

# MSU Texas

## Human Resources

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September 2023

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#### **Drug Free Campus**

**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 Texas institutional rules. [OP 52.26](#).

#### **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 Subchapter C](#). Please also familiarize yourself with the [MSU Texas Ethics OP 52.20](#) and [TTUS Regulation 01.05](#) available online.

#### **Fraud, Compliance, & Ethics**

Midwestern State University takes violations of federal laws, state laws, and University policy seriously. We encourage employees to attempt the resolution of concerns through established channels whenever possible. In addition to standard grievance avenues, the EthicsPoint System is 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](#).

#### **Mandatory 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 Cleary/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 the personnel file.

#### **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](#). Information regarding enrollment is available upon request by contacting Courtney Grimes at ext. 4784. [OP 52.62](#)

#### **Reporting Arrests, Charges or Convictions**

Per [OP 52.25](#), Current employees must report to their supervisor 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 our 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
- Director of Disability Support Services: Clark Student Center Room 168 (940)397-4140
- TTUS Office of Equal Opportunity (806) 742-3627
- United States Department of Education Office for Civil Rights, email: [ocr@ed.gov](mailto:ocr@ed.gov), (800) 421-3481

## **Spotlight on Safety and Emergency Preparedness**

Creating and maintaining a safe campus community takes collaboration to help keep our community safe!

### **[MSU Police Department webpage](#)**

- **[MSU Safety App](#)** - provides contact information for campus and community resources, useful information during an emergency, and the ability to communicate with MSU Texas Police in real-time.
- **[MSU ALERT](#)** - provides urgent and emergency information from university officials by email and/or text message.
- **[Clery Resources / Crime Alerts](#)** - provides campus crime statistics.

### **[MSU Ready webpage](#)**

MSUReady is a campus-wide public service initiative designed to educate and empower Mustangs to prepare for, respond to, and mitigate emergencies. Prepare. Plan. Stay Informed.

## **Check your Deductions on October 1st**

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 **Courtney Grimes, extension 4784**. Questions regarding gross pay, taxes, parking fees, or charitable deductions should be directed to the **Payroll Office, extension 4354**.

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

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. 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

## **Workplace Notices**

Employees should be aware of federal laws, state laws, MSU Operating Policies, and Texas Tech University System Regulations as they relate to employment. Questions can be directed to the Human Resources Department.

**[Workplace Notices](#)** **[MSU Operating Policies](#)** **[TTUS University System Regulations](#)**