

COMPLIANCE MATTERS

*Office of University Compliance
Newsletter*



**PRAIRIE VIEW
A&M UNIVERSITY**



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COVID ON CAMPUS

For news and updates related to COVID on Campus, please visit <https://www.pvamu.edu/coronavirus/>

All PVAMU employees are required to follow the guidance provided on January 12, 2021 for the Spring 2021 semester. Guidance can be found by visiting <http://www.pvamu.edu/coronavirus/wp-content/uploads/sites/191/2021/01/Employee-COVID-19-Spring-2021-Guidance-11.12.21.pdf>

Reminder: If you have been diagnosed with the novel coronavirus (COVID-19), call the Student Health Center at 936-261-1410 or the Coronavirus Hotline at 936-261-9000. You are not permitted on any of the university's campuses until you are cleared by your doctor and the Student Health Center. If you suspect that you have been in contact with someone with COVID-19, call 211 from your cell phone immediately, and then call the Student Health Center or Coronavirus Hotline at 936-261-9000.



UPDATED POLICIES AND PROCEDURES

The following policies regulations, rules and university administrative procedures (UAP's) have been created or updated between August 2020 and December 2020. Additions and changes are typically made due to a scheduled review, a relevant change in law or statute or for clarification purposes. To ensure that you always have the most up-to-date information regarding policies, regulations, rules or UAP's be sure to bookmark the [System Policy and Regulation Library](#) and the [PVAMU Policy Library](#).

Governance:

[01.03 Appointing Power and Terms and Conditions of Employment](#)

Ethics:

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[07.03.01 Political Campaign Events in Facilities Under the Control of the Texas A&M University System](#)

Civil Rights Protections and Compliance:

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[29.01.04.P0.01 Accessibility of Electronic and Information Resources](#)

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[31.01.02 Fair Labor Standards](#)

[31.02.13 Wellness Programs \(System\)](#)

[31.02.13.P0.01 Wellness Program \(PVAMU\)](#)

[31.04 Holidays](#)

[31.05.01.P1 Faculty Consulting and External Professional Employment changes](#)

[31.02.99.P0.01 Workers Compensation Insurance](#)

Employment, Standards of Conduct

[33.99.05 Part-Time Employment](#)

[33.99.06 Administration of Multiple Employment](#)

Safety of Employees and Students

[34.02.01 Drug and Alcohol Abuse and Rehabilitation Programs](#)

NEW [34.07.02 Business Continuity Plans](#)



NEPOTISM- POLICY 07.05

PVAMU will be implementing additional procedures effective in Spring 2021 related to the nepotism policy.

A detailed set of procedures will be provided to all faculty/staff (including student workers) in Spring 2021. These procedures will include completion of an annual disclosure form that will be reviewed to ensure potential conflicts of interest are addressed and resolved. Additionally, HR will require hiring supervisors to confirm they have reviewed and resolved any new hire disclosures determined to fall under the nepotism policy prior to an offer being extended verbally or in writing.

Supervisors will also be required to complete trainings related to the nepotism policy and emphasizing the importance of adhering to policy, especially as it pertains to approving timesheets and student employment hiring documents.



SPRING SPORTS AT PVAMU

Spring 2021 sports season is set to begin and PVAMU Athletics has created [Spring 2021 Gameday FAQs](#):

Q: Will fans be allowed to attend PV Panther Athletics competitions in the spring?

A: YES. Fans will be allowed. Per TAMUS System policy, we will be limited to 25% capacity in Panther Stadium, the Nicks Building, and all other Panther Athletics competition venues. Priority access to General Admission tickets will be given to current 2020-21 Season Ticket Holders and those who opted to convert their Season Ticket purchases to a donation.

Q: Will there be a Clear Bag Policy at Panther Stadium and the Nicks Building?

A: YES. We will implement a Clear Bag Policy at Panther Stadium and the Nicks Building. While we encourage fans not to bring any type of bags, we will permit fans to carry the following types of bags (One bag per person):- Tote bag, clear plastic, vinyl or PVC and do not exceed 12"x 6"x 12." - Clear plastic storage bag, one gallon, re-sealable.

Q: Will my seat location be impacted if social distancing is required for all fans attending Football and Basketball games?

A: YES. PV Athletics will be required to follow state, local and University guidelines and protocols for social distancing for all campus events. If your seats are impacted as a result of these policies, we will notify you of changes to your seat location. These changes are due to state, local and University guidelines, and not a permanent change to your season ticket location.

Q: When will the Ticket/Box Office be open if I want to come in person?

A: Monday-Friday, 9am to 5pm, and two hours prior to game time.

Q: When and how will I be able to change or upgrade my seats for the spring 2021 season?

A: Due to the circumstances surrounding COVID-19, we have eliminated the seat selection process for the spring 2021 football season.

Q: Will ticket sales and concessions be cashless?

A: Concession sales will be cash only. Cashless payments are accepted for Ticket sales inside the Nicks Building and Panther Stadium.

Q: When will the season ticket renewal process begin for the fall 2021 Football Season?

A: We will begin the season ticket renewal process on March 15.



EVERFI TRAINING ACROSS CAMPUS

EVERFI, an online training platform, is being utilized for various trainings across campus. These trainings include FERPA, Clery, Title IX, and Ethics for our faculty/staff, and trainings related to Alcohol/Other Drugs and Title IX for our students. All trainings that are completed for employees/faculty/staff will be uploaded into TrainTraQ to be included on employee training transcripts.

Here are some frequently asked questions related to EVERFI:

Q: How will I receive notification of my training assignment?

An email will be sent from Automated-message@EVERFI.net with a subject line "Online Course Assigned To You By Prairie View A&M".

Q: What courses will I be required to complete?

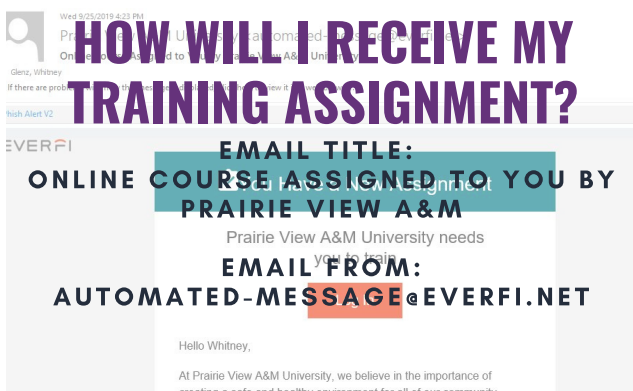
All employees will be assigned FERPA, Clery, Tools for an Ethical Workplace, and Bridges: Building a Supportive Community (Title IX). FERPA & Tools for an Ethical Workplace will be required every two years. Clery and Title IX training will be required on an annual basis.

Q: What if I do not complete my required trainings?

Your supervisor will be provided status reports of individuals that have not completed training.

Additionally, you can find resources and information related to EVERFI by visiting:

<https://www.pvamu.edu/universitycompliance/everfi-training/everfi-faqs/>



HOW DO I LOG IN?

VISIT:
[HTTPS://ADMIN.FIFOUNDRY.NET/PVAMU/SIGN_IN](https://admin.fifoundry.net/pvamu/sign_in)

CLICK:
PVAMU EVERFI LOGIN
& USE YOUR SINGLE SIGN ON CREDENTIALS



PVAMU OFFICE OF UNIVERSITY COMPLIANCE

“Building a Culture of Compliance” is what we are all about. We promote a culture that builds compliance consciousness and ethics into every employee’s daily work activities and decisions. We support and assist the university community by communicating, educating, monitoring and facilitating activities to ensure a strong university-wide compliance program. We are here to help you understand ethical and compliance issues and to find solutions. So please, review our intranet website information to learn more about our office, and do not hesitate to contact us if we can help.

We would like to welcome Melissa De Witt to the Office of University Compliance. She will serve as the main contact for all policies and procedures.

We are excited to have her in our office!



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