

Trinity University
Classified Staff Handbook
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Foreword

The University, just as any other larger organization, will from time to time be required to make decisions without prior consultation with its employees. Therefore, the University maintains the exclusive right, at its sole discretion, to exercise all functions of management, including but not limited to, the right to select, hire, promote, suspend, dismiss, assign, supervise, and discipline employees; to determine the work schedule; to determine the size of and composition of the work force; to establish, change and abolish policies, procedures, rules and regulations with or without advance notice; to determine and modify job descriptions and job classifications; to assign duties to employees; and to establish and change salary and wage rates in accordance with needs and requirements which are determined by the University.

Non-Discrimination and Diversity Policy

Within published requirements for admission, Trinity University does not and will not discriminate in admission of students to study at the University, enrollment in classes, housing or use of facilities in the academic program because of race, color, religion, sex, age, national origin, disability (if otherwise qualified for admission), military/veteran status, sexual orientation, gender identity, gender expression, or any status protected by federal, state, or local laws.

Trinity University does not and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, disability (if otherwise qualified for the job), military/veteran status, sexual orientation, gender identity, gender expression, or any status protected by federal, state, or local law. The University is committed to making employment-related decisions according to an applicant or employee's experience, talent, and qualifications, without regard to his/her race, color, religion, sex, age, national origin, disability (if otherwise qualified for the job), military/veteran status, sexual orientation, gender identity, gender expression, or any status protected by federal, state, or local laws.

The Compliance Officer of the University is the Director of Human Resources. Any questions or complaints relative to discrimination should be referred to the Office of Human Resources. The Section 504/Americans with Disabilities Act Compliance Officer is the Director for Risk Management and Insurance. Students with disabilities who desire accommodations should contact Disability Services for Students in Counseling Services, preferably before the beginning of each semester. Any questions or complaints relative to facilities, services, and accessibility should be referred to the Office of Risk Management.

Trinity University Personnel Policy Handbook for Classified Employees

1. General

- 1.1 Each employee of Trinity University, by performing his/her assigned duties, contributes to the instruction, research and administrative activity of the University. Trinity endeavors to provide working conditions based on fair and equitable standards.
- 1.2 Any employee or group of employees may, without the threat of retaliation or discrimination, discuss with his/her supervisor(s) and/or the Director of Human Resources the terms of his/her employment or working conditions.
- 1.3 Responsibility for administration of the policies and rules herein set forth is delegated by the President of the University to the Director of Human Resources:
 - (a) The Director of Human Resources is responsible for application, conformity and coordination of the policies and rules, and for recommendation of changes when necessary.
 - (b) The Director of Human Resources is the Equal Employment Officer for the University, and is responsible for matters relating to Equal Employment Opportunity.
 - (c) Department supervisors are responsible for the administration of personnel functions as they pertain to employees under their jurisdiction. All officers and supervisory personnel are charged with the responsibility of administering all University policies and procedures in a fair and equitable manner.
- 1.4 The employment of any staff employee by the University is exclusively “at will” employment, any previous verbal assurance, statement or representation notwithstanding. Consequently, the employment of any staff employee may be terminated by the University at any time with or without reason or cause, its only obligation being to pay wages or salary owed to the employee up to date of termination. Any such employee may terminate his/her employment at any time, subject to applicable notice requirements and the provisions of this Handbook.
- 1.5 The matters discussed in this Handbook are intended for general guidance only, and the University may from time to time amend or cancel any of the policies, rules, or benefits discussed herein. Nothing in this Handbook is intended to alter the at-will employment relationship or act as a contract or guarantee of employment for any particular duration, or of the terms and conditions by which any person’s employment is governed. The enumeration of any reason or cause for discipline and/or discharge

by the University shall not in any way limit or affect the University's right to discipline or discharge any person for any other cause or for no cause whatsoever, and the University's compliance, or attempted compliance, with any guidelines for discipline and/or discharge or with such "Employee Relations" and "Grievance Procedures" provisions of this Handbook which it has promulgated, or promulgates in the future, shall not be construed to create a "contract" or modify any right the University has pertaining to discipline and/or discharge for cause or for no cause whatsoever or otherwise to contractually require that there be "just cause" for termination, disciplinary action or any other action the University may take.

- 1.6 Continuation of employment by any person after the promulgation of this Handbook constitutes an agreement by any such person to the provisions set forth in Sections 1.4 and 1.5, above.

2. Definition of Personnel Terms

- 2.1 **Administrative Official** – Refers to vice presidents, associate/assistant vice presidents, directors, chairs, and other persons designated to act in an official capacity within the scope of these regulations.
- 2.2 **Classified Full-Time Employees** – Employees who are appointed to work in positions requiring continuous service of forty (40) hours per week. These employees are eligible for full fringe benefits.
- 2.3 **Classified Part-Time Employees** – Employees who are appointed to work in part-time positions requiring twenty (20) hours per week or more. Employees who are appointed to work less than thirty (30) hours per week are not eligible for fringe benefits.
- 2.4 **Classified Service** – Includes all staff positions which are categorized as non-exempt under the federal Fair Labor Standards Act.
- 2.5 **Classified Temporary Employees** – Employees who are appointed for a limited duration. These employees are not eligible for fringe benefits or holiday pay.
- 2.6 **Contract Employees** – Includes all staff positions which are categorized as exempt from the federal Fair Labor Standards Act. These employees are eligible for full fringe benefits if they are appointed to work forty (40) hours per week and are eligible for prorated benefits if they are appointed to work thirty (30) or more hours per week.
- 2.7 **Change to Lower Grade** – A Change to Lower Grade is defined as a change in duty assignment of an employee from a position in one pay grade classification to a position in a lower pay grade classification (having a lower salary range).
- 2.8 **Employee in Orientation Status** - Classified employees (either newly hired, promoted or transferred) who serve a six (6) month orientation period. During this period an evaluation of performance is conducted to determine whether the employee should be recommended for continuation in the position.
- 2.9 **Grant Employees** – Employees who are appointed to positions established through grants or contract awards. These employees receive benefits specified in their award and in accordance with Trinity University personnel policies.
- 2.10 **Job Audit (Reclassification)** – Refers to a systematic procedure for gathering information about a position in order to determine the most appropriate position classification.

- 2.11 **On Call Employees** – Refers to: (a) any employee who works on an occasional basis when requested and has no set work schedule or specific hours; or (b) any employee who works a regular schedule, but is also required to be on-call.
- 2.12 **Pay Period** – This is the two weeks earning period for all classified employees paid biweekly on every other Friday.
- 2.13 **Position** – Refers to a group of current duties and responsibilities that require the full or part-time employment of one person.
- 2.14 **Promotion** – Refers to a change of an employee from a position in one class or pay grade to a position in another class or pay grade having a higher minimum and maximum salary. A promotion for an individual may result from a reclassification of a position.
- 2.15 **Student Employees** – Employees, including undergraduates and graduate assistantships, who are appointed to student work positions requiring no more than twenty (20) hours of work per week. Student employees not enrolled as full-time Trinity University students during the summer semester can be appointed to full-time student positions requiring forty (40) hours of work per week provided the student will be enrolled as a full-time student for the following academic semester. These employees are not eligible for any University fringe benefits.
- 2.16 **Transfer** – A transfer is defined as a change from a position/title within a given pay grade or salary range to another position/title within the same pay grade or salary range.
- 2.17 **Workweek** – Trinity University's official workweek is Monday through Sunday.

3. Employee Assignments and Titles

- 3.1 Employment of people varies with the level of skill, effort, responsibility, and working conditions. Work to be performed which would require the employment of one (1) person constitutes a position. Positions which are similar in terms of their basic requirements form a job classification. Position classification and reclassification entails careful analysis of duties and responsibilities with established requirements for satisfactory performance within various job classes.
- 3.2 The Director of Human Resources is responsible for verifying that the title of each new staff employee at the time of appointment corresponds with the authorized title of the vacancy and that the qualifications of the individual correspond with the requirements of the position as determined by pre-employment processing.
- 3.3 Employee titles may be changed only through promotion, change to lower grade or transfer. Any other reason for an employee title change must go through the reclassification/audit process administered by the Human Resources Office.

4. Employment, Promotion, Change to Lower Grade, and Transfer

- 4.1 Any person seeking classified employment at Trinity University must complete the specified application process. Applicants whose qualifications most clearly meet the requirements of a vacant position will be interviewed by the supervisor prior to his/her final employment decision. The applicant who best meets the needs of the position, in the University's sole discretion, may be offered the position.
- (a) Supervisors are not authorized to make any commitments concerning rates of pay or other conditions of employment without consulting with the Human Resources Office.
 - (b) Background checks must be done prior to the final offer being extended to new hires, transfers and promotions. The results of the background checks will remain confidential and kept separate from the employee's personnel files.
 - (c) The source of funds shall have no bearing on the rate of pay established for a position. The rate of pay for each position is determined by the approved University Compensation Plan.
 - (d) Normally, most classified positions will be full-time positions. All non-grant, classified positions must be authorized and listed in the University budget.
 - (e) All university employees must be 18 years of age or older with the exception of high school students officially accepted in the Upward Bound program. Any exceptions require the Vice President's approval.
 - (f) At no time shall a person be permitted to begin work until final authorization has been received from the Human Resources Office.
- 4.2 The University will not employ staff members who will directly supervise or be supervised by members of their immediate family. Exceptions may be made upon the approval of the President of the University when there is a demonstrated difficulty in recruiting and concerted efforts to locate an equally qualified non-relative have been exhausted. Members of immediate family include: parents, children or step-children, husbands and wives, brothers and sisters, and corresponding in-law relationships.
- 4.3 Trinity University recognizes that employees will from time to time accept outside employment as a means of supplementing income. All outside employment must be approved in advance by Trinity University supervisors and the appropriate Vice-President to ensure the outside employment does not conflict with the interests of the University. No outside employment may be performed during an employee's regular duty day or on the Trinity University campus.
- 4.4 Departments will notify the Human Resources Office when a vacancy occurs or

temporary help is required and properly funded. The Human Resources Office will receive all applications and post an electronic folder for the hiring supervisor for consideration. Interviews should be scheduled within a reasonable time from submission of the authorization form to ensure availability of the applicant pool. Any recruiting or advertising for applicants will be done directly through the Human Resources Office. If any applicant or current employee contacts the supervisor directly concerning a vacancy, he/she shall be referred to the Human Resources Office for appropriate processing. In the event no suitable candidates are available for a temporary position, a department may utilize a temporary employment agency; however, the cost will be borne by that department.

- 4.5 A record of medical examination may be required of any applicant subsequent to a conditional job offer, and must be provided for positions for which applicable state law(s) and other personnel policies require such examination. Medical examinations will be required after a conditional offer of employment has been made and such medical examinations will be required of all applicants who have been conditionally offered employment in the same job category. The results of such medical examinations will remain confidential and separate from employee personnel files.
- 4.6 In accordance with federal law, all employees must provide proof that they are legally authorized to work in the United States within 72 hours of employment (I-9). This documentation shall be kept separate from each employee's personnel records in the Human Resources Office.
- 4.7 If a former employee applies for re-employment, the applicant will be handled in the same manner as for a new applicant. When a former employee is re-employed in a classification in which he/she was previously employed, the rate of pay will be no more than the minimum rate for the classification which the employee is being hired to fill.
- 4.8 The employee, either hired or rehired, will be given a formal orientation briefing by the Human Resources Office and by his/her immediate supervisor. This orientation will include but is not limited to an explanation of Trinity University's benefits and various other policies, as well as an orientation by each supervisor to the specific work site.
- 4.9 Each newly employed staff member will serve an orientation period of six (6) months from their effective date of employment during which his/her performance is evaluated against the job requirements.
 - (a) The orientation period may not be extended beyond the six (6) months.
 - (b) The employee will be formally evaluated at two (2) and five (5) months during the orientation period (see New Employee Appraisal Form). Formal evaluations will become a part of the employee's personnel record.
 - (c) An employee in the orientation period who does not meet required work standards may be terminated.

4.10 **PERFORMANCE EVALUATION**

The annual performance evaluation process is an essential tool for providing staff employees with a comprehensive assessment of the past year. Although the annual written appraisal formalizes and summarizes performance, effective evaluation is ongoing and continuous; therefore, supervisors are expected to coach employees, provide them with relevant feedback, and engage in shared dialogue throughout the year. Supervisors should also establish and communicate clear performance expectations and goals for the future, seeking input and feedback from employees as appropriate.

The annual performance evaluation process for staff generally occurs in early March, but the deadline for completion may vary from year to year (and will be announced). The [Annual Performance Appraisal](#) form is available on the Human Resources site. Any employee wishing to provide input into the process may do so by utilizing the [Optional Pre-Evaluation Form](#) or otherwise informally submitting input to his/her supervisor. In general, supervisors will meet with each staff member to discuss the formal evaluation, reflecting on the achievements of the past year, along with any areas for improvement. Goals for the next year, and potentially longer-term, should also be discussed. Employee feedback should be encouraged, and employees may attach comments to the evaluation if desired.

Final written evaluations should be sent to the head of the department and, if requested, to the Vice President of the division. Subsequently, all evaluations are sent to Human Resources for inclusion in each staff member's personnel file.

Please note: Human Resources conducts comprehensive performance management training each year prior to the formal evaluation process. Attendance by supervisors is encouraged.

- 4.11 An employee desiring a **promotion or transfer** should contact a Human Resources representative and complete a Promotion/Transfer Form. Trinity University highly encourages but does not require an employee to discuss promotion/transfer opportunities with his/her supervisor. See Section 6.4 for explanation of compensation for promotions.
- 4.12 Occasionally, an employee at Trinity University may receive a **change to lower grade** in job title and pay grade. **Changes to lower grade** may occur as a result of job restructuring, administrative decision or employee request. See Section 6.6 for explanation of compensation for a **change to lower grade**.
- 4.13 An employee **promoted, changed to lower grade, or transferred** to another position will serve an orientation period of six (6) months.

5. Position Classification and Reclassification

- 5.1 The Director of Human Resources shall be responsible for the maintenance of a classification plan which shall include for each class of positions an appropriate title, a specification describing the duties and responsibilities, and a statement of minimum requirements for the classification consisting of knowledge, skill, education, experience, attendance and other qualifications.
- (a) Classification specifications are descriptive only and are not restrictive. The use of a particular expression of duties, qualification requirements or other attributes shall not be construed to exclude others not specifically mentioned.
 - (b) Official classification titles shall be used in all personnel, accounting, budget and financial records.
- 5.2 All requests for new classified positions will be made in written form to the President, usually during the annual budget review period. The Director of Human Resources shall recommend the appropriate classification and compensation for new positions to the Vice-President of the area for evaluation and recommendation to the President.
- 5.3. Authorized positions may be reclassified by submitting a written request through the appropriate channels up to the Vice-President of the area. Each request should contain justification and identification of changes in duties and responsibilities. The request will then be forwarded to Human Resources for evaluation of the position for reclassification.
- (a) Reclassification of a position shall be recommended by the Director of Human Resources based upon duties actually performed as a result of a job study, audit, reorganization, or the establishment of a new classification.
 - (b) Position reclassification should be requested when the level of duties assigned to one employee requires greater or lesser skill and/or responsibility on the part of an incumbent.
 - (c) The implementation of a new classification may be delayed depending upon funding available or the new budgetary year.
- 5.4 The Director of Human Resources may recommend to the Vice-President of an area the downgrading or reclassification of a position as a result of a job study which clearly establishes that duties and responsibilities of a position do not meet the requirements specified for the assigned classification.
- 5.5 The Director of Human Resources may recommend to the Vice-President of an area that specific classified job titles be “redlined” for deletion from the University Classification Pay Plan. When this occurs, the job title is generally deleted from the Trinity University Pay Plan through employee attrition.

6. Compensation

- 6.1 The University policy is to maintain salary schedules for all classifications; to attempt to provide uniform treatment of comparable positions and of individuals performing substantially the same or similar duties; to afford opportunity for recognition to the individual requirements of the employee; and to take full account of the pay practices applicable to comparable positions at similar institutions in the local area.
- 6.2 A compensation plan providing a salary and wage range including a minimum and maximum for each classification will be maintained. It is the responsibility of the Director of Human Resources to recommend changes in the compensation plan to ensure that the requirements of Federal and State laws pertaining to compensation are met. The Director of Human Resources shall recommend to the Vice-President for Finance and Administration such changes in the compensation plan.
- 6.3 The Director of Human Resources shall be responsible for verifying that the salary of each employee is within the salary scale or compensation policy for the appropriate job classification, and is equitable in comparison to other employees in positions within the same classification.
- (a) New employees will be assigned the minimum salary for the corresponding classification.
 - (b) Annual salary adjustments within the existing range may be made based on merit and are dependent upon the availability of funds.
 - (c) Each Director (or equivalent) shall be responsible for verifying to his/her Vice-President that any increases which have been recommended are justifiable according to the performance of the employee and are equitable in comparison to increases within the same department.
- 6.4 **Promotion** – When an employee is promoted, his/her rate of pay will be determined as follows:
- (a) If the existing rate of pay is less than the minimum rate established for the classification of the new position, his/her rate of pay will be increased to the minimum for the classification of the new position or to his/her existing salary plus 5%, whichever is greater.
 - (b) If the existing rate of pay is within the range of pay established for the classification of the new position, he/she may be granted an increase of 5%, provided the increase does not exceed the maximum rate of the new classification.

- (c) Vacation leave and sick leave accruals will be transferred with the promoted employee.
- 6.5 **Transfer** – Since a transfer is a change to a position of similar requirements, a change in rate of pay is not normally appropriate.
- 6.6 **Change to Lower Grade** – The rate of pay of an employee changed to lower grade, will be reduced by calculating the midpoint between the employee’s current salary and the minimum of the new position. If the employee’s salary is above the maximum of the pay grade, merit increases will be frozen until the annual compensation is within the appropriate grade.
- 6.7 **Biweekly earnings of non-exempt classified employees** will be paid every other Friday. Biweekly pay will be computed for any period in which there is no overtime by multiplying the hourly base rate of pay by the total numbers of hours worked.
- 6.8 **Overtime Payment** – See University policy on overtime (see Section 8).
- 6.9 **Temporary Pay Differential** – An employee may be asked to fill in temporarily for a period of time for another position.
- (a) When a staff job vacancy or staff absence lasting more than 31 consecutive calendar days occurs in an office/department, the supervisor of that area may request that the staff members who are required to perform the duties of the vacant position/absent staff member receive temporary pay differential for a limited period of time, not to exceed 10% of each staff member’s regular salary.
- (b) Written requests for temporary pay differential must be submitted to the Vice President of the area and must include the following: (1) Brief details regarding the reason for the request. (2) Outline of specific duties assigned to specific staff members. (3) Suggested amount of pay differential for each staff member not to exceed 10% of the staff member’s current salary. (4) Anticipated length of time of temporary pay differential. (5) Availability of funding or need for additional funding.
- (c) If the Vice President endorses the request, that request will be forwarded to Human Resources or to the Vice President for Finance and Administration for final approval, as follows: (1) No additional funding needed: Human Resources. (2) Additional funding needed: Vice President for Finance and Administration.
- (d) If final approval is received, the temporary pay differential may take effect on the 1st day of the job vacancy or staff absence and will continue until (1) the first day of the new staff member’s employment with the University; (2) the first day of the absent staff member’s return to work; or (3) a maximum period of six months – whichever event occurs first.

7. Hours of Work

- 7.1 The established regular hours of work comprising full-time employment for a classified staff employee of the University shall be forty (40) hours per week. The established University standard work week for classified employees begins at 12:01 a.m. Monday and ends at 12:00 midnight the following Sunday.
- 7.2 Offices shall generally be open during the hours from 8:00 a.m. to 5:00 p.m. Monday through Friday, except on official University holidays. Changes in this schedule must have prior approval from the appropriate administrative official.
- (a) Web time entry or time cards must be completed daily for all non-exempt classified employees. The time of arrival and departure must be accurately recorded, otherwise, this constitutes falsifying time.
- (b) Every employee is expected to regulate his/her arrival and departure times to ensure that established work schedules are maintained. The employee's supervisor is responsible for controlling tardiness, early departures from the job, and other unauthorized absences.
- 7.3 The Director or Chair of a department may temporarily adjust the work schedule of any employee or group of employees under his/her supervision to provide for a variety of daily hours during peak work periods or to provide for extra services outside normal working hours so long as such adjustments do not result in requiring a regular work week of either less or more than forty (40) hours per week for a full-time classified employee. Any requests for flex time must be submitted to the appropriate Vice President for approval.
- 7.4 Workload permitting, break periods of approximately fifteen (15) minutes may be authorized by the supervisor in mid-morning and mid-afternoon. Break times which are not taken by the employee may not be accumulated as compensatory time.
- 7.5 Any classified employee required to work and who actually works on an official University holiday or on Easter Sunday (not a recognized University holiday) shall be entitled to double pay for those hours worked up to eight (8) hours. All hours worked in excess of eight (8) hours will be paid at the standard rate or as overtime, if applicable. In lieu of holiday pay, an employee may take his/her next regularly scheduled workday off (with supervisory approval).
- 7.6 Departments which require classified employees to work shifts may compensate such employees with a shift differential. Payment of shift differential ***must be approved*** by the appropriate Vice-President and the President via the normal annual budgetary process.
- 7.7 Non-exempt classified employees are governed by the Texas Pay Day Act (1989) and are paid biweekly as required by this legislation.

- 7.8 Trinity provides “reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child’s birth each time such employee has need to express the milk.” Trinity will provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. For further information, please contact Human Resources.

8. Overtime

- 8.1 It is the policy of the University to organize and schedule its activities in such a manner that an employee is not normally required to work in excess of established periods, except when operating necessities demand. Supervisors should plan their work so that the services of employees under their supervision will be utilized for the full schedule of work hours established for these employees.
- 8.2 Overtime is defined as all hours worked over forty (40) hours within the standard work week. Vacation, meal periods (except for uniformed Security employees), and all other paid leaves are not considered hours worked.
- 8.3 The appropriate administrative official will make decisions on requests for special or unusual situations which may require overtime approval on a continuing basis. These situations sometimes involve activities that are scheduled and carried out at times other than the usual working day.
- 8.4 Classified employees must receive advance supervisory approval prior to working overtime. A non-exempt classified employee will receive additional pay for hours worked in excess of forty (40) hours per standard workweek. Overtime pay (one and one-half [1-1/2] times the base rate of pay) is paid only for actual hours worked in excess of forty (40) hours in any standard workweek and will be shown as overtime hours on the biweekly web time entry or time card. Other hours in excess of forty (40) (e.g., during the same week such as paid vacation, sick leave, holiday pay, funeral leave) will be shown in the appropriate column of the web time entry or time card.
- 8.5 **If it appears that an employee may go into an overtime status during the workweek, the supervisor may readjust the employee's schedule during that workweek so that the employee does not work more than 40 hours. Compensatory time cannot be carried forward to the next pay week in the same pay period or any other pay period.**
- 8.6 Non-exempt classified personnel who are required to work shifts or to be on emergency on-call duty are subject to the following overtime stipulations:
- (a) Emergency Overtime: Requires prior approval by supervisory personnel. Employees will receive overtime compensation for hours actually worked in excess of forty (40) hours per standard workweek at one and one-half (1-1/2) times their regular base rate of pay.
 - (b) On-Call Overtime: Classified employees performing on-call overtime service will receive a minimum of two (2) hours compensation. An employee who is on-call at home but is relieved from duty will not be compensated for being on-call, except if he/she is actually engaged in work.

- (c) Scheduled Overtime for Special Functions: Non-exempt classified employees may be assigned, as needed, to work special functions. If this additional duty results in the employee working more than 40 hours in the work week, he/she will be paid overtime for all hours worked over 40. Alternatively, the employee's work schedule may be readjusted during the same work week to ensure that 40 hours of work are not exceeded. If the special function concludes prior to two (2) hours, the classified employee will be paid a minimum of two (2) hours compensation.
- (d) Scheduled or on-call overtime generally applies to those non-exempt classified employees assigned to **University Police or** Facilities Services. These assignments require the approval of the appropriate supervisor.

9. Employee Relations

- 9.1 It is a goal of Trinity University that supervisors and employees feel free to have open and informal discussions when complaints and problems arise. The supervisor should encourage his/her employees to discuss their problems freely and openly. The Director of Human Resources is available to assist any individual or group of employees and the supervisor in finding resolution to a problem.
- 9.2 The supervisor is responsible for establishing and maintaining an atmosphere within which employees can improve their job performance and develop self-discipline. Continued emphasis on developing correct work habits through effective orientation, training, performance evaluations and on-going, meaningful communication is essential to achieve the goals of the University.
- 9.3 The provisions in this chapter and in this Handbook shall not be construed to be a modification in any way of the “at will” employment doctrine described in Sections 1.4 and 1.5 heretofore. Nothing in this Chapter shall be, or shall be construed as, a contract or other commitment that the University must have good cause or any cause for disciplinary action or for discharge of any classified Employee. The University retains the final decision in any matter pertaining to disciplinary action or discharge.
- 9.4 To promote consistency throughout the University in connection with acceptable standards of work performance and conduct on the job, the University has established reasonable rules for employees to know, understand and observe. When any of these rules are violated, and where the University in its sole discretion elects not to effectuate immediate termination of employment, corrective action may be initiated by the supervisor to bring the employee's job performance and/or job conduct up to the expected standard. However, whenever possible, counseling and other non- punitive procedures should be used before formal corrective action is taken because counseling is a fundamental part of supervisory responsibilities in dealing with employees.
- (a) When job performance does not meet expectations, or when mistakes or rule infractions become chronic, deliberate or of a serious nature, formal action by the supervisor is required. In instances where the University in its sole discretion elects not to effectuate immediate termination of employment, corrective action, depending upon the nature of the situation and/or the degree of the violation, may be taken in any of the following forms: oral counseling, written warning, withholding merit wages or salary increases for a period of time, disciplinary suspension from work when appropriate, change to lower grade, or other disciplinary action.
- (b) When misconduct does occur, and the University in its sole discretion elects not to effectuate immediate termination of employment, supervisors should take action to redirect the employee. This is done through a progressive corrective disciplinary procedure. The degree and severity of the violation should dictate when and how the corrective discipline will be imposed. Corrective progressive discipline, to offer

clarification, does not apply to serious acts of major misconduct, insubordination, gross negligence, gross disregard of the employee's obligation to Trinity University or to instances where a decision has been made to effectuate immediate termination of employment. Major violations will subject the employee to discharge on the first offense. Progressive corrective disciplinary action applies to less serious offenses where the University has elected not to generally effectuate immediate termination of employment. The procedure involves increasingly severe penalties each time an employee is disciplined. An example of a sequence of progressive corrective disciplinary action is as follows:

(1) Formal warnings either oral or written may be issued. Oral warnings are reminders to employees that a rule infraction has occurred or might occur should the employee persist in whatever course of action he/she is taking. The oral warning also serves to advise employees that the supervisor is aware of an unacceptable situation and that formal (written) warnings may ensue if self-corrective action is not taken. The supervisor should maintain an informal counseling record of the oral warnings which records the date, problem and expectation for resolution.

(2) Written formal warnings are issued to identify the specific problem cause, to cite what specific corrective action must be taken by the employee being disciplined, and to specify what further corrective action will ensue should the rule(s) violation(s) continue.

(3) Employees may be asked to sign a copy of the written warning. The employee's signature indicates only that the employee being disciplined is aware of the warning, and not that he/she is necessarily in agreement with the warning. Should any employee refuse to sign a written warning, it would be advisable to have a witness (other than the supervisor) sign to the effect that the employee did see the warning but refused to sign it. The supervisor will also sign the same copy of the written warning as did the employee, and this signed copy will be forwarded through the appropriate administrative channels in the division and then to the Director of the Human Resources Office for inclusion in the employee's personnel file. A second copy of the written warning will be given to the employee(s) who has/have been warned.

(4) The last written warning prior to discharge from employment should be labeled as the **final** written warning. This final warning should indicate, along with the problem and corrective action(s) previously initiated, that the employee has not appreciably improved and any further rule violation(s) will result in immediate discharge. In the event that an employee has been issued a final warning and another infraction occurs, another final warning should not be initiated. In most instances, *at this point the employee should be discharged.*

9.5 Though not a requirement, in the event that an employee is charged with a serious rule violation, the employee may be immediately placed on administrative leave with

pay until a full investigation has been completed. Actions such as this should be closely coordinated with the Director of Human Resources.

- 9.6 Employees involved with rule violations, whether given written warnings, suspensions or a discharge, still may proceed with the University Grievance Procedure (see Section 12) to the extent which they are eligible.
- 9.7 Individual counseling, warnings and possible corrective actions are desirable steps for employees to improve their conduct and job performance. It is equally important that full recognition be given employees who do make real and successful efforts to correct their deficiencies.
- 9.8 All written warnings will become a part of an employee's personnel file.
- 9.9 Employees who have received oral and /or written warnings are encouraged to discuss their future performance frequently with their supervisors to be aware of their progress toward correction of previous deficiencies.

10. Conduct and Job Performance Guidelines

- 10.1 The following guidelines are intended for general guidance only, and the University may from time to time amend, modify or cancel any of the policies or rules discussed herein. The enumeration of any reasons or causes for discipline and/or discharge by the University shall not in any way limit or affect the University's right to discipline or discharge any employee for any other cause or for no cause whatsoever, and the University's compliance or attempted compliance with any guidelines for discipline and/or discharge which it has promulgated, or promulgates in the future, shall not be construed to create a "contract" or modify any right the University has pertaining to discipline and/or discharge for any cause or for no cause whatsoever.

I. General

Trinity University's rules concerning everyday employee conduct and job performance are simple, common-sense guidelines which are necessary to ensure that all staff employees can work in an orderly, efficient, economical manner that is free from disturbances which hinder job training, job production and job enjoyment. It is the full responsibility of each employee to know what University and departmental rules and regulations exist and to observe them at all times.

II. Classifications of Rules

Rules are grouped so that corrective action can be consistently administered. Rules are not restricted to those listed because some rules are covered by specific departmental regulations which will be discussed by the supervisor. Employees are required to know and understand what these other regulations entail as well as the general conduct and job performance rules listed here. Additionally, this listing is not exhaustive, and the University retains the right to take disciplinary action for conduct not listed herein.

Group I

The following University rules must be adhered to by all staff employees; an employee violating any of these rules will be subject to immediate discharge.

1. Imposing on the rights and privileges of or intimidating other employees.
2. Violating the University's anti-harassment and discrimination policies.
3. Use or possession of an illegal or controlled drug or intoxicant (see Drug and Alcohol Abuse Policy for further information) while at work.

4. Changing or otherwise falsifying or forging any University records (paper or electronic), documents, permits, licenses, certifications, passes, badges or the approving signature thereon.
5. Changing or otherwise falsifying or forging web time entry, time cards or time sheet and/or clocking in or clocking out and/or signing in or signing out for another employee.
6. Indulging in grossly offensive, obscene or immoral conduct.
7. Deliberately interfering with University operations or concealing of defective work.
8. Conviction of a criminal offense committed outside the University.
9. Indictment for a major criminal offense where the University's investigation indicates a reasonable belief that the indictment is based upon fact.
10. Unauthorized possession of Trinity University property or the property of other employees, students or university guests.
11. Intentionally defacing or damaging University property or the property belonging to other employees, students or university guests.
12. Fighting on University property.
13. Refusing to obey reasonable and necessary orders or job assignments.
14. Use of abusive or threatening language.
15. Failure to report to work for three consecutive workdays and to notify the supervisor of a legitimate reason for such absence.
16. Any other acts not listed in 1 through 16 above but considered by the University, in its sole discretion, as constituting major misconduct, insubordination, gross negligence, or gross disregard of an obligation to the University as an employee.

Group II

Employees violating any of the rules listed in Group II, except where circumstances are extremely aggravated or where the University, in its sole discretion, elects to effectuate immediate termination of employment, will normally be given formal written warnings which will advise that any repetition of the violation or any further violation of University rules may result in discharge at the option of the University.

1. Creating disturbances that adversely affect morale, production, studies or discipline.
2. Sleeping while on duty.
3. Continually or intentionally disregarding any appropriate departmental rules.
4. Reporting to work under the influence of intoxicants, narcotics, or drugs which could have an adverse effect on the safety of other employees (see Drug and Alcohol Abuse Policy for additional information).
5. Indulging in horseplay or malicious mischief in any form.
6. Disregarding any University security or fire regulation.
7. Leaving University premises prior to the end of any normal work period without prior notice and approval.
8. Failing to return to work at the end of any authorized leave period unless the supervisor has been advised and approves of the reason for the delay.
9. Having continued unacceptable absences or tardiness from scheduled work whether or not the reasons for absence or tardiness are considered valid.
10. Failure to maintain the required integrity of University computerized databases, associated issues of confidentiality, and/or violations of any Trinity University policies related to Information Technology, to include usage of Trinity University equipment, connections, and software.
11. Continually disregarding normal, safe working practices.
12. Contributing to or causing unsafe working conditions.

Group III

Employees violating any one of the rules listed in Group III, except where circumstances are extremely aggravated or where the University, in its sole discretion elects to effectuate immediate termination of employment, will ordinarily be disciplined as follows:

- (a) Given an oral reprimand on the first offense.

- (b) Given a written formal warning on the second offense.
 - (c) Given a final written warning showing the employee was advised that future offenses could result in discharge.
 - (d) Subject to discharge.
1. Failing to immediately report to supervisors all personal injuries or illnesses occurring at work.
 2. Contributing to poor housekeeping or unsanitary practices.
 3. Distracting or annoying other employees while they are performing their assigned duties.
 4. Damaging University property and equipment through improper use or lack of care.
 5. Abusing sick leave privileges.
 6. Failing to notify the supervisor each day within thirty (30) minutes of the beginning of the work period of any absence or variation from the established work schedule (unless different procedures have been established and approved for department operations).

11. Termination

- 11.1 In order to be eligible to receive accrued unused Vacation Leave (Terminal Leave Pay, as defined hereafter), an employee shall give the Department Supervisor no less than two (2) weeks written notice of resignation prior to the effective date of separation. Unless waived by the University in its sole discretion, the employee must work his/her normal schedule during such resignation notice period. The employee must work on their last day of employment.
- 11.2 In the event of termination, the employee will receive compensation for all hours worked or days worked, as the case may be, through the effective date of termination. Final paychecks will be issued in accordance with the existing procedure and in full compliance with the Texas Payday Statute.
- 11.3 In addition to compensation for services performed through the effective date of termination, eligible employees shall receive Terminal Leave Pay. Terminal Leave Pay is equal to payment of accrued but unused vacation leave which is accrued through date of separation (pursuant to Section 14 of this Policy Manual); it is computed by multiplying the accrued unused Vacation Leave (not to exceed the maximum allowed accrual) times the hourly rate.
- 11.4 If an employee utilizes Sick Leave during a resignation notice period, a physician's statement will be required.
- 11.5 Employees who tender resignations are required to complete a Clearance Form to ensure all debts to the University are paid prior to receiving their final paycheck. Involuntarily terminated employees will be cleared by Human Resources. Upon receiving notice of resignation/termination, Human Resources will cancel direct deposit of the employee's final paycheck. The clearance procedure should be initiated at the department level and conclude at Human Resources.
- 11.6 Upon the expiration of an employee's FMLA leave, if the employee is not released by his/her doctor to return to work, the supervisor may proceed to fill the position. In accordance with the University's neutrally applied absence policy, any employee who is continuously absent from active work for any medically-related reason for six (6) months (to include the FMLA period, sick and vacation leave, and any period of leave without pay – all of which run concurrently), notwithstanding that the employee has accrued Vacation or Sick Leave or that the employee is on approved leave status of any kind shall be automatically terminated without notice, effective at the end of the six (6) month period, absent the requirement of a reasonable accommodation. Any employee so terminated shall not be eligible for payment of Terminal Leave Pay and shall not resort to the Grievance Procedure. Such employee may be eligible for payment of Disability Leave Pay, in accordance with the provisions of Section 23 hereinafter. Further information regarding University (Short-Term) Disability should be obtained from the Human Resources Office.

12. Grievance Procedure

- 12.1 Grievance Definition – A grievance is an allegation by an employee based upon specific facts that there has been a violation, misinterpretation, misapplication, or unreasonable application of a University policy, procedure, rule or regulation regarding the employee’s employment conditions. A grievance gives the employee an opportunity to present his/her version of any such dispute.
- 12.2 Employees are assured that they have a right to file what they feel to be legitimate grievances and to follow the formal procedure through the appeal process if necessary without fear of censure or reprisal. This policy shall be applicable to all grievances based upon occurrences arising at or subsequent to the effective date of this procedure. All grievances should be brought to the attention of the Director of Human Resources by the appropriate supervisor.
- 12.3 A grievance should be brought to the immediate supervisor’s attention within five (5) working days of the action that is the subject of the grievance, or the grievance will not be considered. The subject of the grievance should be informally discussed between the employee and the supervisor in a good faith attempt to resolve the dispute. If a resolution is reached, such shall be reduced to writing and sent to the Director of Human Resources for approval and, if approved, implemented. If the grievance involves allegations of harassment or discrimination by the supervisor, the reporting provisions of the appropriate policy addressing those types of complaints should be followed.
- 12.4 If the grievance is not satisfactorily resolved by the immediate supervisor within five (5) working days of receipt of the informal grievance, the employee must present the grievance in writing, within five (5) working days of the supervisor’s response to the department Chair or Director for consideration and further action, or the grievance will not be considered further. The written grievance must state specifically what the grievance is, all pertinent facts, any specific policy, procedure, rule or regulation upon which the employee relies and must stipulate a remedy or solution. This written grievance will be the basis for all future discussions and appeals. A written decision by the Chair or Director will be sent to the employee and to the Director of Human Resources within ten (10) working days of receipt of the formal grievance.
- 12.5 Complaints not satisfactorily resolved by the department Chair or Director may be appealed in writing to the appropriate Vice President within five (5) working days of the date of the previous decision. If the appeal is not timely taken, the matter will not be considered further. The appeal must state why the previous decision is not acceptable. The Vice President will render a written decision within thirty (30) working days of receipt of the appeal. This decision will be sent to the employee and to the Director of Human Resources.
- 12.6 Should the grievance still remain unsettled to the employee’s satisfaction, the employee may appeal the decision within five (5) working days of the date of the

previous decision to the Director of Human Resources. If the appeal is not timely taken, the matter will not be considered further. The Director of Human Resources will have the matter studied by a committee composed of three (3) full-time University employees; one selected by the Vice President, the second selected by the employee, and the third selected by the other two (2) committee members. The committee will accumulate and study the statements of fact and render a decision to the Director of Human Resources within thirty (30) working days. The Director of Human Resources will then review the committee's findings and render a decision to all parties involved within five (5) working days. This decision will be final and binding to all parties.

- 12.7 If a grievance is resolved, there shall be no retroactive adjustment as to pay or other monetary matters prior to the date the grievance was first submitted.
- 12.8 The provisions in this Policy Manual for a system whereby an employee, through the Grievance Procedure, may present his/her side of any dispute is not, and shall not be construed to be, a modification in any way of the "at will" employment doctrine described in Sections 1.4 and 1.5 heretofore. Nothing in this Section shall be, or shall be construed as, a contract or other commitment that the University must have good cause or any cause for disciplinary action or for discharge of any Classified Employee. The University retains the final decision in any matter pertaining to disciplinary action or discharge, and retains the right to terminate this Grievance Procedure at any step for any reason, including abuse of the Grievance Procedures.

12.9 Summary of Grievance Steps:

Procedure	Employee Timeframe	Response Timeframe
Immediate Supervisor (Informal, unwritten)	Five working days to verbally initiate grievance from date of occurrence.	Five working days to verbally respond from receipt of informal grievance.
Department Chair/Director (formal/written)	Five working days to appeal in writing.	Ten working days to respond in writing
Vice President (formal/written)	Five working days to appeal in writing	Thirty working days to respond in writing
Director/Human Resources (formal/written)	Five working days to appeal in writing	Thirty working days for committee to respond in writing to Director of Human Resources. Five working days from committee's decision for Director of Human Resources to respond in writing to all parties. <i>This decision is final.</i>

13. Funeral Leave

- 13.1 As a gesture of sympathy to employees who suffer the death of a close relative or loved one, eligible employees are granted paid Funeral Leave for a death in the immediate family. Funeral Leave is completely separate from any other type of paid leave. Funeral Leave will be granted in the event of the death of a spouse, a child, a parent, a sister or brother, a grandparent, a grandchild or corresponding in-law relationship. Where unusually strong personal relationships exist due to an employee's having been supported or educated by a person of some relationship other than those listed, this relationship may be recognized for Funeral Leave purposes. In this case, the employee concerned shall include with his/her Funeral Leave request form a written statement of circumstances which justify an exception to the general rule. All exceptions must be approved by the Director of Human Resources.
- 13.2 Funeral Leave may be authorized for a period not to exceed three (3) days and if needed an additional three (3) days of sick leave provided that such leave does not extend more than five (5) days beyond the date of the funeral.
- 13.3 A temporary employee, regardless of work schedule, is not entitled to Funeral Leave.
- 13.4 Funeral Leave will be allowed proportionately for an employee on part-time status provided he/she is employed at least twenty (20) hours per week.
- 13.5 Classified employees are eligible for Funeral Leave privileges during their orientation period.

14. Vacation Leave

- 14.1 The University provides for an accrual vacation plan so that an employee may earn periods of paid absence from his/her job for the purpose of recreation or other activity which provides a change from the pattern of day-to-day work in order to enhance effectiveness as an employee. Employees should be encouraged to *take*, not *accumulate*, Vacation Leave. However, advances on Vacation Leave are not authorized. Any request for Vacation Leave is subject to supervisory approval.
- 14.2 Vacation Leave with pay accrues as follows:
- (a) A full-time classified staff employee (except for those on temporary status) will earn Vacation Leave at the rate of eight hours (one day) for each full month of continuous employment up to a maximum of twelve (12) days per year. After five (5) years of service an employee will accrue vacation at the rate of ten (10) hours per month (1-1/4 days) up to a maximum of fifteen (15) days per year. After ten (10) years an employee will accrue twenty (20) days of vacation per year (13.33 hr./mo.). Part-time employees will earn the appropriate pro-rated amount of vacation leave hours for years of service.
 - (b) A part-time classified employee (except those in temporary status) working one-half (1/2) time (at least twenty (20) hours or more) shall receive Vacation Leave on a prorated basis. An employee working less than one-half (1/2) time shall not receive Vacation Leave.
 - (c) Vacation Leave will only accrue when an employee is in an active pay status. Vacation leave will not accrue during any period of Leave Without Pay or University Disability Leave.
- 14.3 All *new hires* will be subject to a six (6) month orientation period during which the new employees will accrue vacation but cannot take Vacation Leave. Any request for vacation during this period will be LWOP. This applies only to new hires and not promotion and transferred employees. Employees not completing the initial orientation period will not receive any accrued vacation pay upon termination.
- 14.4 Maximum leave accrual: Classified employees may accrue up to a maximum of one (1) year's accrual of vacation leave (12 days, 15 days, or 20 days depending on length of service). At no time may the maximum accrual be exceeded, or the excess hours will be forfeited. **Part-time employees will accrue the appropriate pro-rated amount of vacation leave hours.**
- 14.5 The term "full month of employment as used in this policy is a period of employment from the first day to the last day of a calendar month. Vacation Leave accrual occurs on the first of every month. Regardless of the employee's hire date, he/she will accrue at his/her normal rate on the next scheduled accrual day after his/her hire date.

- 14.6 An employee who transfers or is promoted from one department to another or from one employee status to another, shall be credited with his/her unused Vacation Leave. Although this employee will now be in a new orientation period in his/her new position, he/she may utilize accrued Vacation Leave (workload and supervisory approval permitting).
- 14.7 Classified employees must give a fourteen (14) calendar day written notice of intent to resign to receive payment for vacation accruals. Employees who do not give appropriate notice will not be paid for accrued unused Vacation Leave. Vacation time may be taken during resignation period with the approval of the supervisor; however, the last day must be a work day in which the employee is present at the work site.
- 14.8 Vacations are to be scheduled at the convenience of the department or division with due consideration to the employee's preference, and may be taken in any amount up to the total of the employee's earned Vacation Leave. Schedules for vacation within a department or division shall be so arranged as to meet the seasonal loads of the department or division and to provide an adequate staff at all times. Vacation Leave must be requested and approved by the supervisor in advance. Vacation Leave should be reported on the employee's web time entry, time card or a leave request form (exempt employees only).
- 14.9 Vacation time taken will be calculated according to the number of days and hours in the employee's normal work week. Vacation Leave taken and work hours reported may not exceed normal hours worked in a day.
- 14.10 When a holiday occurs during a Vacation Leave, the holiday will not be considered a day of vacation time.
- 14.11 Sickness occurring during a Vacation Leave period may be changed to Sick Leave upon presentation of a medical certification as to the illness or with the approval of the supervisor.
- 14.12 Employees may utilize Vacation Leave when they are absent from work due to a job related accident or injury providing their Sick Leave balance is exhausted. The employee's total compensation received from Trinity University and the University's Workers' Compensation carrier may not exceed 100 percent of the employee's normal salary.
- 14.13 An employee may only go into leave without pay (LWOP) if all applicable leaves are exhausted. LWOP is subject to the approval of both the supervisor and Human Resources.

15. Sick Leave

15.1 The University is concerned that an employee's income be protected during periods of bona fide sickness, injury and other family illness beyond the employee's control. To meet such contingencies for comparatively short periods of time (not to exceed six (6) months), eligible employees are granted a Sick Leave privilege. Sick Leave is defined as the absence of an employee *from work* for one of the following reasons:

- (a) Because of a personal illness or injury which has incapacitated the employee from performing his/her job duties.
- (b) An appointment with a physician, dentist, optometrist, or similarly recognized medical practitioner, hospital, or clinic if arranged in advance. Such appointments are usually less than one-half (1/2) day in duration; therefore, an employee is expected to return to his/her job as soon as the appointment is concluded.
- (c) Tending to a member of the immediate family whose illness or injury *requires* the presence of the employee.

Immediate family is hereby defined to include spouse, children, siblings, parents or corresponding in-law relationships who are living in the same household, or if not in the same household, are totally dependent upon the employee for personal care or services on a continuing basis.

- (d) If an employee is out due to any FMLA qualifying event, Human Resources must be notified immediately.
- 15.2 A full-time employee will accrue Sick Leave at the rate of eight (8) hours for each full month of employment. A temporary employee regardless of work schedule is not entitled to Sick Leave. Sick Leave will accrue up to a maximum of 1040 hours.
- (a) Sick Leave will accrue when an employee is in an active pay status only. Sick Leave will not accrue during any period of leave without pay or University Disability Leave.
 - (b) The term "full month of employment" as used in this policy is a period of employment from the first day to the last day of a calendar month. Sick Leave accrual occurs on the first of every month. Regardless of the employee's hire date, he/she will accrue at his/her normal rate on the next scheduled accrual day after his/her hire date.
 - (c) Sick Leave will be allowed proportionately for an employee on a continuing part-time appointment, provided he/she is employed for at least one-half (1/2) time.

- 15.3 In computing the use of Sick Leave for an employee, Sundays, holidays or other non- work days shall not be counted. Total Sick Leave hours plus hours worked in a day may not exceed the usual hours worked.
- 15.4 Abuse of Sick Leave privileges should be referred to the Director of Human Resources.
- (a) When a pattern of Sick Leave used by an employee indicates abuse of the privilege, the supervisor should take appropriate disciplinary action as indicated in Section 10.
- (b) An employee's Supervisor may require an employee to provide a physician's statement certifying the illness. Any unjustified or fraudulent claim of Sick Leave may result in loss of pay for the period of absence or disciplinary action up to and including dismissal.
- 15.5 Employees are required to notify their immediate supervisor within thirty (30) minutes after the start of the routine workday. Failure to notify the supervisor within this time frame may result in an unexcused absence, may disqualify any paid Sick Leave benefit for the absence, and may lead to disciplinary action up to and including dismissal.
- 15.6 An employee who transfers or is promoted from one department or division to another will be credited with his/her unused Sick Leave.
- 15.7 When it is apparent that serious illness or hospitalization will result in the use of all accumulated Sick Leave, the supervisor or employee should contact the Human Resources Office for verification of eligibility for the University (Short Term) Disability Leave benefit or the long term disability insurance plan. If the employee is not eligible for such coverage, the supervisor should request through the Human Resources Office that the employee be placed in a leave without pay status if the return of the employee is expected. In accordance with the University's neutral applied absence policy, in no case will the illness-related absence from work exceed six months (all available leaves run concurrently).
- 15.8 Sick Leave must be reported on the employee's time keeping record (i.e., web time entry, time cards or leave request forms.)
- 15.9 If Sick Leave is used during an employee's resignation period, a physician's statement will be required.
- 15.10 Employees may use Sick Leave when they are absent due to a job-related accident or injury. The employee's total compensation received from Trinity University and the University's insurance carrier may not exceed 100 percent of the employee's normal salary.

15.11 Accrued and unused Sick Leave shall be forfeited and not be paid upon termination or resignation and are not considered to be compensation or accrued benefits “owed” pursuant to the Texas Payday Statute.

NOTE: Exceptions to the utilization of Sick Leave for the immediate family as defined must be justified in writing and will require the approval of the Director of Human Resources.

16. Court Leave

- 16.1 Classified Employees, except those on temporary appointment, will be granted a leave with pay of up to ten (10) days per calendar year to attend court as a juror or non-professional witness for the county, state or federal government. Vacation Leave will not be deducted to pay for Court Leave.
- 16.2 Requests for Court Leave *must* be submitted through the appropriate administrative official and forwarded to the Human Resources Office. Evidence of attendance will be required.
- 16.3 Court Leave should be reported on web time entry, time cards or leave request forms in accordance with the employee's time keeping record requirements.

17. Military Leave

- 17.1 Employees who are inducted into the U.S. Armed Forces or who are reserve members of the U.S. Armed Forces or state militia groups will be granted leaves of absence for military service, training or other obligations in compliance with state and federal laws. These employees may use accrued vacation leave, but are not required to do so. At the conclusion of the leave, employees generally have the right to return to the same position held prior to the leave. Employees are requested to notify their supervisors as soon as they are aware of the military obligation. Questions regarding the University's military leave policy, applicable state and federal laws and continuation of benefits should contact Human Resources.

18. Holidays

- 18.1 All regular (non-temporary) Classified Staff employees shall be entitled to those holidays which have been officially authorized by the President of the University. All offices and departments will be closed and employees excused except for necessary operations and emergencies which have been authorized (except as noted in Section 18.5).
- 18.2 A holiday is defined as a period of University paid leave when employees are normally scheduled to be present at the work site. Employees who are absent from work either the day before, the day after a holiday or both days will receive holiday pay provided that absence is due to approved paid vacation or paid sick leave. If an employee is LWOP the day before, the day after a holiday or both days, the employee will not receive holiday pay.
- 18.3 If an employee works overtime in a week where a holiday falls, the holiday hours will not be counted as hours worked towards the overtime hours.
- 18.4 When a holiday falls on a weekend, the University will normally observe the holiday on a day before or a day after the holiday.
- 18.5 If it is necessary that a staff employee work on a holiday, the supervisor will initiate a Request for Holiday Work form to be sent before the next payday to the Payroll Office. One of the following options, dependent upon departmental needs and employee preference, will be utilized:

(a) The employee may be granted equivalent time off equaling the holiday hours worked with pay in the same work week. This item will be checked on the Request for Holiday Work form and the date of the time off specified if elected. The unit's copy of the approved form will be retained with the employee's time card or documented on web time entry.

(b) Time equaling the holiday hours worked may be added to the employee's vacation leave. This item will be checked on the Request for Holiday Work form if it is elected. The unit's approved copy will be forwarded to Human Resources by the Payroll Office.

(c) The employee may be granted additional (double) pay in lieu of time off with pay. The following procedure will apply to effect the additional payment:

Submit a Request for Holiday Work form in advance to the Director for approval. A copy should be forwarded to the Payroll Office. The supplementary holiday hours to be paid will be reported in the Regular Hours column of the biweekly web time entry or time card, and will be paid at the regular rate as long as actual work hours plus holiday hours do not exceed forty (40) hours during the calendar week. Overtime pay

(one and one-half (1-1/2) times the regular rate) is paid only for hours in excess of forty (40) work hours plus authorized holiday hours in a calendar week.

- 18.6 Any classified employee *required* to work Easter Sunday shall be entitled to double pay for those hours worked up to eight (8) hours. All hours worked in excess of eight (8) hours will be paid at the standard rate or as overtime if applicable.
- 18.7 An employee who resigns or is terminated prior to or on a holiday shall not receive compensation for the holiday hours. Compensation for holiday hours requires that the employee must have been scheduled for and available to work that day and that he or she return for at least one (1) work day after the holiday.

19. Education and Training

19.1 A full-time classified staff employee may request permission to enroll in University courses upon commencement of employment. This benefit is not available to part-time or temporary classified staff employees. An Application for Tuition Benefits form must be completed by the employee and approved by the departmental Director/Chair and forwarded to the Human Resources Office for final approval and processing. Upon presentation of this approved form at registration tuition is waived for full-time classified staff taking no more than one (1) course per semester. The employee is responsible for all other fees and charges. In addition, the following conditions will apply:

(a) Course work taken during an employee's normal work schedule will not exceed one course per semester or more than nine (9) credit hours per academic year.

(b) Enrollment in University courses requires that:

(1) time absent from work is made up through an adjusted work schedule, or charged to vacation leave, and

(2) the enrollment has supervisory approval.

(c) Enrollments must not displace regular Trinity students in a course.

(d) Employees must file an application for admission with the Admissions Office and meet the student entrance requirements.

(e) Class attendance will not take priority over work to be performed except as outlined in (b) above.

19.2 When a full-time classified staff employee is requested by the departmental supervisor to enroll in a course which is directly related to his/her assigned duties, time spent in class will be considered as part of his/her regular work schedule with supervisory approval.

19.3 The Director of Human Resources will initiate or assist in the development of in-service training for University employees. Classified staff may attend in-service training programs after obtaining approval from the departmental supervisor.

(a) In-service training courses may be offered during regular office hours, outside of working hours or a combination of both, depending upon the nature and purpose of the course.

(b) The time spent by a classified staff employee in training programs will be

considered part of the regular work schedule. Equivalent time off will be granted to the employee during the same workweek if the training opportunity is outside of regular work hours.

- 19.4 Although satisfactory completion of course work or in-service training may result in qualification for a higher classification or promotion, such actions are not automatic. Reclassification or promotion must conform to the University policies governing such actions.
- 19.5 Full-time classified employees receive tuition remission (tuition cost only, associated fees and non tuition fees are not covered) for dependents based on the following requirements:
- (a) Employees' spouses receive a 50 percent reduction on *one* (1) course per semester for both undergraduate and graduate courses (with no waiting period). Tuition remission for graduate work is considered as taxable income.
 - (b) After completion of four (4) years of service, employees' spouses receive 100 percent tuition reduction for *one* (1) undergraduate course per semester. Tuition remission for employees' spouses is contingent upon their pursuit of a degree from Trinity University.
 - (c) Full-time classified employees are entitled to a 50 percent reduction in undergraduate tuition for their dependent children after two (2) years of service. After completing four (4) years of service, full-time classified employees' dependent children receive 100 percent reduction in undergraduate tuition. Eligibility for tuition remission is contingent upon the pursuit of a degree from Trinity University.
 - (d) Classified full-time employees may become eligible for undergraduate tuition exchange for dependent children after completion of four (4) years of service.
 - (e) Dependent children of full-time employees who retired or died while actively employed at age 55 or later and had 10 or more years of service or age 65 and had 5 or more years of service, will be granted 100% tuition remission while making satisfactory progress toward a degree. For purposes of this section, [(e)], and in accordance with the Internal Revenue Code, tuition remission that is granted to dependent children is not taxable. Tuition remission is taxable when granted to dependent children of deceased former employees when either (a) the dependent child's remaining parent is still alive or (b) the dependent child has attained age 25 or greater.

The following chart gives an outline of the tuition remission and tuition exchange policy:

CATEGORY	LEVEL	WAIT	BENEFIT	TAX STATUS
Full-time Employees	Undergraduate ¹	No Wait	100%	Tax Free
	Graduate ¹	No Wait	100%	Taxable
Spouses of Full-time Employees ³	Undergraduate ¹	No Wait	50%	Tax Free
	Undergraduate ¹	4 Year Wait	100%	Tax Free
	Graduate ¹	No Wait	50%	Taxable
Spouses of Retired Employees or of Deceased Employees who would otherwise have been eligible for retirement ^{2, 3}	Undergraduate ¹	No Wait	100%	Tax Free
	Graduate ¹	No Wait	50%	Taxable
Dependent Children of Full-time Employees ³	Undergraduate	2 Year Wait	50%	Tax Free
	Undergraduate	4 Year Wait	100%	Tax Free
	Graduate	2 Year Wait	50%	Taxable
	Tuition Exchange	4 Year Wait	100%	Tax Free
Dependent Children of Retired Employees or of Deceased Employees who would otherwise have been eligible for retirement ^{2, 3}	Undergraduate	No Wait	100%	Tax Free
	Graduate	No Wait	50%	Taxable
Retired Employees ²	Undergraduate ¹	No Wait	100%	Tax Free
	Graduate ¹	No Wait	100%	Taxable

¹(one course per semester)

²(meets institutional retiree eligibility requirements)

³(only for work toward degree except under special circumstances as noted in policy)

- 19.6 Part-time employees who later transfer or are promoted to full-time positions must satisfy full-time service requirements as stipulated in the policy for dependent tuition remission.
- 19.7 An employee who submits a resignation or is terminated while utilizing tuition remission (self or dependents) must withdraw from the course(s) or remit tuition payment.

20. Personnel Records

- 20.1 Official University personnel records on all classified staff are maintained by the Human Resources Office.
- 20.2 The process of keeping personnel records current begins with the supervisors. Failure to process personnel changes in a timely manner may result in misunderstandings with employees, loss of pay and loss of employee benefits.
- 20.3 Changes in address or legal status should be reported immediately in writing to the Human Resources Office, since these types of changes frequently affect taxes and insurance benefits.
- 20.4 Information concerning verification of employment, status or compensation will not be released without the expressed written permission of the employee. The Human Resources Office will furnish information to governmental and other agencies in cases where they are legally authorized to receive such information.
- 20.5 The University does not assume responsibility for the financial obligations of its employees.
- 20.6 Disciplinary written warnings will become a part of a classified employee's personnel file. I-9 records, medical records, records relating to disabilities, FMLA and claims pertaining to occupational injuries/diseases will be maintained separate and apart from personnel records.
- 20.7 Classified employees may review their personnel files at an agreed upon time with a professional staff member of the Human Resources Office.

21. University Policy on Political Activity

- 21.1 Each classified employee of Trinity University is specifically exempted from any obligation or compulsion to support any candidate or cause even though the support of such a candidate or cause may be used or suggested by another employee of the institution.
- 21.2 A classified employee of the University who may be expressing personal support for a candidate or partisan issue should do nothing to suggest or imply that he/she speaks as a representative of Trinity University.
- 21.3 Trinity University recognizes that its employees may choose to participate in and to assume the responsibilities of citizenship in government affairs. This includes seeking public office in local, county, state and federal governments. Such political activity must not, however, interfere with the performance of the employee's work obligation to Trinity University.

22. Harassment Policies

Trinity University is committed to the maintenance of an academic environment free of all forms of conduct considered to be harassment according to Title VII of the Civil Rights Act of 1964 as such conduct adversely affects the working or learning environment. The University reaffirms its commitment that unlawful harassment relating to a person's race, sex, color, sexual orientation, gender identity, gender expression, religion, national origin, age, or disability is prohibited. This prohibition against harassment includes harassment of employees, job applicants, students, or prospective students.

ANTI-HARASSMENT

A. Policy and Definition

1. **Sexual Harassment.** Sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature including when:

- (a) submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other University activities;
- (b) submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting the individual; or
- (c) such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive University environment.

2. **Harassment Based on Other Protected Categories.** In addition to prohibiting sexual harassment, the University also prohibits harassment based upon an individual's race, sex, color, sexual orientation, gender identity, gender expression, religion, national origin, age, citizenship status, or disability. For these purposes, prohibited harassment includes, without limitation, slurs, jokes, other verbal, graphic, or physical conduct relating to an individual's race, sex, color, sexual orientation, gender identity, gender expression, religion, national origin, age, citizenship status, or disability when:

- (a) submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other University activities;
- (b) submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting the individual; or
- (c) such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive University environment.

In determining whether an alleged behavior constitutes harassment under this policy, the full context in which the incident occurred should be considered.

B. Guidelines

1. It is University policy to investigate complaints made by any person who is the subject of alleged prohibited harassment or when such conduct is reported by a witness, and to take timely corrective action in the event that misconduct has occurred.
2. Filing a complaint or otherwise reporting harassment under this policy shall not affect the individual's status as a faculty member, contract staff member, classified staff member, or student, nor shall it affect future employment, compensation, work assignment, or evaluation of the individual. Retaliation against a person for filing a complaint of harassment or reporting observed acts of alleged harassment is prohibited. Likewise, the person accused of violating this policy is entitled to the same protection until such a time as an investigation may be conducted and a determination made concerning the resolution of the complaint.
3. The confidentiality of all parties involved in an alleged violation of this policy will be maintained to the extent reasonably possible.

C. Procedures

1. *Procedure for an Informal Complaint: Consultation.*

- a. In many cases, complaints under this policy may be resolved informally. If comfortable, a person who has been offended by the conduct of another may discuss the issue with the person who has offended him or her, and this may resolve the issue. If a person is not comfortable discussing his or her concerns in this manner, he or she is not required to do so. In this situation: (i) students should contact the Vice President for Student Life; (ii) faculty should contact the Department Chair; (iii) contract staff should contact the Vice President responsible for the employee's area; and (iv) classified staff should contact the Assistant Vice President for Human Resources. No student, faculty member, classified staff, or contract staff is required to complain directly to the person who is the source of the alleged harassment. Therefore, if one of the above-listed individuals is the source of the harassment, the complaint should be made to the office of the Assistant Vice President for Human Resources.
- b. The person receiving the complaint will evaluate the complaint and the degree of seriousness of the offense and seek, to the extent possible and appropriate, to resolve the matter. In the process of attempting to resolve a complaint, statements may be taken and witness interviews may be conducted. A resolution might take the form of clarifying to the offending party the kind of behavior that may be deemed objectionable and securing the cessation of such behavior; it might also take the form of clarifying to the complaining party that the incident does not constitute harassment.
- c. When complaints are resolved without formal sanctions, the offending party may be cautioned that repetition of such conduct could lead to sanctions.
- d. Although a major purpose of consultation and early resolution is to resolve problems, heighten awareness, and achieve changes in behavior without resort to formal investigatory or disciplinary proceedings, nothing in this policy should be construed as discouraging more formal procedures when the seriousness or repetitive character of the offense makes that the

more appropriate course of action, or when the complaining party is not satisfied with the resolution of the informal procedure.

2. ***Procedure for a Formal Complaint.*** The complainant will submit a written description of the offensive behavior and the circumstances surrounding it to the parties responsible for overseeing investigation of the complaint. Upon receipt of the written statement, the alleged offender should be provided with a copy of the statement and identity of the party making the complaint.

If the complaint is not resolved through the informal procedure, or if an individual chooses, a formal investigation will be conducted by the appropriate Vice President working in conjunction with Human Resources. In addition to reviewing prior statements, the individual making the complaint will be interviewed as part of the investigation. A new or supplemental written statement from the individual making the complaint may be requested. After the interview or statement is received, the following steps will be taken:

a. ***Appointment of Ad Hoc Committee.*** In cases of complaints against faculty members or contract or classified staff members, the appropriate Vice President will request that an ad hoc committee composed of three members be appointed to investigate the allegations.

i. For allegations against faculty members, the three members of the committee will be selected from the Academic Faculty by the Faculty Senate.

ii. For allegations against contract staff members, the committee will be composed of three contract staff members selected by the Vice President with administrative responsibility for the accused staff member.

iii. For allegations against classified staff, the committee will be composed of three employees selected by the Vice President with administrative responsibility for the accused staff member.

iv. Notwithstanding (i) through (iii) above, if an allegation is made by a student against a faculty member, contract staff member, or classified staff member, one of the three members of the committee shall be selected by the Vice President for Student Life.

v. For the allegations against students, the investigation and determination of sanctions will be handled under existing policies stated in the *Student Handbook* and the procedures of the Office of Student Life.

b. ***Committee Review of a Complaint.*** Members of the committee should meet with the Assistant Vice President for Human Resources to discuss the complaint and review any statements or other materials relative to the complaint. In addition to interviewing the person asserting a complaint, the Committee will make every reasonable effort to interview the person who allegedly violated this policy. The Committee has the discretion to decide who else to meet with or interview in connection with the investigation. The Committee may review additional information relevant to the complaint, including interviewing witnesses, reviewing policies or other documents, and gathering whatever information it deems necessary to assist it in reaching a determination as to the merits of the allegations. Once such a determination has been reached, a report will be drafted by the Assistant Vice

President for Human Resources and, after approval by the Ad Hoc Committee, provided to the appropriate Vice President.

c. *Recommended Sanctions.* If a sanction is recommended against a faculty member, a contract or classified staff member, the recommended sanction(s) shall be part of the Ad Hoc Committee report. The Committee may consider the seriousness of the offense, the context in which the incident occurred, any mitigating or aggravating circumstances, and any history of past offenses of a related nature in making its recommendation.

d. *Acceptance of Sanctions.* The Vice President reviewing the Ad Hoc Committee report and recommendation has the discretion to implement the sanction or impose a different sanction in his/her discretion.

i. *Sanctions against Faculty.* Sanctions may be recommended up to and including termination of employment in accordance with University policy. Principles governing the imposition and appeal of minor and major sanctions are stipulated in *Chapter 3A: Academic Freedom, Responsibility, and Employment of Faculty (Policy Statement), Article VIII: Procedures for Imposition of Sanctions Other than Dismissal*, and, on students, in the *Trinity University Student Handbook* section on "Standards of Conduct."

ii. *Sanctions against Contract Staff Members.* Sanctions may be recommended up to and including termination of employment. The contract staff member may appeal a sanction by appealing directly to the President of the University.

iii. *Sanctions against Classified Staff.* Sanctions may be recommended up to and including termination of employment from the University in accordance with the *Classified Staff Handbook*. The classified staff member may appeal the decision by filing it in accordance with the grievance appeal procedures of the *Classified Staff Handbook*.

iv. *Sanctions against Students.* Sanctions may be taken up to and including expulsion from the University in accordance with policies stated in the *Student Handbook*. Students who want to appeal the decision may do so in accordance with the *Student Handbook* section on "Standards of Conduct."

D. Gender-Based Language

It is not the intent of this policy to regard as harassment the use of gender-based references. The foregoing definitions, procedures, and sanctions do not apply to an individual's personal choice among conventions of language which fall within the broad and changing range of common English usage, for example, the generic use of "man," "mankind." or masculine pronouns.

IMPLEMENTATION AND AMENDMENT

A. Implementation

The Trinity University Anti-Harassment Policy shall become effective when approved by

1. the Trinity University Faculty Senate;

2. the Trinity University Academic Faculty; and
3. The Trinity University Board of Trustees.

B. Amendment

The Trinity University Anti-Harassment Policy may be amended by majority vote of

1. the Trinity University Faculty Senate;
2. the Trinity University Academic Faculty;
3. the Association of Student Representatives; and
4. the Trinity University Board of Trustees.

23. University (Short Term) Disability Leave

- 23.1 The University is concerned that an employee's income and/or employment status be protected during extended periods of bona fide disability from performance of normal job responsibilities. To meet such contingencies for comparatively long periods of time, eligible employees may apply for University (Short Term) Disability Leave privileges. University (Short Term) Disability Leave is defined as the continued absence of an employee from work due to an injury, illness or other disability which is expected to last for at least six (6) months. The University (Short Term) Disability Leave benefit itself, however, will not extend beyond six (6) months from the date the employee ceased to be in an active work status.
- 23.2 A full-time classified employee will accrue University (Short Term) Disability Leave at the rate of forty-four (44) days for each one (1) full year of continuous full-time regular employment. A temporary employee, regardless of work schedule, is not entitled to University (Short Term) Disability Leave. University (Short Term) Disability Leave will accrue to a maximum accrual of 130 days and is paid at 100 percent of base salary.
- (a) University (Short Term) Disability Leave will begin accrual after the first year of full-time regular employment to a maximum accrual of 130 days.
 - (b) University (Short Term) Disability Leave will accrue only when an employee is in full-paid active status; however, Sick Leave, Vacation Leave, and University (short Term) Disability Leave will *not* accrue during periods of University (Short Term) Disability Leave.
 - (c) During periods of approved University (Short Term) Disability Leave, all accumulated Sick Leave and Vacation Leave must be utilized concurrently until exhausted.
 - (d) The term "full year of employment" in this policy is a period of employment of twelve (12) continuous calendar months. The amount of time allowed an employee for University (Short Term) Disability Leave shall be calculated from the first day of employment through a continuous twelve (12) month period of regular employment. *Regular employees who have not completed one (1) full year of continuous employment are not eligible for paid University (Short Term) Disability Leave.*
 - (e) University (Short Term) Disability Leave will be allowed proportionately for an employee on a continuing regular part-time appointment, provided he/she is employed at least one-half (1/2) time.
 - (f) A classified employee utilizing University (Short Term) Disability Leave as a result of a Workers' Compensation injury or an accident will have University (Short Term) Disability payments reduced by any compensation received from the University's Workers' Compensation Insurance Company. This benefit reduction will

correspondingly reduce the balance of the employee's 130 days of University (Short Term) Disability Leave.

- 23.3 In computing the use of University (Short Term) Disability Leave for an employee, holidays shall be counted at 100 percent pay, but will not extend the six (6) month period.
- 23.4 University (Short Term) Disability Leave is to be utilized for injuries, illnesses and/or disabilities which are continuous in nature and are expected to extend for at least six (6) months in duration. Therefore, a physician's statement addressing the nature and anticipated duration of the injury, illness and/or disability will be required prior to approval of the University (Short Term) Disability Leave and periodically thereafter. The University reserves the right to verify diagnosis with another physician of its own choosing and expense.
- 23.5 Employees who have utilized University (Short Term) Disability Leave and returned to full or part-time employment must complete a two (2) year waiting period to qualify for use of University (Short Term) Disability Leave again.
- 23.6 Abuse of the University (Short Term) Disability Leave privilege shall be promptly referred to the Director of Human Resources.
- (a) When a pattern of University (Short Term) Disability Leave used by an employee indicates abuse of the privilege, the supervisor will take appropriate action, as indicated in section 9.
- (a) Unjustified or fraudulent claims of University (Short Term) Disability Leave may result in loss of pay for the period of absence and/or dismissal.
- 23.7 An employee who transfers or is promoted from one department or division to another will be credited with his/her unused University (Short Term) Disability Leave.
- 23.8 When it is apparent that serious illness will result in the use of accumulated leave absences, the Human Resources Office should be contacted for verification of eligibility for Long Term Disability.
- 23.9 The University reserves the right to require a physician's statement certifying the employee's ability to return to full-time unrestricted duty prior to actual return to work.
- 23.10 Upon exhaustion of FMLA, if an employee is unable to return to work, the supervisor may fill his/her position. However, the employee in approved University (Short Term) Disability status will continue to receive this disability benefit through the six (6) month period. Should an employee be released to return to work after the expiration of FMLA, but prior to the expiration of University (Short Term) Disability

Leave, he/she may apply for any vacant University position for which he/she qualifies and will be considered along with all other applicants.

- 23.11 University (Short Term) Disability Leave generally will not exceed 130 days in duration, and runs concurrently with all other accumulated FMLA, Vacation and Sick Leave balances.

24. Drug and Alcohol Abuse

- 24.1 Trinity University recognizes its responsibility to provide a healthy environment within which faculty and staff may work in a drug-free workplace. If an employee is found in violation of University or state alcohol and drug abuse policies, the circumstances accompanying each individual case are considered when determining the consequences. Educational interventions are emphasized; however, when indicated, counseling or other therapeutic activities may be required.
- 24.2 Based on its commitment to assure the safety and health of its employees, the University seeks to maintain work and learning environments free of the unlawful manufacture, distribution, possession or use of controlled substances or the abuse of alcohol. Drug and alcohol abuse affects the responsible conduct of business, teaching and learning; therefore, it will not be tolerated.

This policy is based on the following objectives:

1. To maintain a safe and healthy environment for all students and employees;
2. To maintain the good reputation of the University and its employees within the community;
3. To minimize accidental injuries to persons or property;
4. To keep absenteeism and tardiness at a minimum and to improve the effective performance of job duties and productivity of all employees;
5. In appropriate circumstances, to assist employees in securing alcohol or substance abuse rehabilitation;
6. To comply with the federal Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989 and other applicable legislation; and,
7. To adopt and implement a program to prevent the use of illicit drugs and abuse of alcohol by employees.

24.3 As used in this policy, the following definitions apply:

1. "Drugs or other controlled substances" mean any substance, including alcohol, capable of altering an individual's mood, perception, pain level or judgment.
2. A "prescribed drug" is any substance prescribed for individual consumption by a licensed medical practitioner. It includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured.

3. An "illicit drug" or chemical substance is: (a) any drug or chemical substance, the use, sale or possession of which is illegal under any state or federal law, or (b) one which is legally obtainable but has not been legally obtained. The term includes prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes.
4. The term "controlled substance" means a controlled substance in schedules I through V of section 202 of the Controlled Substance Act (21 U.S.C.S. 812) or whose possession, sale or delivery results in criminal sanctions under the Texas Controlled Substances Act (Art. 4476-13, TCS). In general, this includes all prescription drugs, as well as those substances for which there is no generally accepted medicinal use (e.g., heroin, LSD, marijuana, etc.) and substances which possess a chemical structure similar to that of a controlled substance (e.g., "Designer Drugs"). The term does not include alcohol.
5. "Alcohol" means "alcohol, or any beverage containing more than one-half percent of alcohol by volume, which is capable of use of beverage purposes, either alone or when diluted."
6. "Alcohol abuse" means the excessive use of alcohol in a manner that interferes, but not chronically, with (1) physical or psychological functioning; (2) social adaptation; or (3) occupational functioning.
7. The term "conviction" means a finding of guilt (including a plea of nolo contendere) and/or imposition of sentence by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
8. "Cause for reasonable suspicion" shall be established by: (1) observation; (2) actions/behaviors of the individual; (3) witness by supervisor or other reliable individual of possession or use; or (4) any other legal measure used for alcohol or drug detection.
9. The term "criminal drug statute" means a criminal statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.
10. "Sanctions" may include completion of an appropriate rehabilitation or assistance program, termination from employment, other disciplinary action, or referral to authorities for prosecution. If an employee has been convicted of a criminal drug statute, sanctions must be imposed within thirty (30) days.
11. "Workplace" means any office, building, classroom or property (including parking lots) owned or operated by the University or any other site at which the employee is to perform work.

12. An “employee” of Trinity University is any faculty, staff or student receiving remuneration for services rendered.

13. “Possess” means to be contained either on an employee’s person or in an employee’s vehicle, tools or areas entrusted to the employee.

14. “Impaired” means under the influence of an illegal drug or alcohol such that adversely affects the employee’s ability to perform his/her assigned tasks.

24.4 **Standards of Conduct:**

1. The unlawful manufacture, distribution, possession or use of illicit drugs or alcohol is strictly prohibited.

2. Sanctions will be imposed on employees (consistent with local, state, and federal law), up to and including termination of employment and referral for prosecution, for violation of the standards of conduct set forth above.

3. The University shall conduct a biennial review of its drug and alcohol abuse prevention program. It shall determine and put in report format: (1) the effectiveness of the program, and (2) the consistency of the enforcement of sanctions imposed pursuant to the program. It shall also evaluate whether any changes are needed and shall implement any such changes.

4. The University shall have available for review by the Secretary of Education, or designee, other applicable governmental agencies and the general public, if requested, copies of all documents distributed to employees under the drug and alcohol abuse prevention program and copies of the biennial review, also.

24.5 The University will establish or participate in an alcohol and drug-free awareness program to inform employees about: (1) the dangers of alcohol and drug abuse; (2) the University policy of maintaining a workplace and learning environment free from drug and alcohol abuse; (3) any available alcohol and drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon employees for alcohol and drug abuse violations.

24.6 If a supervisor reasonably suspects that usage of a controlled substance or of alcohol has affected an employee’s job performance, the supervisor shall immediately notify the appropriate department head or other designated administrative official, and upon direction, the supervisor or other designated administrative official shall discuss with the employee the suspected alcohol or drug-related problems. The employee should be advised of any available alcohol and drug counseling, rehabilitation or employee assistance programs, and the terms of any applicable disciplinary sanctions. All such meetings between the employee and the supervisor or other designated administrative official to address the suspected alcohol or drug-related problem and/or its resolution shall be documented in a memorandum to the record.

Should such discussion and/or participation in any available alcohol or drug counseling, rehabilitation or employee assistance program fail to resolve the suspected alcohol or drug-related problems, or should the employee fail to meet the terms of any applicable disciplinary sanctions, the employee may be subject to disciplinary action up to and including termination.

24.7 **Assistance for Employees.** The Counseling Center will provide referrals to substance abuse treatment clinics, drug abuse counselors and private community organizations involved in rehabilitation programs for alcohol and drug impairment. Literature and other relevant information on alcohol and drug abuse may be obtained at University Health Services. The university also offers an Employee Assistant Program (EAP).

24.8 **Other Regulations:**

1. A copy of the University's drug and alcohol abuse policy shall be provided to each employee on or near their first day of employment, along with a signed acknowledgement of receipt of the policy. The signed receipt will be kept in the employee's file.

2. Any employee whose off-duty use of alcohol, drugs or other controlled substances results in absenteeism, tardiness, impairment of work performance, or is the cause of workplace accidents, will be reported to the immediate supervisor and the Human Resources Office. Referrals to drug abuse counselors will be provided by the Counseling Center. However, such use and referrals does not limit the University in implementing or enacting any form of discipline, including termination

3. Any disciplinary action shall be governed by University policies on discipline and dismissal. A record of the action will be placed in the employee's personnel file.

4. As a condition of employment, employees on government grants or contracts must abide by the required notification statement and must report any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The employer, in turn, must so notify the contracting federal agency within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction, and within thirty (30) days must impose sanctions on the employee involved. Such sanctions may take the form of personnel actions against such an employee, up to and including termination or requiring the employee to satisfactorily participate in an approved drug abuse assistance or rehabilitation program.

24.9 Health Risks of Alcohol, Drugs and Chemicals:

1. **Alcohol.** Health hazards associated with the excessive use of alcohol or with alcohol dependency include dramatic behavioral changes, retardation of motor skills and impairment of reasoning and rational thinking. These factors result in a higher incidence of injury and accidental death for such persons than for non-users of alcohol. Nutrition also suffers and vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior, loss of memory and coordination, damage to the liver (often resulting in cirrhosis), impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries and muscles. Cancer is the second leading cause of death in alcoholics and is ten (10) times more frequent than in non-alcoholics. Sudden abstinence from alcohol by persons dependent on it may cause serious physical withdrawal symptoms.

2. **Drugs and Chemicals.** The use of illicit drugs and chemicals may cause the same general type of physiological and mental changes seen with alcohol, though frequently those changes are more severe and more sudden. Death or coma resulting from overdose of drugs and chemicals is more frequent than from alcohol, but unlike alcohol, abstinence can lead to reversal of most physical problems associated with drug use. There are also health risks resulting from intravenous drug use. In addition to the adverse effects associated with the use of a specific drug, intravenous drug users who use unsterilized needles or who share needles with other drug users can develop AIDS, hepatitis, tetanus (lock jaw), and infections in the heart. Permanent brain damage may also result. Chemicals, which include solvent inhalants and aromatic hydrocarbons, such as glue, lacquers and plastic cement, also present health risks. Fumes from these substances cause symptoms similar to alcohol. Hallucinations and permanent brain damage may occur.

24.10 CONTROLLED SUBSTANCES - USES AND EFFECTS

Drugs/CSA Schedules	Trade or Other Names	Medical Uses	Dependence		Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
			Physical	Psychological						
NARCOTICS Opium/II, III, V	Dover's Powder, Paregoric, Parepectolin	Analgesic, antidiarrheal	High	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating
Morphine/II, III	Morphine, MS-Contin, Roxanol, Roxanol-SR, Pectoral Syrup	Analgesic, antitussive	High	High	Yes	3-6	Oral, smoked, injected			
Codeine/II, III, V	Tylenol with codeine, Empirin with codeine, Robitussin A-C, Florinal with codeine	Analgesic, antitussive	Moderate	Moderate	Yes	3-6	Oral, injected			
Heroin/I	Diacetylmorphine, Horse, Smack	Under Investigation	High	High	Yes	3-6	Injected, sniffed, smoked			
Hydromorphone/II	Dilaudid	Analgesic	High	High	Yes	3-6	Oral, injected			
Meperidine (Pethidine)/II	Demerol, Mepergan, Pethadol	Analgesic	High	High	Yes	3-6	Oral, injected			
Methadone/II	Dolophine, Methadone, Methadose	Analgesic	High	High	Yes	12-24	Oral, injected			
Other Narcotics/ I, II, III, IV, V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin*, LAAM , Leritine, Levo- Dromoran	Analgesic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Variable	Oral, injected			
DEPRESSANTS Chloral Hydrate/IV	Noctec, Somnos	Hypnotic	Moderate	Moderate	Possible	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Barbiturates/II, III, IV	Amytal, Butisol, Florinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital, Amobarbital, Phenobarbital, Fecodarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent	High Mod.	High Mod.	Yes	1-16	Oral			
(Continued)										

Drugs/ CSA Schedules	Trade or Other Names	Medical Uses	Dependence		Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
			Physical	Psychological						
DEPRESSANTS (Continuation) Benzodiazepines/IV	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxene, Verstran, Versed, Halcion, Paxipam, Restoril, Azene, Clonopin, Tranxene	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Low	Yes	4-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Methaqualone/I	Quaalude, Optimil, Parest, Somnofac, Sopur	Sedative, hypnotic	High	High	Yes	4-8	Oral			
Glutethimide/III	Doriden	Sedative, hypnotic	High	High	Yes	4-8	Oral			
Other Depressants/ III, IV	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate	Yes	4-8	Oral			
STIMULANTS Cocaine/II**	Coke, Flake, Snow, Crack	Local anesthetic	Possible	High	Yes	1-2	Sniffed, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamines/II	Biphetamine, Delcobese, Desoxyn, Dexedrine, Obetrol, Mediatric	Attention deficit disorders, narcolepsy, weight control, hyperkinesis	Possible	High	Yes	2-4	Oral, injected			
Phenmetrazine/II	Preludin	Weight control	Possible	High	Yes	2-4	Oral, injected			
Methylphenidate/II	Ritalin	Attention deficit disorders, narcolepsy	Possible	Moderate	Yes	2-4	Oral, injected			
Other Stimulants/ III, IV	Adipex, Cylert, Didrex, Ionamin, Melfiat, Plegine, Sanorex, Tenuate, Tepanil, Prelu- 2, Bacarate, Presate, Voranyl	Weight control	Possible	High	Yes	2-4	Oral, injected			

Drugs/ CSA Schedules	Trade or Other Names	Medical Uses	Dependence		Toleranc e	Duratio n (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
			Physical	Psychological						
HALLUCINOGENS LSD/I	Acid, Microdot, Green/Red Dragon	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance, depression, violent behavior, anxiety; Large doses could result in convulsions, heart and lung failure	Longer and more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
Mescaline & Peyote/I	Mexc, Buttons, Cactus, Mesc, Mex, Mexo	None	None	Unknown	Yes	8-12	Oral			
Amphetamine Variants/I	2.5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected			
Phencyclidine/II	PCP, Angel Dust, Hog, Love Boat	Vet Anesthetic	Unknown	High	Yes	Days	Smoked, oral, injected			
Phencyclidine Analogues/I	PCE, PCPy, TCP	None	Unknown	High	Yes	Days	Smoked, oral, injected			
Other Hallucinogens/I	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed			
CANNABIS Marijuana/I	Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks	Under Investigation	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported
Tetrahydrocannabinol/I, II	THC, Marinol	Cancer chemotherapy, antinauseant, anesthetic	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish/I	Hash	None	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish Oil/I	Hash Oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral			
ALCOHOL Ethyl, Alcohol, Ethanol		None	Possible	Possible		1-4	Oral	Intoxication, sensory alteration, Anxiety reduction	Staggering, odor of alcohol on breath, loss of coordination, slurred speech, dilated pupils, nerve and liver damage	Sweating, tremors, altered perception, psychosis, fear, auditory hallucinations

24.11 Legal Implication of Alcohol and Drug Use. This section summarizes laws concerning alcohol and drug use.

Texas Law

Offense	Minimum Punishment	Maximum Punishment
Manufacture of delivery of controlled substances (drugs)	Confinement in a state jail for a term of not more than 2 years, or less than 180 days, and not to exceed fine of \$10,000.	Confinement in TDC for life or for a term of not more than 99 years or less than 15 years, and a fine not to exceed \$250,000.
Possession of controlled substances (drugs)	Confinement in jail for a term of not more than 1 year, and a fine not to exceed \$4,000.	Confinement in TDC for life or for a term of not more than 99 years or less than 15 years, and a fine not to exceed \$250,000.
Delivery of Marijuana	Confinement in jail for a term not to exceed 180 days, and a fine not to exceed \$2,000.	Confinement in TDC jail for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed \$100,000.
Possession of Marijuana	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000.	Confinement in TDC for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed \$50,000.
Driving While Intoxicated (Includes intoxication from alcohol, drugs, or both)	Confinement in jail for a term of not less than 72 hours.	Confinement in county jail for a term of not more than 1 year, and a fine not to exceed \$4,000.
Public Intoxication		A fine not to exceed \$500.
Purchase of alcohol by a minor; Consumption of alcohol by a minor; Possession of alcohol by a minor	A fine not to exceed \$500, plus community service, and suspension of Texas Driver's License.	Confinement in jail for a term of not more than 180 days, and/or a fine not less that \$250 and not more than \$2,000, plus community service, and suspension of Texas Driver's License.
Sale of Alcohol to a Minor		Confinement in a county jail for a term of not more than 1 year and/or a fine not to exceed \$4,000.

Federal Law

[Federal Penalties for Possession of Controlled Substances \(21 U.S.C. § 844\)](#)

First Offense	Second Offense	Additional Offenses	Convictions Relating to Possession of Mixture/Substance Containing Cocaine Base	Convictions for Possession of Flunitrazepam
May be sentenced for up to 1 yr. in prison; shall be fined \$1,000, or both.	Prison sentence between 15 days and 2 yrs. and a minimum fine of \$2,500	Prison sentence between 90 days and 3 yrs. and a minimum fine of \$5,000	Prison sentence between 5-20 yrs. and a minimum fine of \$1,000 (depending on amount and/or prior convictions)	Prison sentence of not more than 3 yrs. and fines as provided generally in the statute for first or additional offenses, or both.

[Criminal Forfeitures \(21 U.S.C. § 853\)](#)

Any person convicted of a federal drug crime punishable by imprisonment for more than 1 year shall forfeit to the United States any personal or real property that is related to the violation. This includes real property, personal property, money, and intangible personal property, including rights, privileges, interests, and claims.

[Denial of Federal Benefits, Including Student Loans, Grants, Contracts, and Commercial and Professional Licenses \(21 U.S.C. §862\)](#)

Convictions for federal or state offenses consisting of the distribution of controlled substances: Ineligible for any and all federal benefits for up to 5 years after a first conviction, up to 10 years after a second conviction, and permanent ineligibility for all federal benefits after a third or subsequent conviction.

Convictions for federal or state offenses related to possession of controlled substances: Ineligible for any and all federal benefits for up to 1 year, and/or drug treatment program and/or community service (first conviction); up to 5 years (second or subsequent conviction(s)), and or drug treatment program and/or community service.

Federal Trafficking Penalties Schedule (See also 21 U.S.C. § 841)

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	First Offense :	5 kgs or more mixture	First Offense :
Cocaine Base (Schedule II)	28-279 gms mixture	Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual	280 gms or more mixture	Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture	Second Offense : Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual	100 gms or more mixture	Second Offense : Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	2 or More Prior Offenses: Life imprisonment
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	

PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense : Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
		Second Offense : Not more than 30 yrs. If death or serious injury, not more than 15 yrs. Fine \$2 million if an individual, \$10 million if not an individual		
Other Schedule III drugs	Any amount	First Offense : Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.		
		Second Offense : Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1.5 million if an individual, \$5 million if not an individual		
All other Schedule IV drugs	Any amount	First Offense : Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
Flunitrazepam (Schedule IV)	Less than 1 gm	Second Offense : Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
All Schedule V drugs	Any amount	First Offense : Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.		
		Second Offense : Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	1 st OFFENSE	2 nd OFFENSE*
Marijuana (Schedule I)	1,000 kg or more mixture; or 1,000 or more plants	Not less than 10 years, not more than life	Not less than 20 years, not more than life
		If death or serious injury, not less than 20 years, not more than life	If death or serious injury, mandatory life
		Fine not more than \$4 million if an individual, \$10 million if other than an individual	Fine not more than \$8 million if an individual, \$20 million if other than an individual
		If death or serious injury, not less than 20 years, not more than life	If death or serious injury, mandatory life
		Fine not more than \$2 million if an individual, \$5 million if other than an individual	Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana (Schedule I)	more than 10 kgs hashish; 50 to 99 kg mixture	Not more than 20 years	Not more than 30 years
		If death or serious injury, not less than 20 years, not more than life	If death or serious injury, mandatory life
	more than 1 kg of hashish oil; 50 to 99 plants	Fine \$1 million if an individual, \$5 million if other than an individual	Fine \$2 million if an individual, \$10 million if other than individual
Marijuana (Schedule I)	1 to 49 plants; less than 50 kg	Not more than 5 years	Not more than 10 years
		Fine not more than \$250,000, \$1 million other than individual	Fine \$500,000 if an individual, \$2 million if other than individual
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$8 million if an individual and \$20 million if other than an individual.

[Distribution or Manufacturing in or Near Schools: \(21 U.S.C. § 860\)](#)

Any person convicted of distributing, possessing with intent to distribute, or manufacturing a controlled substance in or on, or within one thousand feet of, the real property comprising a private college is subject to twice the maximum punishment (including imprisonment and fines) and at least twice any term of supervised release as the standard penalties for the same offense, with a mandatory term of imprisonment of not less than one year. These mandatory minimum sentencing provisions shall not apply to offenses involving 5 grams or less of marijuana. There are additional penalties for two or more offenses.

[Full text of Controlled Substances Act](#)

[Section 812. Schedules of Controlled Substances](#)

[List of Controlled Substances](#)

25. Extreme Weather Conditions

- 25.1 Trinity University will remain open during adverse weather conditions unless the President or his/her designee (Vice-Presidents) curtails or modifies the operating schedule of the University. Only the President or his/her designee may suspend classes or close the University offices. Other University administrative officials or department heads do *not* have the authority to determine the closure of University offices. The closing of administrative offices does not imply the suspension of classes, nor does the suspension of classes imply the closing of administrative operations.
- 25.2 During periods of inclement weather, employees should make every reasonable effort to meet assigned work responsibilities. Employees who feel it is unsafe to traverse city streets leading to the University should notify his/her supervisor as early as possible. Employees absent, arriving late or leaving early due to adverse weather must charge such time to Vacation Leave or leave without pay. This applies even if a department head has granted approval for the time off.
- 25.3 Employees who had previously scheduled vacation time during adverse weather will have the time recorded as vacation. Likewise, all employees who are utilizing Sick Leave before and/or after periods of inclement weather will have the time off recorded as Sick Leave.
- 25.4 In the event that administrative offices are closed, the President or his/her designee (Vice-Presidents) will notify the University Crisis Management Team. The Crisis Management Team will then proceed with all appropriate notifications established by the University protocol.
- 25.5 When the University is declared officially closed by the President or his/her designee, classified employees will be granted administrative leave. Administrative leave time will not be charged to employees' annual leave. If a classified employee is required to report to work or stay at work by the immediate supervisor the employee will be compensated as follows:
- (a) Non-exempt employees will receive pay at straight time for all hours worked which did not exceed the regular forty (40) hour work week. Overtime pay at time and one half will be granted for hours worked in excess of forty (40) hours in addition to the regular pay.

- 25.6 If partial closing of certain offices or units by the President or his designee occurs, classified employees must take Vacation Leave or leave without pay for that time period. Administrative leave will only be granted if the University has been declared officially closed by the President or his designee.

26. Hazardous Materials

- 26.1 Trinity University, in accordance with the “Safety and Health Policy,” recognizes the safety concerns posed by the use, storage and disposal of hazardous materials. Each department must comply with federal, state and local safety laws and regulations in addition to generally accepted safety procedures and practices.
- 26.2 Department safety procedures are subject to review, coordination and audit by the Environmental Health and Safety Office and the University Safety and Health Committee.
- 26.3 Applicable federal, state and local laws and regulations will be made available by the Environmental Health and Safety Office. Each department will have the primary responsibility to implement and maintain such laws and regulations.
- 26.4 Departments utilizing hazardous materials shall post adequate notice to employees advising them of their rights under applicable state and federal standards.
- 26.5 Departments must utilize storage practices appropriate for the materials stored. Fire resistant cabinets and safety containers should be utilized for highly flammable materials. Designated storage areas are to be utilized for items requiring special handling and/or segregation.

27. Modified Duty Work Policy

- 27.1 All Trinity University employees are covered under Workers' Compensation Insurance. Provisions in the Workers' Compensation law are incorporated into the insurance policy with respect to compensation to employees for bodily injury by accident or disease arising out of and in the course of employment by the University.
- 27.2 It is the policy of the University to return injured employees to work as soon as possible in order to provide financial support, restore self-confidence in the employee and to help the University retain a valuable employee. The return to work program is designed to cover employees who will work in cooperation with the University and the attending physician. "Modified Duty" applies only to those positions that can be temporarily restructured to incorporate other duties and responsibilities and is not guaranteed.
- 27.3 When a Workers' Compensation injury is reported, it is essential that all key parties (the employee, the attending physician, Trinity University and the insurance carrier) communicate frequently and consistently in order to properly bring the injured employee back to restricted or modified duties. A position description will be provided to the attending physician to ascertain limitation in the employee's job performance. A clear, concise, unambiguous recommendation will be essential, indicating what duties the employee can be expected to perform.
- 27.4 Trinity University reserves the right to require the employee to see a board certified physician of the University's choice before allowing the employee to start "Modified Duty" or return to full duty.
- 27.5 If the employee's position can be temporarily modified to accommodate the restrictions recommended by the physician, Trinity University will allow the employee to return to his/her position, performing duties that will not aggravate the injury or place the employee in danger of reinjuring himself/herself. The supervisor will be informed of the specific restrictions and the employee will not be allowed to deviate from the modified duties until a release to full duty is obtained from the attending physician. When an employee is on "Modified Duty" status, regular attendance is required. If employees do not report to work, "Modified Duty" may be suspended.
- 27.6 Trinity University reserves the right at any time to request a re-evaluation of the "Modified Duty" status for any employee.
- 27.7 "Modified Duty" status will not extend beyond 90 days. At the end of the 90-day period, if the employee is unable to perform his/her normal job duties, with or without a reasonable accommodation and FMLA has been exhausted, then he/she may be released from employment with the University.

27.8 The Modified Duty Work Policy may also be applied to employees whose medical conditions are not the result of workplace injuries.

28. Family and Medical Leave

28.1 Employees who have completed twelve (12) months of benefits-eligible employment and have worked at least 1250 hours during the past twelve (12) months may request a maximum of twelve (12) weeks unpaid Family Leave during any twelve (12) month period. This twelve month period is measured by looking back at the twelve months prior to a leave request. You have a right under the FMLA for up to (26) weeks of unpaid leave in a single (12) month period to care for a covered service member with a serious injury or illness.

28.2 Family leave may be granted for (1) the birth of a child or placement of an adopted or foster child; or (2) the serious health condition of the employee or the employee's spouse, child or parent. Leave may be taken for the birth or placement of a child only within twelve (12) months of that birth or placement.

Son or daughter is defined as a biological, adopted or foster child, stepchild, legal ward, or child of person standing *in loco parentis* and who is under age 18, or is age 18 or older with a disability and incapable of self-care.

Spouse is defined as legal husband or wife.

Parent is defined as a biological parent or someone standing *in loco parentis* to employee while the employee was a child. This policy does not include parents-in-law.

28.3 Employees must submit a written request to the appropriate administrative official at least thirty (30) days prior to the commencement of leave in cases where the leave is foreseeable, and must make reasonable efforts in scheduling leaves to avoid disrupting the work unit. Should the University become aware of an FMLA qualifying absence for which no employee request has been made; such employee will be placed on FMLA leave by the University.

28.4 Family leave requests must be documented by a physician's certification of a serious health condition for the employee or a family member (spouse, child or parent). For paid Sick Leave to be used for absences relating to childbirth, personal illness, or the illness of a family member covered by the Sick Leave policy, a physician's certification is also necessary (see Sick Leave policy, section 14). A copy of the adoption papers and an indication of the expected return-to-work date in the written leave request are sufficient to document the use of Family Leave for adoption purposes.

28.5 For employees who take leave for their own or a family member's serious health condition, the University may require up to three (3) medical opinions on the need for leave with the consultation for the second and third opinion paid for by the University. In addition, the University may require, as a condition of granting the Medical Leave, a certification containing medical and treatment information.

- 28.6 During any period of approved FMLA leave, an employee will be required to concurrently utilize all accrued Sick, Vacation, and Disability Leave balances. Upon exhaustion of such balances, the remainder of FMLA leave will be unpaid.
- 28.7 Leave requests for serious health conditions may be taken intermittently or on a reduced schedule if “medically necessary.” Leave may be taken on an intermittent or reduced basis for the birth or placement of a child but only if the arrangement is agreed to by the University.
- 28.8 If both spouses are employed by the University, there is a combined total of twelve (12) work weeks during any 12-month period if leave is taken for the birth or placement of a child. There is no combined limit if the leave is taken for the care of a child, spouse or the employee’s own illness.
- 28.9 During approved Family Medical Leave, an employee remains eligible to continue benefits coverage. The University will continue to contribute its portion of the total premium, and the employee will pay the remaining balance, if LWOP, on a schedule agreed upon by the University and the employee. If premiums are not received by the designated date, all coverages will be canceled.
- 28.10 Employees returning from Family Medical Leave will be reinstated to the same or an equivalent position with no change in pay rate or benefits accrued prior to the leave.

29. Security Policy

- 29.1 Trinity University's campus security program is an ongoing process that includes the development and enforcement of regulations, procedures and practices to provide a reasonable level of security for property, information and for the personal safety of employees, students and visitors.
- 29.2 Administrative and supervisory personnel are responsible for the incorporation of security principles and procedures in their respective areas of operation.
- 29.3 Each member of the faculty, staff and student body is responsible for carrying out campus regulations, procedures and practices and shall comply with federal, state and local laws related to security matters while on the campus or in the course of representing or conducting University activities.
- 29.4 In compliance with the Crime Awareness and Campus Security Act of 1990, Trinity University annually publishes a campus security report, which includes security policies and campus crime statistics. The current report is available from the Office of the Director of University Police, Trinity University.
- 29.5 Trinity University views the safety and welfare of employees, students and visitors as integral to carrying out the educational mission of the institution. The University will comply with federal, state and local safety regulations and will develop documented comprehensive plans, regulations, procedures and programs to ensure the continuing safety of the University community.
- 29.6 Administrative and supervisory personnel are responsible for incorporating safety principles and procedures into their employee orientation programs. Each member of the faculty, staff and student body is responsible for taking all appropriate measures to prevent accidents.

30. Guidance Regarding Injuries

- 30.1 Employees: Employee accidents or injuries which occur on the job must be immediately reported to the supervisor and to Health Services. A “Supervisor’s Report of Injury” must be filed with the Risk Management by the injured employee’s supervisor.
- 30.2 Students: Student accidents or injuries occurring in residence halls must be reported to residence hall staff. Classroom-related accidents or injuries must be reported to the appropriate faculty member. The Report of Injury is to be filed by the faculty member or residence hall staff member with the Department of University Police. Intercollegiate sports accidents or injuries must be reported to the Department of Athletics. All on-campus accidents or injuries should also be reported to the Department of University Police.
- 30.3 Visitors: Visitor accidents should be reported to the Department of University Police. A Report of Injury is to be filed by the Department of University Police.

31. Alcoholic Beverages on Campus

- 31.1 The consumption and/or possession of any alcoholic beverage by any person under 21 years of age, as provided by state law, is forbidden.
- 31.2 Groups meeting on the campus whose constituency is clearly 21 years of age or above may appeal to the Director of Risk Management of the University for permission to serve wine/beer at scheduled social events.
- 31.3 Trinity University organizations or groups (including departments, offices, and student organizations) may not permit alcoholic beverages at any event, on campus or off campus, where underage persons are in attendance. (Appeals for exception to this policy may be addressed to the Director of Risk Management).
- 31.4 Persons who furnish alcoholic beverages to underage students or visitors will be subject to Trinity adjudicative action or criminal prosecution for violation of state laws.

32. Alcohol Policy for Faculty and Staff Regarding Students

- 32.1 It is the policy of Trinity University to recognize the importance of the health and safety of the University community, including its students, especially as it relates to the use, possession, or consumption of alcohol. Trinity University expects not only that its students, faculty and staff will abide by the law with respect to the use, possession and consumption of alcohol, but also that students, faculty and staff will adhere to the requirements and spirit of this policy. With this purpose in mind, employees and students must act responsibly and in accordance with this policy in settings involving students and alcohol.
- 32.2 **General Policy:**
- (a) The legal drinking age is 21; thus any person under the age of 21 will be in violation of this policy if he/she purchases, possesses, or consumes alcohol on campus or at University-related functions. On campus, students 21 and older may consume approved alcoholic beverages in residence halls (see the full student policy in the Student Handbook for more details and requirements).
 - (b) Students who are under 21 years of age may be present at events where alcohol is being served so long as the policies of the establishment or the wishes of the hosting employee permit such students to be present; however, only those students who are 21 or older may purchase, possess, be served, or consume alcohol. Any alcohol consumption is always subject to the approval and discretion of the event sponsor or host.
- 32.3 **Specific Guidelines:** In addition to the General Policy, the following guidelines apply:
- 1) *Sponsored Events* - Trinity University departments and department-sponsored student organizations may host events where alcohol is served if approved in advance by the Director of Risk Management. When alcohol will be served by a person other than a hosting faculty or staff member, it must be at an establishment that possesses a permanent license to sell alcoholic beverages.
 - 2) *Informal Settings* - Faculty and staff members are expected to use sound judgment, which includes compliance with the law, in informal social settings with students. The General Policy applies to off campus locations such as faculty and staff homes. Faculty and staff who serve alcohol to students have the obligation to ensure that all students who are served alcohol are at least 21 years of age.
 - 3) *Trinity University Outings* - When students are participating in University-related outings (for example, retreats, outdoor recreation activities, field trips, music trips, conferences, and athletic trips) only those students 21 years or older - who have the express, prior approval of their University sponsor - may purchase, possess, be served, or consume alcohol, and only at dining establishments that have a permanent

license to sell alcoholic beverages. During such an outing, *under no circumstances* is alcohol allowed in vehicles, lodging, campsites, or other locations.

- 32.4 **Disciplinary Action:** Any violations of this policy will be addressed through procedures outlined in the respective faculty, staff, and student handbooks and are subject to established University disciplinary policies and procedures, up to and including termination in the case of an employee violation or expulsion in the case of a student violation. Further, this policy is in addition to any other applicable University policies governing the behavior of faculty, staff, or students.
- 32.5 **Illustrations:** *While all possible scenarios cannot be anticipated, students, faculty, and staff should consider the following illustrations in complying with this policy:*
- (a) Students who are under 21 years of age may attend events sponsored by the Alumni Office, on or off-campus, but **may not** consume alcohol. Students who are 21 years of age or older may consume alcohol at these events at the discretion of the Alumni Office.
 - (b) Only students who are 21 years of age or older may possess or consume alcohol at employment-related recruiting events or during the employment search process whether on and off campus. Because job candidates are always being evaluated by potential employers, Career Services advises students to avoid alcohol use during interactions with potential employers.
 - (c) In instances where Trinity directly sponsors a program abroad, led by a Trinity faculty or staff member, events hosted by the Trinity program are governed by this Policy just as if the event had been hosted on campus, even if the laws of the particular jurisdiction allow for a younger drinking age.

33. Emergency Preparedness

33.1 Trinity University provides a learning environment that may be subject to major disruptions as a result of occurrences beyond the control of the institution. All members of the University community should exercise good judgment in responding to these events as the situation necessitates. The institution will try to provide emergency and limited services during periods of disruptions. The President or his designee shall make the determination to close the entire institution, suspend or postpone classes, curtail activities, or to make the University available for community support. Each department shall be responsible for the distribution of emergency information and the development of emergency procedures consistent with the responsibilities in its areas.

33.2 Authority

- 1) Authority to completely close the University rests with the President or his/her designee.
- 2) The authority to close individual university facilities or activities on the campus will rest with the director of that area or his/her designee in consultation with the appropriate vice president, if possible, and be coordinated with the Department of University Police.
- 3) In those cases where an emergency may be of such magnitude that it requires a timely decision, and the President and Vice Presidents are not available, those administrators or staff immediately involved with the problem shall take the action necessary to preserve life and property in conjunction with the Department of University Police until such time as an officer of the University can be contacted.

34. Key Issue and Control Policy

(Policy)

- 34.1 Other than during normal working hours, all buildings shall be locked in order to maintain the security of both the buildings and their contents. Academic buildings shall be opened to serve student and university needs from Monday through Sunday (refer to link for building access hours - <https://Inside.trinity.edu/university-police/university-police-policies/building-access-policy>). A waiver may be issued by the vice president responsible for that building for different operating hours. When academic buildings have been secured, access may be permitted by University Police Officer upon presentation of proper Trinity identification and a stated reason for access to the building. Except for classrooms, all interior doors to all university buildings will be locked by janitorial personnel upon completion of cleaning operations of each room.
- 34.2 Nonacademic activities sponsored by university departments/groups must have prior approval from the appropriate facility coordinator for area(s) to be used. Each department/group is responsible for coordinating with T-space for the opening/closing of door(s) to the area(s) they will be using for their activity.
- 34.3 The scheduling of off-campus sponsored activities is the responsibility of the Office of University Communications. Each area to be used for off-campus sponsored activities must be reserved with the appropriate facility coordinator. Tiger Card Office and/or University Police personnel will ensure designated areas are open for off-campus sponsored activities only subsequent to receiving notification from the Office of University Communications.
- 34.4 The Registrar's Office is responsible for scheduling classroom usage. Tiger Card Office and/or University Police personnel will ensure designated doors are open for special activities involving classrooms only subsequent to receiving notification from the Registrar's Office.
- 34.5 Prior approval must be obtained from the appropriate department chair for activities scheduled in lab areas. The appropriate department chair or his/her designee is responsible for the opening/closing of doors and ensuring that adequate supervision is present.
- 34.6 Keys are not to be issued to students. For those students needing after-hours access to university buildings, a memorandum should be sent through the appropriate chair to the Tiger Card Office listing those students who are to have access and into what rooms.
- 34.7 Special assignment of keys/card access, where required (such as contractors, housekeeping, food services, etc.) may be authorized by the Director of Facilities Services.

- 34.8 Employees may be issued keys/card access to university buildings upon written approval of the department chair/director or designee, and the vice-president in accordance with university procedures.
- a. Keys/card access are issued for entry to university buildings for the purpose of conducting university business only.
 - b. An authorized employee entering or leaving a locked building shall not permit any individual to enter who would not normally be permitted to enter the building during the hours it is locked. An authorized employee may have guests so long as the guests stay in the proximity of the employee having the assigned key/card access and the authorized employee assumes full responsibility for their presence.
 - c. An individual entering or leaving a locked building shall be responsible for securing the door and may be held responsible for any loss or damage to university property resulting from failure to do so.
- 34.9 Individuals transferring to another department or building may be issued new keys/card access upon the written approval of the new department chair/director in accordance with the above.
- 34.10 All keys/card access issued remain the property of the University and shall be returned/terminated under the following conditions:
- a. For all employees:
 1. Upon transfer to another department or building.
 2. Upon termination of employment.
 3. Upon request of the department chair/director.
 4. Upon being granted a leave of absence without pay for a period of 30 or more calendar days; however, employees granted such leaves may retain their keys/card access if they are authorized to have access to the building and/or office during the leave.
 - b. For all individuals:
 1. At the request of University Police personnel.
 2. At the request of personnel authorized to manage or audit this policy.
- 34.11 It is the responsibility of the appropriate department chair/director or designee to ensure that all keys are returned under the provisions above.
- 34.12 In no case is a key to be transferred from one individual to another or to be obtained from any other source than from the Facilities Services Office. When any transfer or duplication of a key is made or used without university consent, the key shall be recovered and the individual(s) involved reported to the administrative head or superior officer for appropriate action.

(Regulations)

- 34.13 Keys to cabinets, lockers, and drawers within buildings or to dormitory rooms are not covered under provisions of this policy. Facilities Services will furnish these keys upon request by the director of the facility. The issue, control, and recovery of these keys are the responsibilities of the director of the facility.
- 34.14 Key issuances are authorized by the department chair/director, subject to such policy guidance as may be issued by the divisional dean/administrative head.
- 34.15 The types and number of keys issued will be limited to the minimum required by regular work assignments.
- (a) The permanent issuance of building master keys will be limited to the president, vice presidents, and those service departments needing access to the facility.
 - (b) The permanent issuance of building submaster keys will be limited to departmental chairs.
 - (c) Two or more keys may be issued to those requiring access to several rooms throughout the entire building.
- 34.16 Procedures for the issuance and return of keys may be altered by the Director of Facilities Services as required to meet work requirements throughout the campus.
- 34.17 The loss or theft of any key is to be reported immediately to the department chair/director, who in turn will notify the Facilities Services Office.
- 34.18 Lost keys turned in to a department are to be forwarded immediately to either the Facilities Services Office or the Department of University Police.
- 34.19 Request for keys are to be submitted through the School Dude system.
- 34.20 Keys can only be obtained in person directly from the Facilities Services Office.
- a. Masters and submasters must be picked up by the employees to whom the keys are to be issued.
- 34.21 The departments are responsible for the key collection procedure. Departments collecting keys will transfer them to the Facilities Services Office. Note: Departments failing to deliver keys to the Facilities Services Office expeditiously will cause a delay in the release of a terminating employee's final paycheck.

- 34.22 Prior to the end of each academic semester, each department may be provided with a list of individuals assigned keys to areas under its jurisdiction. Note: Those lists will aid the department in identifying those keys to be returned by employees having an ending date of appointment as of the end of the semester.
- 34.23 Annually, each department must check and certify the accuracy of an inventory list of keys issued to individuals under its jurisdiction.
- 34.24 Keys must be surrendered at the request of any University Police representative or other law enforcement official in the performance of his/her duty.

35. Employee Identification Cards

- 35.1 At the time of their initial employment, all faculty, contract, and classified staff will be issued a Trinity University identification card. Employees should be in possession of their identification card when on campus in order to be able to identify themselves when necessary to university security personnel. The identification card may also be required to obtain services from various campus units such as the Business Office, Bookstore, Food Service, Library, the Bell Athletic Center, and Jesse H. Jones Recreation Area. The identification card is to be returned to the University upon termination of employment. The initial card is provided at time of hire at no cost to the employee. Replacement fees will be imposed for lost or stolen cards, regardless of the circumstances.

36. Smoking Policy
(Derived from the San Antonio City Code)
Trinity University is a Tobacco Free Campus

Trinity University is committed to ensuring that no member of the University community, nor any visitor to campus, is required to work, study, or live in an environment where they are subjected to tobacco smoke.

Definitions of terms used in this policy: (derived from the San Antonio City Code, Chapter 36, “Smoking”)

SMOKING – includes the carrying or holding of a lighted pipe, cigar or cigarette of any kind, or any other lighted smoking equipment or device, and the lighting of, emitting or exhaling the smoke of a pipe, cigar or cigarette of any kind. Means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation in any manner or in any form.

INDOOR AREAS – means areas enclosed by a roof and walls with appropriate openings for ingress and egress. All air-conditioned areas are included, but not partially enclosed areas with free circulation of outside air such as outdoor stairwells and parking garages.

36.1 The primary purpose of this policy is to establish guidelines prohibiting smoking and the use of all tobacco products at the University. The University expects all faculty, staff, and students, employees of contractors and subcontractors, and visitors to comply with this policy. The use of any tobacco product will be prohibited on university property. This policy applies to all indoor areas including residence halls and administrative buildings, outdoor areas including playing fields, parking lots, streets and sidewalks, walking trails, vehicles and construction sites.

36.2 The tobacco prohibition includes, but is not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and any other products usually identified with tobacco use. The use of tobacco products involves the smoking, dipping, chewing, or any other method of ingesting the chemicals contained in tobacco products. This prohibition includes e-cigarettes and vaping.

36.3 Awareness of the policy to campus constituencies is made through multiple resources, including signs posted throughout campus. The policy will be disseminated to students, faculty and staff and contractors by various means, including fliers, posters, email, web site and publication in university policies.

36.4 The Safety, Security and Health Committee sought the support of the President’s office, Faculty Senate, Student Government Association, and University staff. Cooperation in the implementation and enforcement of this policy is essential for a successful Tobacco-Free Campus. We all share the responsibility for adhering to and enforcing this policy. Violations of this policy will be treated in accordance with general campus disciplinary procedures.

37. Firearms Policy

- 37.1 The carrying or possession of any type of weapon or firearm on the premises of Trinity University (“Trinity”) is strictly and absolutely prohibited. **This prohibition expressly includes those persons licensed to carry concealed firearms (other than those who are licensed peace officers).**
- 37.2 For purposes of this policy, the premises of Trinity are defined as any property, building, or portion of a building or property that Trinity owns or occupies, whether on a temporary or permanent basis, and any off-site premises where Trinity is conducting any activity sponsored by Trinity. **This includes all parking lots, parking areas, sidewalks and walkways, and all Trinity-owned-leased vehicles and equipment.**
- 37.3 Any person violating this policy will be required to leave Trinity’s premises immediately. Any employee found to be in violation of this policy will be subject to discipline, including immediate termination.
- 37.4 The only valid exceptions to this policy must be obtained **in advance** of coming on Trinity’s premises while possessing a weapon or firearm and approved in writing by Trinity’s President. No Trinity officer, faculty, or staff member has authority to grant verbal extensions to this policy.

38. University Automobile Policy

- 38.1 Where business necessity dictates, the University will assign institutional vehicles to authorized individuals and departments. All vehicles so assigned will be used for official University business only. Usage of a University vehicle for any other reason will be considered a violation of this policy and may be grounds for disciplinary action.

39. Genetic Information Nondiscrimination Act

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, Trinity asks that you not provide any genetic information when responding to this request for any medical information. “Genetic information,” as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services (75 Fed. Reg. 68934).

40. Information Technology Policies

The ITS policies can be located at this link:

<https://inside.trinity.edu/information-technology-services/information-technology-policies>