

# MSU Texas

## Human Resources

September 2020

- [Annual Notice: Drug-Free Campus](#)
- [Annual Notice: Ethics](#)
- [Fraud, Compliance & Ethics Concerns](#)
- [Employee Eligibility for Tax Sheltered Savings](#)
- [Attention All Departments](#)
- [Reporting Arrests, Charges or Convictions](#)
- [Non-Discrimination Statement](#)
- [Mandatory Training](#)
- [Children at Work](#)
- [Check your Deductions on October 1](#)
- [Children's Health Insurance Program Reauthorization Act of 2009 \(CHIPRA\)](#)
- [MSU Policies and Procedures Manual](#)

### Annual Notices FY 2021

**Annual Notice: Drug and Alcohol Prevention Program** Through the Drug-Free Schools and Communities Act, Midwestern State University is required to establish a drug and alcohol prevention program (DAAPP) for students and employees with information about the program distributed annually. The DAAPP contains University policies, procedures, programs and initiatives related to alcohol and drugs. The DAAPP is available [online](#). In addition to the DAAPP, through this communication you are also receiving a link to the MSU [Alcohol Beverages Policy](#) and [Drug-Free Schools and Communities Act Policy](#).

**Annual Notice: Ethics** 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 Texas [Ethics Policy 3.314](#) 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 Texas for at least half-time in a non-student employment status is eligible to participate in the MSU Texas 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 ext. 4784. MSU [Policy 3.331](#)

### ATTENTION ALL DEPARTMENTS!

Please be sure to send the, "[New Hire Authorization](#)" form to [human.resources@msutexas.edu](mailto:human.resources@msutexas.edu) for every new non-benefit eligible employee (student and temporary employee) hired in your department. Human Resources will email all new hires the new employee packet and background authorizations electronically using SignNow. 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 convictions(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, 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.

**Questions or concerns may be directed to one or more of the following resources:**

Director and Coordinator of Title IX: Vinson Health Center H136 (940)397-4213

Director of Human Resources: Hardin Administration Building Room 210 (940)397-4221

Associate Vice President of Student Affairs/Dean of Students: Clark Student Center Room 121 (940)397-7500

Disability Support Services Director of Disability Support Services: Clark Student Center Room 168 (940)397-4140

United States Department of Education Office for Civil Rights, email: [ocr@ed.gov](mailto:ocr@ed.gov), (800) 421-3481

### **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 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.

### **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**.

## Children's Health Insurance Program Reauthorization Act of 2009 (CHIPRA)

Premium Assistance with Medicaid and the Children's Health Insurance Program (CHIP)

If you or your children are eligible for **Medicaid** or **CHIP** and you're eligible for health coverage from your employer, your state may have a premium assistance program that can help pay for coverage, using funds from their **Medicaid** or **CHIP** programs. If you or your children are not eligible for **Medicaid** or **CHIP**, you will not be eligible for these premium assistance programs. If you or your dependents are already enrolled in **Medicaid** or **CHIP**, contact your **State Medicaid** or **CHIP** office to find out if premium assistance is available.

[Health Insurance Premium Payment \(HIPP\) Program](#) or Phone: 1-800-440-0493

The [Midwestern State University Policies and Procedures Manual](#) may be accessed online.

