



PRAIRIE VIEW A&M UNIVERSITY


A Member of the Texas A&M University System

September 2, 2020

OFFICE OF BUSINESS AFFAIRS MEMORADUM FY 21-09

Distributed via Campus Email

To: All Employees

From: Cynthia Carter-Horn 
Senior Vice President for Business Affairs

Re: Annual Employee Notices

Employees of Prairie View A & M University should be aware of certain Federal and State employment-related laws, as well as policies and regulations of The Texas A&M University System, rules and procedures of the University, and other information that may impact the work environment. The following Texas A&M System regulations are required to be distributed to all employees. Please take a few minutes to review these regulations.

For your convenience, Human Resources has compiled summaries and links to information that require annual posting. Most of these notices are specific to benefits-eligible employees, however, all employees are encouraged to access the [Annual Employee Notices](#) in order to review.

If you have questions about the information provided, please feel free to talk with a staff member from the Office of Human Resources.

- **Equal Employment Opportunity (EEO)** federal regulations require that contractors and subcontractors may notify employees and applicants of their EEO rights electronically and must provide employees with knowledge that the electronically posted notice is otherwise accessible. EEO notices are available in [English](#) and in [Spanish](#). The EEO Law Poster Supplement is available in [English](#) and [Spanish](#). Also, refer to [A&M System Policy 08.01](#) & [08.01.01 A&M System Civil Rights Compliance Regulation](#).
- **Compensatory Time Notice** in accordance with Texas Government Code Section 659.023, we are required to provide employees with information regarding the state's policy on compensatory time. System Regulation 31.01.09 <http://policies.tamus.edu/31-01-09.pdf>.
- **Drug and Alcohol Abuse and Rehabilitation Programs** - The Texas A&M University System recognizes the cost of substance abuse to the workplace and is committed to maintaining a safe and healthy environment for all employees. Policies and regulations have been developed to

minimize accidental injuries to persons or property; minimize absenteeism and tardiness, and improve the effective job performance and productivity of all employees; identify resources for alcohol or drug rehabilitation for all employees when appropriate; and provide a program designed to prevent the use of illicit drugs and the abuse of alcohol. The awareness and prevention program notice may be viewed by accessing <http://policies.tamus.edu/31-02-01.pdf> for more information.

- **HIV/AIDS in the Workplace** - The Texas Department of Health (TDH) offers the HIV/AIDS in the Workplace brochure located at <http://www.tamus.edu/assets/files/hr/forms/hivworkplace.pdf> in order to educate about HIV/AIDS in the workplace. The Human Immunodeficiency Virus Service Act, Chapter 85, Texas Health and Safety Code, specifies that workplace guidelines be established to ensure that the rights and privileges of individuals infected with the Human Immunodeficiency Virus (HIV) are protected. Please see System Regulation [34-04-03 HIV AIDS in the Workplace and Learning Environment](#).
- **Notice of Privacy Practices for Medical Information** a federal regulation, the Health Insurance Portability and Accountability Act of 1996 requires that we provide detailed notice in writing of our privacy practices. This notice describes how medical information about you may be used and disclosed and how you can get access to this information. [16.01.02 Privacy](#).
- **Annual Security and Fire Safety Report:** The Clery Act requires colleges and universities that receive federal funding to disseminate a public annual security and fire safety report to employees and students every October 1st. This ASR includes statistics of campus crime for the preceding 3 calendar years, plus details about efforts taken to improve campus safety. [Annual Security and Fire Safety Report](#).
- **Families First Coronavirus Response Act (FFCRA):** This notice located at https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf explains certain employers are required to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions apply from April 1, 2020 through December 31, 2020.
- **Standards of Conduct; State Agency Policy**
 - [Standards of Conduct; State Agency Ethics Policy](#)
 - [Employee Standards of Conduct](#)
 - [Prohibited Acts of Agencies and Individuals](#)
 - [Use of Motor Vehicle](#)
- **Title IX Compliance:** The U.S. Department of Education's [Office for Civil Rights](#) (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: *No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.* <https://www.pvamu.edu/titleix/>.

Important Reminders

- **External Employment Application and Approval Form**

All Faculty and Staff are required to complete either the External Employment Application (Staff) or External Employment and Consulting application (Faculty) forms each fiscal year.

If an employee's external employment status changes during the fiscal year, it is the employee's responsibility to fill out a new External Employment Application or External Employment and Consulting application.

External Employment Application and Approval Form (Staff) [PDF](#)

Faculty Consulting and External Professional Employment Application and Approval (Faculty) [PDF](#)

- **Reporting Arrests, Charges or Convictions:** Prairie View A&M University (PVAMU) may perform criminal background history checks of internal and external applicants for employment and shall perform criminal background checks of all finalists for appointment at PVAMU. PVAMU may perform checks on existing employees as provided by [PVAMU Rule 33.99.14.P1 Criminal History Record Information – Employee and Applicants](#). Employees must pay particular attention to the reporting guidelines outlined in Section 5 of this Rule for arrests, charges or convictions.
- **Review of Personal Data in Workday:** Please view and/or update your personal data, including disability and veteran status in **Workday**, accessible through <https://sso.tamus.edu>.
View Profile => Actions => Personal Data => Change Self-Identification of Disability – OR –Change My Veteran Status Identification
- **Employee Assistance Program (EAP):** This confidential counseling service is available to System Office staff and your benefit-eligible dependents who may be experiencing personal or work place difficulties. <https://www.guidanceresources.com/groWeb/login/login.xhtml>