

**Administrative Council
Midwestern State University**

November 29, 2021

Meeting No. 22-01

The Administrative Council met Monday, November 29, 2021, at 3:30 pm, in the Priddy Conference Room in the Dillard Building. Present were Dr. James Johnston, Ms. Debbie Barrow, Dr. Martin Camacho, Mr. Fred Dietz, Ms. Dawn Fisher, Ms. Reagan Foster, Dr. Kristen Garrison, Ms. Julie Gaynor, Ms. Leigh Kidwell, Dr. Keith Lamb, Mr. Barry Macha, Dr. Karen Moriarty, Mr. Kyle Owen, Mr. Matt Park, Mr. Austin Strode, Mr. Tony Vidmar, Mr. Kyle Williams, Ms. Betsy Tucker. Not present was Dr. Beth Reissenweber.

Dr. Johnston opened the meeting at 3:30. The following policies were presented and discussed. Minor edits were made and each policy was unanimously approved as attached.

- I. MSU OP 26.01: Communications and News Media Policies and Procedures
- II. MSU OP 44.01: Website Operations
- III. MSU OP 52.01: Personnel Records
- IV. MSU OP 52.84: Non-Academic Employee Office Hours
- V. MSU OP 52.85: Attendance – Staff Absenteeism and Tardiness

The Catalog change to “Admission by Transfer” shown below was discussed. Dr. Camacho explained that this was reviewed by the deans and the Academic Council. This change would bring MSU’s policy more in line with the policies of our sister institutions and TTU System universities. He added that once approved by the Administrative Council, Dr. Johnston would forward the recommended change to Chancellor Mitchell for review and approval. It was agreed that the change would be effective immediately following the Chancellor’s approval.

VI. Admission by Transfer

An applicant with fewer than ~~18~~ 12 non-developmental semester credit hours completed must have a minimum cumulative grade point average of 2.0, must be eligible to enroll at all institutions attended, and meet beginning freshmen admission requirements. Applicants with ~~18~~ 12 or more non-developmental semester credit hours completed must have a minimum cumulative grade point average of 2.0 and be eligible to enroll at all institutions attended.

There being no further business, the meeting was adjourned at 4:05 p.m.



James Johnston, Chair



Betsy Tucker, Secretary



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (OP)

OP 26.01: Communications and News Media Policies and Procedures

Approval Authority:	President
Policy Type:	University Operating Policy and Procedure
Policy Owner:	Vice President for University Advancement & Public Affairs
Responsible Office:	Office of Marketing & Public Information
Next Scheduled Review:	08/01/2022 (by Feb. 1 of every even-numbered year by the Office of Marketing & Public Information with recommendations presented to the President by March 1 and to the Board of Regents for approval)

I. Policy Statement

The Office of Marketing & Public Information provides assistance and counsel to all communications and news media needs of Midwestern State University (“MSU” or “University”) to support the teaching, research, and service mission of the University. The Office of Marketing & Public Information serves as a liaison between the MSU community and the media, assisting representatives of print, broadcast, and online media in locating sources of information on campus and providing information of public and media interest in a professional prepared format. The Office Marketing & Public Information also produces *Sunwatcher Magazine*, *The Update*, and other publications and is responsible for the content and management of the MSU homepage, the MSU Texas News webpages, the Office of Marketing & Public Information webpages, as well as the management of the MSU website and other digital communications, including University social media channels.

II. Reason for Policy

The purpose of this Operating Policy and Procedure (OP) is to develop, using mass communication, public understanding of MSU programs, activities, and events.

III. Application of Policy

This policy applies to all employees of MSU.

IV. Definitions

For purposes of this policy:

News Media: Newspapers, magazines, press associations, news agencies, wire services, radio, television, or other similar printed, photographic, mechanical or electronic means of disseminating news to the general public. Also defined in general as news gathering and reporting services and their representatives whose function is to inform the public.

V. Procedures and Responsibilities

A. Print and Web Publications Guidelines

All MSU staff and faculty are required to use the MSU logo, publications guidelines and branding standards adopted by the University for all external or internal publications, including letterhead, reports, magazines, newsletters, presentations, webpages, and digital communication including social media and email marketing campaigns. Staff and faculty must follow the guidelines and use available templates, all of which work together to establish the University's comprehensive visual identity. Questions should be directed to the Office of Marketing & Public Information.

B. Paid Advertising

All advertising purchased by any unit within the University, excluding personnel classified advertising,¹ must be approved through the Office of Marketing & Public Information.

C. News Media

Staff and faculty must contact the Office of Marketing & Public Information as a first step in planning all news conferences, special events, or other functions where media coverage is desired. Staff and faculty may prepare first drafts of communication for the media, but must collaborate with the Office of Marketing & Public Information on final copy before distribution. The Office of Marketing & Public Information is responsible for disseminating all news releases, media advisories and other information about Midwestern State University to media outlets and will otherwise make all media contacts for the University. Any questions regarding media contacts or coverage should be directed to the Director of Marketing & Public Information or his/her designee. Written communication with media must conform to Associated Press style and accepted journalism standards.

D. Responding to Media Inquiries

Communication with news media on behalf of the University or in a manner that officially represents or appears to represent the University must be conducted by **administrators and staff employees** as designated by the Office of Marketing & Public Information. It is the responsibility of the Office of Marketing & Public Information to initiate and/or respond to news media requests and to manage those interactions. When an employee or department is contacted by the news media, **he/she should notify the Office of Marketing & Public Information, before providing any information or responding to questions.** However, faculty and staff are allowed

¹ See OP 06.15: Faculty Hiring Procedures; OP 52.82: Staff Hiring Procedures.
Communications and News Media Policies and Procedures

and encouraged to respond to media inquiries directly when acting in their areas of academic or professional expertise. Faculty and staff who respond to media inquiries are encouraged to send, via email, or phone call, a brief report on the media contact to the Office of Marketing & Public Information so that record of media mentions of the University can be recorded. Should the faculty or staff deem a media inquiry to be of a controversial or questionable nature, faculty and staff should feel free to utilize the services of the Office of Marketing & Public Information. For all routine media inquiries, a brief email report subsequent to the response is sufficient.

VI. Related Constitutional Provisions, Statutes, Rules, Policies, Forms, and Websites

OP 74.09: [Expressive Activities on Campus](#)
[Sunwatcher Magazine \(https://sunwatcher.msutexas.edu\)](https://sunwatcher.msutexas.edu)
[The Update \(https://msutexas.edu/about/the-update\)](https://msutexas.edu/about/the-update)

VII. Responsible Office

Contact: Office of Marketing & Public Information
 Phone: (940) 397-4352
 Email: public.information@msutexas.edu

VIII. History

29 Nov. 2021: Adopted and approved by MSU Interim President James Johnston. Unwritten guidelines have been in place for several years. The creation of this operating policy/procedure serves to document the procedures in place regarding print and web publications, paid advertising, news media, and media inquiries.

James Johnston, Interim President
 Midwestern State University

Date Signed: 11/30/2021



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (OP) OP 44.01: Website Operations

Approval Authority:	Board of Regents President
Policy Type:	University Operating Policy and Procedure
Policy Owner:	Vice President for University Advancement & Public Affairs
Responsible Office:	Office of Marketing & Public Information
Next Scheduled Review:	05/01/2023

I. Policy Statement

Midwestern State University (“MSU” or “University”) recognizes the value and potential for faculty, students, and staff to publish on the internet as a resource for information about the University.

II. Reason for Policy

The purpose of this Operating Policy/Procedure (OP) is to establish an enterprise-wide web publication policy for MSU websites. The standards are to provide visual consistency and institutional identification.

III. Application of Policy

This policy applies to all employees who manage or maintain webpages within the MSU website.

IV. Definitions

For purposes of this policy:

Breadcrumb navigation – A hyperlink format that provides a website visitor a path that represents their current location in the website and allows the visitor to jump directly to any level above. Example: Home » Academic » Liberal Arts » English.

Home page – The primary page or entry point of a website.

Primary public entry point – Any supplementary webpage designed for the public to access official information. Secondary public entry points may be designated by the Director of Marketing & Public Information.

Web content editor – Any employee who publishes or maintains MSU information online, including social media, for a college, school, department, or other area. Each MSU college, school, and department must designate an individual as the primary web contact point.

Webpage – Static or dynamic content displayed on the internet that is identified by a unique Uniform Resource Locator (URL).

Website – Several interrelated and cross-linked web resources designed to function as a collective unit.

Web resource – Any data, information, application or tool published on the internet. This includes, but is not limited to, webpages, websites, and web applications.

1. **Official web resource** – Any data, information, application, or tool published on the internet by the colleges, schools, departments, or other areas of MSU in support of its mission/business operations.
2. **Unofficial web resource** – Any data, information, application, or tool published on the internet by individual students, faculty, staff, or organizations for personal use/expression that are not formally endorsed by the University.

V. Procedures and Responsibilities

A. Web Publishing

1. MSU encourages the colleges, schools, departments, and other areas to utilize the web as they deem appropriate, to accomplish their goals and support the mission and strategic priorities of the University.
2. ~~Published web content for both official and unofficial web resources must not conflict with the MSU institutional mission, vision, goals, objectives, or policies.~~ Official and unofficial web resources published to the MSU website must not conflict with the MSU Texas institutional mission, vision, goals, objectives, or policies.
3. All official MSU web resources must comply with the provisions of Chapter 206, State Websites, and Chapter 213, Electronic and Information Resources, of the Texas Administrative Code (TAC) and all applicable University policies.
4. Only public information may be posted on official MSU web resources and must not contain sensitive personal information as defined in Texas Business and Commerce Code Chapter 521 and other confidential information as defined by the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), and National Collegiate Athletic Association (NCAA) regulations, as applicable. Any sensitive personal information or other confidential information posted on the official web resources must be removed by the web content editor as soon as practically possible upon discovery. Employees who share confidential information do so at the risk of disciplinary action.
5. The quality of the information published online has a direct effect on the reputation and image of MSU. Web content editors are responsible for the information, links,

images, and all other content delivered to the site. Department heads/designees shall approve all official web resources prior to publication.

6. Appropriate area or unit employees must regularly review website content for accuracy and currency. Web resources containing outdated and/or inaccurate information are subject to removal. In the event that outdated and/or inaccurate content is published, the registered web content editor will be notified for resolution. Web resources may be removed immediately for violation of any federal/state regulations or University policies, including security or other concerns.
7. When publishing information online, web content editors shall comply with all copyright laws and follow University standards regarding copyright as published in OP 76.01 Intellectual Property Rights.
8. The MSU Department of Information Technology will provide and support an institutional content management system for all areas and units to use. Official web resources must be located on institutional web servers housed in the University Data Center.

B. Authority

1. All final decisions regarding visual identity and branding will be resolved by the MSU Office of Marketing & Public Information.
2. All navigation will be resolved by the MSU Office of Marketing & Public Information.
3. All issues regarding information security will be escalated to the Chief Information Security Officer. Issues regarding infrastructure and supportability will be escalated to the Chief Information Officer. These offices will work in concert with the Office of Marketing & Public Information to resolve such concerns in compliance with applicable federal and state statutes.

C. Web Visual Elements

1. Midwestern State University logos are legally protected trademarks and unauthorized use of these trademarks is prohibited. Any web resource that displays the MSU logos must comply with the University's Web Guidelines (<http://www.msutexas.edu/webmaster/web-guidelines>).
2. All official MSU web resources shall utilize the appropriate templates developed by the Office of Marketing & Public Information. Approved templates can be found within the current content management system.

D. Web Resource Components (as managed through the web content management system)

1. Each official web resource must link to the University-provided header and footer. Using the homepage header and footer templates from the University's homepage ensures all pages within the site display breadcrumb navigation and required footer links. The official footer contains, but is not limited to:
 - a. University contact information

- b. Links required by Chapter 206, State Websites, Texas Administrative Code
 - c. Links required by University policy
2. The Office of Marketing & Public Information maintains an institutional web template to be used by all areas, departments, and units publishing official web resources. Those pages must be located on University web servers housed in the University Data Center.
 3. The Department of Information Technology and the Office of Marketing & Public Information maintain an online University Profile Database including an employee directory with contact information, office location, and faculty information as required by House Bill 2504 / [Texas Education Code § 51.974](#).
 4. The MSU Texas institutional mark or other official signature of Midwestern State University must lead back to the MSU home page (www.insutexas.edu).
 5. Each official site must contain the appropriate identifying official visual element (see section C.2 above).

E. Advertising and Endorsement

1. University policy and state law prohibits the use of university resources for unauthorized, political¹, or commercial purposes², or for personal gain.
2. Official MSU web resources must not feature any advertisement for third-party merchants, products², or services. Limited exceptions may be granted by the Director of Marketing & Public Information for special arrangements/promotions made between MSU and others that benefit the MSU community.
3. Links from any MSU web resource to any third-party must not imply University endorsement of the third-party products or services. The following disclaimer is recommended when linking to any external link: "These links are merely provided as a convenience or informational resource. They do not imply nor represent an endorsement by Midwestern State University or its affiliates."

F. Unofficial Web Resources

1. MSU recognizes the value of publishing on the internet and encourages and supports students, faculty, staff, and organizations in establishing their presence online. While these web resources are considered unofficial, the quality of information and the content could still have an effect on the reputation and image of MSU.
2. To avoid any negative effects to MSU, unofficial web resources must comply with all applicable MSU, federal, state, and local policies. Unofficial webpages may be removed immediately for violation of any policies or for security or other concerns.
3. Use of MSU logos or any other official insignia are restricted to official MSU web resources only. Unofficial web resources may display official MSU logos, but all must comply with the University's web guidelines.
4. Unofficial web resources must not imply nor infer official representation or approval or endorsement by the University.

G. Web Publishing Guidelines

- I. The web publishing guidelines were developed collaboratively by the Department of Information Technology and the Office of Marketing & Public Information to ensure consistency in the presentation and quality of MSU information online. The guidelines may be found at: www.msutexas.edu/webmaster/web-guidelines. Topics addressed include, but are not limited to, the following:
 - a. Web content standards
 - b. Accessibility
 - c. Graphic Standards/Requirements
 - d. Required Web Components
 - e. Website Publishing

H. Security Statement: This site has security measures in place to protect the loss, misuse, or alteration of the information under the control of Midwestern State University.

VI. Related Constitutional Provisions, Statutes, Rules, Policies, Forms, and Websites

Related Constitutional Provisions/Statutes/Rules/Policies:

¹Texas Election Code § 255.003 and Texas Government Code § 556.004

²Texas Administrative Code 202.72(3), Texas Government Code 2203.004, OP 3.314

Texas Education Code § 51.974

OP 52.20: Ethics Policy for Employees of MSU

OP 76.01 Intellectual Property Rights

Web Publishing Guidelines (www.msutexas.edu/webmaster/web-guidelines)

VII. Responsible Office

Office of Marketing & Public Information

Phone: (940) 397-4352

E-mail: public.information@msutexas.edu

VIII. History

29 Nov. 2021: Revised entirety of former Policy 4.192 – MSU Website Policy and renamed and renumbered it OP 44.01: Website Operations to provide emphasis on purpose and intent of website operations. Eliminated detailed information that is now written into the Web Publishing Guidelines under the purview of the Office of Marketing & Public Information with input from the Department of Information Technology. Replaces the term sitemaster with web content editor as a more accurate description. Adopted and approved by MSU Interim President James Johnston.



 James Johnston, Interim President
 Midwestern State University

Date Signed: 11/30/2021

4.102 University Advancement and Public Affairs
MSU WEBSITE POLICY
 Date Adopted/Most Recent Revision: 11/0/02

A. Introduction

1. ~~Midwestern State University (MSU) recognizes the value and potential for faculty, students, and staff to publish on the World Wide Web (WWW), and this mode of communication has become an increasingly attractive channel for information dissemination. The purpose of this document is to provide user guidelines to help ensure a high quality website in terms of content, organization, and presentation. All pages other than ones considered personal or working (i.e., class notes, syllabi, research projects, etc., later referred to as "freezone") must adhere to the minimum page design/content standards (see below) in order to be registered and linked to the university's website. The standards will help provide visual consistency and institutional identification on pages intended for external audiences.~~
2. ~~Comments on all publications on Midwestern State University web policies and procedures should be directed to Webmaster at webmaster@mwsu.edu.~~

B. Definitions

The following terms appear throughout this document and are therefore defined below for the purpose of a common understanding:

1. ~~The Main Site. Pages that are linked directly from the MSU homepage and the departmental/office pages linked directly below are considered "main Site" pages. These pages utilize a consistent header/footer/menu system that is maintained by the Webmaster's office.~~
2. ~~The Freezone. Pages that are personal or class related and do not require a design that is controlled by the Webmaster's office (i.e., class notes, syllabi, research projects, student projects, etc.).~~
3. ~~Breadcrumbs Navigation. A hyperlink format that gives the website visitor a path that represents their current location in the website and allows them to jump directly to any level above. EXAMPLE: Home >> Academic >> Liberal Arts >> English.~~
4. ~~Sitemasters. Sitemasters serve as liaison between university units and the Webmaster. Sitemasters shall be designated by unit heads who will inform the Webmaster of those appointments. The sitemaster responsibilities include the following:~~
 - a. ~~Ensure that all pages are maintained in accordance with the technical and design requirements established in this policy as well as local, state, and federal laws.~~
 - b. ~~Ensure that content is grammatically correct, clear, current, and linked properly to other pages.~~
 - c. ~~Report web related problems to the Webmaster's office.~~

d. ~~ADA Compliance. In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, all electronic publications, to the extent feasible, must be accessible to people with disabilities. If it is not feasible, alternative methods must be made available to complete the same tasks.~~

e. ~~Design Guidelines. The following recommendations are provided to assist in creating pages that are not only functional but also reflect positively on the image of the university.~~

C. ~~Common Guidelines for Freezone and Main Site Pages.~~

1. ~~All pages must comply with appropriate university policy, and applicable, local, state and federal laws.~~

2. ~~Maintain accuracy and keep information current~~

3. ~~Design to accommodate the needs of clients.~~

a. ~~Consider the range of browsers used by audience~~

b. ~~Keep page size manageable; consider graphic file size when designing pages.~~

c. ~~provide (e-mail links) for comments and/or Webmaster.~~

4. ~~Keep in mind that documents in proprietary formats (such as Word, for example) to be downloaded may not be readable if the user does not have the software or has an older version of the software used to create the document. The Webmaster's office will assist in converting non-proprietary files to a generally accessible format such as PDF or RTF.~~

5. ~~Duplication. To facilitate revisions and prevent contradictory information from appearing, unit sitemasters should like to needed information already on the university web rather than duplicating the information on individual sites.~~

6. ~~Broken or dead links occur as pages are modified, moved, or deleted over time. If pages are maintained according to this policy, there should be no links on pages that produce error messages or otherwise do not work. Sitemasters should check frequently for broken or dead links on site pages.~~

7. ~~"Under Construction" messages or image signs may not be used.~~

8. ~~Index designation. Every directory (folder) that contains web pages on the web server must include a file named "index.asp". Exceptions to this rule are images directories, PDF directories or other media directors deemed appropriate by the Webmaster.~~

9. ~~University visual identify guidelines apply to electronic publications just as to printed publications.~~

D. ~~Main Site Pages. When working in pages that are deemed "Main site" pages, the following guidelines apply:~~

1. ~~Minimum page requirements include the name and e-mail address of the sitemaster responsible for the page. Each page should include a link to the next higher level page. Each sitemaster is responsible not only for maintaining the page but also for ensuring information is of the highest editorial standards (spelling and grammar).~~

2. ~~Main site pages are created using a template that ensures Midwestern State University and department affiliation in information are provided through the use of standard footer and header files.~~

3. ~~Organize effectively by presenting information using standard template menus that are created by the Webmaster. These menus allow users to find information~~

(contacts, links, forms, etc.) in the same location from page to page while navigating the MSU website.

4. ~~By using the Main Site header and footer templates, all pages in the main website indicated department/office name and include breadcrumb navigation that allows the visitors the ability to return to higher levels within the site, e.g., Midwestern State University homepage and/or department/office home page.~~
 5. ~~Explicit links are provided through the header and footer on each page back to the homepage for that document or collection which must in turn include an explicit link back to the sponsoring department or office. The header and footer also provide links to the department or office homepage and the Midwestern State University homepage. Documents should be designed to minimize users reliance on navigational aids in browsers.~~
- E. ~~Freezone Pages.~~** ~~The Freezone area allows the faculty/staff a more unique and creative environment for presenting information to the public. When working in pages that are deemed "Freezone" pages, the following guidelines apply.~~
1. ~~Freezone pages do not require a templated look and are not required to display headers and footers designed and maintained by the Webmaster.~~
 2. ~~While it is always suggested that pages be designed in a way that allows visitors to find information, the Webmaster does not hold any authority over the organization of pages developed by faculty and staff in the freezone area.~~
 3. ~~It is beneficial to use links that allow your visitor to return to main department or office level web pages as well as the main MSU web page.~~
 4. ~~There are no required links on Freezone pages other than a suggested link to the MSU home page and/or MSU department pages associated with the author's content.~~
 5. ~~The Webmaster's office can provide templates and graphics to aid in page creation. Using images provided by the Webmaster's office would help speed download time of pages.~~
- F. ~~Copyright, Trademark, and Privacy Statement.~~** ~~Contents of all publications on the Midwestern State University website must follow university standards regarding copyright as published in the Midwestern State University Policies and Procedures Manual, Policy 3.139.~~
- G. ~~Use of Copyrighted or Licensed Material.~~**
1. ~~Written permission must be obtained from the copyright holder and kept on file, whenever necessary, for the use of any and all copyrighted materials not belonging to Midwestern State University or to a faculty member utilizing his/her own material. Copyright permission may be necessary not only for text but in some instances also for photographs, graphics, audio, video, compiled statistics, graphs, or otherwise, as well as for mirrored web sites. However, copyrighted materials that are in the public domain or that may be used within "fair use" guidelines may be display as permitted. Appropriate copyright notices must be prominently displayed as necessary and access to such materials must be limited as required by the conditions of the license for use obtained from the copyright owner.~~
 2. ~~Individuals and units creating web pages must secure rights to all material copyrighted by others, including but not limited to text, images and sounds, before using such material in their web pages in compliance with university policies and guidelines. Photographs and images must not be scanned from Midwestern State University publications (or any other published material) for~~

image. The university does not own the rights to all of the photographs or illustrations in the publications. (The university may have licensed a photograph only for use in a single publication or only for use within the United States.)

~~H. Commercial Endorsements on the Website and Freezone. Commercial activity on the Midwestern State University website must follow university standards as published in the Midwestern State University Policies and Procedures Manual, Policy 4.130.~~

~~I. Content. Certain laws and university policy prohibit the publication of certain categories of material, web pages (official, research/instruction, or professional) linked from the Midwestern State University site or stored on a server connected to the University network must comply with applicable laws and with University policies and regulations. The following must not be included in official, research/instruction, or professional web pages themselves, or in web pages accessed via direct links from official web pages.~~

~~J. Enforcement. The university reserves the right to remove from its servers or disconnect from its network any material or web pages that the university is either made aware of or becomes aware of being or potentially being in violation of university policies or of applicable laws. The Webmaster is responsible for protecting both the system and users from the abuses of these policies and laws. Pursuant to this duty, the Webmaster will contact the responsible part for the page or pages deemed in violation of this policy and discuss the necessary steps to be taken to correct such issues. In rare cases, the Webmaster may temporarily deactivate a web page. Decisions made on these occasions may be appealed to the University Website Advisory Committee. Any enforcement of policies will be made pursuant to appropriate administrative procedures applicable to the offending party.~~

~~K. Policies Relating to Freezone Pages. Web page contents relating to research and instruction, course management and personal data of residents in a university server are subject to all existing laws and university policies.~~

~~1. Responsibility.~~

~~a. The research investigator or instructor or individual developing the web page, the program or college, should include the following disclaimer on their respective web pages:~~

~~*"The information provided in this web page is the sole responsibility of its author. As such Midwestern State University thereof is not responsible for its content.*~~

~~b. The Webmaster and sitomasters should add the following disclaimer to pages that present collections of links to research, instruction, professional and personal web pages:~~

~~*"Research, instruction, professional and personal web pages contain the personal expression of the individuals responsible for their implementation and maintenance. The contents of both the pages and the link identifiers include academic subjects, personal beliefs, images, discourses and sounds that some may find offensive. Neither the contents of those pages nor the links are supervised or monitored by Midwestern State University. If you feel you might be offended by the contents of these pages, you should not access them."*~~

- ~~2. Copyright. Web pages developed for Midwestern State University that contain copyrighted materials must contain an appropriate copyright notice similar to the following:~~

~~*Copyright XXXX(year), Dr. John Doe. All rights reserved.*~~

- ~~3. Disclaimer: Syllabi should contain the following disclaimer (or similar language) on the web page:~~

~~*"The material in this syllabus was accurate at the time of publication but is subject to change."*~~

- ~~L. Security Statement. This site has security measures in place to protect the loss, misuse, or alteration of the information under the control of Midwestern State University.~~



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (OP)

OP 52.01: Personnel Records

Approval Authority:	President
Policy Type:	University Operating Policy and Procedure
Policy Owner:	Vice President, Administration and Finance
Responsible Office:	Human Resources
Next Scheduled Review:	05/01/2023

I. Policy Statement

The official personnel records for employees of Midwestern State University (MSU or University), a component institution of Texas Tech University System (System), are maintained in the University's Human Resources Department. Each employee, the employee's supervisor, the employee's senior administrator, the Payroll Department, and the Human Resources Department are jointly responsible for accurate records of such items as time worked (time sheets/leave reports); leaves of absence for sickness, for vacation, or for leave without pay; annual staff performance reviews and other pertinent facts regarding the employee's efficiency and responsibility as may be applicable for faculty and/or staff employees. The Human Resources Department will conduct required new employee orientation to provide faculty and staff with useful information pertaining to benefits and requirements of state employment.

II. Reason for Policy

The purpose of this policy is to establish procedures for maintenance and access of employee records.

III. Application of Policy

This policy applies to all University employees.

IV. Definitions

W-4 Form: Required tax withholding form.

I-9 Form: Employment Eligibility Verification form.

EPAF: Electronic Personnel Action Form submitted for job creation.

V. Procedures and Responsibilities

A. New Employees

New employees must provide a Social Security number and have a completed employment form (Electronic Personnel Action Form, EPAF) for staff employees/ Employment Recommendation and faculty contract for full-time and part-time faculty members. Newly hired benefit-eligible employees must complete the following actions during the first thirty (30) days of employment:

1. Complete and sign a W-4 form;
2. Complete retirement enrollment;
3. Complete group health, life, and optional insurance forms as required, or sign a written waiver of such group insurance;
4. Complete an I-9 Form (Employment Eligibility Verification), **completion no later than the first day of employment with supporting documents** required within three days of employment;
5. Attend mandatory EEO Discrimination, Sexual Harassment, Ethics, Child Protection, Campus SaVE Act, **and Safety Training Security Awareness, and additional training, as required by position.**
6. **Sign a form** Acknowledging receipt of the following items:
 - a. MSU Policies and Procedures Manual (on-line website or hard copy access);
 - b. Texas Department of Health pamphlet entitled "Aids in the Workplace";
 - c. "Political Aid and Legislative Influence Prohibited" statement;
 - d. "State Property Accounting Responsibility" statement;
 - e. "Standards of Conduct for State Employees" statement; **and**
 - f. "Workers' Compensation Benefits for State Employees" pamphlet;
 - g. Affordable Care Act Federal Exchange Notice; and
 - h. **Drug-Free Schools and Communities Act Drug and Alcohol Abuse Prevention Program (DAAPP).**
7. Complete any other forms required by federal or Texas State law.

B. Selective Service Registration

Males who are U. S. citizens or aliens living in the U. S. who are not on student, visitor or diplomatic visas, who are between the ages of 18 and 25, must be registered with the Selective Service in order to be employed by Midwestern State University. This includes all full-time, part-time, and student employees.

Verification of registration shall be the responsibility of the MSU Human Resources Department.

C. Notification of Change of Status

Each employee is responsible for notifying the Human Resources Department of any change in name, address or telephone number; any change in marital status; and any change of emergency contact information.

D. Terminating Employees

Upon leaving the University for any reason other than death, terminating employees must:

1. Return all MSU property, including but not limited to, all University keys, MSU Campus Card (I.D. card), and MSU credit cards;
2. Complete a Final Clearance Form (staff and faculty) furnished by Human Resources;
3. Submit a completed, signed, final staff time sheet or faculty sick leave form;
4. Provide a forwarding address (on Final Clearance Form); and
5. Complete, date, and sign an Exit Interview Form (staff only).

E. Confidentiality

No information will be released from an employee's (active, retired, or inactive) personnel records without that employee's written permission to release specific and/or blanket data. However, records specifically designated as public records will be made available upon proper request.

F. Verification of Employment

All verification of employment requests for current or former employees will be handled by the Human Resources Department. Department heads and supervisors who receive requests for information related to a current or former employee's employment history should forward these requests to the Human Resources Department. Verbal verification of employment is generally restricted to dates of employment and job title. Requests asking for salary or more detailed employment information must be accompanied by a signed authorization form from the employee allowing release of this information.

G. Employment References

Department heads and supervisors may provide personal references for current or former staff employees upon request. The information and opinions expressed in these references are provided on an individual basis and are not endorsed by the University and do not reflect the official views of the University. Requests for

official University references should be directed to the Human Resources Department.

VI. Related Statutes, Rules, Policies, Forms, and Websites

Related Statutes/Rules:

Texas Labor Code §103.003 - Authorized Disclosure; Application to Certain Employees
Texas Government Code §661.908 - Leave Records; Time and Attendance Records
Texas Government Code §673 - Verification of Employee Information

Related MSU Policies:

OP 52.58: Employee Leave Policies
 OP 52.84: Non-Academic Employee Office Hours
 OP 52.85: Attendance – Staff Absenteeism & Tardiness
 OP 52.86: Staff Performance Rating

VII. Responsible Office(s)

Human Resources Department
 (940) 397-4221
human.resources@msutexas.edu

VIII. History

MSU Policy/Procedure 3.326 – Personnel Records:

07 November 2014: Adopted and Approved by MSU Board of Regents

MSU Policy/Procedure 3.213 –Staff Personnel Records:

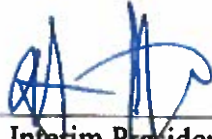
04 August 2006
 12 May 1995
 10 November 1989 Adopted and Approved by MSU Board of Regents

MSU Policy/Procedure 3.113 – Faculty Personnel Records:

04 August 2006
 07 November 2003
 11 February 2000
 08 August 1997
 10 November 1989 Adopted and Approved by MSU Board of Regents

MSU OP 52.01: Personnel Records:

29 Nov. 2021: Former MSU Policies/Procedures 3.326 (Personnel Records), 3.213 (Staff Personnel Records), and 3.113 (Faculty Personnel Records) are combined and replaced by MSU OP 52.01: Personnel Records. Adopted and approved by MSU Interim President James Johnston.



James Johnston, Interim President
Midwestern State University

Date Signed: _____

11/30/2021

3.326 Human Resources PERSONNEL RECORDS

Date Adopted/Most Recent Revision: 11/07/2014

General

Each employee, the employee's supervisor, the employee's senior administrator, the Payroll Department, and the Human Resources Department are jointly responsible for accurate records of such items as time worked (time sheets/leave reports); leaves of absence for sickness, vacation, or without pay; annual staff performance reviews and other pertinent facts regarding the employee's efficiency and responsibility as may be applicable for faculty and/or staff employees. The Human Resources Department will conduct required new employee orientation to provide faculty and staff with useful information pertaining to benefits and requirements of state employment.

A. New Employees

New employees must provide a Social Security number and have a completed employment form (Electronic Personnel Action Form, EPAF) for staff employees/ Employment Recommendation and faculty contract for full time and part-time faculty members). Newly hired benefit-eligible employees must complete the following actions during the first thirty (30) days of employment:

1. Complete and sign a W-4 form;
2. Complete retirement enrollment;
3. Complete group health, life, and optional insurance forms as required or sign a written waiver of such group insurance;
4. Complete an I-9 Form (Employment Eligibility Verification), required within three days of employment;
5. Attend mandatory EEO Discrimination, Sexual Harassment, Ethics, Child Protection, Campus SaVE Act, and Safety Training;
6. Sign a form acknowledging receipt of the following items:
 - a. MSU Policies and Procedures Manual (on-line website or hard-copy access);
 - b. Texas Department of Health pamphlet entitled "Aids in the Workplace";
 - c. "Political Aid and Legislative Influence Prohibited" statement;
 - d. "State Property Accounting Responsibility" statement;
 - e. "Standards of Conduct for State Employees" statement; and
 - f. "Workers' Compensation Benefits for State Employees" pamphlet;
 - g. Affordable Care Act Federal Exchange Notice

~~7. Complete any other forms required by federal or Texas State law.~~

~~B. Selective Service Registration~~

~~Males who are U. S. citizens or aliens living in the U. S. who are not on student, visitor or diplomatic visas, who are between the ages of 18 and 25, must be registered with the Selective Service in order to be employed by Midwestern State University. This includes all full-time, part-time and student employees. Verification of registration shall be the responsibility of the MSU Human Resources Department.~~

~~C. Notification of Change of Status~~

~~Each employee is responsible for notifying the Human Resources Department of any change in name, address or telephone number, any change in marital status, and any change of emergency contact information.~~

~~D. Terminating Employees~~

~~Upon leaving the University for any reason other than death, terminating employees must:~~

- ~~1. Return all MSU property, including, but not limited to, all University keys, MSU Campus Card (I.D. card); and MSU credit cards;~~
- ~~2. Complete a Final Clearance Form (staff and faculty) furnished by Human Resources;~~
- ~~3. Submit a completed, signed, final staff time sheet or faculty sick leave form;~~
- ~~4. Provide a forwarding address (on Final Clearance Form); and~~
- ~~5. Complete, date, and sign an Exit Interview Form (staff only).~~

~~E. Confidentiality~~

~~No information will be released from an employee's (active, retired, or inactive) personnel records without that employee's written permission to release specific and/or blanket data. However, records specifically designated as public records will be made available upon proper request.~~

3.213 Human Resources

STAFF PERSONNEL RECORDS

Date Adopted/Most Recent Revision: 08/04/2006

~~A. Personnel Records Custodian~~

~~For staff members, the Human Resources Department will be responsible for accurate records regarding employment including applications, notice of employment forms, evaluations, time sheets, accrual of vacation and sick leave hours, and the basic required data, such as the "Property Accounting Responsibility" statement, the "Political Aid and Legislative Influence" statement, and retirement records.~~

~~B. Privacy~~

~~No information will be released from any personnel file for purposes other than official University business, without the written permission of the person involved. However, records specifically designated as public records (such as time sheets, vacation, and sick leave records) will be made available upon proper written request.~~

3.113 Provost and Vice President for Academic Affairs**FACULTY PERSONNEL RECORDS**

Date Adopted/Most Recent Revision: 08/04/2006

The Provost and Vice President for Academic Affairs shall be responsible for accurate records of pertinent facts regarding the faculty member's performance.

A. Mandatory Records**1. Certification of Orientation Attendance**

Each new faculty member, before assuming the duties of the position for which he/she was employed, is required to attend a new employee orientation session in the Human Resources Department during which he/she will be required to execute an affidavit prescribed by law and adopted by the University.

2. Withholding Exemption Certificate

Each new faculty member will be required to complete a withholding exemption certificate to receive credit for dependents for federal income tax purposes.

3. Retirement Programs

All faculty members must also file information for the Texas Teacher Retirement System or Optional Retirement Program, if eligible.

4. Social Security Card

An original Social Security card (or official duplicate) with the faculty member's Social Security number must be furnished to the Human Resources Department.

5. Employment Eligibility Verification Form (I-9)

An Employment Eligibility Verification Form (I-9) with a copy of the required documents attached must be completed and on file in the Human Resources Department within three (3) working days of the faculty member's first working day.

6. Insurance

Each new faculty member must also complete group health and life insurance forms as required, or sign a written waiver of such group insurance.

7. Campus Directory

New faculty members must complete a campus directory form.

8. Other

New faculty members must provide such other information as required by Texas state law.

B. Disclosure

No information will be released from a personnel file for purposes other than official University business, without the written permission of the person involved. However, records specifically designated as public records will be made available upon proper request.

C. Location of Records

Faculty members should be aware that records of pertinent facts are maintained in the President's Office, the Human Resources Department, and the dean's offices.



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (OP)

OP 52.84: Non-Academic Employee Office Hours (Employees on the 40-Hour Week)

Approval Authority: President
Policy Type: University Operating Policy/Procedure (OP)
Policy Owner: Vice President for Administration and Finance
Responsible Office: Human Resources
Next Scheduled Review: 05/01/2023

I. Policy Statement

Administrative units of Midwestern State University (MSU or University) are required to maintain consistent hours of operation and levels of staffing in order to meet standards of public service and operational efficiency.

II. Reason for Policy

The purpose of this policy is to define the University's administrative office hours, employee workweek, and required recordkeeping.

III. Application of Policy

This policy applies to all staff employees.

IV. Definitions

Employee - A benefit eligible staff employee employed to work at least 20 hours per week for a period of at least four and one-half months.

Exempt Employee - An employee employed on a monthly salaried basis in a position designated as exempt in the Human Resources Pay Plan. Such employee is exempt from the overtime pay protections of the Fair Labor Standards Act.

Non-Exempt Employee - Non-Exempt employees are subject to the recordkeeping of the University and are entitled to minimum wage and/or overtime protections of the Fair Labor Standards Act.

Workweek - A fixed and regularly recurring period beginning at 12:00 a.m. Sunday and ending at 11:59 p.m. the following Saturday.

V. Procedures and Responsibilities

A. Office Hours

Midwestern State University administration and staff office hours will be 8:00 a.m. to 5:00 p.m., Monday through Friday, unless otherwise stated.

B. Work Week

The full-time employee workweek will consist of forty (40) hours. Most employees work from 8:00 a.m. to 5:00 p.m. Monday through Friday with a one hour unpaid meal break. In some cases, University personnel may work shifts other than the standard 8:00 a.m. to 5:00 p.m. The senior administrator of each office will schedule each employee of his/her employees to a 40-hour week and be held responsible for the forty (40) hours of each employee's service. Work time includes all time the employee spends productively engaged on the job or is required or permitted to be at work.

C. Exceptions

The ~~Board of Regents~~ governing board may make exceptions to the minimum length of the workweek and the maximum length of a workday to achieve and maintain operational efficiency at the institution. ~~TX Govt Code 658.007, Working Hours for Employees of Institutions of Higher Education.~~

D. Place of Work

An employee shall conduct business at the employee's regular or assigned temporary place of employment unless the employee is traveling or received prior written authorization from the administrative head to perform the work elsewhere. The employee's personal residence may not be considered the employee's regular or assigned temporary place of employment without prior written authorization from the administrative head.

E. Recordkeeping

The University must keep a record of time and attendance for each employee.

1. **Non-Exempt Employees:** Each non-exempt employee is required to maintain daily record of actual hours worked and leave hours taken in the manner and form prescribed by the University. The employee's supervisor is responsible for ensuring that the employee complies with this requirement and will certify that the reported hours are correct.
2. **Exempt Employees:** Each exempt employee is required to maintain a monthly record of leave hours taken in the manner and form prescribed by the University. The employee's supervisor is responsible for ensuring that the employee

complies with this requirement and will certify that the reported hours are correct.

3. **Supervisor:** Each supervisor is accountable for reviewing and approving complete and accurate records of hours worked and/or leave taken by each employee supervised. Neither an employee nor a supervisor shall disregard or circumvent the recordkeeping requirements by the University by instructing or permitting an employee to file incorrect records.

VI. Related Statutes, Policies, Forms and Websites

Related Statutes/Rules:

Texas Government Code §658.005 - Regular Office Hours for State Employees

Texas Government Code §658.007 - Working Hours for Employees of Institution of Higher Education

Texas Government Code §658.010 - Place Where Work Performed

Texas Government Code Chapter 661 - Leave

Related MSU Policies:

OP 52.58: Employee Leave

OP 52.55: Overtime Policy

OP 52.85: Attendance – Staff Absenteeism & Tardiness

VII. Responsible Office(s)

Human Resources Department

Phone: (940) 397-4221

E-mail: Human.Resources@msutexas.edu

VIII. History

10 Nov. 1989: Adopted and approved by the MSU Board of Regents.

12 May 1995

11 Feb. 2005

2006 Aug 04

29 Nov. 2021: Former MSU Policy/Procedure 3.219: Non-Academic Employee Office Hours (Employees on the 40-Hour Week) is revised and renumbered/renamed as OP 52.84: **Non-Academic Employee Office Hours** and approved by MSU Interim President James Johnston.



James Johnston, Interim President
Midwestern State University

Date Signed: 11/30/2021



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (OP) OP 52.85: Attendance – Staff Absenteeism and Tardiness

Approval Authority:	President
Policy Type:	University Operating Policy and Procedure
Policy Owner:	Vice President, Administration and Finance
Responsible Office:	Human Resources
Next Scheduled Review:	05/01/2023

I. Policy Statement

The University expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits. Employees should regard coming to work on time, working their shift as scheduled, and leaving at the scheduled time as essential functions of their jobs. Employees are expected to adhere to their specified work schedule and be at their workstation and ready to begin work at the start of their shift. Leave is a benefit available for employees to attend to personal needs. However, abuse of leave, or failure to report to work as scheduled, or a pattern of unscheduled and/or excessive absences or tardiness will not be tolerated.

II. Reason for Policy

The purpose of this policy is to establish a policy for employee attendance, and for handling employee absences and instances of tardiness.

III. Application of Policy

This policy applies to all non-faculty staff employees.

IV. Definitions

Absence: An absence is the failure of an employee to report to work during his/her designated work schedule.

Excessive Absenteeism: Two or more instances of unexcused absences in a calendar month.

Tardy: Tardiness is the failure of an employee to report to work at the time scheduled

and/or the failure to return to work promptly at any point during the normal schedule (lunch, break, etc.)

V. Procedures and Responsibilities

A. General

Under the *Texas Government Code*, Section 661.908, the University must keep a record of time and attendance for each employee. This record must include:

1. Time and attendance records;
2. Record of the accrual and taking of vacation and sick leave;
3. Record of the reason an employee takes leave if other law requires the employee to inform the agency of the reason; and
4. Record that shows whether any leave taken is accounted for as sick leave, vacation leave, other paid leave, leave without pay, or other absence.

B. Notification Procedures

In the event of an unanticipated absence, including sickness or tardiness, employees must call and speak to their direct supervisor or other designated individual. If the employee cannot reach the supervisor or his/her designee, a message may be left by voice-mail, text or email. Unless an emergency situation dictates otherwise, the employee must provide notification call as soon as possible, but no later than thirty (30) minutes after the start of the scheduled workday. Unless an emergency situation dictates otherwise, messages may not be left by third parties (i.e. friends, relatives, etc.). The reporting of such information must include the reason for the absence, expected duration of the absence, and any other information that would have an impact on the workplace during the employee's absence. For absences lasting more than one day, the employee must follow the notification procedures each day he/she is absent, except where advance notice of the duration of the absence has been provided.

C. Absences

1. Excused Absence

An employee's absences will be considered excused if allowed under OP 52.75-58; Employee Leave Policies, and if the employee provides proper and timely notification deemed satisfactory to the supervisor. Excused absences include paid leave for vacation, sick leave, and other leave types dictated by state or federal law, including but not limited to, unpaid leave under FMLA and USERRA. Timely notification means providing notification calling in at the start of the workday or providing advance notice for absences which can be anticipated. Supervisors have the discretion to require advance written requests for use of vacation leave with approval based upon department priorities. The University will make every effort to accommodate leave requests that are submitted appropriately and in a timely manner.

2. Unexcused Absences

An employee's absences will be deemed unexcused when an employee fails to **call in provide proper notification**, gives a late notice, or fails to give an advance notice or seek approval for an absence which could be anticipated. Employees are not permitted to make up time during the workday or alter their work schedule when they are late to work unless it has been approved verbally or in writing by their supervisor in advance. Employees are not permitted to work through their lunch period or breaks to make up unexcused time.

3. Excessive Absenteeism

Excessive absenteeism is two or more instances of unexcused absences in a calendar month. Such excessive absenteeism is subject to corrective discipline. Six instances of unexcused absenteeism within a consecutive twelve month period is considered grounds for termination.

4. Patterned Absenteeism

Use of sick leave occurring in patterns (same day of week, same time of year, adjacent to a weekend, holiday, vacation or other leave, etc.) may be indicative of an attendance problem; and in cases of excessive abuse, the absences will be treated as unexcused.

5. Tardiness

Employees who are chronically unable or unwilling to report to work on time present a hardship to other employees and those we serve. Unexcused tardiness is being absent from duty without cause for more than five minutes and includes reporting to work late at the beginning of the work shift, leaving early or returning later from a work break or lunch period, leaving the work area without a legitimate reason, or leaving work early at the end of the workday without permission. Employees who receive counseling for tardiness are expected to improve and sustain their improved attendance/punctuality. Unexcused tardiness occurring four times during a calendar month will result in disciplinary action. Any twelve instances of unexcused tardiness within a consecutive twelve month period is considered grounds for termination.

6. Leave Without Pay

Leave-without-pay (LWOP) or docked pay will result when an employee who is absent from duty has exhausted all of his/her available accrued leave balances. LWOP status without legitimate justification is discouraged. Justification would include LWOP status following exhaustion of available leave due to a documented serious medical condition or family emergency, including unpaid leave allowed under the Family Medical Leave Act, the Parental Leave Act, and other extended unpaid Leaves of Absence granted under OP 52.75 58: Employee Leave. Unauthorized LWOP or docked pay status will result in situations when no paid leave is available and the employee is absent or tardy without adequate justification. Unauthorized LWOP or docked pay status on three occasions within a consecutive twelve month period is considered excessive and is grounds for termination. An occasion of LWOP/docked pay begins when the employee enters unpaid status and ends when the employee returns to paid status,

regardless of the number of hours without pay on that occasion.

D. Disciplinary Action

Supervisors should monitor their employee's attendance on a regular basis and address unsatisfactory attendance and tardiness in a timely and consistent manner. If supervisors notice a pattern of unscheduled use of accrued time off or leave without pay, they should discuss this concern with the employee. ~~When instances of unexcused absences, tardiness, or unauthorized LWOP/docked pay occur~~ When an employee exhibits unsatisfactory attendance or tardiness, supervisors should follow the same procedures as outlined in OP 52.90: Staff Termination/Discharge. This includes disciplinary actions of ~~one or more of the following disciplinary actions will be imposed:~~ documented verbal counseling, written disciplinary warning, suspension without pay, and/or termination. ~~after multiple offenses.~~ Supervisors should consult with Human Resources when taking disciplinary action against an employee. Any disciplinary action, including verbal warnings, should be documented on the employee's annual performance review.

E. Job Abandonment

In the event an employee is absent for three consecutive scheduled workdays without notice or approval, the absence is considered job abandonment. The employee will be considered to have voluntarily terminated his/her employment with the University.

F. Reporting Leave of Absences

Employees are required to report hours worked and leave usage in a manner and form prescribed by the University in order to meet the payroll processing deadlines. Neither an employee nor an administrator may disregard or circumvent the recordkeeping or overtime requirement of the Fair Labor Standards Act (FLSA) or the University by instructing or permitting an employee to submit an incorrect record of hours worked and/or leave usage by any other means.

VI. Related Statutes, Rules, Policies, Forms, and Websites

Related Statutes/Rules:

Texas Government Code Chapter 661 - Leave

Related MSU Policies:

OP 52.58: Employee Leave

OP 52.90: Staff Termination/Discharge

VII. Responsible Office

Human Resources Department

(940) 397-4221

Human.Resources@msutexas.edu

VIII. History

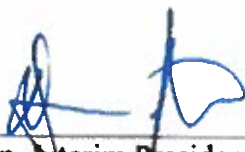
10 Nov. 1989

04 Aug. 2006

10 Aug. 2016

29 Nov. 2021:

Revised and renumbered MSU Policy/Procedure 3.224 (Attendance – Staff Absenteeism and Tardiness) as OP 52.85. Approved by MSU Interim President James Johnston.



James Johnston, Interim President
Midwestern State University

Date Signed:

11/30/2021