students, Temps, and Adjuncts](#)," to every new non-benefit eligible employee hired in your department. This form directs the employees to come to HR with required documents to complete new employee paperwork within three business days of active employment. Any new non-benefit eligible employee not completing this paperwork will be automatically terminated.

Reporting Arrests, Charges or Convictions:

Per [Policy 3.349](#) 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.

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, age, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, veteran's status, disability, or citizenship. 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

Title IX Coordinator

Associate Vice President of Student Affairs/Dean of Students

Clark Student Center, Room 104

(940)397-7500

Disability Support Services

Director of Disability Support Services

Clark Student Center, Room 168

(940)397-4140

Mandatory Training

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 Clergy/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.

Children at Work

Students, faculty and staff employees must have a safe study or work environment which is free of unnecessary distractions and interruptions. It is therefore the policy of the university that dependent children not be cared for in campus facilities and grounds (i.e., offices, classrooms, library, student center, physical education buildings, south campus, etc.) during normal working or scheduled classroom or activity hours.

[\(Policy 4.123\)](#)

Check your Deductions on October 1

Please be sure to review the deductions for benefits listed on your pay stub for October 1. This is the first payroll for the new fiscal year. It includes any changes to your benefits which were made during the annual benefits enrollment period. Questions regarding insurance or TexFlex enrollments should be directed to Liza Villadiego, extension 4133. Questions regarding retirement or tax-sheltered savings should be directed to Judy Salazar, extension 4784. Questions regarding gross pay, taxes, parking fees, or charitable deductions should be directed to the Payroll Office, extension 4222.

Midwestern State University
Human Resources
Department
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