

**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, or any other 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, or any other 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, or any other 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 Associate Vice President for Fiscal Affairs. 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 Fiscal Affairs.

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, deans, 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) At no time shall a person be permitted to begin work until final authorization has been received from the Human Resources Office.
 - (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.
- 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.
- 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 then send qualified applicants to the employing department 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, any excess 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 at any time during the orientation period without regard to the "Staff Employee Conduct and Job Performance Rules" (see section 9).
- 4.10 An employee desiring a **promotion or transfer** should contact a personnel office 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.

- 4.11 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**. The employee's salary will be reduced to an appropriate level within the new pay grade as agreed upon by the Director of Human Resources and the Vice President of the area.
- 4.12 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 Information Resources and Administrative Affairs 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) Compensation generally includes pay in any form. *Per diem* is not wages for work performed.
 - (c) Annual salary adjustments within the existing range may be made based on merit and general wage adjustments and are dependent upon the availability of funds.
 - (d) Longevity pay increases may be extended to employees who are at the maximum salary for their pay grade on the third year of such status. Longevity raises are five (5) percent of salary and may only be received every third year.
 - (e) 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 \$500, 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 \$500, 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, may be reduced to an appropriate level within the new pay grade as agreed upon by the Director of Human Resources and the Vice President of the area. Ordinarily, this is computed 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 and general wage adjustments may 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).

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) Time cards must be completed daily for all non-exempt classified employees.
- (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.

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 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 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 Overtime work (in excess of forty (40) hours) will be compensated in fifteen (15) minute units provided the employee has worked eight (8) minutes or more in the hour.
- 8.7 Non-exempt classified personnel who are requiring 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 to work special functions as overtime. When scheduled, the classified employee will be assigned to work for at least four (4) hours. If the special function concludes prior to three (3) hours, the classified employee will be paid a minimum of two (2) hours of overtime compensation. The classified employee will have the right to remain on the job for the additional two (2) hours scheduled and perform routine tasks.
- (d) Scheduled or on-call overtime generally applies to those non-exempt classified employees assigned to Security, Physical Plant and Purchasing departments. These assignments require the approval of the appropriate Vice-President and the Vice-President for Fiscal Affairs.

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

- 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 without Terminal Leave Pay (accrued unused Vacation Leave).

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 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.
- 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 phone. 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 24 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. A temporary employee or an employee terminated pursuant to Section 11.7 herein before shall not have resort to the grievance procedure for any purpose.
- 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 Personnel 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, domestic partner, 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 provided that such leave does not extend more than two 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. 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 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 Vacation Leave must be taken in fifteen (15) minute increments.
- 14.13 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.

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, domestic partner, 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.

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. Accumulated Sick Leave must be utilized in fifteen (15) minute hour increments. 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 and may disqualify any paid Sick Leave benefit for the absence.
- 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 should be reported on the employee's time keeping record (i.e., 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 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.
- 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.
 - (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 attached to a completed time card and forwarded to the Payroll Office. The supplementary holiday hours to be paid will be reported in the Regular Hours column of the biweekly 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 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 former full-time employees who retired or died at age 55 or later, and who served the University for a number of years such that their age plus the number of years of service equals at least 75, 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 only when both parents of the dependent child are deceased and the dependent child has not attained age 25. 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)

*(taxable if tuition exceeds \$5,250)

- 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 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

22.1 Trinity University is committed to the maintenance of an academic environment free of all forms of discrimination or coercion that adversely affect the working or learning environment. It is fitting that the University reaffirm this commitment, specifically as it pertains to sexual harassment or harassment relating to a person's race, sex, sexual orientation, religion, national origin, age, or physical or mental disability condition.

22.2 Sexual Harassment:

A. Policy and Definition: It is the policy of Trinity University that no member of the University community may sexually harass another. Unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

(1) submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other University activities; or

(2) 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

(3) 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 sexual harassment, the full context in which the incident occurred should be considered.

B. Guidelines:

(1) It is a violation of University policy to fail to investigate complaints reported by the person who is the subject of the alleged sexual harassment, or reported by a witness, and fail to take timely corrective action in the event that misconduct has occurred.

(2) Filing a complaint or otherwise reporting sexual harassment shall not cause any reflection on 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, evaluation or any other term or condition of employment of the individual. Retaliation against a person for filing a sexual harassment complaint is grounds for a subsequent complaint. Likewise, the person accused of sexual harassment is entitled to the same protection until such a time as the charges may be substantiated by investigation.

(3) A false allegation of sexual harassment is a violation of this policy and is itself subject to the procedures and sanctions following. To constitute such a violation, however, the complaint would ordinarily need to be false as to specific allegation of fact. That an investigating party or committee should, while agreeing on factual matters alleged, nevertheless differ in judgment or interpretation of the incident and

conclude that it did not constitute sexual harassment, would not make a complaint a violation apart from evidence of conscious and willful intent to distort or exaggerate the allegation and damage the accused party.

(4) The rights of confidentiality of all parties involved in a sexual harassment charge shall be strictly observed.

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

(1) In most cases, complaints of sexual harassment can be dealt with informally. In the case of complaints made by or against members of the classified staff, the Director of University Personnel Services will work with the responsible administrator in seeking resolution of the complaint.

(2) The administrator will evaluate the validity of the complaint and the degree of seriousness of the offense and seek, to the extent possible and appropriate, to resolve the matter. An informal 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.

(3) Careful attention should be given to mitigating or aggravating circumstances.

(4) When valid complaints are resolved informally, the offending party should be cautioned that repetition of such conduct could lead to formal investigation and sanctions.

(5) Although a major purpose of consultation and informal resolution is to resolve problems, heighten awareness and achieve changes in behavior without resorting to formal investigatory or disciplinary proceedings, nothing in this paragraph 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 proposed resolution. The administrator may encourage moving to a formal complaint when, in his or her judgment, the complaint has a sufficient degree of seriousness, or is a repetition of previous complaints, so as to indicate that informal resolution has been inadequate.

D. Procedure for a Formal Complaint: If, following consultation regarding the complaint as specified above, the person alleging sexual harassment should wish to make a formal complaint, he or she should submit a written description of the offensive behavior and the circumstances surrounding it to the party responsible for overseeing investigation of the complaint (Personnel Director if classified staff). 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.

(1) **Investigation:** In cases of formal complaints against faculty members, 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 and to recommend sanctions, if any.

(a) For allegations against faculty members, the three members of the committee will be selected from the academic faculty by the Faculty Senate, except

that, when the complaint is brought by a student, one of the faculty members will be selected by the vice president for Student Affairs.

(b) 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, except that, when the complaint is brought by a student, one of the contract staff members will be selected by the vice president for Student Affairs.

(c) For allegations against students, the investigation and determination of sanctions will be handled under the existing policies stated in the “Student Handbook” and procedures of the Student Affairs Office.

(d) 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, except that when the complaint is brought by a student, one of the staff members will be selected by the vice president for Student Affairs.

(e) Review by the committee of a complaint: Members of the committee should meet to discuss the complaint. Unless the committee concludes that the complaint is without merit, the parties to the dispute should be invited to appear before the committee and to confront any adverse witnesses. The committee may conduct its own informal inquiry, call witnesses, and gather 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, it should be communicated in writing to both parties, along with a summary of the basis for the determination.

(2) **Sanctions:** If a sanction is recommended against a faculty, contract, or classified staff member, the committee report and the recommendation for a sanction will be sent to the appropriate vice president (and Personnel Director if classified). As in the procedures of consultation, 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 must be carefully considered in reaching an equitable recommendation.

(a) Allegations against faculty: Sanctions may be taken 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 the “Policy Statements on Academic Freedom, Responsibility, Tenure, Due Process . . .,” article VIII.

(b) Allegations against contract staff members: Sanctions may be taken up to and including termination of employment. If the individual wishes to appeal a sanction, the appeal should be directed to the president of the University.

(c) Allegations against students: Sanctions may be taken up to and including expulsion from the University in accordance with policies stated in the “Student Handbook.” If the person to whom the sanction is applied wishes to appeal the decision, he or she may do so in accordance with the “Joint Statement on Rights and Freedoms of Students.”

(d) Allegations against classified staff: Sanctions may be taken up to and including termination of employment from the University in accordance with the “Classified Staff Handbook.” If the person to whom the sanction is applied wishes to

appeal the decision, he or she may do so in accordance with the grievance and appeal procedures of the "Classified Staff Handbook."

22.3 **Harassment related to race, sex, sexual orientation, religion, national origin, age or physical or mental disability condition:**

A. Policy and Definition: Discriminatory, demeaning or abusive behavior based on race, sex, sexual orientation, religion, national origin, age or disability constitutes harassment when such behavior affects the conditions of an individual's employment or access to learning or interferes with an individual's work performance or creates an intimidating, hostile, or offensive University environment.

B. Guidelines and Procedures: Such harassment is subject to the same guidelines and procedures as apply to sexual harassment. As with sexual harassment:

(1) Initial emphasis is on the effort to resolve the problem and effect any necessary changes in behavior without more formal procedures.

(2) The circumstances of the alleged offense, including any mitigating or aggravating factors, and the seeming intent of the behavior (and, if the allegation is sustained, any history of previous offenses of a related nature) will be carefully considered in determining the fact and the degree of seriousness of an offense.

(3) Any imposition of sanctions on faculty members is subject to the processes and procedures of the "Policy Statements on Academic Freedom, Responsibility, Tenure, Due Process..." and, on students, of the "Joint Statement on the Rights and Freedoms of Students."

C. Sexist Language: It is not the intent of this policy to regard as harassment most of what ordinarily is meant by the term sexist language. 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.

D. Implementation and Amendment:

(1) **Implementation:** The "Trinity University Policy Statement on Harassment" 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.

(2) **Amendment:** The "Trinity University Policy Statement on Harassment" may be amended by majority vote of (1) the Trinity University Faculty Senate; (2) the Trinity University academic faculty; and (3) the Trinity University Board of Trustees. Amendments may be initiated by the Faculty Senate, the academic faculty, or the Board of Trustees. Before voting upon a prepared amendment, at least 14 days notice shall be given in writing to the membership of the Faculty Senate, the academic faculty, or the Board of Trustees.

- E. **Resolution Concerning Non-Sexist Language:** As part of Trinity's ongoing commitment to speaking and writing effectively and of our general goal of promoting social equality, members of the University community should avoid linguistic practices which may be construed as undermining equality.

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" means 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.

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.

Section 24.10, excerpts of which are taken from the *Federal Register*, provides a summary of illicit drugs and their effects.

24.10 Controlled Substances Health Risks.

Drugs NARCOTICS	Trade or Other Names	Dependence Physical	Dependence Psychological	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Opium	Dover's Powder, Paregoric, Parepectolin	High	High	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow, 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	Morphine, MS-Conti, Roxanol, Roxanol-SR	High	High			
Codeine	Tylenol w/Codine, Empirin w/Codine, Robitussin A-C, Fiorinal w/Codeine	Moderate	Moderate			
Heroin	Dilaudid	High	High			
Hydromor- phine	Demerol, Mepergan	High	High			
Meperidine (Pethidine)	Dolophine, Methadone, Methadose	High	High			
Methadone	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomofil, Talwin*	High	High-low			
Other Narcotics	*not designated a drug by the CSA.	High-low	High-low			

DEPRESSANTS						
Choral Hydrate	Notec	Moderate	Moderate	Slurred speech, disorientation, drunken behavior without the odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Barbiturates	Amytal, Butisol, Fiorinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital	High-Moderate	High-Moderate			
Benzodiazepines	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxexa, Verstran, Versed, Halcion, Paxipam, Restoril	Low	Low			
Methaqualone	Quaalude	High	High			
Glutethimide	Doriden	High	Moderate			
Other Depressants	Equanil, Milkown, Noludar, Placidyl, Valmid	Moderate	Moderate			
STIMULANTS						
Cocaine **	Coke, Flake, Snow, Crack	Possible	High	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	Biphetamine, Delcobese, Desoxyrn, Dexedrine, Obetrol	Possible	High			

** Designated a narcotic under the CSA

STIMULANTS (Continued)						
Phenmetrazine	Preludin	Possible	High			
Methyphenidate	Ritalin	Possible	Moderate			
Other Stimulants	Adipex, Cylert, Didrex, Ionamin, Melfiat, Plegine, Sanorex, Tenuate, Tepanil, Prelu-2	Possible	High			
HALLUCINOGENS						
LSD	Acid, Microdot	None	Unknown	Illusions and hallucinations, poor perception of time and distance	Longer, more intense "trip" episodes, psychosis, possible death	With-drawal syndrome not reported
Mescaline and Peyote	Mexc, Buttons, Cactus	None	Unknown			
Amphetamine Variants	2.5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	Unknown	Unknown			
Phencyclidine	PCP, Angel Dust, Hog	Unknown	High			
Phencyclidine Analogues	PCE, PCPy, TCP	Unknown	High			
Other Halucinogens	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	Unknown			

CANNABIS						
Marijuana	Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks	Unknown	Moderate	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyper-activity, and decreased appetite occasionally reported
Tetrahydrocanna-binol	THC, Marinol	Unknown	Moderate			
Hashish	Hash	Unknown	Moderate			
Hashish Oil	Hash Oil	Unknown	Moderate			

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 TDC for a term of not more than 180 days, and a fine not to exceed \$2,000.
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 jail for a term of not more than 180 days and a fine not to exceed \$2,000.

Federal Law

Offense	Minimum Punishment	Maximum Punishment
Manufacture, distribution, or dispensing of drugs (includes marijuana)	A term of imprisonment not more than one year, and a minimum fine of \$1000.	A term life imprisonment without release and no eligibility for parole, and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual).
Possession of drugs (including marijuana)	Civil penalty in amount not to exceed \$10,000.	Imprisonment for not more than 20 years or not less than 5 years, a fine of not less than \$5,000 plus costs of investigation and prosecution.
Operation of a common carrier under the influence of alcohol or drugs.		Imprisonment for up to 15 years, and a fine not to exceed \$250,000.

24.12 Program Review: Trinity University will conduct a biennial review of the program to determine the effectiveness and implement changes to the program, if they are required, and ensure that sanctions for violations are consistently enforced.

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 Office of University Communications, which will in turn notify the media. The Vice-Presidents will simultaneously notify their Deans/Directors, etc., of the University closing. Notification will continue down the line until all employees have been advised of the University closing. Employees without home telephones are responsible for contacting their supervisor(s) before their work shift begins. Inquiries during periods of extreme weather may be directed to the Department of Campus Security if the employee's immediate supervisor is not available.
- 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 Safety Office, the University Safety and Health Committee and the Internal Auditor.
- 26.3 Applicable federal, state and local laws and regulations will be made available by the Environmental 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. AIDS and AIDS-Related Complex Guidelines

- 27.1 University students diagnosed as HIV positive or as having AIDS, whether they are symptomatic or not, should be allowed regular classroom attendance in an unrestricted manner as long as they are physically able to attend class. (See also recommendation no. 11.)
- 27.2 There is no medical justification for restricting the access of students with AIDS or a positive HIV antibody test to the Coates Center, theaters, Mabee Hall, the swimming pools, recreational facilities or other common areas.
- 27.3 The following information from the public health service should be emphasized in education programs:
- a. Even though they be asymptomatic, persons with confirmed positive HIV antibody test may transmit infection to others through anal or vaginal sexual intercourse, the sharing of needles, and possibly, exposure to others through oral-genital or intimate kissing.
 - b. The efficacy of condoms in preventing infection with HIV is unproven, but the consistent use of them may reduce transmission.
 - c. Toothbrushes, razors and other implements that may become contaminated with blood should not be shared.
 - d. Persons with AIDS or who are HIV positive should not donate blood, plasma or other body organs, body tissues, or sperm. We also endorse the request by the American Red Cross that persons who fall into defined risk categories for AIDS not donate or sell blood or plasma.
 - e. If persons with confirmed reactive (positive) antibody tests have accidents involving bleeding, contaminated surfaces should be cleaned with sodium hypochlorite (household bleach) freshly diluted 1:10 in water.
 - f. When seeking medical, dental or eye care, these persons should advise the practitioner of their positive antibody status so that appropriate evaluation can be undertaken and precautions can be taken to prevent transmission to others.
- 27.4 Residence Halls staff (both students and employees) should receive education about AIDS. The institution should provide AIDS education prior to the arrival of new students.
- 27.5 Consideration of the existence of AIDS or a positive HIV antibody test should not be part of the initial admission decision for those applying to attend the University.

- 27.6 University officials should not undertake programs of screening newly admitted or current students for antibody to HIV, neither should mandatory screening of employees be implemented. Especially, institutions should not attempt to identify those in high risk groups and require screening only of them.
- 27.7 The University Health Services should be familiar with sources of testing for antibody to HIV and should be able to refer students or employees requesting such testing. Health care providers should understand the capabilities and limitations of the test and should be able to counsel those desiring to be tested or to refer them to counseling sources elsewhere. Testing should only be done where it is confidential or anonymous, where positive results can be confirmed by specific tests, and where both pre- and post-testing counseling are available.
- 27.8 Decisions about residential housing of students who are HIV positive or have AIDS-related illness must be made on a case-by-case basis. Those making such decisions should keep in mind the fact that AIDS is a condition present in an individual, not in buildings. The best currently available medical information does not support the existence of a risk to those sharing residence halls with infected individuals; there may be, however, in some circumstances, reasonable concern for the health of those with HIV or AIDS who might be exposed to certain contagious diseases (e.g., measles or chicken pox) in a close living situation. The Director of Health Services, on the advice of the attending physician's advice, may wish to recommend that students with AIDS or who are sero-positive, be assigned private rooms in the interest of protecting the health of those students.
- 27.9 Guidelines concerning the handling of confidential medical information about students with AIDS, AIDS-related illness, or a positive HIV antibody test follow the general standards included in the American College Health Association's "Recommended Standards and Practices for a College Health Program," Fourth Edition, 1984:

In general it is recommended that no specific or detailed information concerning complaints or diagnosis be provided to faculty, administrators, or even parents, without the expressed written permission of the patient in each case. This position with respect to health records is supported by amendment to the Family Education Rights and Privacy Act of 1974.

Certainly no person, group, agency, insurer, employer or institution should be provided any medical information without the prior specific written consent of the patient. Given the possibility of unintended or accidental compromise of the confidentiality of information, health services physicians should carefully weigh the importance of including any specific information regarding the existence of AIDS, AIDS-related illness or a positive HIV antibody test in the medical record except in circumstances of medical necessity created by evaluation of an illness. The inclusion of any such information in the medical records should be discussed with the patient prior to its entry. Health officials and other institutional officers must remember that

all confidential medical information is protected by statutes and that any unauthorized disclosure of it may create legal liability.

The duty of physicians and other health care providers to protect the confidentiality of information is superseded by the necessity to protect others only in very specific, threatening circumstances. The number of people in the institution who are aware of the existence and/or identity of students or employees who have AIDS, or a positive HIV antibody test, should be kept to an absolute minimum to avoid the generation of unnecessary fear and anxiety among other students and staff.

- 27.10 There is no medical necessity for institutions to advise others living in a residence hall of other students who have AIDS or a positive HIV antibody test. The responsibility to provide a safe living environment is best dealt with by educational programming as discussed earlier in this statement. Similarly, University officials should make no attempt in any other setting to identify those students or employees who have AIDS or a positive HIV antibody test.
- 27.11 University health policy should encourage regular medical follow-up for those who have AIDS or a positive HIV antibody test. Special precautions to protect the health of immunologically compromised individuals should be considered during periods of prevalence of chicken pox, measles and other contagious diseases.
- 27.12 Those who are known to be immunologically compromised should be excused from institutional requirements for certain vaccinations, notably measles and rubella vaccines, as those vaccinations may lead to serious consequences in those with poorly functioning immune systems.
- 27.13 Health services should use disposable, one-user needles and other equipment whenever such equipment will puncture the skin mucous membranes of patients. Health care officials should not rely on students or employees to identify themselves as having AIDS or a positive HIV antibody test, since many infected persons are unaware of their status. Safety precautions must be used in all cases. All health care providers must practice universal precautions with all patients.
- 27.14 The University should adopt safety guidelines for the handling of blood and body fluids of all students in various settings. Laboratories used in teaching context, such as those required in biology courses, should be safe experiences. Given the fact that the existence and identity of those with AIDS or a positive HIV antibody test may not be known, procedures for the decontamination of environmental surfaces and objects soiled by blood or body fluids should be adopted and implemented. Laboratory courses requiring exposure to blood, such as finger pricks for blood typing or examination, should use disposable equipment and no lancets or blood-letting devices should be reused or shared. No student should be required to obtain or process blood of others. Contaminated surfaces should be cleaned with household bleach freshly diluted 1:10 water.

27.15 The University will strictly observe public health reporting requirements for AIDS. Patients who meet criteria for the revised surveillance of AIDS must be reported to the local public health authorities.

28. Modified Duty Work Policy

- 28.1 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.
- 28.2 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.
- 28.3 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.
- 28.4 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.
- 28.5 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.
- 28.6 Trinity University reserves the right at any time to request a re-evaluation of the "Modified Duty" status for any employee.
- 28.7 "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, then he/she may be released from employment with the University.

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

29. Family and Medical Leave

29.1 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.

29.2 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.

29.3 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.

29.4 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.

29.5 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.

- 29.6 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.
- 29.7 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.
- 29.8 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 or care for a parent with a serious health condition. There is no combined limit if the leave is taken for the care of a child, spouse or the employee’s own illness.
- 29.9 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.
- 29.10 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.

30. SECURITY POLICY

- 30.1 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.
- 30.2 Administrative and supervisory personnel are responsible for the incorporation of security principles and procedures in their respective areas of operation.
- 30.3 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.
- 30.4 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 Campus Security, Trinity University.
- 30.5 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.
- 30.6 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.

31. GUIDANCE REGARDING INJURIES

- 31.1 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 Human Resources Office by the injured employee’s supervisor.
- 31.2 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 Campus Security. 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 Campus Security.
- 31.3 Visitors: Visitor accidents should be reported to the Department of Campus Security. A Report of Injury is to be filed by the Department of Campus Safety.

32. ALCOHOLIC BEVERAGES ON CAMPUS

- 32.1 The consumption and/or possession of any alcoholic beverage by any person under 21 years of age, as provided by state law, is forbidden.
- 32.2 Groups meeting on the campus whose constituency is clearly 21 years of age or above may appeal to the Associate Vice President for Fiscal Affairs of the University for permission to serve wine/beer at scheduled social events.
- 32.3 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 Associate Vice President for Fiscal Affairs).
- 32.4 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.

33. Alcohol Policy for Faculty and Staff Regarding Students

33.1 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.

33.2 **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 and in the Tigers' Den (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.

33.3 **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 Associate Vice President for Fiscal Affairs. 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.

33.4 **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.

33.5 **Illustrations:** *While all possible scenarios cannot be anticipated, students, faculty, and staff should consider the following illustrations in complying with this policy:*

- 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.
- 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.
- 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.

34. EMERGENCY PREPAREDNESS

- 34.1 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.
- 34.2 Authority
1. Authority to completely close the University rests with the President or his/her designee. In the absence of the President, the Vice President for Academic Affairs, in consultation with the Vice President for Fiscal Affairs, the Vice President for Advancement, the Vice President for Student Affairs, and the Vice President for Information Resources and Administrative Affairs will make that decision.
 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 Campus Security.
 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 Campus Security until such time as an officer of the University can be contacted.

*Please see Appendix C, **Fiscal Affairs: Policies and Procedures**, for information on procedures for weather-related emergencies, bomb threats, major civil disturbances that disrupt the orderly functioning of the University, catastrophic events such as fire and explosions, and hazardous conditions such as chemical spills.*

35. KEY ISSUE AND CONTROL POLICY

(Policy)

- 35.1 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 Friday from 7:30 a.m. to 6:00 p.m. or until 30 minutes after the final class in the building, whichever is later. 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 a security 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.
- 35.2 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 the Department of Campus Safety the opening/closing of door(s) to the area(s) they will be using for their activity.
- 35.3 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. Security personnel will ensure designated areas are open for off-campus sponsored activities only subsequent to receiving notification from the Office of University Communications.
- 35.4 The Registrar's Office is responsible for scheduling classroom usage. Security personnel will ensure designated doors are open for special activities involving classrooms only subsequent to receiving notification from the Registrar's Office.
- 35.5 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.
- 35.6 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 Department of Campus Security listing those students who are to have access and into what rooms.
- 35.7 Special assignment of keys/card access, where required (such as contractors, housekeeping, food services, etc.) may be authorized by the Director of Physical Plant.

- 35.8 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.
- 35.9 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.
- 35.10 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 Security personnel.
 2. At the request of personnel authorized to manage or audit this policy.
- 35.11 It is the responsibility of the appropriate department chair/director or designee to ensure that all keys are returned under the provisions above.
- 35.12 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 Physical Plant 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, dean, or superior officer for appropriate action.

(Regulations)

- 35.13 Keys to cabinets, lockers, and drawers within buildings or to dormitory rooms are not covered under provisions of this policy. Physical Plant 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.
- 35.14 Key issuances are authorized by the department chair/director, subject to such policy guidance as may be issued by the divisional dean/administrative head.
- 35.15 The types and number of keys issued will be limited to the minimum required by regular work assignments.
- The permanent issuance of building master keys will be limited to the president, vice presidents, and those service departments needing access to the facility.
 - The permanent issuance of building submaster keys will be limited to deans and departmental chairs.
 - Two or more keys may be issued to those requiring access to several rooms throughout the entire building.
- 35.16 Procedures for the issuance and return of keys may be altered by the Director of Physical Plant as required to meet work requirements throughout the campus.
- 35.17 The loss or theft of any key is to be reported immediately to the department chair/director, who in turn will notify the Physical Plant Office.
- 35.18 Lost keys turned in to a department are to be forwarded immediately to either the Physical Plant Office or the Department of Campus Security.
- 35.19 Applications for keys are made on KEY RECORD forms.
- KEY RECORD forms must be typed.
 - A separate form is used for each key requested.
 - KEY RECORD forms are available from the Physical Plant Office.
- 35.20 Keys can only be obtained in person directly from the Physical Plant Office.
- Masters and submasters must be picked up by the employees to whom the keys are to be issued.
 - All other keys may be picked up by an appropriate department representative if the KEY RECORD form has been signed by the applicant in advance.
- 35.21 The departments are responsible for the key collection procedure. Departments collecting keys will transfer them to the Physical Plant Office. Note: Departments

failing to deliver keys to the Physical Plant Office expeditiously will cause a delay in the release of a terminating employee's final paycheck.

- 35.22 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.
- 35.23 Annually, each department must check and certify the accuracy of an inventory list of keys issued to individuals under its jurisdiction.
- 35.24 Keys must be surrendered at the request of any campus security representative or other law enforcement official in the performance of his/her duty.

*For specific details on the procedures pertaining to key issue and control, see Appendix A in the handbook, **Fiscal Affairs: Policies and Procedures**.*

36. EMPLOYEE IDENTIFICATION CARDS

- 36.1 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.

37. SMOKING POLICY **(derived from the San Antonio City Code)**

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.

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.

- 37.1 The University prohibits smoking *in all indoor areas* of the University, except that smoking policies for the residence halls will be set by the Residential Life Staff in consultation with the Vice President for Student Affairs. All public indoor areas in the residence halls are designated as non-smoking areas. *All food service locations are non-smoking areas.*
- 37.2 Smoking is not permitted in motor-pool vehicles, including, but not limited to cars, vans and busses owned or rented by the University for use by authorized individuals.
- 37.3 Violations of smoking regulations will be dealt with in a manner consistent with the policies listed in the *Classified Staff Handbook*.
- 37.4 Persons who desire to suggest changes to or point out problems with the smoking policy should direct comments to the Safety and Health Committee through the Director of Campus Security.
- 37.5 In an effort to promote a safe and healthy workplace, the University will distribute educational materials from time to time, and refer its interested employees to smoking cessation programs.

38. FIREARMS POLICY

- 38.1 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).**
- 38.2 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.**
- 38.3 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.
- 38.4 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.

39. UNIVERSITY AUTOMOBILE POLICY

39.1 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.

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Information Technology Policies

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Acceptable Use Policy

Purpose:

The hardware and software that constitute Trinity's computing network are vital to the operation of the university. Inappropriate use of the network can detrimentally affect our ability to accomplish the institution's mission. Every user of the network has a responsibility to utilize these shared resources in an appropriate manner. The Acceptable Use Policy addresses that responsibility.

Scope:

The Acceptable Use Policy applies to all users of the Trinity computing network.

Policy:

Network users are expected to respect restrictions on authorized access to network information and resources. Violations of this policy include activities such as:

- use of another user's password (with or without their knowledge);
- sharing of one's own password with another user;
- employing either directly or by implication a false identity when using an account or other network resources;
- attempts to gain access to information or resources for which a user does not have explicit authorization;
- giving another individual the means to access data or resources they are not authorized to access;
- obtaining, possessing, using, or attempting to use passwords or other information about someone else's account;
- inspecting, modifying, distributing, or copying data, mail, messages, or software without proper authorization, or attempting to do so;
- tapping phone or data lines; accessing files by circumventing privacy or security restrictions.
- violations of copyright as in recording or taping of entertainment media without payment of fees or permission of copyright holder.

Network users are expected to treat all network hardware with care and are expected to utilize all network resources in ways that respect the other network users. The following activities constitute violations of this policy:

- damaging University hardware,
- introducing viruses,
- deliberately slowing a system,
- attempting to crash a system.

Discriminatory, demeaning, or abusive behavior may be subject to the University's Policy Statement on Harassment as described in the Faculty and Contract Handbook or the Student Conduct Policies on Respect for Self, Others, and the Community, Respect for Property, Personal Responsibility, or Harassment as described in the Student Handbook.

Network users are expected to use systems for authorized purposes only. Violations include activities such as:

- advertising for a commercial organization,
- running a business,
- activities that violate state or federal law.

Definitions:

The **Trinity computing network** is the group of stations (computers, telephones, or other devices) owned or operated by Trinity University connected by communications facilities owned or operated by Trinity University for exchanging information. Connection can be permanent, via cable, or temporary, through telephone or other communications links. The transmission medium can be physical (e.g., fiber optic cable) or wireless (e.g., satellite, wi-fi).

Network Protection Policy

Purpose:

The hardware and software that constitute Trinity's computing network are vital to the operation of the university. Viruses, malware, computer vulnerabilities and inappropriate use of the network are a threat to these resources and can detrimentally affect the ability to accomplish the institution's mission. Trinity University has a responsibility to maintain these resources and ensure they are used in an appropriate manner.

Scope:

The Network Protection Policy applies to all users of the Trinity computing network.

Policy:

Trinity University has the responsibility to protect valuable network resources and the confidentiality of sensitive personal information from any and all threats. In keeping with this responsibility, Trinity University scans computer hardware devices connected to the Trinity computing network for key security vulnerabilities. Where sufficient cause has been found to indicate a threat to the network, a threat to the university or a violation of federal or state law, Trinity may disable the network access of the offending hardware device. Any attempt by a user to circumvent the system or process of scanning for key security vulnerabilities is a violation of this policy.

Use of the Trinity computing network constitutes the user's acceptance of this policy.

Definitions:

The **Trinity computing network** is the group of stations (computers, telephones, or other devices) owned or operated by Trinity University connected by communications facilities owned or operated by Trinity University for exchanging information. Connection can be permanent, via cable, or temporary, through telephone or other communications links. The transmission medium can be physical (i.e. fiber optic cable) or wireless (i.e. satellite).

Password Policy

Purpose:

Passwords are an important aspect of computer security. A poorly chosen password may result in the compromise of Trinity University's entire network. The purpose of having a password policy is to ensure a more consistent measure of security for Trinity's network and the information it contains. The implementation of this policy will better safeguard the personal and confidential information of all individuals and organizations affiliated, associated, or employed by Trinity University. Additionally, this policy establishes a standard for creation of strong passwords, the protection of those passwords, and the frequency of change of passwords.

Scope:

The Password Policy applies to all persons accessing the Trinity University network regardless of their capacity, role or function. Such persons include students, faculty, staff, third party contractors, visitors (guests), consultants and employees fulfilling temporary or part-time roles.

Policy:

- All Trinity owned electronic devices must, if possible, have password protection enabled.
- All passwords (e.g., email, web, voice mail, computer, PDA, BlackBerry, etc.) must be changed at least every 12 months. Individuals with access to critical areas of information will be required to change their T.U. password at least every 90 days. Such users will be identified by the Director of Information Technology Services. For example, employees of Trinity University with "change level access" to the university administrative system(s) will be required to change their passwords every 90 days.
- Passwords must not be inserted into email messages or other forms of electronic communication and should not be shared with anyone, including via email or phone conversations.
- Passwords should not be written down or stored electronically without encryption.
- All passwords must be at least 8 characters long, contain at least 2 numbers or special characters, not be a word in the dictionary, and not be part of your name or user name. If the device or application does not permit a password to meet these criteria, the password should satisfy as many of these criteria as possible.

Guidelines and suggestions for creating strong passwords can be found at:
<http://www.trinity.edu/its/faqs/faq.asp?ID=23>

Recurring Mass Email Opt-Out Policy

Purpose:

To ensure that network system resources are not strained and important communications via email are not overlooked or discarded by users, the number of recurring, large mass email messages received by users from university departments and offices should be kept to a minimum.

Scope:

The Recurring Mass Electronic Messaging Opt-Out Policy applies to all users, departments and offices that send recurring mass email messages to Trinity email accounts through the Trinity computing network.

Policy:

Recurring mass e-mail messages, with a total size of 1MB or larger (including any attachments), sent to Trinity email accounts through the Trinity computing network, must provide the recipients with the option to opt-out from receiving further messages. Therefore, all recurring mass e-mail messages with a total size of 1MB or larger must be sent through the Lyris listserv ListManager. Initial set up of a recurring e-mail list in Lyris, must be requested through the ITS Helpdesk. Upon set up, lists may include all students, faculty, staff and alumni if requested. Thereafter, all messages sent to the Lyris list will automatically include an opt-out notice in the footer of the message. The opt-out notice will instruct users how to opt-out from receiving further messages.

Definitions:

Trinity email accounts are individual email accounts provided by the university to students, faculty and staff with an address of *@trinity.edu*. Messages for Trinity email accounts are stored on Trinity University owned servers.

The **Trinity computing network** is the group of stations (computers, telephones, or other devices) owned or operated by Trinity University connected by communications facilities owned or operated by Trinity University for exchanging information. Connection can be permanent, via cable, or temporary, through telephone or other communications links. The transmission medium can be physical (i.e. fiber optic cable) or wireless (i.e. satellite).

Recurring mass email messages are mass e-mail based messages that are sent by users, departments or offices regularly or on a scheduled basis to many recipients of the Trinity University community. This includes, but is not limited to, newsletters.

Information Technology Security Policy

Pursuant to Gramm Leach Bliley Act Information Safeguards Rule

Purpose:

This document summarizes Trinity University's comprehensive written information security policy (the "Policy") mandated by the Federal Trade Commission's Safeguards Rule and the Gramm – Leach – Bliley Act ("GLBA"). In particular, this document describes the Program elements pursuant to which the Institution intends to (i) ensure the security and confidentiality of covered records, (ii) protect against any anticipated threats or hazards to the security of such records, and (iii) protect against the unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to clients. The policy incorporates by reference, the Institution's existing policies and procedures and is in addition to any institutional policies and procedures that may be required pursuant to other federal and state laws and regulations, including, without limitation, Family Education Rights and Privacy Act (FERPA).

Designation of Representatives: The Institution's Information Security Administrator is designated as the Program Officer who shall be responsible for coordinating and overseeing the Policy. The Program Officer may designate other representatives of the Institution to oversee and coordinate particular elements of the Policy. Any questions regarding the implementation of the Program or the interpretation of this document should be directed to the Program Officer or his or her designees.

Scope:

The Information Technology Security Policy applies to any record containing nonpublic financial information about a student or other third party who has a relationship with the Institution, whether in paper, electronic or other form, that is handled or maintained by or on behalf of the Institution or its affiliates. For these purposes, the term nonpublic financial information shall mean any information (i) a student or other third party provides in order to obtain a financial service from the Institution, (ii) about a student or other third party resulting from any transaction with the Institution involving a financial service, or (iii) otherwise obtained about a student or other third party in connection with providing a financial service to that person.

Policy:

1. ***Risk Identification and Assessment.*** The Institution intends, as part of the Policy, to undertake to identify and assess external and internal risks to the security, confidentiality, and integrity of nonpublic financial information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of such information. In implementing the Policy, the Program Officer will establish procedures for identifying and assessing such risks in each relevant area of the Institution's operations, including:
 - *Employee training and management.* The Program Officer will coordinate with representatives in the Institution's Human Resources and Financial Aid offices to evaluate the effectiveness of the Institution's procedures and practices relating to access to and use of student records, including financial aid information. This evaluation will include assessing the effectiveness of the Institution's current policies and procedures in this area.
 - *Information Systems and Information Processing and Disposal.* The Program Officer will assess the risks to nonpublic financial information associated with the Institution's information systems, including network and software design, information processing, and the storage, transmission and disposal of nonpublic financial information. This evaluation will include assessing the Institution's current policies and procedures relating to Acceptable Use Policy, Information Technology

Security Policy, and Records Retention Policy. The Program Officer will also assess procedures for monitoring potential information security threats associated with software systems and for updating such systems by, among other things, implementing patches or other software fixes designed to deal with known security flaws.

- *Detecting, Preventing and Responding to Attacks.* The Program Officer will evaluate procedures for and methods of detecting, preventing and responding to attacks or other system failures and existing network access and security policies and procedures, as well as procedures for coordinating responses to network attacks and developing incident response teams and policies. In this regard, the Program Officer may elect to delegate to a representative of the Department of Information Technology the responsibility for monitoring and participating in the dissemination of information related to the reporting of known security attacks and other threats to the integrity of networks utilized by the Institution.
2. ***Designing and Implementing Safeguards.*** The risk assessment and analysis described above shall apply to all methods of handling or disposing of nonpublic financial information, whether in electronic, paper or other form. The Program Officer will, on a regular basis, implement safeguards to control the risks identified through such assessments and to regularly test or otherwise monitor the effectiveness of such safeguards. Such testing and monitoring may be accomplished through existing network monitoring and problem escalation procedures.
 3. ***Overseeing Service Providers.*** The Program Officer shall coordinate with those responsible for the third party service procurement activities among the Department of Information Technology and other affected departments to raise awareness of, and to institute methods for, selecting and retaining only those service providers that are capable of maintaining appropriate safeguards for nonpublic financial information of students and other third parties to which they will have access. These standards shall apply to all existing and future contracts entered into with such third party service providers, provided that amendments to contracts entered into prior to June 24, 2002 are not required to be effective until May 2004.
 4. ***Adjustments to Program.*** The Program Officer is responsible for evaluating and adjusting the Program based on the risk identification and assessment activities undertaken pursuant to the Program, as well as any material changes to the Institution's operations or other circumstances that may have a material impact on the Program.

Information Security Incident Response Policy

Purpose:

According to [Texas Senate Bill 122](#) Section 48.102 the university “shall implement and maintain reasonable procedures, including taking any appropriate corrective action, to protect and safeguard from unlawful use or disclosure of any sensitive personal information collected or maintained in the regular course of business.”

The purpose of this policy is to provide the basis of appropriate response to incidents that threaten the confidentiality, integrity, and availability of university digital assets, information systems, and the networks that deliver the information.

Scope:

The Information Security Incident Response Policy applies to all users of the Trinity computing network.

Policy:

Intrusion attempts, security breaches, theft or loss of hardware and other security related incidents perpetrated against the University must be reported to Information Technology Services. Anyone with knowledge or a reasonable suspicion of an incident which violates the confidentiality, integrity, or availability of digital information will make an immediate report to the following e-mail address infosec@trinity.edu. Upon notification of an incident the Information Security Administrator will investigate and, as needed, escalate, remediate, or refer to others. The incident will be documented providing a general description of events, approximate timelines, parties involved, resolution of the incident, external notifications required and recommendations for prevention and remediation. All external notification must be approved by the V.P. for Information Resources and Administrative Affairs and carried out in accordance with [Texas Senate Bill 122](#) known as the Identity Theft and Protection Act.

Definitions:

The **Trinity Computing Network** is the group of stations (computers, telephones, or other electronic devices) owned or operated by Trinity University, connected by communications facilities owned or operated by Trinity University for exchanging information. Connection can be permanent, via cable, or temporary, through telephone or other communications links. The transmission medium can be physical (i.e. fiber optic cable) or wireless (i.e. satellite, radio or otherwise).

Sensitive Personal Information as defined by the [Texas Senate Bill 122](#) means, “an individual’s first name or first initial and last name combination with any one or more of the following data elements (when the name or data element is not encrypted):

- Social security number
- Driver’s license or government issued identification number
- Account number or credit or debit card number in combination with any required security code, access code, or password that would permit access to an individual’s financial account.
- Does not include publicly available information that is lawfully made available to the general public from the Federal government or a state or a local government” (2-3).

Examples of Security Incidents:

- The theft of physical loss of computer equipment known to store SSNs
- Loss or theft of PDA, BlackBerry or other mobile device
- A server known to have sensitive data is accessed or otherwise compromised by an unauthorized party

- A firewall accessed by an unauthorized entity
- A DDoS (Distributed Denial of Service) attack.
- The act of violating an explicit or implied security policy
- A virus or worm uses open file shares to infect from one to hundreds of desktop computers
- An attacker runs an exploit tool to gain access to a University server's password file

Texas. Legislature of the State of Texas. Identity Theft Enforcement and Protection Act.
By Juan Hinojosa. 2005. 27 Mar. 2007 <http://www.legis.state.tx.us/tlodocs/79R/billtext/pdf/SB00122F.pdf>

Cell Phone Purchasing Policy

Purpose:

To provide guidance to departments and employees regarding cell phone purchases and services supplied by Trinity University.

Scope:

The Cell Phone Purchasing Policy applies to anyone currently possessing or purchasing a cell phone or device through a Trinity University account or with Trinity University funds.

Policy:

- Cell phones purchased with a Trinity Account should be approved by ITS prior to purchase. Information Technology Services will be unable to support unapproved cell phones.
- AT&T Wireless (formerly Cingular) will be the provider for cellular services for Trinity University. Cell phones that are currently operating under a different service provider should be migrated to AT&T once the current contract expires.
- Cell phone rate and data plans should be coordinated with ITS.
- Each purchasing unit will be responsible for the payment of each cell phone belonging to their department, including change of plans and porting fees.
- For lost or stolen cell phones, the end user is responsible for notifying the department head and ITS. The end user is responsible for filing a lost or stolen property report with Trinity University campus safety.
 - Any cell phone (including Blackberry, iPhone) supported by AT&T will likely be supported by ITS.

How to switch from your current provider:

Please contact the Manager of Telecommunications in ITS (x7414). Please be ready to provide the following information.

- Cell phone number.
- Current provider.
- Cell phone account number.
- Expiration date of current contract.
- Name on current account.
- Current voice and data rate plan.
- New cell phone model you have selected from www.cingular.com.
- Department account number that new service plan and equipment will be charged to.

Proper disposal of cell phones no longer in use:

Cell phones and cell phone equipment purchased through Trinity University accounts or with Trinity University funds that have been replaced and or are no longer in use should be sent to Trinity Information Technology Services (ITS) for proper disposal.

Before cell phones are turned over to ITS for disposal, a reasonable attempt should be made to delete and erase all information from the phone. ITS will then wipe clean the memory of the phone again before properly disposing of it.

Administrator Access Policy

Purpose:

This document defines Trinity University's policy regarding local administrator rights to Trinity University owned workstations.

The University is committed to providing members of Trinity community with reliable technology in stable operating condition while appropriately addressing the University needs and maintaining University system integrity and data security.

Scope:

The Administrator Access Policy applies to all users who are granted "Administrator" access on Trinity University owned computers or workstations.

Policy:

By default all Trinity Faculty/Staff members are assigned General access level rights on their individual workstations. Exceptions may be granted to Faculty/Staff members who require Administrator level access to perform job related tasks.

Individuals may request administrator level access through the ITS Helpdesk (helpdesk@trinity.edu or x7409) and sign the Request for Administrator Access document (provided by ITS), acknowledging that they have read the Use of Trinity University Computing Network policy and Administrator Access policy. The use of these rights and the level of access to the workstation are to be in accordance with the "Use of Trinity University Computing Network" policy.

Guidelines:

- Trinity University workstations are university property and are intended for university business.
- Individuals should only install software related to university business.
- Individuals should not install software that may damage files and expose Trinity University's network to virus attacks and malicious coding.
- Individuals should refrain from installing software which may monopolize local processor power, resulting in noticeable system slowdown or degradation of performance.
- Individuals should not install applications that may establish network share protocols which result in an increase in bandwidth utilization as this may cause network congestion and degradation of network performance across wide areas of the campus.
- Individuals should not download or install applications (software) that are illegal or not licensed on university owned equipment.
- Individuals who download or install applications (software), other than those included in the standard configuration for all university computers, are responsible for retaining documentation of appropriate licenses. Individuals are also responsible for re-installing this non-standard software if necessary.

Support:

- Non-standard software will be removed as part of a normal repair process if necessary to restore system functionality.
- In the event of computer or network performance issues associated with a computer enabled with administrator level access, ITS will only restore the computer to the standard configuration for all university computers.

- The occurrence of repeated instances of OS integrity problems may result in the removal of administrator level access in order to prevent continued challenges in supporting the computer.

Definitions:

Administrator access level allows the user to have complete and unrestricted access to the computer. This includes the ability to install any hardware or software, edit the registry, manage the default access accounts and change file level permissions. Manipulating these may cause serious stability issues with your system.

General access level allows most administrative powers with some restrictions. Installation of software or hardware that makes changes to the underlying operating system will require the assistance of ITS. General Access Level will generally assure the highest level of stability for a computer.

Student Computer Service Center Policy

Purpose:

The purpose of the Student Computer Service Center Policy is to provide guidelines for students administering and receiving computer and network related services.

Scope:

The Student Computer Service Center policy applies to Residential Computer Consultants (RCC) and students.

Policy:

RCC Responsibilities

RCCs are required to:

- Conduct themselves in a professional manner when servicing student machines.
- Respect and protect the privacy of student data.
- Present, discuss, and have student sign a TigerNet Service Invoice.
- Contact student through Trinity email when service has been completed.
- Avoid conflicts of interest with the University, *e.g.*, by offering competing services to the students.

Student Responsibilities

Students receiving computer assistance will:

- Pick up their computer within one class day of being notified that the service has been completed.
- Stay with the RCC in the residence hall room until the tasks are completed – leaving the RCC alone to service a computer will terminate the service in progress, requiring the student to seek assistance at a later date.
- Provide a smoke free working environment in the residence hall room without obstacles in and around the work area.
- Pay the required fees listed in the Residential Network Fee Schedule.

Services and Associated Fees

When servicing student computers the [Student Computing Services Fee Schedule](#) will apply to the services rendered.

Please see the [Student Computing Services Fee Schedule](http://www.trinity.edu/its) (<http://www.trinity.edu/its>) for the current fee associated with the following services:

- Reinstalling operating system
- Software installation
- Virus/Spyware/Adware removal
- Port deactivation /reactivation

Please note that hardware removal or installation is not supported.

Reinstalling Operating Systems

Reinstalling operating systems may be necessary if damage to the existing operating system occurs through virus infection, intrusion by a hacker, or spyware related programs, to name a few. A student may either have a Residential Computer Consultant (RCC) or ITS technician reinstall the operating system for the fee listed above, or may choose to reinstall the operating system him or herself.

Whether an RCC or ITS technician reinstalls the operating system or the student reinstalls the operating system, the student is responsible for backing up the data he or she wishes to keep. RCCs will not be responsible for backing up data.

If a student chooses to have his or her operating system reinstalled by an RCC or ITS technician, the software and license must be legitimately owned by the student or licensed through the university.

Trinity University provides all students with the software and instructions necessary to perform an installation of supported and university provided software. These materials can be found at the Circulation Desk located on the third floor, main entrance level, of the Elizabeth Huth Coates Library.

Before installing such software, the person conducting the installation should:

- Verify that the computer meets the minimum hardware criteria. These criteria may be found at <http://www.trinity.edu/its/faqs/faq.asp?ID=88>.
- Select “Check System Compatibility” from the Welcome to Windows installation window. Instructions for checking system compatibility are included in the “Installing Windows – New Installation and Upgrading to Windows” instruction packets that can be acquired from the Circulation Desk located on the third level of Elizabeth Huth Coates Library.
- Assure that drivers for hardware devices are available for the Windows version being installed. In some cases, hardware drivers for specific devices will not be available for Windows or will be available only on the hardware manufacturer’s web site.
- Similarly the above applies to university provided software for the Apple platform.

RCCs or ITS technicians who reinstall an operating system will ensure that drivers to any hardware that was determined to be compatible with the software are installed and functioning correctly. The RCC or ITS technician will also ensure that Symantec Anti-Virus software is installed and configured appropriately on the (Windows) machine before the project will be considered completed. Only with reinstallations of operating systems performed by an RCC or ITS technician will a student not be charged for the installation of Symantec Anti-Virus software.

Software Installation

Software installation refers to anti-virus, Microsoft, or MAC software that is legitimately licensed to the student or licensed through Trinity University for student use. Examples include Microsoft Office products, Symantec Anti-Virus Corporate Edition. Trinity University technicians or RCC’s will not install other types of software such as games, AIM, or BitTorrent clients.

Virus, Spyware, and Adware Removal

Malicious code and spyware can dramatically affect a computer’s performance. Such code includes viruses, worms, and spyware. To learn more about the differences among these types of malicious code, see [Understanding the Difference between Trojan Horses, Viruses, Worms, and Spyware](http://www.trinity.edu/its/policies/understandingdifferences.asp) (<http://www.trinity.edu/its/policies/understandingdifferences.asp>).

While some malicious code can be removed without also installing software, the removal of spyware will require software to be installed on the computer in question and configured properly for effective cleaning.

Trinity cannot guarantee a student’s machine will function normally after the computer has been cleaned and cannot be held liable for the loss of intellectual data or integrity of the computer’s operating system. If the computer is experiencing residual effects after the malicious code has been removed, the computer’s operating system may have to be reinstalled. If the student’s operating system is functioning abnormally the student will be encouraged to reinstall it or have an RCC or ITS technician reinstall it.

Port Deactivation and Reactivation

Port deactivation can occur for, but is not limited to, a violation of the Acceptable Use policy. One of the main reasons that a port may be disabled would be if the Information Technology Services Department determines that a student's PC is infected with malicious code. The port to that machine will be turned off until that machine has been cleaned. The computer can be cleaned by an RCC, a technician from the university's ITS department, or by an outside source. If someone other than Trinity personnel cleaned the system, that computer must be inspected by a Trinity representative prior to accessing or connecting it to TigerNet.

Port deactivation may also occur for violations of copyright as in the illegal downloading of music, games, movies and other such media.

There is a charge for port reactivation. (See ResNet Fees Schedule)

Something to Consider

RCCs will attempt to resolve software related issues. However, depending on the degree of damage sustained to a computer's operating system by malicious code or a file corruption, there may be residual effects that inhibit application features or reduce system performance. RCCs and Trinity University cannot be held liable either for virus infections or how the operating system responds to the removal.

Beware! If an issue has been resolved, such as spyware removal, it is possible and quite common for the same or similar problem to return quickly depending on the student's Internet surfing and computing habits. If an RCC has to remove a virus or spyware problem again, the situation will be treated as a separate work order with the appropriate fees charged to the student.

Definitions:

An **RCC** is a Resident Computer Consultant. RCC's are students hired by Information Technology Services to assist students with their network configuration and connection to TigerNet. A student with connectivity issues may contact the Helpdesk x7409 or helpdesk@trinity.edu to receive assistance from an RCC.

Computing Lab Policy

Purpose:

Trinity University maintains computing labs for academic, instructional, research, administrative and public service purposes. This policy is in place to ensure that the computing labs are kept functioning at an optimal level of effectiveness for all users.

Scope:

All persons using Trinity University Computer Labs and equipment must abide by this policy. Violation of these policies may result in loss of computer lab privileges and other disciplinary action as described in the various handbooks issued by the University to students, faculty, and staff.

Policy:

- Persons using laboratory equipment must have a Trinity University ID card valid for the current semester and must be able to produce the card upon request.
- University computer labs must be used in a manner consistent with the policies of Trinity University including the "Acceptable Use Policy".
- All persons using the lab are responsible for backing up their own data and protecting their own information.
- Printing from lab machines can be sent to a (Tiger Card's) Pharos Print station. A Trinity University Tiger Card or guest print card will be needed to purchase printing.
- Food, beverages, tobacco use, weapons, firearms or animals, except service animals, are prohibited in the labs.
- Audio output or sound playing devices are permitted only with the use of headphones.
- Use of two-way communication devices are prohibited in the labs. Ringers and alarms on these devices should be turned off or set to vibrate while in the labs.
- Children are permitted in labs only if accompanied by a TU faculty or staff.
- Whenever others are waiting, computer use is restricted to one-hour sessions.
- Games that are part of class assignments are subjected to the time limits stated above.
- ITS lab equipment may not be used for business purposes or in any for-profit venture.
- Disabling computers by disconnecting cables, removing hardware, applying software locks or locking workstations will be considered vandalism and treated as such under University policy.
- ITS employees, including ITS student workers, are responsible for maintaining order in the labs. Anyone violating these policies, or disturbing others in any way, will be asked to leave.
- Persons with special needs requiring special access to computer laboratory equipment may contact Coordinator of Disability Services @999-7411.

Patch Management Policy

Purpose:

Security vulnerabilities are inherent in computing systems and applications. These flaws allow the development and propagation of malicious software which can disrupt normal business operations in addition to placing university data at risk. In order to effectively mitigate this risk, software “patches” are made available to remove a given security vulnerability.

Given the large number of computer workstations and servers that comprise the Trinity University network, it is necessary to utilize a comprehensive patch management solution that can effectively distribute security patches automatically when they are made available. The patch management solution has the ability to evaluate individual computer workstations and servers for vulnerabilities. Patches may then be automatically installed and, when necessary, the affected machine rebooted.

Effective security is a team effort involving the participation and support of every Trinity University employee and affiliate who is a user of the Trinity University computer network.

Scope:

This policy applies to employees, contractors, consultants, temporaries, and other workers at Trinity University including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Trinity University such as all electronic devices, servers, application software, computers, peripherals, routers, and switches.

Policy:

Many computer operating systems such as Microsoft Windows, Linux, Mac OS and others include software application programs which may contain security flaws.

Occasionally, one of those flaws permits a hacker to compromise a computer. A compromised computer threatens the integrity of the network and all computers connected to it. Almost all operating systems and many software applications have periodic security patches released by the vendor that need to be applied. Patches which are security related or critical in nature should be installed.

- In the event that a critical or security patch can not be centrally deployed by ITS, it must be installed in a timely manner using the best resources available.
- In the case of non Microsoft desktop operating systems where a centralized deployment is not available then installation should occur in a timely manner by a member of User Support Services or Network, Security, and System Services personnel or the end user.

Failure to properly configure new workstations is a violation of this policy. Disabling, circumventing or tampering with patch management protections and/or software constitutes a violation of policy.

Definitions:

The **Microsoft Windows Server Update Services (WSUS)**: enables information technology administrators to deploy the latest Microsoft product updates to computers running Microsoft windows Server 2003, Microsoft Windows® XP with Service Pack 1, and Windows 2000 with Service Pack 4 operating systems. By using WSUS, administrators can fully manage the distribution of updates that are released through Microsoft Update to computers in their network.

The WSUS server provides the features that administrators need to manage and distribute updates through the WSUS Administration Console, which can be installed and accessed on any Windows computer in the Trinity domain. It works by controlling the Automatic Updates applet already present on

all Windows machines. Instead of many machines at Trinity all going to Microsoft's website to download updates, the WSUS server downloads all updates to an ITS owned server and workstations on the Trinity domain look for updates.

Push Technology is used in client/server applications, to send data to a client without the client requesting it.

Web Privacy Statement

Trinity University has adopted this Web Privacy Statement in order to inform users of University policies with respect to information collected on this website. Your use of this website constitutes your acceptance of this Privacy Statement and your consent to the practices it describes.

Your Privacy

Trinity University is committed to respecting your privacy and recognizing your need for appropriate protection and management of the personally identifiable information you share with us. The purpose of this Privacy Statement is to let you know what personally identifiable information we may collect from you when you visit our website, how we use such information.

Information We Collect

There are three types of information that may be collected during your visit: Network traffic and Web server logs, cookies, and information voluntarily provided by you.

Network Traffic and Web Server Logs

In the course of ensuring network security and consistent service for all users, the University may use software programs to do such things as:

- Analyze network traffic
- Identify unauthorized access
- Detect computer viruses and other software that might damage University computers or the network
- Monitor and maintain the performance of the University network

In the course of such monitoring, these programs may detect such information as e-mail headers, addresses from network packets and other information. Information from these activities is used solely for the purpose of maintaining the security and performance of the University's networks and computer systems. Personally identifiable information from these activities is not released to external parties unless required by law.

The University Web servers collect and store information from Web site visitors to monitor Web site performance and to improve service. This information includes the following:

- Page visited
- Date and time of the visit
- Domain name or IP address of the referring site
- Domain name and IP address from which the access occurred
- Version of browser used and the capabilities of the browser

The University makes no attempt to identify individual visitors from this information: any personally identifiable information is not released to external parties unless required by law.

Cookies

Cookies are small bits of data stored on your hard drive on behalf of a Web site and returned to the Web site on request. This site may use cookies for two purposes: to carry data about your current session at the site from one Web page to the next, and to identify you to the site between visits. If you prefer not to receive cookies, you may turn them off in your browser, or may set your browser to ask you before

accepting a new cookie. Some pages may not function properly if the cookies are turned off. Unless otherwise notified on this site, we will not store data, other than for these two purposes:

Information Voluntarily Provided by You

In the course of using this web site, you may choose to provide us with information to help us serve your needs. Such as:

- Name, address, phone, fax, email address of purchasing party
- Name, address, phone, fax, email address of order recipient
- Credit card information (card type, number, expiration date and owner's name) of purchasing party

We will not sell, exchange or otherwise distribute your personally identifiable information without your consent, except to the extent required by law.

Our Commitment To Data Security

To prevent unauthorized access to your personal data, maintain data accuracy, and ensure the correct use of information, we have put in place physical, electronic, and managerial procedures to safeguard and secure the information we collect through this website.

External Links

Trinity University sites provide links to other World Wide Web sites or resources. We do not control these sites and resources, do not endorse them, and are not responsible for their availability, content, or delivery of services. In particular, external sites are not bound by the University's Web privacy policy; they may have their own policies or none at all.

Changes to this Privacy Statement

We will occasionally amend this Privacy Statement. We encourage you to periodically review this policy to be informed of how we are committed to protecting your information and providing you with improved content on our website.

Questions about Our Privacy Statement

If you have questions about this site, its collection of information, and its Web privacy statement, contact the Trinity Helpdesk at: helpdesk@trinity.edu.

Virtual Private Network (VPN) Policy

Purpose:

The purpose of this policy is to provide guidelines for (Virtual Private Network) connections to access Trinity University's internal network. Trinity University's VPN server is designed to provide off campus access to network resources available on the Trinity campus. Using the VPN server to access Internet resources external to Trinity University is not recommended.

Scope:

This policy applies to employees with demonstrated need to access resources internal to the campus network.

Policy:

- VPN access is available using university owned and approved laptops installed with a VPN client distributed by ITS. All requests for this service must be made by completing the VPN Access Request Form and approved by ITS. This form is available via the University Help Desk.
- By using the VPN technology employees must understand that university laptops are a defacto extension of the Trinity University network, and as such are subjects to the same rules and regulations that apply to university computers on campus.
- VPN gateway/concentrators will be set up and managed by ITS.
- Users of this service are responsible for procurement and cost associated with acquiring basic Internet connectivity, and any associated service issue. VPN services work best over broadband connections (cable modem or DSL).
- It is the responsibility of the employee with VPN privileges to ensure that unauthorized users are not allowed access to the Trinity University campus networks.
- VPN access is controlled using an ID and password issued by the university for authentication.
- All VPN services are to be used solely for the approved business and/or academic support purpose. All users are subject to auditing of VPN usage.
- VPN users may be automatically disconnected from the Trinity network after fifteen minutes of inactivity.
- Disk encryption software will be installed on the laptop to safeguard information stored on the laptop.
- Current VPN software is available for Windows and Mac OS.
- All computers connected to the Trinity Network via VPN must use the university approved virus software and are subject to scanning before establishing a connection.

Definitions:

Virtual Private Network (VPN) is a method for accessing a remote network uses encryption and tunneling to connect users securely over a public network, usually the Internet.

ELECTRONIC COMMUNICATION

E-Mail:

The Trinity e-mail system is an official means of communication. The university views communication via e-mail to constitute being duly informed for faculty, staff and students. Reading e-mail and checking one's e-mail is thus an obligation for all faculty, staff and students. Having one's university e-mail forwarded to an off-campus account does not alter this obligation.

The Trinity University e-mail system is a delivery system for communication and does not constitute a long term storage system for documents delivered by e-mail. While the system is backed up each 24 hours, back-up tapes are only retained for 72 hours. Backup tapes do not constitute archival storage, and are not searchable. They are used to restore mailboxes in the event of system "crashes". The University does provide archival storage of e-mail for two weeks. E-mail more than two weeks old will be deleted from the archives. Thus, the e-mail system ought not to be relied upon for the long-term retention of official records of the university. The university provides storage systems outside of the e-mail system for such longer term retention. Storing such records may alternatively be accomplished by saving them to a CD, DVD, flash drive or printing them.

Voice Mail:

As with e-mail, voice mail records are retained for two weeks. The VoIP telephone system cannot serve as a long term storage system for important voice mail communications. The retention of voice mail for the longer term may be accomplished by utilizing the university network storage system or copying such files to CD, DVD or flash drive.

Documents:

Documents created by any user for which one needs reliable storage should utilize the university network based storage system and not rely solely on a copy stored on a local hard drive. Alternatively, such documents may be printed and stored.

Privacy:

Trinity operates the e-mail system with full respect for privacy and confidentiality in accordance with relevant laws, regulations and university policy. While Trinity permits limited personal use of the e-mail infrastructure, those availing themselves of such privilege are subject to the same rules, regulations laws and policies as university business e-mail.

The custodians of the e-mail system must not inappropriately access or disclose the content of mail on the university e-mail system unless required by law to disclose such contents or in certain circumstances only with the permission of the university President. For example: When the correspondent is unavailable and the information is necessary for the conduct of university business or in a health or safety emergency.

E-Mail Accounts:

Graduates of Trinity will have their e-mail accounts disabled following one year post graduation. Individuals resigning from Trinity staff will not have access to their University provided e-mail account effective on the date of resignation. Trinity faculty designated "professor emeritus" will be provided a Trinity e-mail account for life unless that account is abused in violation of University policies or if dormant and unused for more than one year.

Log Retention:

DHCP and IP logs are retained for one week.

Definitions:

DHCP – Dynamic Host Configuration Protocol – Used by network devices to obtain the parameters required for operation in an Internet Protocol network

IP Address – Internet Protocol – The address of the client on the Internet. Essentially identifies the client making any given connection to a site. Every computer connected to the Internet has an IP address which enables the identification of that computer.