

MSU Texas

Human Resources

October 2021

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Annual Notices FY 2022

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

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 OP 52.20](#) and [TTUS Regulation 01.05](#) 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. [Policy OP 52.62](#)

Reporting Arrests, Charges or Convictions

Per [OP 52.25](#), Current employees must report information 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 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, (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.

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 4354**.

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

FY 2022 Notice of Employment

The FY 2022 Notice of Employment was distributed by email on August 10, 2021. If you did not see the Notice of Employment in your Outlook Inbox, please check your Junk Email folder. Please contact Human Resources at ext 4784 if you have any questions.

Important! New Program Administrator for TexFlex in Plan Year 2022

On September 1, PayFlex® Systems, Inc. took over as the new TexFlexSM flexible spending account (FSA) program administrator from WageWorks. This change does not affect how much participants can contribute, eligible expenses or other program rules. Please visit the [ERS website](#) for information regarding filing claims for PY 2021 expenses, carryover funds, setting up your new account with PayFlex, and receipt of your new debit card.