

STANDARD OPERATING PROCEDURES

**COOPERATIVE
EXTENSION PROGRAM
PRAIRIE VIEW A&M
UNIVERSITY**



DECEMBER

2015

Table of Contents

Table of Contents.....	2
Extension Terminology.....	9
Vision.....	9
Mission.....	9
History of Cooperative Extension.....	9
Overview of Cooperative Extension in Texas	11
Organizational Structure	11
Internal Organization and Structure.....	12
Dean and Administrator.....	12
Associate Administrator for State Operations	12
Director of Fiscal Operations.....	12
Human Resource Officer	12
Program Leaders	12
..... Provide leadership for planning, implementing, promoting and marketing all programs in the College of Agriculture and Human Sciences to include CEP, CARC and the academic unit. Conduct workshops, demonstrations and informal experiences to acquaint staff with various media usages and other methods and techniques of communications and information technology.	12
Program Specialists.....	13
Expanded Food and Nutrition Education Program (EFNEP).....	13
Extension Agent.....	13
Salary Guidance for County Programs.....	14-15
Administrative Assistants	13
Operating Guidelines for Joint County Extension Programs in Texas.....	13
Programs for Minors.....	14
Regulation Statements.....	14
Reason for Regulations.....	14
Procedures and Responsibilities.....	14 -17
Related Statutes, Policies or Requirements.....	17
Definitions.....	17-19
Appendix.....	19
Member Rule Requirements.....	20
Contact Office.....	20
Youth Leadership Laboratory Disclaimer.....	21
Checklist.....	22
Waiver Indemnification, and Medical Treatment Authorization Form.....	23-24
Health Information.....	25
Monitoring Expenditures	14
Procedure Statement	14
Reason for Procedure	14
Procedures for Processing CEP130 Request Forms	14
Procedures for Processing Receiving of Goods.....	14

Procedures for Processing Invoice for Payment of Goods or Services	15
Procedures for Distributing Supplies	15
Procedures for Distributing Equipment	15
Compiling and Distributing Monthly Budget Status Reports.....	15
Statement of Account Review	16
Accounting Procedures for Unit Fiscal Record Keeping.....	18
(Reconciliation/Verification Process).....	18
Procedure Statement	18
Reason for Procedure	18
Definitions.....	18
Expenditure of Funds.....	20
Procedure Statement	20
Reason for Procedure	20
Procedures.....	20
Related Statutes, Policies, or Requirements	20
Acquisition of Goods and/or Services	21
Procedure Statement	21
Reason for Procedure	21
Official Procedures and Responsibilities	21
Related Statutes, Policies, or Requirements	24
Definitions.....	24
Purchasing.....	25
Receiving Merchandise.....	25
Trainings	25
Cash Receipts.....	26
Procedure Statement	26
Reason for Procedure	26
Definition	26
Official Procedures and Responsibilities	26
Concur and Short's Travel	28
Travel Cards.....	28
Pre-trip Authorization Requests (PTA) for Employees	28
Travel Arrangements for Employees	29
Processing an Expense Report for Employees	31
Trip Cancellations	32

Vehicle Titles, License Plates, Registration and Conversions.....	33
Procedure Statement	33
Reason for Procedure	33
Procedures.....	33
Vehicle Inscription.....	38
Procedure Statement	38
Reason for Procedure	38
Procedures.....	38
Farm Equipment Operation and Maintenance	39
Procedure Statement	39
Reason for Procedure	39
Procedures.....	39
Use of State Vehicles	41
PVAMU Vehicles	41
Gaining Access to State Vehicles	41
Vehicle Insurance.....	42
Employee Liability.....	42
What to Do If Vehicle Mechanical Problems Develop	42
Risk Management	42
Internal Policies	43
University Golf Cart Utility Guidelines.....	43
Motor Vehicle Accident Reports	44
Procedure Statement	44
Reason for Procedure	44
Procedures.....	44
Related Statutes, Policies, or Requirements	44
Driver Requirements for the Use of Service Vehicles.....	45
Procedure Statement	45
Reason for Procedure	45
Procedures.....	45
Procurement Card and Business Travel Card Guidelines and Procedures	47
(Administrators, Program Leaders & Individuals with Grants & Special Projects).....	47
Program Area Unit Procedures for Purchasing.....	47
Surplus or Salvage Property	48
Procedure Statement	48
Reason for Procedure	48

Definition	48
Official Procedures and Responsibilities	48
Related Statutes, Policies, or Requirements	50
Inventory Procedures	51
Procedure Statement	51
Reason for Procedure	51
Definition	51
Official Procedures and Responsibilities	51
Employee Termination and Inventory	53
Procedure Statement	53
Reason of Procedure	53
Procedures	53
Occupational Safety and Health	55
Procedure Statement	55
Reason for Procedure	55
Procedures	55
Related Statues, Policies or Requirements.....	57
Telephone Use and Cellular Communication Devices and Services.....	58
Procedure Statement	58
Reason for Procedure	58
Official Procedures	58
Related Statutes, Policies, or Requirements	59
Definitions.....	60
Official Mail	61
Procedure Statement	61
Reason for Procedure	61
Procedures.....	61
General Regulations.....	61
Appropriate Use of Official Mail.....	61
Prairie View University Seal	62
Mailing List.....	62
Return Address.....	62
Postage and Supplies.....	62
Excess Weight of First Class Mail.....	62

First Class Postcards	62
CEP Student Worker Orientation	63
Email Retention and Service.....	64
Procedure Statement	64
Reason for Procedure.....	64
Procedures.....	64
Definitions.....	65
Smoking in Facilities and Vehicles	66
Purpose.....	66
Rule Statement.....	66
Official Procedures	66
Firearms in PVAMU Extension Service Facilities.....	67
Procedure Statement	67
Official Procedure.....	67
Minor Construction Projects.....	69
Procedure Statement	69
Definitions.....	69
Employee Training	76
Purpose.....	76
Reason for the Procedures	76
Official Procedures	76
Required Employee Training.....	77
Flexible Work Arrangements.....	78
Purpose.....	78
Reason for Procedure.....	78
Definition	78
Official Procedures	78
Compensatory Time.....	81
Purpose.....	81
Reason for the Procedures	81
Definitions.....	81
Official Procedures	82
Cooperative Extension Program	88
Extension Agent – CEP	88
Policy for External Employment and Expert Witness.....	89

Employment Practices	89
Purpose.....	90
Reason for Procedure	92
Definitions.....	92
Official Procedures	92
Employee Promotions.....	97
Purpose.....	97
Reason for the Procedures	97
Definitions.....	97
Official Procedures	97
Staff Development Program	99
Purpose.....	99
Reason for the Procedures	99
Official Procedures	99
Agricultural Communications and Information Technology.....	101
**Brand Management.....	101
Communications Guidelines and Services.....	101
Logos	105
Communications Services Request Form and Flow of Service.....	106
PVAMU-CEP Information Technology Standard Operating Procedures	
.....	108



Cooperative Extension Program

Cooperative Extension Program Standard Operating Procedures

The Cooperative Extension Program at Prairie View A&M University (CEP-PVAMU) provides educational outreach programs to clientele in 36 Texas Counties. Its mission is “to deliver research based information and provide informal educational opportunities focused on identified issues and needs to Texans of diverse ethnic and socio-economic backgrounds giving primary emphasis to individuals with limited resources.”

All Cooperative Extension Program employees adhere to the Standard Operating Procedures. The Standard Operating Procedures are a part of the Texas A&M University System (TAMUS) Policies and Procedures. The Cooperative Extension Program Standard Operating Procedures will be updated as needed.

James M. Palmer, Ph.D.
Interim Dean and Director of Land-Grant Programs
College of Agriculture and Human Sciences
Prairie View A&M University

Extension Terminology

- An Extension agent is a university employee who develops and delivers educational programs to assist people in economic and community development, leadership, family issues, agriculture and environment.
- Extension is a service or system which assists people, through educational procedures, in improving farming methods and techniques, increasing production efficiency and income, bettering their levels of living and lifting social and educational standards.
- Extension involves the conscious use of communication of information to help people form sound opinions and make good decisions.
- Extension is the organized exchange of information and the purposive transfer of skills.
- Extension programs help to expand – or extend – the work of universities beyond the campus and into the neighboring communities.
- Extension is a series of embedded communicative interventions that are meant, among others, to develop and/or induce innovations which supposedly help to resolve (usually multi-actor) problematic situations.

Vision

To be the premier 21st century outreach and continuing education organization in Texas responding to the needs of underserved audiences.

Mission

To deliver research based, informal education focused on identified issues and needs to Texans with primarily limited resources, diverse ethnic and socioeconomic backgrounds.

History of Cooperative Extension

The Smith-Lever Act of 1914 established the formal Extension System in the United States; however, outreach activities in some historically black colleges and universities predated this establishment by nearly forty years.

In 1875, Alabama A&M University began publishing a newsletter as a means of facilitating technology transfer to farmers. As early as 1881, Tuskegee University started outreach activities, organized an Extension department in 1889, and conducted its first conference for farmers in 1892. This annual activity continues today. In 1890, Dr. George Washington Carver implemented the legendary “result and method demonstrations” using a covered wagon to take information on new agriculture techniques to local farmers. This “moveable school,” the first in the nation, spread rapidly within the United States and continued abroad.

In 1906, T.M. Campbell was employed by Tuskegee as the first Negro outreach educator in the country. A month later, John B. Pierce of Hampton University filled a similar position in

Virginia. Both worked as coordinators within the Negro Extension Program. In 1916, Otis S. O’Neal, a Negro county agent at Fort Valley State College, implemented the “Ham and Egg Show,” a demonstration project on producing and processing swine and poultry, which continued annually for more than 50 years. Other educational efforts included summer day camps, judging contests, and talent shows for Negro boys and girls. Negro Extension programs (as they were called at that time) were developed under the Smith-Lever Act by the 1890 institutions in some southern states. By 1921, there were 237 black farm and home demonstration agents employed in 15 of the 16 southern and border states. Only Missouri had no Negro Extension agents. Cooperative Extension work was conducted through Prairie View A&M University as early as 1915. In 1941, the Extension program at Prairie View A&M University had county personnel located in 51 Texas counties.

The 1862 institutions provided supervision and administration of these programs, a practice that would continue until 1972. The Smith-Lever Act of 1914 made no provisions for the sharing of federal funds with these 1890 institutions. Federal funds were given to the states that designated which institutions would receive Extension funds and manage programs. While the number of Negro Extension agents was growing, little or no public funds were made available to the 1890 institutions to support Extension programs, with most states choosing not to share those dollars with black land-grant institutions. By 1928, under this arrangement, only four 1890 institutions received Extension funds. This Negro Extension System operated until the Civil Rights era when it was terminated with the passage of the 1964 Civil Rights Act. It was not until 1972, after several amendments to the Smith-Lever Act of 1914 and the initiation of the formula funding, that 1890 institutions began receiving federal funds for Extension work. The funding that year was \$4 million for Extension. Tuskegee Institute, a private institution, was included in the funding in recognition of its historic role in developing outreach educational programs.

The Indirect Funding Period under Public Law 89-106 lasted from 1972 to 1977, when all federal Extension funds earmarked for 1890 institutions were channeled through the 1862 land-grant institutions. Although with Public Law 89-106, day-to-day administration of 1890 Extension programs became the responsibility of coordinators at the 1890 institutions, the supervision (decision to employ, terminate or promote personnel, decisions related to travel, equipment and supplies) remained with the 1862 directors. Funds appropriated to conduct 1890 Extension programs were sent directly to the 1862 institutions.

The Direct Funding Period began with the enactment of Public Law 95-13 in 1977. Under this provision, 1890 institutions gained administrative control of their funds and Extension programs, receiving Extension funds directly from the federal government. Guidelines required continued cooperation between 1890 institutions and 1862 colleges and universities to maintain a single unified Extension program.

Over the years, the CEP at PVAMU has paced itself to anticipate change and to embrace the challenges and opportunities of the future. Traditionally, it has focused its unique resources on high priority issues facing its targeted clientele as the needs of Texans grow in complexity. The

CEP offers credible, relevant and effective educational responses that have a positive and enduring impact on individuals, families, and communities.

Overview of Cooperative Extension in Texas

Cooperative Extension arose from the concept that the knowledge and results of research developed within the land-grant universities should be made available to all individuals in the state. Thus Cooperative Extension brought the fruits of public investment in land-grant universities to the people and gave renewed emphasis to the concept of lifelong learning. In Texas, as well as in seventeen other southern states, the United States Congress established two entities to provide Extension services: Texas A&M AgriLife Extension Service (1862) and the Prairie View A&M University Cooperative Extension Program (1890).

Texas A&M AgriLife Extension is a separate state agency and component of The Texas A&M University System. It is headquartered in College Station and serves all counties from its office in 250 of Texas' 254 counties. The mission statement of AgriLife Extension is “improve the lives of people, businesses, and communities across Texas and beyond through high quality, relevant education.”

The Prairie View A&M University Cooperative Extension Program (PVAMU-CEP) is a part of Prairie View A&M University and provides educational outreach activities in thirty-six counties. Its mission is “to deliver research-based information and provide informal educational opportunities focused on identified issues and needs to Texans of diverse ethnic and socio-economic background giving primary emphasis to individuals with limited resources.” While the programs of both agencies focus on the same four broad areas – Agriculture and Natural Resources, Family and Consumer Sciences, 4-H and Youth Development, and Community and Economic Development, the primary audiences for these programs differ. The programs of AgriLife Extension are statewide and are aimed at all segments of the Texas population. The programs of PVAMU-CEP are targeted to limited resource families and individuals. It is this fact of servicing clientele and the expertise needed to identify and deliver services effectively to those individuals and families that distinguish the work of the two entities.

Organizational Structure

The Cooperative Extension Program is an integral component of the PVAMU College of Agriculture and Human Sciences. Cooperative Extension is the link that takes the university to the people through non-formal education programs, workshops, seminars, demonstrations, and other activities. Cooperative Extension is the outreach arm that links the university to 36 Texas counties. Educational or technical information is provided as a *service* to help solve the problems directly affecting the people of the state. A variety of educational methods are used by Extension agents and program specialists. College of Agriculture and Human Sciences (CAHS) research and teaching faculty support Extension outreach programs in addressing critical community needs.

Internal Organization and Structure

The various organizational components of the CEP and their relationship to each other are illustrated by the attached organizational chart. A general description of the primary responsibilities of each aspect provides an additional understanding of the organizational structure.

Dean and Administrator

The Dean is the educational administrator who manages faculty through collaboration and strategic planning while following the guidelines for PVAMU. The Extension administrator's role is to fulfill the land grant mission of improving the lives of people, businesses, and communities across Texas and beyond through high-quality, relevant education.

Associate Administrator for State Operations

The Associate Administrator provides the administrative oversight and responsibility for program leaders, coordinators and other staff in Extension program development, and also the implementation, management and evaluation of base program areas. This individual works in partnership with other departments to include the College of Agriculture and Human Sciences.

Director of Fiscal Operations

Responsible for leading, managing, coordinating, monitoring, and directing the overall financial systems applicable to programs within the College of Agriculture and Human Sciences to include the Cooperative Extension Program (CEP), Cooperative Agricultural Research Center (CARC), and other agriculture initiatives.

Human Resource Officer

Coordinates the human resource functions for the Cooperative Extension Program, prepares position announcements for posting vacancies; assures that the University and System human resources guidelines are followed when hiring new employees. Serves as liaison for USDA Civil Rights Compliance reviews as necessary; and provides civil rights training for new and existing staff.

Program Leaders

Provide programmatic oversight and management to the Program areas; provide direct supervision to Program Specialists and joint supervision of Extension agents with Texas A&M AgriLife Extension supervisors. Offer input to the administrative staff for the overall leadership of the organization and participate in the organization's program development process.

Program Director – Agricultural Communications & Information Technology

Provide leadership for planning, implementing, promoting and marketing all programs in the College of Agriculture and Human Sciences to include CEP, CARC and the academic unit. Conduct workshops, demonstrations and informal experiences to acquaint staff with various media usages and other methods and techniques of communications and information technology.

Program Specialists

Plan, develop and implement training programs for use by Extension agents in providing assistance to the limited resource clientele. Prepare technical subject matter teaching tools for county program support of National Institute of Food and Agriculture (NIFA) Goals. Assist with the development of in-depth educational programs to solve significant problems and meet long-range objectives.

Expanded Food and Nutrition Education Program (EFNEP)

Nutrition Education Associates provide youth and families educational programs to help improve behaviors in dietary intake as recommended by the Dietary Guidelines and MyPlate, Food Resource Management skills and practices, nutrition and food safety practices.

Extension Agent

Provide overall leadership for the CEP county educational outreach program in designated base program areas (4-H and Youth Development, Family and Consumer Sciences, Agriculture and Natural Resources, Community and Economic Development). Plan, implement, evaluate and interpret the impact of effective outcome based programs. Establish program area committees in support of identified county issues.

Administrative Assistants

Provide office and clerical assistance to designated program units and departments. Coordinate arrangements for meetings, conferences, appointments, travel, travel reimbursements, and office supplies. Develop documents, bulletins, presentations as requested for program areas.

Operating Guidelines for Joint County Extension Programs in Texas

Texas A&M AgriLife Extension Service and the Prairie View A&M University Cooperative Extension Program (PVAMU-CEP) have in place both formal and informal structures for administrative and programmatic coordination that maximize the efficient use of human and fiscal resources, and strengthens the services provided both organizations. This document, *Operation Guidelines for Joint County Extension Programs in Texas*, reflects the management and operating protocol for continued partnership that recognizes and values the diverse expertise and contributions of both Extension organizations.

Within the *Operating Guidelines*, the administrative coordination between PVAMU-CEP and Texas A&M AgriLife Extension is set forth in the areas of recruitment and selection of Extension agents, including qualification for applicants, position announcements, application procedures, selection procedures, and orientation. Supervisory roles are coordinated as well.

Operating Guidelines also establishes a protocol for joint county collaboration in order to ensure program efficiency in delivery of services while recognizing the contribution of both programs in implementing countywide activities.

Monitoring Expenditures

Procedure Statement

Sound financial management of expense budgets involves regular review and reconciliation of expenditures to ensure compliance with university policies and terms and conditions of grant awards. Account managers will review spending requests for the appropriateness of the expense and how the expense will help to achieve departmental and NIFA Goals. Fiscal staff serves as a second reviewer of spending requests and will also monitor the account number for accuracy.

Reason for Procedure

Procedures are provided to outline processes to ensure monitoring of departmental expenditures against university and grant budgets.

Procedures for Processing CEP130 Request Forms

1. Purchase requests can be submitted and processed daily.
2. Departmental units submit purchase request on in house document (CEP130) forms to CEP Fiscal staff to process request for purchases, inclusive of various contract request. Expense request should be in line with University and grant guidelines.
3. Fiscal staff (Accounting Assistant I, Staff Accountant I, Staff Accountant II) will review the request for completeness: approval signature(s), appropriate account number, NIFA Goal with concise justification, vendor information, adequate description of items needed, and the estimated cost per item; and whether the requests are allowable and reasonable.
4. Fiscal staff will review account balances to determine if sufficient budget is available for the purchase and if the requested vendor is on state hold. FAMIS screens 19 or 69.
5. Fiscal staff will determine and advise staff regarding purchasing methods: purchases that cost less than \$2,000; purchases that cost \$2,000 or more require bid; or purchases that cost less than \$2,000 could be purchased through the use of University Procard.
6. After review of all points, the selected method of purchase will be decided with input from the requestor.
7. Fiscal staff will follow procedures as outlined in University procedures for the chosen purchase method, inclusive of steps to enter into contractual agreement.

Procedures for Processing Receiving of Goods

1. Receipts of goods can occur daily and are confirmed through viewing and counted by Fiscal staff or signed confirmation by Procard holders.
2. Fiscal staff receives delivery from vendor or central receiving staff.
3. The delivery ticket that reflects purchase order number, description of item(s) and item count is used to confirm delivery of item(s). Fiscal staff will view, count and check off items listed on the CEP130 document to confirm items received.
4. Central Receiving scanner form will be signed by Fiscal staff to confirm items received.

5. The CEP 130 form/receiving document is filed with the Procard purchase or with the PO packet.
6. If items received are required to be inventoried, then staff request tag numbers from the fixed asset department.
7. Upon receipt of tag numbers, they are affixed to the individual piece of equipment.
8. University procedures are followed from this point.

Procedures for Processing Invoice for Payment of Goods or Services

1. Processing invoices for payment of goods or services can occur daily.
2. Fiscal staff will utilize the delivery/receiving document (CEP130) to confirm or deny receipts of goods or merchandise.
3. Accounts Payable sends email copy of invoice seeking confirmation that goods and/or services have been received.
4. Fiscal staff will send reply confirming the receiving status inclusive of date of receipt, partial or full shipment.
5. Fiscal staff will notify the buyer, Accounts Payable staff and the vendor if merchandise is received in nonfunctioning or broken status. The vendor is requested to send return shipping labels to affix to merchandise. These packaged items will be returned to Central Receiving for return to vendor.

Procedures for Distributing Supplies

1. The requestor completes an in-house request form (SR) to request supplies.
2. Fiscal Staff will process and fill the order as listed on the SR form and the requestor will sign receipt of items.
3. Process SR forms are maintained based on university policy.

Procedures for Distributing Equipment

1. Fiscal staff will maintain small quantity of standard equipment for CEP staff or accept the CEP130 request to order equipment.
2. Custodial cards are completed, listing the equipment items, serial numbers and inventory tag number.
3. Requestor signs the Custodial card and receives the equipment items. Requestors are advised that items must be maintained and secured and present during the annual inventory review.

Compiling and Distributing Monthly Budget Status Reports

1. Budget status reports are issued for the month end to account managers monthly by the 15th of the next month.
2. Program Leaders, grant account managers and fiscal staff members are responsible for monitoring account balances no less than monthly.

3. Reconciliation Specialist compiles the budget status reports from data extracted from the University's Canopy system. Information retrieved from the Canopy system for the month end report should take place no later than the 3rd of the next month.
4. The budget status reports are submitted to the Director of Fiscal Operations via an Excel workbook.
5. The workbook will consist of several spreadsheets to reflect the grouping of account information by program, award year, funding source. The reports are formatted to reflect the following information:
 - Account number
 - Responsible person
 - Revenue
 - Expense budget
 - Expense actual
 - Expense encumbrance
 - Available balance
6. Monthly budget status reports are forwarded by the 15th of the next month to the Dean, Associate Dean, Associate Administrator, account managers, fiscal staff and other key administrators.
7. Director of Fiscal Operations will review monthly account statements with management team and share concerns and recommendations for spending.
8. Fiscal staff will review negative balance account to determine the appropriate action to bring the account back to positive balance.
9. Fiscal staff recognizes that the CARC support accounts will reflect a negative balance due to the account setup that pulls budget from the main account for the fiscal year funding.
10. As a spending strategy, fiscal staff will code requests to be expensed against carryover accounts to exhaust available balance.

Statement of Account Review

Generally as account holders, the account manager is responsible for any activities in the accounts they manage. At CEP, the Reconciliation Specialist is responsible for tracking the account activities. By reviewing the accounts on a regular basis, the Reconciliation Specialist is able to provide better internal control. Also, mistakes can be discovered and corrective action could be taken on a timely basis. By having the Statement of Account Review, CEP will have a clear idea about the status of all its accounts.

Step One: Get Organized

- Obtain a three ring binder with dividers for each of the twelve months and one for the thirteenth closing month
- Insert monthly statements of Accounts in the appropriate sections
- Insert any supporting documents, such as Purchase orders, Invoices, etc. behind the Statement of Account in the appropriate section

Step Two: Review Beginning Balance

- Looking at the beginning balance in FAMIS screen 049 or 079. Compare it with the previous month's ending balance
- If the two amounts match, then initial and date next to the beginning balance
- If the two amounts do not match, then investigate the reason for the difference and take corrective action
- Attach written evidence of corrective action such as an e-mail or corrective journal voucher etc. to the appropriate state of account

Step Three: Review Line Items

- Review each line item for accuracy
 - Account Number, Amount, Vender Name & Date
- Investigate any discrepancies and take corrective action. Attach written evidence of corrective action

Step Four: Review Prior Month's Discrepancies

- Verify that corrections for prior month's discrepancies have been processed
- If the discrepancies have not been corrected, note as such
- If the discrepancies have not been corrected, take appropriate action. Save all documents such as e-mails, memos, etc. as evidence
- Review the Budget Verification Document for Accuracy.

Step Five: Final Review by Department Head

- Upon completion of the initial review, the reviewer must sign and date each page of the Statement of Accounts and forward it to the Department Head for final review
- Final reviews must be done by the Department Head who reviews, signs and dates the first or last page of the Canopy Report indicating the entire monthly report was reviewed by month end.

Step Six: Follow-Up

- Office of Compliance will review CEP Statement of Accounts randomly to help the department stay in compliance and prepare department for System Internal Audits.

Accounting Procedures for Unit Fiscal Record Keeping

(Reconciliation/Verification Process)

Procedure Statement

Fiscal record keeping for PVAMU Extension Service (Extension) is predominantly conducted in a decentralized manner. The unit head or designee (Director of Fiscal Operations CAHS) is responsible for maintaining proper unit fiscal records for all accounts belonging to his/her unit. This includes maintaining proper unit fiscal records, such as transaction registries and supporting documentation, for all accounts belonging to his/her unit. These records shall be reconciled and verified regularly and any discrepancies should be resolved as soon as possible. This process provides assurance that fiscal resources are monitored and maintained in accordance with rules, regulations, policies and procedures; transactions are processed correctly; and expenditures and/or encumbrances do not exceed budget allocations.

Reason for Procedure

This procedure provides guidance to Extension units on the reconciliation/verification proofs needed to assure compliance with directive on fiscal management.

Definitions

The official accounting system for PVAMU CEP is (FAMIS) Financial Accounting and Management Information System.

What is Canopy? - Canopy is a web based version of FAMIS. Canopy provides more functionality and easier access than FAMIS, but it mirrors FAMIS meaning that transaction information is kept for a two year period similar to FAMIS.

<https://apps2.sago.tamus.edu/CanopyTwo/Login.aspx>

Unit Fiscal Record Systems – records maintained within a unit that support the financial transaction of the unit. Different possible systems are:

- Check Register/Transaction Log System, such as Excel spreadsheets, Access database, Word documents, etc., used to verify the accuracy of FAMIS records. This system is not used to provide management reports for decision making purposes.
- File System, such as copies of documents held until compared to monthly FAMIS statement, used to verify the accuracy of FAMIS records. This system is not used to provide management reports for decision making purposes.

Reconciliation Verification – monitoring process whereby units can ensure that financial data can be relied upon for decision making purposes.

-Reconciliation – process that compares both transactions and account balances between FAMIS and unit’s fiscal records.

-Verification – process that compares transactions and not account balances between FAMIS and unit’s fiscal records.

Outstanding Item – transactions that have not been matched or cleared during a reconciliation/verification process between FAMIS and the Unit’s Fiscal Record System.

Unit Financial Obligation – funds set aside by management for a particular future use, such as startup, large equipment purchases, capital replacement/refurbishments, commitments from an offer letter, etc. Management may reverse funds set aside at any point.

Encumbrance/Commitment – funds that have been contractually obligated to an external entity by unit’s management for a specific purpose, such as purchase requisitions, payroll assignments, etc. Future payroll should be the only transaction that is encumbered/committed that is not truly contractually obligated to an external entity.

Preparer – individual identified by the unit as the person responsible for preparing the monthly account reconciliations/verifications. (Account Reconciliation Specialist)

Reviewer – individual identified by the unit as the person responsible for reviewing the monthly account reconciliations/verifications. The Reviewer cannot be the same person as the Preparer. (Staff Accountant)

Contact Office
Director of Fiscal Operations CAHS – Extension Service

Expenditure of Funds

Procedure Statement

This procedure established the guidelines for expenditure of PVAMU CEP (Extension) funds and supplements PVAMU Administrative Procedures, 25.07.01.P0 .01 Expenditure of Funds.

Reason for Procedure

The guidelines herein or referenced for the expenditure of Extension funds are established to help ensure compliance with Texas State Statutes, and System Policies and Regulations.

Procedures

The responsibility of administering the regulations for the expenditure of funds lies with the PVAMU Fiscal Office. The PVAMU Guidelines for the Disbursements of Funds Manual sets forth the procedures to be followed for the disbursement of funds for purchasing expenditures and travel. Additional information is provided in System Policies 07.01, Ethics, 21.01, Financial Policies, and Systems and Procedures 25.01. *Expenditures of Funds*

Related Statutes, Policies, or Requirements

- System Policy 07.01, *Ethics*
- System Policy 21.01, Financial Policies, Systems and Procedures
- PVAMU Administrative Policies 21.01 General Finance
- PVAMU Administrative Policies 50.99 Travel
- System Regulation 21.01.03, *Expenditure of Funds*

Contact Office

Questions concerning travel should be directed to Fiscal Office

Questions concerning other expenditure requests should be directed to Fiscal Office

Acquisition of Goods and/or Services

Procedure Statement

This procedure established the purchasing authority for PVAMU Extension Service (Extension) purchasing and departmental/Unit purchases as processed by purchasing staff and the department/unit personnel. It allows the purchasing department personnel and Extension units to procure goods and/or services according to sound business practices and best value and to comply with applicable state of Texas statutes relating to the Historically Underutilized Business (HUB) Program and purchasing from persons with disabilities.

Reason for Procedure

This procedure is required to ensure all Extension procurement transactions are processed according to the Texas A&M University System Regulations, and applicable State and Federal laws.

Official Procedures and Responsibilities

The responsibility for administering purchasing procedures for Extension in accordance with the Texas A&M University System Regulations and State and Federal laws lies with the university's primary procurement officer (PPO) for the Extension Purchasing Office. The primary procurement officer (PPO) shall establish Purchasing's Standard Operating Procedures (SOPs) and Unit guidelines. Extension Purchasing Office personnel will follow the internal office SOPs, which provides for procurement strategies, responsibilities, processes and best practices.

All purchases from outside vendors must be done through the issuance of a Purchase Order. A Purchase Order (PO) is an official order placed by the Purchasing Office to an outside vendor for goods or services. An outside vendor is defined as a provider of goods or services that is external to the University.

Conflict of Interest Limitations

Budget Heads may not authorize a purchase from a business owned by them or their family members. This does not preclude employees' or their relatives' businesses from providing goods or services to the University, but does mean that the selection of the vendor must be made by an appropriate unrelated official at the University. Questions regarding this should be directed to the Purchasing Agent.

1. Initiation

- 3.1 A PO is initiated when a properly completed Purchase Requisition (PR) is submitted to the Purchasing Office.
- 3.2 A PR received by the Purchasing Office will be entered into FAMIS. If the encumbrance entry accepts, the PR will be forwarded to the Purchasing Agent for

processing; if the entry rejects, the PR will be returned to the requesting department for insufficient funds.

2. The University will utilize the following thresholds for bids when making purchases:

Amount	Bid Requirements
\$0 – 2,000	No bids required
\$2,000 – 10,000	Three written bids (Fax and e-mails acceptable)
Over \$10,000	Sealed written bids.

Exceptions to the bid requirements may be approved by the Purchasing Agent. Allowable justifications for exceptions include:

- A. Emergency Purchases (*must also be approved by Vice President for Finance and Administration*)
- B. Sole Source Purchases
- C. State Contract or Catalog Purchases

Additional bid requirements may be required by the Purchasing Agent if the bids received appear too high.

3. Issuance

The Purchasing Agent will assign the approved PR to a buyer for processing. The buyer will validate the information on the PR, obtain bids (as required), and perform other tasks that may be necessary to ensure compliance with State, TAMUS and University rules and regulations. The buyer will then prepare and issue the PO. The PO will be mailed and/or faxed to the selected vendor and a copy will be forwarded to the requesting department.

4. Purchase Violations

Failure by an employee to follow the above procedures constitutes a purchase violation. Departments submitting a purchase requisition to the Purchasing Office for goods or services already ordered or received by administrative actions: the requesting department will be subject to the following:

4.1 First Violation

If the purchase violation is the departments' first for the fiscal year, the Manager of Procurement Services will issue a letter to the individual who signed the Purchase Requisition, with a copy to the department head (if different than the signer). The letter will remind the employee of the proper procurement procedures and administrative actions to be taken in the event of additional

violations. Additionally, a letter will be mailed to the vendor reminding them of the University's requirement of a Purchase Order for delivery of goods and services.

4.2 Additional Violations

If a department has more than (3), purchase violations in the fiscal year, the department will be required to submit a memorandum to the Vice President for Finance and Administration explaining why the proper procurement procedures were not followed. Based upon the justification provided, the Vice President for Finance and Administration will take action(s) deemed appropriate for the infraction. Possible actions include the following:

- a) Issue a warning letter.
- b) Issue a letter of reprimand.
- c) Require employee to pay for goods or services.
- d) Revoke budget head authority.

5. **Delivery of Goods and Services**

5.1 All goods delivered to the University should be delivered to the Central Receiving Warehouse, where a receiving report will be prepared. Upon determination of the applicable department, the goods are delivered as soon as possible. *[Note: If the goods are received directly by the requesting department, it is responsible for providing proof of delivery to the Accounts Payable Office.]*

5.2 All services provided to the University are generally provided to the applicable department. The receiving department will provide the Accounts Payable Office with proof of delivery. Often this will be a signature on a copy of the invoice. In the case of a personal services contract, it will be a memo stating the services were provided.

5.3 For goods delivered to departments by Central Receiving staff, departments will have five days from the date received to verify items delivered and report discrepancies. If no discrepancies are reported, the invoice will be processed for payment.

6. **Invoices**

6.1 Invoices or billings should be sent directly to the Accounts Payable Office by the vendor, as directed on the PO. However, vendors do submit invoices directly to departments at times, and it is the responsibility of the receiving department to forward the invoice to the Account Payable Office, along with the requisite proof of delivery.

6.2 When an invoice is received for an amount greater than the purchase order amount, the Fiscal Office will process them if the difference is within 10% or

\$250 of the purchase order amount. If the difference is greater, the requesting department will be required to process a purchase requisition for the amount of the difference before the invoice will be processed for payment.

7. Payment

The Account Payable Office will match the invoice, Purchase Order and Proof of Delivery. The absence of any of these documents will delay payment. If all three documents are present, a purchase order voucher is typed and approved for payment. The purchase voucher is forwarded to the Accounting Office for entry into FAMIS, and a check will be generated the following business day (subject to statutory limitation of paying bills is less than 30 days). After the check is generated and signed, it is mailed to the vendor.

Related Statutes, Policies, or Requirements

- Texas Education Code §51.9335-Acquisition of Good and Services
<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.9335>
- Texas Government Code Chapter 2161-Historically Underutilized Business
<http://www.statutes.state.tx.us/Docs/HR/htm/HR.122.htm#122.003>
- System Policy 07.01, Ethics
<http://www.tamu.edu/offices/policy/policies/pdf/07.01.pdf>
- System Policy 25.07, Contract Administration
<http://www.tamu.edu/offices/policy/policies/pdf/2-07.pdf>
- System Regulation 25.07.03, Acquisition of Goods and/or Services
<http://www.tamu.edu/offices/policy/policies/pdf/25-07-03.pdf>
- System Regulation 25.99.03, Contracting for External Consultants and Professional Services
<http://www.tamu.edu/offices/policy/policies/pdf/25-99-03.pdf>
- System Regulation 41.05.03, Acquisition and Disposition of Real Property through Leasing and Rental Agreements <http://www.tamu.edu/offices/policy/policies/pdf/41.05.03.pdf>
- System Policy 51.04, Delegations of Authority on Construction Projects
<http://www.tamu.edu/offices/policy/policies/pdf/51.04.pdf>

Definitions

- Please see: System Regulation 25.07.03, Acquisition of Goods and/or Services
<http://www.tamu.edu/offices/policy/policies/pdf/25-07-03.pdf> page 3 for procurement definitions.

Purchasing

Receiving Merchandise

- A delivery slip is signed by the Fiscal Unit or other personnel at CEP. Once fiscal received the delivery slip, it is attached to the related purchase order/requisition.
- Fiscal compares purchase order to received merchandise to ensure all ordered items have been received and that all items are in good condition.
- When the order is verified, Fiscal distributes merchandise to CEP staff.

Trainings

- The fiscal unit conducts various trainings in order to help the office staff become aware of any new policies & procedures that have been implemented by Prairie View A&M University (PVAMU).

Contact Office

For questions, contact Purchasing Office at 936-261-3311

Cash Receipts

Procedure Statement

To the extent possible, the University encourages funds to be received and recorded directly by the Cashiers Office. However, it is recognized that this is not feasible in all cases, especially for things such as gift income. If the PVAMU CEP unit receives funds, it must develop cash collection procedures and it must obtain approval of these procedures from the Vice President for Finance & Administration. All funds received must be deposited with the University's Fiscal Office. [See System Policy 21.01.02]

Reason for Procedure

This procedure is required to ensure all funds received in the Extension unit from outside the University will be received and receipted at the Cashier's Office. [System Policy 21.01.02.PO.01]

Definition

The University in payment of things such as state appropriations, student fees, student fines, grants, contracts, sales and services, investment income or gifts. The other is interdepartmental sales and services for things such as rent, utilities, or other services provided by one department to another. Revenues are recorded by account and classification of revenue. A complete listing of the types of income received is provided in the FAMIS Revenue Codes List.

Refunds

Reimbursement of expenses paid. Often this is the result of damaged or returned goods.
Note: These are not revenues but rather reductions of Expenditures.

Official Procedures and Responsibilities

Recording of Revenues

All income received from outside the University will eventually be received and receipted at the Cashier's Office. Extension may have revenues received and recorded as follows:

1.1 Grants & Contracts

There are two types of grants and contracts: cost reimbursable and advance payments. Most of the grants and contracts received by the University are on a cost reimbursable basis. Revenues on cost reimbursable grants are recorded with a journal entry at the time of granting/contracting. Entities are billed for expenses incurred, which should be done monthly. Revenues on advance payment grants and contracts are recorded with a cash receipt at the time the funds are received.

1.2 Sales & Services

Sales & Services to outside entities or individuals are recorded by cash receipt when payment is received (e.g. transcripts) or by billing invoice when a billing is issued (e.g. parking fees and fines). Sales and services between departments are recorded by journal entry upon receipt of a billing and interdepartmental order (IDO).

1.3 **Gifts**

Generally gifts should be processed through the Institutional Development Office prior to submission to the Fiscal Office. [See Section 30.02] The Institutional Development Office prepares a Gift Grant Transmittal Form, identifying key donors and gift account information, and submits to the Controller's Office. A cash receipt form is prepared by the Cashier's Office to each gift check received. PRAIRIE VIEW A&M UNIVERSITY Administrative Procedures Manual

1.4 **Refunds**

Since refunds are generally not revenue, they should be receipted and recorded against the same account and expense code that the original payment to the vendor was charged to. If this cannot be reasonably identified, then it is appropriate to record the refund income code.

2. All cash receipts are posted by receipt number into the referenced FAMIS account by revenue code. The cash receipt numbers should assist departments in reconciling the activity on their accounts and the income codes are intended to assist in tracking and reporting of various types of revenues. Departments should review these closely to ensure that all revenues are booked to their accounts and booked correctly.

3. Issuance of Cash Receipt

The Cashier's Office prepares a cash receipt form indicating who the funds were received from, the amount and what the funds were for (i.e. type of revenue). Except for payments received for student fee assessments, the cash receipt form issued is pre-numbered and the receipt number is referenced when entered into FAMIS. Student Fee Receipts are generated by the Student Information System and are not pre-numbered. Generally, a copy of the receipt is provided to the individual making the deposit or payment. Departments making deposits at the cashier's Office should ensure that:

- a. They provide the cashier with a proper description of the funds deposited
- b. They receive a cash receipt form for the funds deposited
- c. The cash receipt form received is properly completed

4. Personal Checks

The University accepts personal checks for payment of amounts owed to the University and for gifts; however, it does not accept personal checks for the purpose of cashing them.

Concur and Short's Travel

Concur is the module used by the PVAMU/TAMU System for all aspects of travel – authorization, booking and expense. Employees access the system through [Single Sign On \(SSO\)](#).

- Integrated within Concur is an online travel booking system powered through [Short's Travel](#) for airline, hotel, and car rental reservations. Short's is the only contracted travel agent for the PVAMU/TAMU System and should be utilized for all bookings. While many bookings are straightforward and can be handled online, Short's agents can be contacted at 877-225-0239 or texas@shortstravel.com to discuss more complex reservations or reservations for groups. Regardless of how the reservations are made, when you use Short's, the reservation is fed directly into the traveler's Concur profile.
- Agency fees for Short's travel can be found on PVAMU website.

Setting up a Traveler Profile in Concur

See PVAMU website for [Step-by-step instructions](#) for setting up a traveler profile.

Travel Cards

Employees are eligible to apply for a Travel Card by completing the Citibank Travel Card Application and submitting it to Travel Services.

- Transactions from these cards feed directly into the traveler's Concur account for easy uploading to the expense report. No personal charges are allowed on the card and all receipts are required (see cardholder checklist for more details).
- Once the employee receives the card:
 - Activate the card by calling the Citibank customer service number on the back of the card. The 4 digit activation code is the last four (4) digits of the cardholder's UIN.
 - Follow the instructions to add your card to the travelers Concur profile.
- Travelers are encouraged but not required to use the University travel card.
- Because of the availability of the travel card, cash advances will not be issued for domestic trips. There should be minimal out of pocket expenses.

Pre-trip Authorization Requests (PTA) for Employees

Travel requests are managed electronically within the Concur system. A travel request is required for all employees leaving the local area (Waller County, or other headquarters location), regardless of costs incurred.

- Travel request forms will route along the same path as Leavetraq requests for each employee. The travel office is limited in the ability to modify the travel request routing without adjusting the Leavetraq routing, so please keep that in mind when requesting adjustments to

routing. If you feel an adjustment should be made, email travel@pvamu.edu and your request will be considered.

- There is ONE routing path to accommodate both domestic and foreign travel, but foreign travel must be approved at the President’s level or his designee. Current routing is established to accommodate the most frequent type of travel within the department. Travel Services at times, will review travel requests for completeness and proper routing before all approvals are completed. If any adjustments need to be made to the content of the request, it will be returned to the traveler for modification. Please refer to the step by step instructions on how to complete the PTA and examples of acceptable business purpose and benefit.
 - *PLEASE NOTE: If your PTA is returned for modification, the email you receive will only say “resubmit” and does not include the notes as to why it was returned. You will need to open the PTA and look at the comments before re-submitting. We are hoping this can be fixed at some point in the future.*
- Travelers will need to assign an accurate account number and **NIFA Goal** to their travel request and estimate the amount of expenses for the trip.
 - If you are unsure of which account to use, please check with your departmental liaison.
 - This estimated amount should be all-inclusive since conference registration, airfare, hotel, rental car, fuel, meals, and other incidentals.
- The estimated amount listed on the travel request will be used as the encumbrance amount.
- You will receive an email from Concur each time your PTA moves along the approval chain. The email that indicates FINAL approval will say “Changed by Concur System” and “Approval status changed to AUTHORIZED”.
- **If an employee of another department is traveling on behalf of your department using your department account number**, their PTA must be submitted through their profile and will route through their chain of command. The guest function should not be used to submit PTA’s for employees of any of the TAMU system parts using Concur.
- **If an employee of your department is traveling on behalf of another department using those departments’ funds**, the traveler should request an e-mail authorization from the funding department approving the estimated expense and authorizing the availability of funds for said trip. The traveler should forward this approval to his/her supervisor and department head so they have the approvals they need to approve the PTA.

Travel Arrangements for Employees

- Travel reservations should NOT be made until the travel request (PTA) has completed all approval steps. Travel reservations will be made through Concur by the traveler and/or their designated travel assistant (as set-up in the travelers Concur profile).

- Travel Services can provide advice on complex travel arrangements but booking of the reservations should be made within the department.
 - Travel arrangements should be made in compliance with the rules of Textravel, PVAMU Disbursement Manual and Travel Procedures, and additional rules that may be set by your department.
 - “A state agency must minimize the amount of travel expenses reimbursed by ensuring that each travel arrangement is the most cost-effective considering all relevant circumstances.” (Texas Government Code Section 660.007)
- If more than one person within the department is traveling to the same event on the same schedule, they should coordinate travel arrangements to reduce costs whenever feasibly possible.
- Most reservations can be made through the online booking tool in Concur (Shorts Travel is the state contracted travel agent behind the scenes handling bookings through this system.)
 - There is a \$2 fee for airfare bookings online and no fee for rental car or hotel bookings online.
 - Airfare is charged to the University Corporate Card. However, it is the employees or departments responsibility to ensure that a fully executed E-Doc is submitted to the Travel Services Office before flights are finalized.
 - Pay careful attention to the restrictions on reservations when they are made. Some hotels charge a deposit (which is charged immediately) and have strict cancellation deadlines.
 - Non-refundable airfare tickets are subject to change fees imposed by the airline and a \$5 change fee charged by the travel agent. The agent fee increases should you choose to call or email Short’s directly (full-service). Fees and contact information for Short’s is posted see PVAMU website.

Paying for expenses during the trip (budgeted employees)

- Travelers will pay for reservations and expenses incurred during the trip with their university travel card OR out-of-pocket if the traveler chooses not to use the card.
- As a state agency, we are **EXEMPT from the following taxes in the state of Texas**. The appropriate forms must be presented to the vendor:
 - Motor Vehicle Rental Exemption
 - Hotel Occupancy Tax Exemption
 - Sales Tax Exemption (for use when general purchases are made while in travel status)

Processing an Expense Report for Employees

- The traveler and/or delegate will initiate the expense report through Concur.
 - The travel card (listed in Concur as “corporate card” transactions will feed into Concur and need to be pulled into the expense report corresponding to the trip.
 - It may take up to a week for all corporate charges for a trip to feed into Concur. **Do not submit your expense report until all charges have fed into Concur** and can be pulled into the expense report.
 - Expenses paid personally by the employee will be listed as “out of pocket” and result in a reimbursement to the traveler.
 - Expenses marked as “company paid” indicate the expense was either paid by payment card, and do not result in any payment generated through Concur. Using this feature is simply a method to capture all travel expenses in one system for reporting purposes.
- Expense reports should be submitted within 5 days of the end of travel.
- Expense reports should include original itemized receipts.
- Travelers will need to certify their expenses in Concur and submit the report for approval. This can be done from the Concur mobile app as well as the website.
- Reports will route to appropriate signers or approvers. Travel on grant accounts will route through the Office of Research and Sponsored Programs to ensure expenses meet the grant requirements.
 - Approvers can only add notes to reports and cannot make any changes – this is a system setting that unfortunately we are unable to modify.
 - If changes are required, the report will be returned to the employee (or assistant) for modification and re-submission. An assistant can also receive an email notification to modify the report (depends on the assistants email settings), but the employee will have to re-submit once the correction(s) have been made.
- After all approvals have been granted, the expense report routes to the Travel Services for review and payment.
- If you have any concerns about questions you receive from the Travel Services Office or feel the information you received from them would be helpful for future travelers, please let us know! We want to help and make this process as easy as possible for all.
- Travelers can see the status of their report in Concur by selecting *Expense*, then *View Reports*. If your expense report has not been processed by Travel Services within 10 days please let us know and we will follow-up.
- How to speed things up:
 - Sign up for direct deposit of reimbursements through HR Connect – please be aware that direct deposit for payroll DOES NOT mean you are automatically set-up for direct deposit of accounting reimbursements.

- Please verify your account information at HR Connect if you have any doubt or change in account information.
- Provide explanations for any receipts that could appear out of the ordinary or are in a foreign language.

Trip Cancellations

- When an approved trip is cancelled, the CEP Fiscal staff notifies Travel Services.
- When notified of a cancellation, Travel services will initiate the liquidation of the encumbrance for the travel.

Group travel or other special circumstances

- For assistance with group travel arrangements or other special circumstances, please contact us for assistance. We're more than happy to share our expertise and experiences with you to make your trip as successful as possible.

Vehicle Titles, License Plates, Registration and Conversions

Procedure Statement

The Texas Transportation Code, which sets out vehicle registration requirements, requires that all state-owned motor vehicles be registered by obtaining a certificate of title and exempt license plates. These regulations also require that each year in which a vehicle is used or to be used on public highways must be registered.

Reason for Procedure

To provide guidance for obtaining vehicle certificates of title, exempt license plates, and guidelines on vehicle conversions.

Procedures

1. System Regulation

The University's Vehicle Fleet Management program is governed by System Regulation 21.01.08 - Vehicle Fleet Management and the Texas A&M University System's Comprehensive Compliance Plan. The following are the University's procedures for complying with these regulations.

2. Vehicle Coordinators

Each department that possesses vehicles will have an individual designated as the department's vehicle coordinator. The vehicle coordinator will be the point of contact for questions and information concerning the department's vehicles and vehicle fleet management requirements.

3. Vehicle Mileage Logs

- 3.1 Each vehicle will have a mileage log. The form which is to be used will be the form prescribed by the General Services Commission.
- 3.2 Each time the vehicle is used the driver will fill in the necessary information on the mileage log.
- 3.3 On the first business day of each month the previous month's mileage log will be removed and a new mileage log will be placed in the vehicle. The previous month's original mileage log will be forwarded to the Contract Office so that it is received by the fifth business day of the month.
- 3.4 The Contract and Compliance Officer will ensure that the mileage log information is entered into the GSC web-based database by the tenth business day of each month and will maintain the mileage logs for all university vehicles in a central file location.

4. Vehicle Maintenance and Repair

- 4.1 University vehicles will be maintained according to the suggested maintenance schedules provided by the manufacturers.

- 4.2 All applicable University purchasing procedures will be utilized when purchasing repair or maintenance services for University vehicles. As part of this process, every effort will be made to ensure that the best service and price are obtained.
- 4.3 When submitting purchase requisitions to the Purchasing Office, for the repair and maintenance of University vehicles, the purchase requisition must list the license plate number of the vehicle receiving service.
- 4.4 The Purchasing Office will forward to the Contract Office copies of all purchase orders requesting service to University vehicles.

5. Vehicle Fueling

- 5.1 The Council on Competitive Government has mandated that all state agencies implement a fuel card program. The University has assigned to the Contract Office responsibility for administering this program.
- 5.2 The Contract Office will issue a fuel card for each University vehicle. Fuel must be purchased with the assigned card. If an employee finds it necessary to purchase fuel with personal funds, as opposed to the fuel card, a travel reimbursement voucher should be submitted to the Contract Office in order to be reimbursed.
- 5.3 At the beginning of each fiscal year, each department that possesses a vehicle will prepare a purchase requisition (with “Voyager” as the payee) for the estimated amount of the fuel to be purchased for the fiscal year. Adjustments to the estimate can be requested during the year.
- 5.4 If a fuel card is lost or stolen the department will notify the Contract Office immediately. The Contract Office will cancel the lost or stolen card and a new fuel card will be issued.
- 5.5 All fuel card bills will be received and reviewed by the Contract Office before forwarding to the Accounts Payable Office for payment.
- 5.6 The fuel cards will be restricted to fuel purchases only and under **no** circumstances is the fuel card to be used for personal vehicles.

6. Reporting

- 6.1 The Contract Office has been given the responsibility of submitting the required vehicle fleet reports to the Texas A&M University System and the General Services Commission.
- 6.2 The Contract Office will enter all vehicle information, as indicated in the State Vehicle Fleet Management Plan, into the General Services Commission web-based database as it is received from the various University offices.

7. Compliance Monitoring

- 7.1 The Contract and Compliance Officer will oversee the administration of the University’s Vehicle Fleet Management Program and to ensure that the University is compliant with all applicable laws, regulations, requirements, and procedures concerning vehicle fleet management.
- 7.2 As required, the Contract and Compliance Officer will make recommendations concerning:

- a. Vehicle purchases*
- b. Vehicle replacement*
- c. Vehicle disposal*
- d. Vehicle maintenance and repair*
- e. Vehicle assignment and use

**Denotes approval is required by the Vice President of Finance and Administration prior to releasing recommendations.*

- 7.3 All appropriate use of University vehicles shall be reviewed by the Contract Office. After review of the available information the Contract and Compliance Officer will forward the finding to the VP of Finance and Administration for further action.
- 7.4 When a vehicle is purchased from state funds and a waiver is required, a waiver request will be prepared by the Contract Office. Upon completion of the waiver request the Contract Office will forward it to the TAMUS Fleet Manager for further action. The Contract Office will keep the requesting department informed as to the status of the request.

8. Certificates of title and exempt license plates

When a vehicle or trailer is purchased or received by transfer of title, the PVAMU Fleet Management Office will be responsible for acquiring the titles and license plates in accordance with the following procedures:

- a. Obtain a certificate of title (not required for trailers less than 4,000 lbs. loaded weight) by submitting a Texas Department of Transportation Form 130U, *Application for Certificate of Title Only* (available from the County Tax Assessor-Collector's Office) signed by the appropriate university official or designee.
- b. Complete a Texas Department of Transportation Form 62A, *Application for Registration of Exempt Vehicles* (available from the County Tax Assessor-Collector's Office), have it signed by the appropriate university official or designee.

8.1 System Regulation

The university's Vehicle Fleet Management program is governed by System Regulation 21.01.08 – Vehicle Fleet Management and the Texas A&M University System Comprehensive Compliance Plan. The following are the University's procedures for complying with these regulations.

8.2 Vehicle Coordinators

Each department that possesses vehicles will have an individual designated as the department's vehicle coordinator. The vehicle coordinator will be the point of contact for questions and information concerning the departments' vehicles and vehicle fleet management requirements.

8.3 Vehicle Mileage Logs

- a. Each vehicle will have a mileage log. The form which is to be used will be the form prescribed by the General Services Commission.
- b. Each time the vehicle is used the driver will fill in the necessary information on the mileage log.
- c. On the first business day of each month the previous month's mileage log will be removed and a new mileage log will be placed in the vehicle. The previous month's original mileage log will be forwarded to the Contract Office so that it is received by the fifth business day of the month.
- d. The Contract and Compliance Officer will ensure that the mileage log information is entered into the GSC web-based database by the tenth business day of each month and will maintain the mileage logs for all university vehicles in a central file location.

8.4 Vehicle Maintenance and Repair

- a. University vehicles will be maintained according to the suggested maintenance schedules provided by the manufacturers.
- b. All applicable University purchasing procedures will be utilized when purchasing repair or maintenance services for University vehicles. As part of this process, every effort will be made to ensure that the best service and price are obtained.
- c. When submitting purchase requisitions to the Purchasing Office, for the repair and maintenance of University vehicles, the purchase requisition must list the license plate number of the vehicle receiving the service.
- d. The Purchasing Office will forward to the Contract Office copies of the all purchase orders requesting service to University vehicles.

8.5 Vehicle Fueling

- a. The Council on Competitive Government has mandated that all state agencies implement a fuel card program. The University has assigned to the Contract Office responsibility for administering its program.
- b. The Contract Office will issue a fuel card for each University vehicle. Fuel must be purchased with the assigned fuel card. If an employee finds it necessary to purchase fuel with personal funds, as opposed to the fuel card, a travel reimbursement voucher should be submitted to the Contract Office in order to be reimbursed.
- c. At the beginning of each fiscal year, each department that possesses a vehicle will prepare a purchase requisition (with "Voyager" as the payee) for the estimated amount of the fuel to be purchased for the fiscal year. Adjustments to the estimate can be requested during the year.
- d. If a fuel card is lost or stolen the department will notify the Contract Office immediately. The Contract Office will cancel the lost or stolen card and a new fuel card will be issued.
- e. All fuel card bills will be received and reviewed by the Contract Office before forwarding to the Accounts Payable Office for payment.
- f. The fuel cards will be restricted to fuel purchases only and under **no** circumstances is the fuel card to be used for personal vehicles.

8.6 Reporting

- a. **The Contract Office has been given the responsibility of submitting the** required vehicle fleet reports to the Texas A&M University System and the General Services Commission.
- b. The Contract Office will enter all vehicle information, as indicated in the State Vehicle Fleet Management Plan, into the General Services Commission web-based database as it is received from the various University offices.

8.7 Compliance Monitoring

- a. The Contract and Compliance Officer will oversee the administration of the University's Vehicle Fleet Management Program and to ensure that the University is compliant with all applicable laws, regulations, requirements, and procedures concerning vehicle fleet management.
- b. As required, the Contract and Compliance Officer will make recommendations concerning:
 1. Vehicle purchases*
 2. Vehicle replacement*
 3. Vehicle disposal*
 4. Vehicle maintenance and repair*
 5. Vehicle assignment and use

*Denotes approval is required by VP of Finance and Administration prior to releasing recommendations.
- c. All inappropriate use of University vehicles shall be reviewed by the Contract Office. After review of the available information the Contract and Compliance Office will forward the finds to the VP of Finance and Administration for further action.
- d. When a vehicle is purchased from state funds and a waiver is required, a waiver request will be prepared by the Contract Office. Upon completion of the waiver request the contract Office will forward it to the TAMUS Fleet Manager for further action. The Contract Office will keep the requesting department informed as to the status of the request.

Vehicle Inscription

Procedure Statement

Chapter 721 of the Texas Transportation Code requires that state-owned vehicles to be inscribed with the word “Texas” followed by the name of the agency having custody of the vehicle.

Reason for Procedure

To provide guidance to unites for obtaining and installing PVAMU CEP (Extension decals on vehicles).

Procedures

- 1.01 Decals with the inscription “PVAMU CEP” followed by “Texas A&M System” will be placed on all cars and trucks owned by the Extension Service.
- 1.02 In addition to the required inscription, a unit may inscribe its name provided that:
 - a. The letters inscribed do not exceed the other decal letters in height and are of identical color to the agency decal.
 - b. The letters are placed in a neat, professional manner below the decal. Decals can be obtained from the PVAMU Fleet Management office.
- 1.03 The administrative head or designee will:
 - a. Obtain the decals from the PVAMU Fleet Management office.
 - b. Place decals on each of the front doors or cars and trucks.
 - c. Replace the decals when needed to ensure readability.
 - d. Remove the decals and any additional letters/inscriptions at the time of disposal.

Contact Office

For questions regarding this procedure, contact the Contract and Compliance Office

Farm Equipment Operation and Maintenance

Procedure Statement

The safe operation and proper maintenance of farm equipment provides endurance for the equipment and enhanced safety for the operators.

Reason for Procedure

This procedure establishes the guidelines for the maintenance and operation of farm equipment to enhance the safety of PVAMU CEP employees.

Procedures

Train personnel to operate the equipment safely following PVAMU Administrative Procedure 24.01.01.P01

1. The Environmental Health and Safety Office shall administer the golf cart/utility safety program and arrange or provide any necessary training.
2. University Police/Traffic and Parking shall police the operation and parking of low speed vehicles, and shall impound, if necessary, vehicles violating the University Golf Cart/Utility Vehicle Safety Guidelines (**Attachment****). The vehicle will remain impounded until such time as the owner complies with all applicable requirements.
3. Deans, Directors, Department Heads and Supervisor shall:
 - 2.1 Register the cart with the Transportation Center and affix registration decals.
 - 2.2 Assure that all golf carts/service vehicle operators within their departments comply with the University Golf Cart/Utility Vehicle Safety Guidelines.
 - 2.3 Assure that each golf cart/utility vehicle owned, leased, or operated by their department which is used on University premises is scheduled for and receives an annual preventative maintenance service at the Campus Transportation Center. Preventive Maintenance service shall include verification of the presence and proper operation of various safety features and adjustments of the setting for “speed governors” as appropriate.
 - 2.4 Assure that the completed Guidelines Acknowledgement Form is on record within their department for a minimum of three calendar years.
 - 2.5 Assure that each individual who has been assigned to operate golf cars/utility vehicles or who would reasonably be expected to operate said vehicles within the course and scope of their employment or service to the University complies with the following:
 - Receives training from EHS before operating the vehicle.
 - Employee receives periodic evaluation, counseling and training as appropriate to correct non-compliance.
 - Employee completes and signs the “Vehicle Information Form”. (**Attachment*****) when purchasing a golf cart/utility vehicle.

- 2.6 Transportation Department Shall:
- Assist in the maintenance of all University owned golf cart/utility vehicles, schedule and notify owners of required maintenance.
 - Perform at least annual maintenance of all golf cart/utility vehicles at the owner's expense.
 - Remove from service any vehicle deemed unsafe until user/owner arranges for repairs.
 - Must approve all new golf cart purchases and manage inventory caps.
- 2.7 Operators shall:
- Be knowledgeable regarding the requirements of the University Golf Cart/Utility Guidelines
 - Acknowledge responsibility for compliance with the Guidelines by completing the Guidelines Acknowledgement Form (**Attachment *****)
 - Attend a golf cart safety briefing from EHS before operating the carts.

Contact Office

For questions concerning this procedure, contact the Office of Environmental Health and Safety

Use of State Vehicles

Texas A&M University System Policy (TAMUS) on “**Use of System Property**” 33.04 (Revised Sept. 24, 1999)

PVAMU Vehicles

No PVAMU employee shall use any vehicle owned by PVAMU for any purpose other than official business of PVAMU. Employees may not use such vehicles in connection with any political campaign or for any personal or recreational activity including transportation to and from work on a daily basis; however, a vehicle may be driven to an employee’s home and retained overnight on specific occasions when doing so allows the employee to effect significant time or cost savings or meet a specific out-of-town appointment to conduct System business. (e.g. if an employee has an official business trip scheduled and the trip is in the direction of the employee’s home, the vehicle may be driven and retained at the employee’s home where they may continue on the official destination).

The College of Agriculture and Human Sciences (CAHS), which includes the Cooperative Extension Program (CEP), the Cooperative Agricultural Research Center (CARC) and the Department of Agriculture, Nutrition and Human Ecology (ANE) has a fleet of more than 34 vehicles that are accessible to the staff and faculty for the conduct of official business of the respective units of the CAHS.

The Cooperative Extension Program (CEP) has a vehicle check-out procedure in place to gain use of the vehicles in its fleet of vehicles. The vehicles are not readily available to the county staff (Extension Agents, Extension Associates, and Program Aides). However, under special circumstances or by special request, county staff may acquire use of a state vehicle for official business.

Gaining Access to State Vehicles

- Acquire a vehicle “check-out form” from the vehicle fleet custodian by calling extension 5137 or Rm. 107 of the CEP Building or any other administrative assistant. Complete the form by filling the information requested and turning it in to the vehicle custodian, at which time the key and mileage record book will be issued.
- The vehicles are kept in a gated parking lot located at the University Transportation Center. To enter or exit the parking lot, enter code “2211”. You may leave your personal vehicle in the gated parking lot until you return. Note: It is always safe to make sure your parking decal is in its designated area located over the rear view mirror of your vehicle.
- Each vehicle has its own gas card for purchasing gasoline that is kept in the mileage record book of each vehicle. Mileage should be recorded after each round trip including the date of trip, odometer reading and number of passengers if appropriate. Note: The driver of the vehicle is not counted as a passenger. The gas card is to be used only for the vehicle it’s assigned to (which is by license plate number).

- Gasoline may be purchased from the University gas pump at the Transportation Center or a public gas pump prior to or after returning from a business trip. A receipt of purchase must be turned in to the CEP Fiscal unit upon return when purchasing gasoline from a public gas pump. No receipts are provided when purchasing gasoline from the Transportation Center. When using the gas card at public gas pumps, never pay for the gas on the inside of the establishment. Always swipe the card and enter requested information before pumping gas, last four digits of your UIN number, which depends on the business establishment where the gas is being purchased.

Vehicle Insurance

A fleet insurance card is kept in each vehicle along with an accident report form. In the event of an accident, the accident report form must be completed and turned in to the University Police Department.

Employee Liability

The driver of the vehicle is liable for any speeding tickets while operating the vehicle. Eating, drinking carbonated beverages or coffee is prohibited while operating the vehicle. Any evidence of beverage spillage or any form of abuse of the vehicle may result in restricting your use of the state vehicle. Also, all items taken or used on the trip must be removed from the vehicle upon your return.

What to Do If Vehicle Mechanical Problems Develop

If mechanical problems develop you should call the University Transportation Center at 936-261-9704 or 9706 for guidance. You must not have anyone, whether licensed or un-licensed to try and fix the problem without contacting the Transportation Center for guidance. However, you are permitted to change a flat tire to continue your trip. (Please refer to the vehicle owner's manual for guidance on properly using the appropriate equipment/tools). Note: You may refer to the number 1-800-525-5555 on the back of your Texas Driver's License for Roadside Assistance, e.g. the Texas Department of Public Safety. **However, information on getting assistance with vehicle mechanical problems is pending a response from the Transportation Center.**

Risk Management

- Under no circumstances are family members or children allowed to travel along with you while using the state vehicle. The State is not liable in the event of an accident resulting in injury.
- Non-Extension individuals are not allowed to be transported in state vehicles unless it is for the furtherance of Extension work or National Institute of Food and Agriculture (NIFA) goals.
- Any damages to the vehicles, or vehicle malfunction, or if any items were left in the vehicle from a previous trip should be reported to the vehicle custodian, and ultimately to the Transportation Center.

Internal Policies

- The mileage record book and key must be removed from the vehicle and turned into the vehicle fleet coordinator after each trip.
- It is an internal policy of the CEP that the vehicle's gas tank is full after each trip.

University Golf Cart Utility Guidelines

All golf cart operators must receive a mandatory training through the Environment & Safety Department. Golf carts shall be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians. Pedestrians shall be afforded the right-of-way at all times. Pedestrians as defined in this document refer to: persons walking, jogging, inline skating, skate boarding, bicycling, or those in wheelchairs or mobility assistance devices.

Golf carts shall be operated in accordance with the following specific rules:

- Golf carts shall not be parked within fifty (50) feet of the entrance or exit of any building, except at loading docks.
- Golf carts should be parked in designated cart parking areas.
- All occupants on the golf cart shall keep hands, arms, legs and feet within the confines of the vehicle while it is in motion.
- Operators should avoid all walkways less than ten (10) feet wide. The recommended speed on walkways is 5 mph and in a congested area, the speed should be no faster pedestrians walking in the same area.
- Special care shall be taken while driving golf carts through parking lots and on walkways.
- Golf carts shall not be operated at speeds in excess of 10 miles per hour in these areas.
- Golf carts should operate or park only on hard surfaces.
- Golf cart shall not be driven through covered walkways (breezeway).
- Golf carts shall be parked and/or operated in such manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps or sidewalks.
- Golf carts shall be operated within the confines of University premises only.
- Authorization to operate a golf cart on roadways of Prairie View A&M University is contingent on the possession of a valid driver's license.
- Employees shall immediately notify their supervisor if and when their driver's license is suspended or revoked.
- Golf carts are to be kept at the equipment barn on the University Farm for charging.
- Students or Employees may pick up the golf cart from the farm and return it on a daily bases as needed.
- When the golf cart stops for any reason you should notify the Transportation Center at 936-261-9704 or 9706 for assistance.
- The golf cart keys are kept at the receptionist desk in the Cooperative Extension Program building.
- The golf cart should be returned to the Cooperative Extension Program building by 4:30 p.m. daily or the individual using it must return it to the equipment barn.

Motor Vehicle Accident Reports

Procedure Statement

The Texas A&M University System covers system vehicles under a system-wide self-insurance plan. Employees are responsible for reporting vehicle accidents within 24 hours.

Reason for Procedure

To provide guidance to units and all vehicle operators in the event of a vehicle accident, involving a PVAMU CEP or state-owned vehicle.

Procedures

The *Vehicle Accident Reporting Brochure* for Extension provides detailed instructions on the appropriate actions to be taken following a motor vehicle accident. Brochures and forms are available on the agency website at:

<http://www.tamus.edu/assets/files/safety/pdf/Motor%20Vehicle%20Accident%20Report.pdf>

Unit will ensure that a copy of the following are maintained and kept in each vehicle:

- a. Vehicle Accident Procedure Brochure
- b. System Motor Vehicle Accident Report (System Form 9)
- c. Texas Department of Transportation Driver's Crash Report (Form CR-2)

Related Statutes, Policies, or Requirements

System Regulation 33.99.14 Criminal History Report Information-Employees and Applicants

Contact Office

**For questions concerning this procedure, contact the PVAMU Fleet Management Office:
979-845-6805**

Driver Requirements for the Use of Service Vehicles

Procedure Statement

The Texas A&M University System operates a System-wide self-insured plan for vehicles. PVAMU CEP is required to pay the first \$1,000 of any claim against it where the operator of a System or Extension vehicle is determined to be at fault. Any such claim may be the responsibility of the unit whose inventory contains the vehicle.

Reason for Procedure

This procedure provides guidelines to help reduce risk of loss and associated costs of operating state-owned vehicles.

Procedures

1.0 Driver's License and Vehicle Operation

In accordance with A&M System guidelines, drivers of System or Extension vehicles must be at least 18 years of age and if operating a state owned vehicle on public roads or highways, must:

- A. Possess or obtain the appropriate classified driver's or commercial driver's license. To drive a commercial motor vehicle, the person must have, in their immediate possession, a valid Commercial Driver's License appropriate for the class of vehicle being driven. Employees, whose duties require the operation of Extension vehicles as part of the conditions for employment with Extension, must obtain the required license. This can be a State of Texas license or a valid license issued by another state. Payment for such licenses cannot be made from state appropriated or other public funds and is the responsibility of the individual.
- B. Have obtained permission from the proper supervisor to operate the vehicle. Departments are responsible for ensuring the drivers of their assigned vehicles are faculty, staff members, students or affiliates of their departments. Drivers must be at least 18 years old, possess a valid driver's license and be approved by the department to drive University vehicles. Transportation Services personnel are required to obtain the driver's license number of any individual to whom a vehicle is being released.
- C. Drive with maximum safety and observe all current traffic regulations.
- D. Be instructed to drive in a safe manner and obey all traffic regulations.
- E. University vehicle may only be driven to accomplish a specific purpose or task as authorized by the Transportation Department Fleet Manager. If a University owned vehicle is not available; the University, at its option, may provide an alternative form of transportation or reimburse an employee for the use of a personally owned vehicle. Faculty, staff, and Grad. students are the only individuals authorized to drive a University vehicle. Use is restricted to official

University business to include accomplishing Extension, academic, research, and/or administrative responsibilities.

- F. All traffic citations issued to the driver of a University vehicle must be reported to their supervisor. If an authorized driver is convicted of a traffic violation that results in the loss of their Texas Vehicle Operator's License, the driver must notify their supervisor that they have lost their license and are no longer eligible to drive a University vehicle.
- G. Failure to comply with this requirement may result in disciplinary action up to and including termination. Additionally, if the employee's position requires a valid license, failure to maintain a good driving record may result in disciplinary action up to and including termination.
- H. To legally operate some heavy duty University vehicles, state law requires the driver to possess a valid commercial driver's license. Vehicle operators, when driving heavy-duty vehicles, are subject to the provisions of the federally mandated program of Drug and Alcohol Testing for Safety Sensitive Positions Requiring a Commercial Driver's License.
- I. Failure to comply with the provisions of this program may result in the loss of authorized driver status and disciplinary action up to and including termination.

2.0 Use of Vehicles by Non-Employees

Under the System-wide self-insured plan, non-employees are not authorized to operate Extension vehicles. Exceptions may be allowed only if the non-employee operating the vehicle is covered for liability for the operation of the vehicle by another governmental agency or private employer in which case that entity may assume responsibility.

If it is deemed necessary for a non-employee to operate a motor vehicle to carry out the mission of the agency, units should consider state car rental contracts.

Contact Office

Questions concerning this procedure may be directed to the PVAMU Fleet Management Office at 979-845-6805

Procurement Card and Business Travel Card Guidelines and Procedures (Administrators, Program Leaders & Individuals with Grants & Special Projects)

- Step 1: The potential cardholder has to go through a Procard training session before applying for the card.
- Step 2: Potential cardholders must complete an application for the card. Application is provided online.
- Step 3: Application must be signed by authorized personnel on the account.
- Step 4: Turn application into the Procurement card office.
- Step 5: The Procurement card office will fax or enter information from the application to CITI Bank.
- Step 6: The Procard should be received by the Procurement Card Office in about two weeks.
- Step 7: Once the Procard is received, an email is sent out to the cardholder to pick up the card.
- Step 8: Once the card has been received by the cardholder a card release and agreement is signed by the cardholder.
- Step 9: After all forms are signed information is then filed into a secured file.

Program Area Unit Procedures for Purchasing

- Staff must complete and submit CEP 130 for the following:
- Staff must provide justification for purchases that is linked directly to program area NIFA Goals and program outcome/output plans.
- Program Leader/Administrator approves or rejects CEP 130. If it is rejected, Program Leader/Administrator contacts staff for discussion or sends the CEP 130 back to the staff person unapproved with a written response documenting the reason(s) why it was rejected.
- Staff should provide request in advance for materials/supplies/travel/related expenses.
- Staff should provide electronic, (e.g. computers, camera, etc.) equipment request in advance as they need to be reviewed by Information Technology /IT and custody card process takes place.

Surplus or Salvage Property

Procedure Statement

This procedure establishes disposal method for surplus or salvage property for PVAMU Extension Service (Extension) units.

Reason for Procedure

This procedure is required by the Texas A&M University System (System) Regulation 21.01.10, *Surplus or Salvage Property*.

Definition

- 1.1 Surplus – Any personal property which is in excess of the needs of any state agency and which is not required for its foreseeable need. Surplus property may be new or used but must have additional useful life.
- 1.2 Salvage – Any personal property which through use, time, or accident is so depleted, worn out, damages, consumed, or outdated that it is obsolete and/or can no longer serve the purpose for which it was originally intended.
- 1.3 Scrap – A piece of equipment is considered scrap if it does not work and is not usable in its original function. Unusable scrap equipment must be disposed of according to State of Texas and PVAMU regulations. It may not be used for private benefit. The Central Receiving and Warehouse will make the determination based on this definition once the property has been transferred to the warehouse for redistribution.
- 1.4 Data processing equipment – Per Government Code Section 2054.003(3) (A) – Central processing units, front-end processing units, mini-processors, microprocessors, and related peripheral equipment such as data terminal equipment, computer-based work processing systems, other than memory typewriters and equipment and systems for computer networks.

Official Procedures and Responsibilities

- 2.1 General:
 - 2.1.1 Surplus or salvage property accumulated by Prairie View A&M University (PVAMU) will be held until such time that notice is provided that allows for the direct transfer of materials or equipment that can be used for instructional purposes at a public school, school district, or assistance organization designated by the school district, under terms agreeable to both PVAMU and the recipient.

- 2.1.2 By means of email, PVAMU will notify Waller and Hempstead school districts when surplus or salvage property that could be used for instructional purposes is available.
- 2.1.3 These school districts will be able to review the list of surplus instructional items by accessing www.pvamu.edu/warehouse/surplus on the PVAMU website. A prescribed three-day period to inspect items will be set, and the school district can then claim, on a first-come, first-serve basis, any item available. Items remaining after the three-day inspection period will be sold later at public auction.
- 2.1.4 If two or more schools, school districts, or assistance organizations seek to acquire the same property under substantially similar terms, preference must be given to low-performing schools, as determined by the Commissioner of Education, or to school districts with a taxable wealth per student entitling the district to an allotment of state funds under Subchapter F, Section 302, Chapter 43, Texas Education Code, or to the assistance organization designated by such a school district.
- 2.1.5 A department that determines that it has surplus property or salvage property shall complete and submit PVAMU transfer property forms to the University Asset Coordinator. Additionally, based on the condition of the property, the Asset Coordinator shall determine whether the property is:
 - 2.1.51. Surplus property that should be offered for transfer under §2175.125 of the Texas Government Code and Section 3 of this code (relating to Disposition of Surplus and Salvage property to the public by Competitive Bidding, Auction, or Direct Sales); or is
 - 2.1.52. Salvage property.
- 2.1.6 The Asset Coordinator will make this determination and shall inform Central Receiving and Warehouse of its determination.

2.2 Data Processing equipment:

- 2.2.1 Texas Administrative Code, Rule 202.78 requires that removal of data from data processing equipment such as printers, copiers, scanners, fax machines, and personal digital assistants and computer prior to sale or transfer.
- 2.2.2 Not all of the above store data. If unsure as to data contained on equipment described departments should contact the Information Security Office at ext. 2126 before proceeding.
- 2.2.3 All surplus/salvage data processing equipment that is not transferred to a public school, public school district, or assistance organization specified by the school district, or disposed of under another law, must be transferred to Texas Correctional Industries (TCI) Texas Department of Criminal Justice without reimbursement. TCI has the right to refuse this equipment.

2.2.4 Surplus Property without a Useful Life:

- 2.2.4.1 Per State Property Accounting (SPA) Policy, for property to be considered surplus, it must have additional useful life. Thus, if equipment is damaged, it can be destroyed by the appropriate surplus member, without being advertised.

Related Statutes, Policies, or Requirements

- System Regulation 21.99.06. *Surplus or Salvage Property*

**Contact Office:
Property Management**

Inventory Procedures

Procedure Statement

This procedure established method for inventory for fixed asset property for PVAMU CEP units.

Reason for Procedure

This procedure is required by the PVAMU Administrative Procedures 21.99.05.PO.01 The Texas A&M University System Equipment Management Manual establishes the overall guidance and procedures for managing equipment within the System.

Definition

University Property Manager - the individual assigned the responsibility for maintaining the official fixed asset inventory for the University. Currently this is the Manager of Accounting.

Accountable Property Officer – the individual in each department assigned the responsibility maintaining the department’s inventory of fixed assets. This is the department head, unless they have formally designated a staff member.

Annual Inventory – the physical verification of each item on the University’s equipment inventory conducted once a year.

Surplus Property – useful equipment no longer needed by the responsible department.

Salvage – equipment that is no longer useful

Inventoriable Equipment – generally, equipment with a purchase price or donated value of less than \$1,000 and not classified as a controlled asset.

Official Procedures and Responsibilities

1. Procedures
 - 1.1 Additions – All inventoriable equipment or furnishing purchased by the University must be tagged and added to the University’s inventory by the Fixed Assets staff in the Fiscal Office within 10 days after delivery.
 - 1.2 Missing or Stolen Equipment – All equipment (inventoriable or non-inventoriable) that is identified as missing or stolen by a department must be reported to the University Police Department and the Fixed Assets Office using a Missing or Stolen Report form.
 - 1.3 Transfer – Departments desiring to transfer inventoriable equipment to another department must complete a Property Transfer form to document the transfer of responsibility and to provide proper information for updating the fixed asset inventories of the respective departments. When transferring computer equipment, Departments must also complete the transfer of Computer Equipment form. The completed and approved Property Transfer form must be filed with the Fixed Assets Office.
 - 1.4 Annual Inventory – Departments are provided with a listing of their equipment inventory annually. Departments should verify that each item exists and that the information on the listing is correct. Any items not on the list should be added.

- For missing or stolen items, departments should attach copies of the applicable Missing or Stolen Reports. Department Heads are required to sign the Certification of Physical Inventory form to return it to the Fixed Assets Office.
- 1.5 Non-Inventoriable Equipment – Although there is no requirement to keep an official inventory of these items, they should be marked “Property of PVAMU” with indelible ink and departments should ensure that they are properly secured. Additionally, departments are encouraged to maintain pertinent information (e.g. serial number) to aid in an investigation should an item turn up missing or stolen. PVAMU Extension staff will maintain an inventory log of non-inventoriable equipment.
 - 1.6 Random Inventory – The University Property Manager is responsible for conducting random inventory checks on a test basis. During the course of a year, all departments should be tested at least once.
 - 1.7 Surplus/Salvage Property – Departments are responsible for identifying surplus and salvage property. Proper disposal of surplus property requires the department to transfer (See Section 3.3 above for transfer procedures) the equipment to the Central Stores/Central Receiving operation, which administers the surplus property disposal program for the University. Proper disposal of salvage property requires written approval of the applicable department head using the Property Destruction Record Form. Upon approval, the salvage equipment should be discarded in the appropriate trash receptacle, unless special disposal requirements exist due to size or nature of equipment. A copy of the approved Property Destruction Record form must be filed with the Fixed Assets Office.
 - 1.8 Trade-Ins – Departments desiring to trade older equipment in on a new piece of equipment must properly identify the equipment on the purchase requisition for the new item. Proper identification includes description, inventory number and/or serial number. A copy of the requisition should be filed with the Fixed Assets Office.
 - 1.9 Leased Equipment – Depending on the lease arrangement the University may be required to include leased equipment on its inventory. To ensure proper accounting, the requesting department should contract the Manager of Accounting.
 - 1.10 Gift Equipment – Gift equipment is subject to the same inventory rules as purchased equipment, with the exception that the fair market value is used when placing the assets on the inventory. Departments receiving gift equipment must notify the Fixed Assets Office so that they can tag the equipment and update the inventory records.
 - 1.11 Temporary Property Transfer – When employees use University equipment outside of their department or off-campus, custody of the equipment must be signed for by completing a Custody Card. The Custody Card must be approved by the department head or their designee and a copy must be filed with the Fixed Assets Office. Proper notation should be made by the department head on the card when the property is returned.

Contact Office: For questions concerning inventory, contact the Property Office or the Manager of Accounting.

Employee Termination and Inventory

Procedure Statement

The unit head is responsible for ensuring that all PVAMU CEP property is obtained from terminating employees, and that access to all computer networks, information/computer resources, and buildings have been removed. Texas A&M, *Employee Termination Checklist*, will be used to document return of property and removal of access.

Reason of Procedure

This procedure established the guidelines for ensuring property issued to an employee is returned and that access to IT resources is removed for individuals terminating employment with Extension.

Procedures

Units must keep accurate records of all property, including keys, credit cards, computers, etc., which are issued to and returned from Extension employees. In addition, units must keep records of all access provided to employees, including special key cards, network, e-mail accounts, and access to other computer-based systems. When an employee terminates his/her employment, document the return of property and deactivation of access.

1. Off-boarding Process for Voluntary Terminations
 - 1.1 Employees submits letter of resignation. If employee does not submit letter of resignation, department is contacted and asked to forward the letter of resignation.
 - 1.2 Department submits EPA document terminating the employee from the position.
 - 1.3 Employee contacts the Office of Human Resources to schedule an Exit Meeting. If employee does not schedule an Exit Meeting, then employee cannot successfully clear from the University.
 - 1.4 Central Administrator for the Office of Human Resources sends email notifications to all appropriate parties as part of the clearance process to include:
 - Department Head, Dean or Immediate Supervisor
 - Library
 - Fiscal Affairs – Treasury Services
 - Fiscal Affairs – Accounting
 - Telecommunications
 - IT
 - Auxiliary Services
 - Travel Office
 - Financial Services (Pro Card) and Human Resources
 - 1.5 Each of the departments contacted responds generally with two business days to the Central Administrator in the Office of Human Resources.

- 1.6 Central Administrator will sign on behalf of all departments based on the clearances received, thereby clearing the employee from the University.
- 1.7 Central Administrator checks for final approved EPA terminating the employee.
- 1.8 Employee comes to Human Resources on the last date of employment or on a pre-scheduled meeting date if the employee owes any money, he/she will need to pay and collect the receipt form Treasury Services.
- 1.9 The Central Administrator for the Office of Human Resources continues clearance process giving the employee all appropriate information and forms to include Retirement Information, COBRA and an Exit Interview Form.
- 1.10 The Employee signs the completed Clearance form and elects the handling of leave accruals.
- 1.11 The Central Administrator informs the employee of the approximate date by which the Lump Sum Letter will be forwarded to the Department.
- 1.12 The Central Administrator will forward all appropriate payroll documents and COBRA information to the appropriate departments for further processing.
- 1.13 Once the termination process is complete, the Central Administrator for the Office of Human Resources files all personnel and leave information in the appropriate fiscal year file dealing with “terminations”.

Contact Office: For questions on Property Management issues, contact the PVAMU Property Manager. For questions on HR issues, contact PVAMU Human Resources Office.

Occupational Safety and Health

Procedure Statement

The PVAMU CEP goal is to provide a safe and healthful workplace for all employees at each of its locations and to follow appropriate procedures to protect the environment. Unit heads shall take such action and follow applicable procedures as necessary to ensure a safe and healthy work environment.

Reason for Procedure

This procedure sets forth responsibilities, identifies related programs, and establishes the enforcement guidelines to help ensure the safety and health of Extension Employees.

Prairie View A&M University is committed to the development and maintenance of health, safety, and environmental management programs. Safety is the business and responsibility of every campus citizen and can be better achieved through proper engineering, education, training, protective equipment, and enforcement of safety rules.

Procedures

1.0 RESPONSIBILITIES

Responsibilities for compliance with applicable federal and state regulations, System Regulations, and Extension Rules and Procedures is delegated to all professional staff, supervisors, and employees through administrative channels.

A. Unit heads will:

1. Take actions to comply with applicable environmental health and safety-related laws and System regulations and standards to include responding to safety and environmental audits, reviews, and/or inspections.
2. Appoint a unit safety office and/or safety committee.
3. Unit heads will ensure that the safety office/committee acts as a liaison with the PVAMU Safety Coordinator.
4. Establish and maintain a culture of safety within their unit.
5. Ensure employees are aware of the Extension policy regarding the environment.
6. File or cause to be filed a First Report of Injury form(s) in accordance with applicable Workers' Compensation Insurance Procedures.

B. Safety Officer/Committees will:

1. Coordinate the safety program at the unit.
2. Provide training and information regarding safety procedures and programs.
3. Monitor and ensure compliance with applicable procedures, programs and policies regarding safety and the environment.
4. Advise the unit head of any safety problems that are identified.

C. Professional staff and supervisors will:

1. Set a good example and follow all safety procedures and written programs.

2. Identify hazards associated with tasks assigned to employees.
3. Provide training and information regarding safety procedures and programs.
4. Monitor and ensure compliance with applicable procedures, program, and policies regarding safety and environments.
5. Take appropriate actions to correct unsafe acts or behavior of employees, and inform the unit head or safety officer/committee of any identified unsafe conditions.

D. Employees will:

1. Comply with approved rules, procedures and programs.
2. Assume personal responsibility for accident prevention.
3. Follow instructions, use personal protect equipment provided, and perform all work in a safe manner.
4. Report unsafe conditions and/or practices to the appropriate supervisor.
5. Immediately notify the supervisor if an accident arises which results in injury. If the supervisor is not available, notify the unit head. This notification must include the type of injury, how the accident occurred, and the names of witnesses, if any.

E. PVAMU CEP Safety Coordinator will:

1. Assist the unit head and safety officer/committee in the implementation of any appropriate safety program for the unit.
2. Advise the unit head and safety officer/committee of new or revised laws that affect the safety program.
3. Serve as a resource to provide safety-related training or information.
4. Periodically evaluate facilities and procedures at the unit to assess safety compliance and recommend corrective actions, as necessary.
5. Develop safety manuals and guidelines to foster safe work environments and maintain compliance.
6. Monitor performance and compliance of each unit.
7. Develop programs and guidelines that promote a good environmental stewardship.

2.0 ENFORCEMENT

Refusal by an employee to follow safety guidelines or refusal to use personal protective equipment as instructed may result in disciplinary action up to and including termination (See System Policy 32.02, *Discipline and Dismissal of Employees*, System Regulation 32.02.02).

Related Statutes, Policies or Requirements

System Policy 24.01, *Risk Management*

System Policy 32.02, *Discipline and Dismissal of Employees*

System Regulation 24.01.01, *Supplemental Risk Management Standards*

System Regulations 32.02.02, *Discipline and Dismissal Procedures for Non-Faculty Employees*

In compliance with Texas A&M System Policy 24.01 Risk Management, the University is committed to providing its employees a safe environment in which to work. Safety is the business and responsibility of every employee and can be better achieved through proper engineering, education and training, use of protective equipment, and compliance with safety rules, standards, and laws. Each employee is responsible for understanding and practicing appropriate safety procedures.

- a. Fire Emergency – In the event of a fire, dial 4911 immediately from any campus phone OR 911 from your cell phone. Don't panic. Inform others in your area of the fire.
- b. First Aid Kit – The Environmental Health and Safety Department is responsible for ensuring that all departments follow the guidelines for acquiring and placement of a first-aid kit.

The Carden-Waller Cooperative Extension building is stocked with a first aid kit and it is located in room 121.

Contact Office: Questions regarding this procedure should be referred to the PVAMU Extension Service Safety Coordinator and Environmental Health and Safety Department.

Telephone Use and Cellular Communication Devices and Services

Procedure Statement

This procedure provides units of PVAMU CEP with a formal process to manage telephone use and cellular communication devices and services for agency employees.

Reason for Procedure

This procedure is required by System Regulation 125.99.09, *Cellular Communication and Devices and Services*.

Official Procedures

General

Personal Telephone Calls – Long Distance Charges

- 1.1 Except for calls charged to personal calling card, long distance calls on University telephones for personal use is prohibited, since they constitute a theft of services as defined by Section 31.04 of the Penal Code. Individuals found doing so will be required to reimburse the University. Failure to cease making long distance calls at the University expense could result in disciplinary action, to include termination for faculty or staff and suspension for students.
- 1.2 Budget Heads should review their monthly telephone billings for possible personal long distance calls. The Telephone Office will perform spot checks of telephone bills and assist department heads in identifying possible personal calls. Upon verification of such, the budget head should counsel employee and submit a request to the Treasury Services Office to bill the employee or student. The request should be signed by the employee or student, thereby acknowledging the fact that they owe the University for the personal calls.

2.0 Cellular Telephone Services

- 2.1 The University recognizes that an employee's use of cellular phones may enhance the performance of certain job responsibilities. Thus, PVAMU departments may elect to monetarily contribute to the operation of an employee's personally-owned cellular phone through a monthly salary supplement for the service plan.
- 2.2 The cellular phone is considered to be the property of the employee and may be used in any way the employee deems appropriate. Payments made to the employee by the University in the form of a Monthly Communication Service Allowance ("Allowance") are considered taxable compensation to the employee and are subject to required tax withholdings. The Allowance shall be paid to the employee in equal installments from department funds (Processed on the last bi-weekly pay period of each month) only for as long as the employee qualifies for the Allowance under these provisions.

3.0 Approvals

- 3.1 Department Heads are responsible for recommending which positions necessitate the monthly Allowance. The completed Communication Plan

Allowance Form (20.09 Attachment1) is routed through the Dean/Director/Account Manager to the appropriate Vice President for approval. Granting an Allowance to an employee must be directly linked to the employee's University related job duties and responsibilities.

- 3.2 Copies of the approved forms used to process the Allowance shall be retained in the employee's payroll file.
- 3.3 The Allowance shall be payable to the employee. The amount will be consistent with one of the two communication service allowance rates established by the University [minimum of \$25(gross) per month and a maximum of \$50(gross) per month.]
- 3.4 An employee who has been authorized to receive an Allowance must enroll in a cellular phone service plan, and may chose a plan that exceeds the approved plan limited selected by his/her department, i.e. the plan on which the Allowance paid to the employee is based. In any case, the employee will receive a salary supplement ONLY for the amount approved by the department head. The employee is responsible for payment of monthly service charges by the company selected by the employee regardless of whether the amount of the charge exceeds (or is less than) the Allowance received by the employee.
- 3.5 Annually, during the budget planning cycle, the Department head shall evaluate the Allowance and the appropriateness of Plan Access Limits and propose any adjustments. These recommendations will be routed through the appropriate Dean/Director for final approval of the appropriate Vice President. The Allowance may be established at any time in a fiscal year, but must remain constant through the remainder of the fiscal year.
- 3.6 During the regular budget cycle an employee whose allotted Plan Access Limits are routinely exceeded solely due to business use, may request an increase in Plan Access Limits. After receiving and reviewing documented evidence presented to justify the increase Allowance, the department shall process adjustments (through the appropriate Dean/Director for approval by the appropriate Vice President) made to the Allowance by submitting a new/revised Communication Service Allowance Enrollment Form reflecting the monthly salary supplement rate. The appropriate Vice President must review the documentation supporting the requested increase and must approve any increase in the monthly Allowance paid to an employee.

Related Statutes, Policies, or Requirements

- System Regulation 29.99.09 Cellular Communication Devices and Services
- System Policy 33.04, Use of System Resources

Definitions

Cellular communication devices – defined as a cellular telephone, telephone/ PDA or Smartphone, and peripheral equipment (e.g. carrying case, pager, hands-free headset).

Cellular communication service – defined as the plan providing for operation of a cellular communication device.

Program delivery personnel – agency, district, and/or campus specialist delivering educational programs.

Contact Office: PVAMU Extension Fiscal Office

Official Mail

Procedure Statement

This procedure established the Official mail process for PVAMU Cooperative Extension Program (CEP).

Reason for Procedure

Cooperative Extension Program (CEP) Official Mail is a privilege granted to specialists, Extension Agents (CEP) and selected staff. Those authorized to use CEP Official Mail are personally responsible for each piece of mail carrying his or her name and title as to its eligibility to mail under this privilege. The privilege shall be granted by the Administrator to active employees in CEP. Consultants, retired employees and volunteers are not authorized to use this mailing privilege. Those granted the privilege are responsible for following all US Postal Service rules and regulations related to transmission of mail through the postal system Violation of Postal Service or CEP Official Mail procedures may result in the cancellation of the privilege and/or penalty.

Procedures

General Regulations

The official Cooperative Extension Program letterhead is the only approved letterhead to be used in the transmission of official CEP mail. CEP must display dominantly on self-mailers and newsletter mask heads.

Appropriate Use of Official Mail

CEP Official Mail is not to be used for personal correspondence. Subject matter of mail must relate to activities in furtherance of Extension work. Great care must be taken to insure that information is presented, on both sides of controversial issues. The (CEP) at Prairie View A&M University is designated as a not-for-profit organization with the US Postal Service. Under this designation, you may not use CEP Official Mail for buying, selling or soliciting products. This includes letter to organization, companies, individuals, etc. soliciting funds and merchandise or to sell educational materials.

CEP Office Mail must carry the signature, name and office CEP title of the sender. Signature of persons not authorized to use CEP Official Mail should not appear on material prepared for mailing under this privilege. A credit line should be used to provide recognition. This rule also applies to newsletters and postcards.

CEP official route slips must be used in the transmission of official mail that is not accompanied with a letter of transmittal. Route slips must carry the signature, name and official CEP title of the sender.

Prairie View University Seal

The PVAMU seal must appear on letterhead, self-mailers and certain publications mailed under CEP Official Mail.

Mailing List

Mailing lists are for the sole use of Extension personnel and shall not be furnished directly or indirectly to any other person, firm, association, or Federal Government agency. The release of these lists could adversely affect the creditability of CEP. Mailing lists are not Federal records, and therefore, are not covered by the Federal Freedom of Information or Privacy Acts that pertain to Federal records. This longstanding policy of the US Department of Agriculture is based in part on 18 U.S.C. 190Z, 7 U.S.C. 472, 7 U.S.C. 1373©, and Title 7 C.F.R., Part_____, Subtitle A, Subpart B which provides:

“List of names of farmers, business people, or employees that may be available in the Department shall not be released to anyone unless it is determined that such release is required by the Freedom of Information Act. Lists of manufacturers, dealers, breeders, etc., shall not be furnished so as to imply that the Department endorses certain firms to the possible detriment of others, or that the lists necessarily include all dealers of a certain line”. Mail lists must be updated annually and Business Reply Mail cannot be used for this purpose. Evidence of annual update must be submitted to the CEP State Official Mail Officer annually.

Return Address

The CEP State Administrative office return address must be used on all first class mail. The words “**Official Business**” must always follow the return address.

Postage and Supplies

An allocation for postage will be provided to each CEP county to support First Class mailing through use of the Texas A&M AgriLife postage meter in each CEP county. County CEP Offices will be responsible for requesting letterhead, envelopes and postal cards as appropriate from CEP headquarters. (Refer to Appendix Figure 1, for Official Mail Envelope/Postcard Format).

Excess Weight of First Class Mail

First class mail over 11 ounces is considered Priority mail. However, caution should be taken against using “priority” marking on letter mail (under 11 ounces) because of the higher cost of priority postage associated with the First Class Mail of lesser weight.

First Class Postcards

First Class Postcards are an inexpensive way to get an immediate message to clientele. First-Class postcards get all of the benefits, such as forwarding and return that come with First-Class Mail. But to qualify for mailing at First-Class Postcard rates, a card must be:

- Rectangular
- At least 3 ½ inches high X 5 inches long and have the thickness of card stock
- No more than 4 ¼ inches high X 6 inches long and have the thickness of card stock.

If your mail piece does not meet the dimensions above the Postal Service considers it a letter and charges letter rate postage. DO NOT attach stickers, magnets or other items to postcards.

Attachments may disqualify a card for mailing at the first class postcard rate- or even make it nonmalleable. For rules about .attachments to cards restrictive, check with your local post office to answer specific questions.

Self- Mailers

Self- mailers are to send mail without envelopes. Messages should not appear on the face of the mail piece. The face of the self-mailer should duplicate the standard CEP official mail envelope format. Tape water seal, tape, or glue may be used to seal folded self- mailers. Tabs and other seals placed at the top of folded self- mailers should be positioned so that they do not cover the return address, postage, or rate markings (Refer to Appendix Figure 2, for specifications).

The following criteria should be adhered to:

- Use the official Cooperative Extension Program letterhead or mask head,
- Use the CEP State Administrative Office official return address (P.O Box 519; Mail Stop 2001, Prairie View, TX 77446) for mail sent first class.

The Cooperative Extension Program Official Mail is a privilege which enables you to correspond with colleagues and clientele as you conduct your assignment within the CEP. Please refer to the state official mail officer with specific questions as a resource to you to ensure that you are in compliance with CEP and US Postal Service rules and regulations.

CEP Student Worker Orientation

All students employed as student workers with the PVAMU Cooperative Extension Program are required to attend the New Student Employee Orientation. As part of the Cooperative Extension Program's new student worker orientation process, there will be basic professional etiquette training to new student workers. The orientation covers topics including positive attitude, work ethic, customer service, punctuality, attendance, proper work attire, work ethic, customer service, attendance, proper work attire, phone usage, student work room time sheets, answering phones, assisting other units, safety, student agreement, etc.

Email Retention and Service

Procedure Statement

This procedure established email retention and Operating management procedures for PVAMU CEP positions.

Reason for Procedure

Under the Information Resource Management Act, TAC202, University and System regulations, Information Resources are strategic assets of the State of Texas that must be managed as valuable state resources. These procedures are established to achieve the following:

- To ensure compliance with applicable statutes, regulations, and mandates regarding the management of data retention and management.
- To establish prudent and acceptable practices regarding the use of email services.
- To educate individuals who may use email services with respect to their responsibilities associated with such use.

Procedures

1.0 General

1.01 Terms of use:

Electronic files and communications created, sent, received, or stored on Information Resources owned, leased, administered or otherwise under the custody and control of Extension are the property of the agency.

1.02 Private email accounts should not be used for conducting agency business. In order to satisfy its obligations under an audit investigation, or official proceeding, the agency may require an employee to disclose any email messages residing in an employee's private email account(s) relating to agency business. An employee failing to comply with such a request will be subject to disciplinary action, up to and including dismissal.

2.0 PROCEDURES AND RESPONSIBILITIES

2.1 Whenever possible, the PVAMU email system (s) is (are) the official communication system for University business

2.2 Prohibited Uses:

2.2.1 The PVAMU email system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any PVAMU employee should report the matter to their supervisor immediately.

2.2.2 Individuals must not send, forward or receive confidential or sensitive Prairie View A&M University information through non-Prairie View A&M University email accounts.

Examples of non-Prairie View A&M University email accounts include, but are not limited to: Hotmail, Yahoo mail, AOL mail and email provided by other Internet Service Providers (ISP).

- 2.2.3 No sensitive and/or confidential Prairie View A&M University material should be transmitted via PVAMU email unless encrypted. (See UAP 29.01.03. P0.22 – Encryption of Confidential and Sensitive Information)

2.3 Personal Use

Using a reasonable amount of PVAMU resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters or joke emails from a PVAMU email account is prohibited. Virus or other malware warnings and mass mailing from PVAMU shall be approved by PVAMU VP Business Affairs before sending. These restrictions also apply to the forwarding of mail received by a PVAMU employee.

2.4 Monitoring

PVAMU employees shall have no expectation of privacy in anything they store, send or receive on the University's email system. PVAMU may monitor messages without prior notice. PVAMU is not obliged to monitor email messages.

2.5 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

- 2.6 Employees are prohibited from downloading and using personal IM software to transmit messages via the Internet. Any requests for exceptions must be routed to the Information Security Officer.

Definitions

Confidential Information – Information that is exempted from disclosure requirements under the provisions of applicable state or federal law, e.g., the Texas Public Information Act.

Sensitive Personal Information – An individual's first name or first initial and last name in combination with any one or more of the following items: Social Security Number, Driver's License number or government – issued identification number (including UIN or Student ID). 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.

Information Resources (IR) – The procedures, equipment, and software that are designed, employed, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information or data.

Encryption (encrypts, encipher, or encode) – The conversion of plain text information into a code or cipher-text using a variable, called a "key" and processing those items through a fixed algorithm to create the encrypted text that conceals the data's original meaning.

Contact Office: Information Security Officer: 936-261-2126

Smoking in Facilities and Vehicles

Purpose

Provide guidelines concerning smoking in PVAMU CEP facilities and vehicles.

Rule Statement

Provide the highest level of protection for the health of all employees and visitors using or working in Extension facilities and vehicles and to comply with System Policy 34.05, *Smoking Policy*, all Extension facilities and vehicles are hereby designated as “Smoke Free”.

Official Procedures

- 1.01.1 All on-campus employees will follow the Texas A&M University System Smoking Regulation.
- 1.02 Each administrative head of Extension facilities will ensure the following:
 - a. Notices are posted at each entrance which indicates that the facility is a smoke free area.
 - b. An area adjacent to the facility is designated as a smoking area. The following guidelines may aid in the selection and establishment of an appropriate area:
 1. The smoking area will be covered if possible.
 2. Do not designate an area where non-smokers will be in direct contact with the smoke when entering or exiting a building.
 3. Provide non-flammable containers with lids for disposal of cigarette or cigar stubs.
- 1.03 For facilities or vehicles used for Extension function but not owned or controlled by Extension (i.e. County Extension Office, meeting space rented or leased for Extension programs, etc.) the responsible individual should ensure that the facilities or vehicle are smoke-free to the extent feasible.

Contact Office: Occupational Safety and Health Officer

Firearms in PVAMU Extension Service Facilities

Procedure Statement

Possession of firearms on the physical premises of any PVAMU CEP Extension Service (Extension) facility, or on any grounds or building on which an activity sponsored by Extension is being conducted, or in a passenger transportation vehicle of Extension is prohibited. This prohibition does not apply to licensed peace officers (including game wardens) or when authorized in writing by the Director or administrative head of Extension facility or unit. “Premises” as used here has the same meaning as that assigned to it by Penal Code§ 46.035.

Official Procedure

1.00 AUTHORIZED FIREARM USE/POSSESSION

1.01 Exceptions to the prohibition of firearms on property controlled by Extension that may be authorized are as follows:

- A. During approved hunter safety/or firearm safety course, 4-H firearm/shooting courses/programs, and related activities being taught/conducted on property controlled by Extension.
- B. To euthanize injured or ill animals.
- C. To collect research samples as part of an approved project protocol.
- D. To eliminate predator and varmints threatening employees, livestock, and/or research plots. (Note: This does not authorize the elimination of protected or endangered species, the authorization of which must be granted by other agencies.)
- E. Hunting, when that hunting is done as a part of an approved hunting lease agreement.
- F. Storage of legal firearms in the personal residence of individuals who live on Extension controlled property.
- G. Storage of firearms owned by Extension or other Texas A&M University System member which are used for exceptions A, B, C and D above.
- H. Any other exception deemed appropriate by the administrative head where a demonstrated need exists for carrying or using a firearm.

2.00 GUIDELINES

2.01 An application for authorization must be in writing and must include:

- A. One of the criteria contained in section 1.00.
 - B. Authorization to conduct a criminal history check.
 - C. A copy of the applicant's concealed handgun license, if requesting authorization to possess a concealed handgun.
 - D. Be signed by the Director/Administrative Head.
 - E. Address at least the following:
 - 1. The specific use(s) and period(s) for which firearms are authorized.
 - 2. Types of firearms authorized.
 - 3. Any local rules the authorized individual is expected to follow. NOTE: The administrative head may approve blanket authorization for the exceptions included in section 1.00.
- 2.02 A copy of each written authorization will be maintained in the unit administrative files where it may be accessed as needed for authorization verification.
- 2.03 Firearms which are owned/maintained by Extension or A&M System must be kept locked in a closet or storage container. Ammunition will not be stored with firearms.
- 2.04 Individuals who possess firearms in violation of this rule will be asked to remove the firearm from Extension property. All refusals to remove such firearms will be reported to the appropriate law-enforcement authorities.
- 2.05 All employees or other individuals authorized to possess and/or use firearms on Extension property shall adhere to all generally accepted principles of firearm safety at all times. When not in actual use, the firearm will be unloaded.

Contact Office: University Police: 936-261-1375

Minor Construction Projects

Procedure Statement

System Policy 51.04, Delegations of Authority on Construction Projects, and System Regulation 51.04.01, *Chancellor's Delegations of Construction Authority*, establish the CEO's authority and set cost limited for minor construction projects. The procedures contained herein will be used by PVAMU CEP for the preparation, execution and administration of all minor construction and maintenance projects that will be handled by University.

Definitions

University Construction Project – The construction of new buildings, facilities or other permanent improvements that do not exceed \$1,000,000 in cost, and projects for the repair, renovation or rehabilitation of existing buildings, facilities or other permanent improvement that do not exceed \$2,000,000 in cost. [See System Policy 51.04 - *Delegations of Authority on Construction Projects*].

Maintenance Project – Generally, repairs and replacements involving a single trade and not requiring an Architect/Engineer (A/E) design.

Official Procedures:

1. Delegations of Authority and Responsibilities
 - 1.1 The Chancellor has delegated in System Regulation 51.04.01 to the President authority to administer minor construction projects. Said delegation includes the authority to initiate project, appropriate funding (University funds only), select and contract with A/E firms, select and contract with construction vendor, and any other tasks necessary to completion of the project.
 - 1.2 The President has assigned responsibility for the administration of minor construction, and maintenance projects to the Physical Plant Department. To carry out this responsibility, the Physical Plant Department has established a Planning and Construction Office.
2. Project Requests
 - 2.1 To initiate a project, the requesting department must complete and submit a Physical Plant Job Order/Project Request form (*see Attachment 1*).
 - 2.2 The Director of the Physical Plant will review each Physical Plant Job Order/Project Request and make a determination of whether the project meets the criteria for Maintenance Project or a University Construction Project and indicate determination on the form.
 - 2.3 If the project is determined to be a Maintenance Project, the Director of Physical Plant will notify the requesting department that either Building Maintenance or a private contractor will perform the work.

- 2.4 If the project is determined to be a University Construction Project, the Director of Physical Plant will forward the request to the Planning and Construction Office.
3. Maintenance Project – Building Maintenance
 - 3.1 For projects to be handled by Building Maintenance, the project is initiated by the user department submitting a Purchase Requisition through the Interdepartmental Order (IDO) process (*see Administrative Procedure 10.01*). The vendor of the Purchase Requisition will be Building Maintenance.
 - 3.2 Upon receipt of a properly approved IDO, the Building Maintenance staff will handle all aspects of the project, including the procurement of materials, firing of labor, scheduling of work, and inspection of work.
4. Maintenance Project – Private Contractor
 - 4.1 Initiation Process

A maintenance project is initiated by the requesting department submitting a Purchase Requisition to the Purchasing Office. If the requesting department has solicited quotes it should attach the quotes received to the purchase Requisition. To ensure that the desired work is obtained, the requesting department should provide a complete description of work to be performed on the face of the Purchase Requisition or on an attached document.
 - 4.2 Procurement Process

The procurement process is the same as for any other purchase of goods or services at the University. The Purchasing Office will take the necessary steps to ensure that the State and University bidding requirements and documentation are met and then issue a Purchase Order to the selected vendor. Upon completion of the project and receipt of an invoice, the Account Payable Office will obtain an approval to pay from the department receiving the services and then process it for payment at the end of the job. When this occurs, it is important that the receiving department approve the invoice for payment, note the Purchase Order number on the face of it, and forward it immediately to the Accounts Payable Office.
5. Minor Construction Project
 - 5.1 General

The University will adhere to The Texas A&M University System Construction Procedures Manual. Exceptions to the procedures and forms contained therein will be approved by the TAMUS Facilities Planning and Construction Office.

5.2 Project Initiation and Approvals

5.2.1 Upon receipt of a Physical Plant Work Order Request for a minor construction project, the Construction and Planning Coordinator will prepare a C-1 form to obtain approval to initiate each requested project. Depending upon the size and nature of the project, a C-1 may be prepared to fund the initial design work and then a second C-1 prepared after the project has been designed and bid to fund the full project. Sometimes circumstances make it necessary to modify the scope and cost of the project. When this occurs, a C-1 form must be completed to obtain approval of the changes.

5.2.2 The completed C-1 form is routed for the following approvals:

Approval	Purpose
Requesting Budget Head	Approval of project scope and funding source.
Office of Sponsored Programs or Research Foundation	Approval of compliance with grant or contract requirements
Construction and Planning Coordinator	Certification that C-1 form is correct and complete.
Director of Physical Plant	Certification that all Physical Plant requirements have been met.
Vice President for University Operations	Certification that all Physical Plant requirements have been met; Recommendation that project proceed.
Controller	Certification that sufficient funding is available in source account and that source of funds can legally be used for construction.
Vice President for Finance and Administration	Certification that all financial and legal requirements have been met; Recommendation that project proceed.
President	Approval of Project.

5.3 A/E Contracting Process

5.3.1 Specific minor construction projects will be assigned to an eligible firm based upon project requirements, availability and interest of firm in the project, ability of firm to meet project time lines, etc. An A/E contract amendment will be executed for each project assigned. [*See Section 11 for contract approval process*].

5.3.2 Upon execution of the contract amendment, the Construction and Planning Coordinator will submit a Purchase Requisition (with copy of contract amendment attached) for the full amount of the amendment to the Purchasing Office for processing of a Purchase Order.

5.4 Construction Bidding and Contracting Process

- 5.4.1 Upon approval of the project design, the Construction and Planning Coordinator will put together a bid package containing the scope of work, construction contract form, design and work specifications, and all required standard forms relative to the project.
- 5.4.2 A Request for Bid (RFB) will be issued and advertised by the Purchasing Office in compliance with System Policy 51.01 – Advertising Policy for Construction Projects, including posting on the Texas Market Place. The Construction and planning Coordinator will initiate newspaper advertisements with Purchase Requisitions. The RFB will require bids to be submitted directly to the Purchasing Office.
- 5.4.3 Bids will be secured by the Purchasing Office until the schedule bid opening. The bid opening will be jointly administered and witnessed by representatives from the Purchasing Office and the Physical Plant Department. The Purchasing Office will document attendance and tabulate bids received using its standard forms.
- 5.4.4 The Construction and Planning Coordinator, with consultation of the assigned A/E firm, will review the bids and make the selection based upon conformance to bid requirements and the bid amount. Generally, the lowest qualified bid will be awarded the contract. Justification for selections other than the lowest bidder will be documented.
- 5.4.5 The selected contractor will be asked to execute the standard construction contract form. [*See Section 10 (below) for required contract approvals.*] Upon execution of the contract and upon receipt of required bonding and insurance documentation by the University, the contractor is authorized to begin construction.
- 5.4.6 If during the construction project a change to the project specifications is required to address an issue identified and the issue is within the original project scope, the standard Change Order form will be processed by the Construction and Planning Coordinator and approved by all parties who approved the original contract. Except in the case of an emergency, work associated with the Change Order will not be authorized until all approvals are obtained.
- 5.4.7 Upon execution of the construction contract, the Construction and Planning Coordinator will submit a Purchase Requisition to the Purchasing Office for issuance of a Purchase Order. Upon execution of a contract amendment, the Construction and Planning Coordinator will submit a Purchase Requisition to the Purchasing Office to increase the amount of the Purchase Order for the original contract. Copies of the contract and/or contract amendment must be attached to the Purchase Requisition.

5.5 Payment Process

- 5.5.1 The University will adhere to the payment processes contained in the standard A/E and construction contract forms.
- 5.5.2 Upon receipt of a billing from an A/E or construction contractor, the Construction and Planning Coordinator will review and verify that the billing amount is correct and conforms to the contract and that the work has been completed. The Construction and Planning Coordinator will prepare and approve a Construction Voucher and submit it to the Accounts Payable Office for processing. The applicable Purchase order and Project Account numbers must be referenced on the voucher.

5.6 Project Design and Management Fees

- 5.6.1 The project design and management fees for Physical Plant Construction Projects will be handled as follows:

Project Design	The A/E fee will be negotiated for each project. An A/E fee excess of 10% of the construction cost must be approved by the Vice President for Finance and Administration.
Project Management	Each project will be assessed a 5% management fee to help defray the cost of administering projects.

- 5.6.2 The project design fees will be paid to the A/E using the prorated payment schedule provided for in the A/E contract. The project management fees will be billed by the Planning and Construction Office on a monthly basis by IDO, based upon project expenditures for the month.

5.7 Project Account and Close-outs

- 5.7.1 Upon completion of the construction project and payment of all billings, the Planning and Construction Office will prepare the standard C-30 form to close out the project and revert any unspent funds to the source accounts. As part of the closeout, the Planning and Construction Office will determine the proper breakdown of project costs between capital and non-capital. Within the capital category, a breakdown by asset class to meet the State Comptroller's componentization requirements will be provided. The C-30 form should be completed and processed within 90 days of the project completion.
- 5.7.2 Upon receipt of the C-30 form, the General Accounting Office will prepare the necessary journal entries to record the reversion of funds and close out of construction costs from Construction in Progress to the appropriate asset accounts and/or expense codes.

6. Telecommunication and Campus Net
 - 6.1 Telecommunications Projects must be submitted to the University's Telephone Office. The Director of Telecommunications is responsible for administering the project and providing coordination with the Physical Plant to the Construction and Planning Office or record.
 - 6.2 Campus Net Projects must be submitted to the Information Technology Services Department. The Associate Vice President for University Operations is responsible for administering the project and providing proper coordination with the physical Plant Department. A copy of all As-Built Drawings for each project will be submitted to the Construction and Planning Office for record.
7. A/E Selection Process
 - 7.1 Projects \$600,000 or less
 - 7.1.1 To expedite individual construction projects, the University will select Architectural/Engineering (A/E) firms to be on its approved A/E List.
 - 7.1.2 Interested A/E firms will be invited through a Request for Qualifications (RFQ) to submit information on their credentials, experience, prior projects, and references. The RFQ will be advertised in accordance with System Policy 51.01 – Advertising Policy for Construction Projects, including posting on the Texas Market Place.
 - 7.1.3 The selection of A/E firms will be based upon a review of the interested firm's qualifications. The selections will be made by the Construction and Planning and Coordinator and the Director of Physical Plant.
 - 7.1.4 The selected A/E firms will be asked to execute the University's standard A/E contract. [*See Section 10 (below) for required contract approvals.*] All firms that have a fully executed contract on file will be eligible for University construction projects.
 - 7.2 Projects over \$600,000

For projects over \$600,000, the procedure promulgated by TAMUS Facilities Planning and Construction will be used.
8. Physical Plant Review and Inspection Process

All University construction and maintenance projects will be inspected by appropriate Physical Plant Department personnel. The purpose of the reviews and inspections is to ensure University facility standards are maintained. The requesting department or construction project will be billed for inspection services.

9. Contract Approvals

All construction related contracts will be subject to the following approval process:

Approval	Purpose
Construction and Planning Coordinator	Certification that all requirements of the bid and/or selection process have been met and that vendor is qualified.
Director of Physical Plant	Verification that all Physical Plant requirements have been met.
Vice President for University Operations	Verification that all Physical Plant requirements have been met; Recommendation that contract be executed.
Purchasing Agent	Certify that all State, System and University bid requirements have been met.
Training & Compliance Officer	Review and approval for legal sufficiency.
Controller	Verification that adequate funding exists in project.
Vice President for Finance and Administration	Certification that all financial and legal requirements have been met; recommendation that contract be executed.
President	Approval of Contract

Contact Office: Director of Physical Plant Controller

Employee Training

Purpose

The purpose of this procedure is to ensure that all PVAMU Extension (Extension) employees complete System required training after being hired and continuing job related training in accordance with System Regulation 33.05.05 – Required Employee Training on a timely basis.

Reason for the Procedures

The purpose of this procedure is to ensure that all PVAMU Extension (Extension) employees complete System required training after being hired and continuing job related training in accordance with System Regulation 33.05.05 – Required Employee Training on a timely basis.

Official Procedures

1. Procedures and Responsibilities
 - 1.1 The Human Resources Training Specialist will perform the following duties:
 - 1.1.1 Ensure all new and rehired employees are trained on Texas A&M System required training during the New Employee Orientation or when the two year training expiration notification is sent to the employee.
 - 1.1.2 Monitor employees who are delinquent in the TrainTraq System for completion and compliance on a monthly basis by sending a systematic email notification of delinquency to employees.
 - 1.1.3 After 30 days of non-compliance, a system generated email is sent to the employee's immediate supervisor for follow-up and every 30 days thereafter until completion.
 - 1.1.4 Once delinquent training is completed, the employee shall forward a notification of completion of delinquent training to the Training Specialist.
 - 1.1.5 Provide monthly state mandated delinquent training reports to the Assistance Vice President of Human resources for upward distribution.
 - 1.2 Maintenance of Training Records
 - 1.2.1 All system-required training for current employees shall be documented and stored electronically on TrainTraq.
 - 1.3 Supervisor/Manager Responsibilities

- 1.3.1. Discuss the system-generated non-compliance email with the employee and ensure that all required delinquent training has been completed.

Required Employee Training

Regulation Statement

This specifies training required by the chancellor for employees of the Texas A&M University System and the process for specifying new-system training. It also addresses other employee training required by system members. All system-required training shall be documented in the employee's personnel file or stored electronically. The following trainings have been approved by the chancellor.

Required Training Topics

- Employment Discrimination and Sexual Harassment
- Ethics
- Information Security Awareness
- Orientation to the System
- Reporting Fraud, Waste & Abuse
- Family Medical Leave Act (FMLA)
- Child Protection Training

Contact Office: Human Resources Department, 936-261-1730

Flexible Work Arrangements

Purpose

In accordance with System Regulation 33.06.01, *Flexible Work Arrangements*, Prairie View A&M University (PVAMU) can authorize flexible work schedules for employees when such arrangements respond to the needs of employees, increase productivity and/or enhance the service capabilities of the organization. The University can also require an employee to work a flexible schedule when required by the job duties.

Reason for Procedure

This procedure is required by PVAMU Administrative Procedures 33.06.01.P0.01

The Texas A&M University System Regulation System Regulation 33.06.0133.05.02

Definition

A flexible work schedule permits or required an employee to work a predetermined and approved variation of the employee's standard work schedule. This may include working in an alternate location, job sharing, or adjustments to scheduled working hours.

Official Procedures

1. PROCEDURES – GENERAL
 - 1.1 University supervisors may implement flexible work schedules if approved by his/her vice president. If the supervisor does not report through a vice president, the proposed flexible work schedule must be approved by the President.
 - 1.2 The standard work schedule will consist of eight (8) work hours, five day per week with one hour off for lunch. Major offices of the University, as designated by the President, shall remain open during designated office hours with at least one person on duty to accept calls, receive visitors, or transact business.
 - 1.3 Flexible work schedules may be permanent or temporary in nature. The flexible work schedule does not permit an individual to work a random variation of hours to accomplish a 40-hour week.
 - 1.4 Staff coverage and supervision must remain sufficient to meet the Operating requirements of the department and ensure quality service. Customer needs must be considered in determining adequate staffing.
 - 1.5 Work that requires regular supervision or essential interaction with other staff must be schedule when supervisors and staff are available.
 - 1.6 All regular employees, both exempt and non-exempt, are eligible to apply for a flexible work schedule that constitutes a 40-hour work week.

- 1.7 Employees requesting a flexible work schedule or revision to an existing flexible work schedule must complete and sign a written request. The request must be approved by the individual's immediate supervisor and applicable vice president (if the supervisor does not fall under the direction of a Vice President, the President must approve the request in writing) before the employee may begin the new flexible work schedule.
- 1.8 The President or designee must approve, in writing, each request for an employee to work from home or another location other than the place of business. Before approving this arrangement, the President or designee should consider equipment needs and maintenance, employee safety, communication and supervision, and adherence to state and federal laws. When the President or designee approves the arrangement, the employee and department head must agree in writing to the job duties, employee's responsibilities and other related issues. This arrangement may be long-term or temporary.
- 1.9 The request must be specific as to the alternate location and/or the alternate hours.
- 1.10 The alternate schedule and/or location will be reviewed for continued feasibility at the end of the term specified in the request.

2.0 **RESPONSIBILITIES**

- 2.1 Employees requesting a flexible work schedule will:
 - 2.1.1 Prepare a written request for the flexible schedule or revision of the schedule to the employee's supervisor.
 - 2.1.2 Communicate approved schedules to applicable employees and customers.
- 2.2 Supervisors will:
 - 2.2.1 Ensure flexible work schedules are administered consistently and equitably.
 - 2.2.2 Ensure flexible work schedules meet the operating requirements of the department.
 - 2.2.3 Ensure all necessary approvals for flexible work schedules are obtained, provide feedback to the employee when a flexible work schedule is approved, disapproved, or revoked.
 - 2.2.4 Provide a copy of all approved or rescinded work schedules to the Human Resources and Payroll Offices prior to beginning the alternate schedule or work location.

3.0 HOLIDAYS

- 3.1 Entitled to equivalent time off with pay to be taken during the twelve (12) month period following the end of the workweek in which the holiday occurred and on such day(s) as may be mutually agreed to by the employee and his/her supervisor.
- 3.2 Each holiday is equivalent to eight hours. Consequently, if an employee works a flexible work schedule that includes more than eight (8) hours per day, and the holiday falls on one of those days, the employee is only entitled to eight (8) hours of holiday pay for that day.

Contact Office: Human Resources Department, 936-261-1730

Compensatory Time

Purpose

This procedure established the guidelines for Prairie View A&M University employees inclusive of PVAMU CEP employees to ensure compliance with Texas State Statutes, and System Policies and Regulations.

Reason for the Procedures

This procedure is intended to clarify what constitutes overtime, how it is earned, and usage at Prairie View A&M University (PVAMU). PVAMU employees are required to follow these procedures. This procedure also outlines the process of requesting overtime. The procedure is required by System Regulation 31.01.09.

Compensatory time is defined as time off with pay that is granted in lieu of overtime pay for authorized overtime. Compensatory time applies to both exempt and non-exempt employees; however, the provisions for compensatory time for non-exempt employees are mandated by the FLSA and differ from the guidelines for exempt employees.

Definitions

Exempt Administrative and Professional Employees - Employees who are not subject to the Fair Labor Standards Act (FLSA) Administrative and Professional employees do not earn state compensatory time or FLSA overtime

Exempt Employees - An employee who is exempt as an executive, professional, administrative employee, or skilled computer worker under the FLSSA may be allowed compensatory time off during the 12-month period following the end of the work week in which the overtime was accrued, at a rate not to exceed equivalent time. See TAMU [System Regulation 31.01.09](#) – Overtime for further details.

Exempt Classified Employees - Employees who are not subject to the Fair Labor Standards Act (FLSA).

Workweek- A fixed and regularly recurring period of seven consecutive 24-hour periods (168 hours), beginning on Thursday and ending on Wednesday.

Pay Period – A predetermined set of consecutive calendar days during which an employee’s work hours are recorded and for which a payroll check is subsequently produced.

Biweekly pay period – This period consists of two work weeks, each of which begins on a Thursday and ends on a Wednesday. All PVAMU non-exempt employees work schedules will be defined in this pay period.

Fair Labor Standards Act (FLSA) – a federal statute which governs the administration and compensation for overtime.

Non-Exempt/Classified Staff Employees – Employees who are not exempt from FLSA Overtime provisions.

Time Traq – The Texas A&M University System online time keeping system for recording time and leave for non-exempt employees.

Leave Traq - The Texas A&M University online system for tracking the accumulation and usage of paid and non-paid leave.

Regular Hourly Rate – Is determined by the hourly rate set for the particular positions in the budget.

Student Employees – Those employees who hold positions that are reserved only for students of the University. All student employees, except for selected graduate student employees, are non-exempt and are subject to FLSA overtime provisions.

State Compensatory Time – When a classified/non-exempt employee has not worked more than forty hours during a workweek, but the total of hours worked plus paid leave, holidays, and compensatory time exceed forty hours, the department shall grant state compensatory time off on a straight time basis for the excess hours.

Official Procedures

1. Overtime

All compensatory/overtime work should be held to a minimum and should be authorized in advance in writing by the appropriate administrator. Each supervisor is responsible for and expected to use good judgment in determining what constitutes legitimate and necessary compensatory/overtime work. In unusual situations in which prior approval may not have been practical or possible and the required completion of a specific project, assignment, or official travel results in overtime or compensatory time worked, the appropriate supervisor may verbally approve the unauthorized time based on circumstances involved, but it should be documented in writing with a reasonable time period (four days).

2. Non-Exempt Employees

Non-exempt employees are subject to the overtime provisions of the Fair Labor Standards Act (FLSA) and are entitled to compensation for the excess hours either by: (1) allowing (or requiring) the employee to take compensatory time off at the rate of 1-1/2 hours off for each hour of overtime or (2) at the discretion of the employing department, in cases in which granting compensatory time off is impractical, the employee's receiving pay for the overtime at the rate equal to 1-1/2 times the employee's regular rate of pay. See TAMU [System Regulation 31.01.09](#) – Overtime for further details.

Employees who are exempt from the FLSA overtime provisions do not accrue overtime for time worked in excess of 40 hours per week; however, such employees may be eligible for state compensatory time off accruable only as straight time for time worked in excess of 40 hours per week. It is solely up to the discretion of the supervisor to grant state compensatory time, earned state compensatory time will not be paid in lieu of time off. Therefore, if a supervisor grants state compensatory time, he/she must allow the employee to take the time off within 12 months from the date the state compensatory time was earned.

Section 659-016 (b) of the Texas Government Code contains the following language: *When the sum of hours worked plus holiday or other paid leave taken by a full-time employee during a workweek exceeds 40 hours, and not otherwise, the employee may be allowed to accrue compensatory time for the number of hours that exceeds 40 hours.*

When the sum of hours worked plus holiday or other paid leave taken by a part-time employee during a workweek exceeds the number of hours that the part-time employee is designated to work during the workweek, and not otherwise, the employee may be allowed to accrue compensatory time for the number of hours that exceeds the number of hours that the employee is designated to work during the workweek. The compensatory time must be taken during the twelve (12) month period following the end of the work week in which time is accrued.

TAMU System Regulation 31.01.09 requires that the employee's supervisor authorize in advance all state compensatory time to be earned by the employee. This authorization must be in writing from the supervisor to the employee granting specific hours of state compensatory time on or over a specific date/period for a particular project. The employee's supervisor must also authorize in advance all state compensatory time off to be taken by the employee. When possible, state compensatory time should be taken within the fiscal year in which it was earned.

To ensure consistent application of institutional policy and compliance with applicable provision of TAMU System Regulation 31.01.09 (Overtime), state compensatory time that is authorized for any exempt employee must be promptly recorded by the supervisor by the end of the work week in which the state compensatory time is earned. "Monthly Time Reports for Exempt/Non-Exempt Employees" is available in the Forms Library, "Payroll" section, under the Business Affairs web page. These compensatory time records must be maintained for a minimum of 48 months and must be readily available for review or for audit within each "exempt" employee's academic or administrative unit. Compensatory time records must be maintained by the department and will be subject to audit.

3. **Non-Exempt Classified Employees**

Employees who are subject to the Fair Labor Standards Act Section 659.015 (b) of the Texas Government Code states:

The employee is entitled to compensation for overtime as provided by federal law and this section. To the extent that this section and the federal law prescribe a different rule

for the same circumstance, federal law controls without regard to whether this section or federal law prescribe a stricter rule.

A non-exempt employee who is required to work hours in excess of 40 hours in a workweek is entitled to compensation for the excess hours. The employee's supervisor must authorize in advance all compensatory time to be earned by the employee. This authorization must be in writing from the supervisor to the employee granting specific hours of compensatory time on or over a specific date/period for a particular project. The employee's supervisor must also authorize in advance all compensatory time off to be taken by the employee. Compensatory time shall be taken within the fiscal year in which it is earned.

Section 659.015© grants the agency the following options:

1. The agency allowing or requiring the employee to take time off at the 1-1/2 hours off for each hour of overtime; or
2. At the discretion of the employing agency, in cases in which granting compensatory time off is impractical, the employee receiving pay for the overtime at the rate equal to 1-1/2 times the employee's regular rate of pay.

Accrual Compensatory Limitations

The accrual limitation for personnel engaged in public safety or emergency response activities is 480 hours; and the accrual limitation is 240 hours for all other categories of employees. (The 480 hours limit represents 320 hours of actual overtime worked times one and one-half, and the 240 hour limit represents 160 hours of actual overtime worked times the one and one-half rate).

Such compensatory time off shall be granted at a mutually convenient date and time during the twelve month period following the end of the workweek in which such compensatory time is accrued. It is recommended that the compensatory time is taken within the same fiscal year in which it was earned.

4. Assigned Duty Point for Exempt and Non-Exempt Employees

This provision is contained with the Government Code, Sec. 659.018 as follows:

Except under circumstances specified in the General Appropriations Act, an employee of a state agency as defined by Section 658.001 may not, for hours worked during any calendar week, accumulate compensatory time off under Section 659.015(f) or 656.016 to the extent that the hours are attributable to work performed at a location other than the employee's regular or temporarily assigned place of employment.

Once the employee's compensatory time is earned and recorded by the supervisor, the same recording document should be used to record compensatory time off that is subsequently taken by the employee and approved by the employee's supervisor. An employee's personal residence may not be considered the employee's regular or temporarily assigned place of employment for purposes of earning/accruing compensatory time.

5. Procedures – Overtime

5.1 General:

- 5.1.1 Employees will record and round work time to the nearest quarter hour.
- 5.1.2 FLSA does not limit the number of hours a non-exempt employee can work each day.
- 5.1.3 A non-exempt employee must be compensated for time worked over a forty hours workweek.
- 5.1.4 All time worked must be documented in Time Traq, including hours worked over a 40 hour workweek.
- 5.1.5 Hours worked include:
 - 5.1.5.1 All time during which an employee's presence is required to be on the employer's premises, or at a prescribed or authorized workplace, and
 - 5.1.5.2 An employee who, as a condition of employment, resides on university property on a permanent basis or for extended periods of time is not considered to be working all of the time while on the premises. Work schedules for such employees will facilitate a 40 hour workweek.

5.2 Employee's Responsibilities:

- 5.2.1 A non-exempt employee is required to request permission in writing in advance from his/her supervisor prior to working more than his/her predetermined work schedule.
 - 5.2.1.1 If more than twenty hours of overtime is planned in one week, the written approval of the next level of supervision is required in advance.
- 5.2.2 Non-exempt employees can be disciplined if they fail to get prior written approval before working in excess of a 40 hour workweek, in accordance with System Regulation 32.02.02 Discipline and Dismissal of Non-faculty Employees.
- 5.2.3 If an employee is required to work in excess of a 40 hour workweek, due to a university emergency situation, the employee is required to inform their supervisor in writing as soon as possible, and no later than the next business day.

5.3 Supervisor's Responsibilities:

- 5.3.1 Supervisors are responsible for monitoring the number of hours worked including any hours over a 40 hour workweek.

- 5.3.2 For non-exempt employees, supervisors must approve in writing all hours over in advance of work unless an emergency situation precludes such notice.
 - 5.3.2.1 If the overtime hours in a week are to exceed 20 hours, the next level of supervision must also approve in advance and in writing.
- 5.3.3 Supervisors must ensure all hours worked over a 40 hour workweek are paid at FLSA compensatory rate.
- 5.3.4 Non-exempt employees will always be compensated for actual hours worked over a 40 hour workweek. These hours must be documented in Time Traq.
- 5.4 Travel:
 - 5.4.1 For overnight trips, travel between 8 a.m. and 5 p.m. is counted as hours worked regardless of the day of the week.
 - 5.4.2 For overnight trips, travel times outside hours in 5.5.1 above may be counted as hours worked when the travel is required to perform assigned duties and is approved by the supervisor in advance in writing.
 - 5.4.2.1 Example 1: An employee travels on a Sunday to be ready for Monday morning meeting.
 - 5.4.2.2 Example 2: An employee travels after normal working hours or on the weekend with a student group as a chaperone.
 - 5.4.3 For same day trips, all hours of travel are counted as hours worked.
 - 5.4.4 Travel that is considered an employee's regular job duty (bus driver or truck driver) is compensated as hours worked regardless of the hours of travel.
- 5.5 Usage of FLSA or State Compensatory Time:
 - 5.5.1 When requesting paid time off unrelated to sick leave, all non-exempt employees that have FLSA or State compensatory time balances must use that time first before using vacation leave.
- 5.6 Calculation of Compensatory Time:
 - 5.6.1 FLSA compensatory time is calculated automatically in Time Traq by taking hours worked in excess of forty and multiplying those hours by one and one half to determine the total amount of compensatory time earned for that workweek.
 - 5.6.2 State Compensatory Time is calculated when an employee has not worked 40 hours in a workweek, but total hours worked in Time Traq exceed 40 hours; the employee will receive an hour of compensatory time for each hour worked over 40 hours.

5.7 FLSA Compensatory Time:

- 5.7.1 FLSA Compensatory time is paid at one and one half the total amount of hours actually worked over 40 hours.
- 5.7.2 Non-exempt employees may not accrue more than 240 hours of state compensatory time (equivalent to 160 hours of overtime worked). 1.8.3 Non-exempt employees in the public safety, emergency response or seasonal activity may not accrue more than 180 hours of compensatory time.
- 5.7.3 Once maximum compensatory time has been reached, all hours above maximum will be paid as overtime compensation.

5.8 State Compensatory Time

- 5.8.1 State compensatory time expires 12 months from the end of the workweek in which it was accrued.
- 5.8.2 Supervisors will ensure that their employees utilize their state compensatory time.
- 5.8.3 Payment cannot be made to the estate of a deceased employee for state compensatory time.
- 5.8.4 Any overtime or compensatory time balance will be paid by the old department when an employee transfers from one department to another.

5.9 Use of Overtime to Meet Emergency and Peak Work-load Requirements:

- 5.9.1 Supervisor should consider using overtime in lieu of hiring temporary workers during peak work times.
- 5.9.2 Supervisors can request utilization of other department's employees.
- 5.9.3 Both departments must approve the work and authorize any accrued overtime.

5.10 Payment of overtime when an employee works for more than one department

- 5.10.1 The department approving the hours above the normal workweek will compensate the employee at the rate established by the approving department.

Contact Office: Human Resources Department: 936-261-1730

Cooperative Extension Program Extension Agent – CEP

Policy on Starting Salary with the Base-Plus Program

The starting salary of all Extension Agents employed by the Prairie View A&M University Cooperative Extension Program (CEP) are paid from federal funds administered by the University. The starting salary is enhanced with the Base-Plus Program utilized by Texas A&M AgriLife Extension and the Cooperative Extension Program. Based on successful job performance, Extension Agents receive salary increases when professional plus Extension experience reach 6 months (\$1200), 12 months (\$1200) and 24 months (\$1500) levels. The results of the performance evaluation must reflect “Meets Expectations” rating. The Extension Agent is supervised jointly by the Program Leader/Program Coordinator (CEP) and the District Extension Director/County Extension Director (AgriLife Director). The 6 months evaluation initiates the tracking for each salary adjustment increment within the Base-Plus Plan. The increases total \$3900.

Once a new employee (Extension Agent) is hired, their name is entered on a spreadsheet with the base salary, and due dates for the 6 months, 12 months and 24 month salary increase. The implementation procedures for the Base-Plus Pay Plan for the Extension Agents are as follows:

- The supervisors will complete the employee’s performance evaluation after the first 6 months of employment, at the end of the first year (12 months), and at the end of the second year (24 months).
- If the employee’s (Extension Agent) performance evaluation reflects a rating of “Meets Expectations”, the supervisor (Program Leader/Program Coordinator) will submit the performance evaluation results to the University Human Resource Office with a copy of the department human resource office (CEP) for the files and documentation.
- The supervisor (Program Leader/Program Coordinator) will inform the Director of Fiscal Operations for the College in writing with a copy to the Associate Administrator for the CEP of the results of the performance evaluation. If the results reflect a rating of “Meets Expectations”, the Associate Administrator will authorize the appropriate salary adjustment be made for the employee.
- Once authorization/approval has been granted, the Director of Fiscal Operations will ensure the Employee Payroll Action (EPA) is submitted for payment processing.
- Once the EPA has been submitted, written documentation will be provided to the CEP Human Resource Officer for the record and monitored by both the Administrative Assistant for the CEP Fiscal Unit and CEP Human Resource Officer. The spreadsheet including all newly hired Extension Agents is maintained by the administrative assistant for the CEP Fiscal Unit and the CEP Human Resource Officer for monitoring to ensure the employee has been fully compensated. A copy of the spreadsheet will be shared with Program Leaders/Program Coordinator, Director of Fiscal Operations for the College, and Associate Administrator for reference.

Cooperative Extension Program
Prairie View A&M University
College of Agriculture and Human Sciences

Policy on External Employment and Expert Witness

Policy Statement: The primary responsibility of employees of The Texas A&M University System (system) or any of its members is the accomplishment of the duties and responsibilities assigned to one's position of appointment. External consulting or other outside employment should not interfere with those duties and responsibilities. (*31.05 Texas A&M University System Policies Library*).

Internal Monitoring Procedures

Upon receiving notification from the Vice President of Business Affairs requesting that all employees must complete and submit an External Employment and Consulting form to the Office of Human Resources, the faculty and staff in the College of Agriculture and Human Sciences (CAHS) are notified of the due date. The due date will be approximately two weeks from the receipt of the announcement.

The Administrative Office will maintain a log using an Excel Spreadsheet of all employees in the College documenting receipt of the form. The Administrative Officer will also send a reminder to those employees who do not respond to the initial request for the completed External Employment and Consulting form with a specified due date.

Pending whether the form was received from all employees in the College, the Administrative Officer will send a reminder to those employees who still have not submitted the completed External Employment and Consulting form stressing the urgency of the matter in order to meet the official due date set by the University Administration.

Once the form has been received from all employees in the College the will be given to the Dean for review and signature before submitting to the Provost and Vice President for Academic Affairs for review and signature. A copy will be maintained for record purposes for at least a year.

31.05 External Employment and Expert Witness

Approved February 27, 1995 (MO 44-95)
Revised January 25, 2002 (MO 18-2002)
Revised December 5, 2008 (MO 413-2008)
Revised August 3, 2012 (MO -2012)
Next Scheduled Review: August 3, 2014



Policy Statement

The primary responsibility of employees of The Texas A&M University System (system) or any of its members is the accomplishment of the duties and responsibilities assigned to one's position of appointment. External consulting or other outside employment should not interfere with those duties and responsibilities.

Reason for Policy

External consulting or other outside employment should not prevent an employee from accomplishing employment duties and responsibilities.

Procedures and Responsibilities

1. Full-time employees are expected to devote their time to their assigned duties and responsibilities on a full-time basis. Permission to engage in external consulting or other outside employment may be granted in accordance with regulations and rules adopted by the system and the employing member as long as **all** of the following conditions are met:
 - (a) Permission to engage in the employment is requested and received prior to the time the employee accepts external employment;
 - (b) Activities related to the external employment are not reasonably expected to interfere with the regular work of the employee;
 - (c) The employee complies with all applicable laws and professional standards of conduct, including conflicts of interest standards;
 - (d) The employee certifies that research performed in connection with the external employment will be conducted in an objective and scientific manner and in accordance with the highest ethical standards of the employee's profession; and

- (e) The member uses an approval process for consulting or other outside employment related to a faculty member's field or discipline that is adopted in accordance with the regulation developed under Section 3.

Failure to comply with any of these conditions may result in withdrawal of permission to engage in external employment.

- 2. For purposes of this policy, activities which are traditionally compensated by payment of an honorarium are not external employment unless they are reasonably expected to require more than a minimal amount of the employee's time.
- 3. The chancellor shall develop a regulation that provides standards and guidelines for member approval processes for faculty consulting or other outside employment that ensures the appropriate preservation of any system and member rights that might exist in relation to intellectual property arising from consulting.

Related Statutes, Policies, or Requirements

[Tex. Gov't. Code § 572.051](#)

[System Policy 07.01, Ethics](#)

[System Policy 07.03, Conflicts of Interest, Dual Office Holding and Political Activities](#)

Contact Office

Office of General Counsel
(979) 458-6120

Employee Practices

Purpose

The purpose of this procedure is to ensure compliance with federal and state law and System Regulations regarding employment practices. Filling positions by promotion or transfer are covered at System Regulation 33.99.04 and at University Administrative Procedures 33.99.99.P0.03 and 33.99.99.P0.04.

Reason for Procedure

This procedure is required by PVAMU Administrative Procedures 33.99.01.P0.01

Definitions

For the purposes of this University Administrative Procedure (UAP) all terms related to the posting of job vacancies shall be defined as noted in System Regulation 33.99.01.

Official Procedures

1. Procedures and Responsibilities
 - 1.1 The Office of Equal Opportunity is responsible for ensuring that Prairie View A&M University is an equal opportunity employer and as such, will not discriminate against a job applicant based on his or her race, religion, color, sex (including pregnancy), age (40 or older), national origin, disability or genetic information, and is in compliance with System Policy 08.01, Civil Rights Compliance. Selection of applicants to fill positions will be based on job related factors which include, but are not limited to relevant work experience and performance history, applicable education and/or training and required skills, knowledge and abilities.
 - 1.2 Departments are responsible for ensuring that all faculty & staff job vacancies and postings are listed as indicated in this procedure.
2. Procedures
 - 2.1 Requirement for Posting Faculty and Staff Job Vacancies:
 - 2.1.1 Departments are required to post and advertise positions in accordance with this procedure and the University's current Affirmative Action Plan. To initiate the job posting process, the hiring department will need to complete and route for approval a Position Description Audit Questionnaire (PDAQ) via the University's Online Position Description System (PV PAWS).
 - 2.1.2 All staff and non-tenured faculty positions must be posted by the Office of Human Resources for a minimum of five (5) business days before being filled.

This includes adjunct/non-tenured faculty, temporary staff, seasonal and summer positions. This helps to ensure the following:

- 2.1.2.1 All interested applicants have the opportunity to apply.
 - 2.1.2.2 All University employees are afforded maximum opportunity for advancement
 - 2.1.2.3 The University has the best available applicant pool, and
 - 2.1.2.4 The University complies with the statutory requirements for posting positions.
 - 2.1.2.5 Exception: The department may waive the advertisement of adjunct/non-tenured faculty positions that must be filled immediately due to sudden resignation or existing faculty's leave of absence for any circumstance by sending a written waiver request to the Assistant Vice President of Human Resources or his/her designee.
- 2.1.3 All tenure-track faculty positions must be posted by the Office of Human Resources for a minimum of 30 days. Tenure-track faculty search must include a national recruitment effort as mandated by the University's Office of Equal Opportunity. This helps to ensure the following:
- 2.1.3.1 All interested applicants have the opportunity to apply.
 - 2.1.3.2 All University employees are afforded maximum opportunity for advancement.
 - 2.1.3.3 The University has the best available applicant pool and
 - 2.1.3.4 The University complies with statutory requirements for posting positions.
- 2.1.4 All positions must be minimally posted at the following locations:
- 2.1.4.1 Texas Workforce Commission, if external candidates are to be considered. Student positions are excluded from this requirement.
 - 2.1.4.2 The University's webpage via PV PATH Online Application System (jobs.pvamu.edu)
- 2.1.5 Advertisement of a position in other media with the exception of the minimum job posting required listed above in Section 4.1.4 is at the discretion of the applicable budget head, unless otherwise required by their supervisor.
- 2.1.6 All postings will direct interested applicants to submit their applications on line via the PV PATH Online application system at: jobs.pvamu.edu. All applications are subject to review by the Office of Human Resources before the qualified applicant pool is released to the hiring department.

2.1.7 The President or designee must approve any waiver of normal posting and recruiting procedures listed in Section 4. However, the posting requirements under Section 4.1.4.1, cannot be waived.

2.2 Additional Procedures for Posting and Processing Positions

2.2.1 All vacant budgeted positions that are to be filled must be posted by the Office of Human Resources. To initiate this, the requesting department must complete and submit an updated electronic Position Description Audit Questionnaire (PDAQ) and Requisition Form via the University's online position description system, also known as PVPAWS at jobs.pvamu.edu/hr.

2.2.2 The Office of Human Resources will prepare an electronic job posting and post it at the minimum levels describe in Section 4.1.4 above.

2.2.3 If the department requests the position be advertised externally of the minimum levels described in Section 4.1.4, the Office of Human Resources will obtain a price quote from the newspaper and/or periodical listed on the Requisition Form. The Employment Specialist will notify the requesting department of the cost and request that they prepare and submit a Purchase Requisition to the Purchasing Office.

2.2.4 Upon receipt of the Purchase Order from the Purchasing Office, the Office of Human Resources submits the position advertisement to the vendor listed on the purchase order.

2.2.5 Upon receipt of completed and qualified applications, the Office of Human Resources performs the following steps:

2.2.5.1 Review applications submitted and ensure applicants forwarded to departments possess the required minimum qualifications.

2.2.5.2 Verify that educational attainment is from an accredited college or university.

2.2.5.3 If foreign degree applicants have provided a foreign education evaluation to ensure degree have been evaluated in the U.S. and

2.2.5.4 Release the qualified applicant pool to the applicable hiring department for all staff position.

2.2.5.5 An individual who qualifies for a veteran's or former foster child's employment preference under Texas Government Code, Chapter 657 and 672 respectively, is entitled to a preference in employment over other applicants for the same position who do not have a greater qualification.

- 2.2.6 Search Committees are required for positions of Director level and above.
- 2.2.7 Applicants for faculty position are reviewed by the Office of Human Resources to ensure completion of the application submitted and that the minimum degree required has been obtained from an accredited university. Upon completion of review by the Office of Human Resources, the faculty applicant pool is released to the Search Committee for review. A Search Committee and national search are required for tenure-track faculty positions. A national search requires that the faculty positions be advertised at the national level. For tenure-track faculty positions, the applicable hiring department is required to utilize a five member Search Committee to review applications and document the methodology used to screen applicants.
- 2.2.7.1 Selection or Search Committees are not required to adjunct/non-tenure and temporary staff. However, departments will be required to maintain applicant review and interview notes on all applicants reviewed and interviewed for the position. The interview notes should include work reference checks.
- 2.2.8 If a faculty application for a tenure-track position is missing any of the required documents to be attached as a part of the online application process, the Office of Human Resources will contact the Search Committee Chair to ascertain if any of the missing documents have been sent to the Search Committee Chair directly. The Search Committee Chair will be given 5 working days to respond to Office of Human Resources regarding the missing information. If no response from the Search Committee Chair is received or the applicant failed to send the document to the Search Committee Chair directly, the applicant will be screened out of the application process as incomplete.
- 2.2.9 Upon completion evaluation of applications, interviews of selected candidates, and the selection of a recommended candidate is made to fill the position, the department will follow the steps listed in the Manager's/Supervisor's Guide for "*Hiring An Employee – Roles & Responsibilities*" at <http://pvamu.edu/pages/3942.asp>
- 2.2.10 Note: The standard University offer letter may be extended with the signature of the applicable hiring department's respective Vice President or designee.
- 2.2.11 Every offer of employment for a budgeted position shall be conditioned on verification by the hiring supervisor or appropriate Human Resources personnel of education license and certification requirements, relevant previous employment, criminal history checks and other job-related credentials. Every offer of employment for a wage position should be conditioned on verification of any job-related credentials and criminal history check.

- 2.2.12 All search process documentation must be maintained in accordance with the University's Records Retention Schedule. (See <http://www.pvamu.edu/pages/2272.asp>)
- 2.2.13 Criminal history checks will be conducted in accordance with System Regulation 33.99.12, Criminal History Record Information-Employees and applicants and at University Administrative Procedure 33.99.14.P0.01 Criminal History Investigations.

3. New Employee Orientation

- 3.1 To address the peak hiring period for fall, spring and summer, The Open Hiring Period will begin a week prior to the beginning of each semester not to exceed thirty (30) days. Hiring departments must contact the Office of Human Resources in advance to schedule an approved hire date during this period and all necessary hiring documents must be received in the Office of Human Resources three (3) working days prior to the effective hire date established.
- 3.2 Generally, all hiring of employees will begin on the first or fifteenth of the month except during peak hiring periods as addressed in Section 5.1. If the first or the fifteenth of the month falls on a weekend or a holiday, the employee will begin working on the following working day.

All new employees are required to attend New Employee Orientation of their first working day. Email notification will be sent by the Office of Human Resources confirming the employee is approved to begin working.

Contact Office: The Officer of Human Resources, 936-261-1730

Employee Promotions

Purpose

In accordance with System Regulations 33.99.01 Employment Practices and 33.99.04 Promotion, Transfer and Voluntary Moves, Prairie View A&M University (PVAMU) has established this procedure to define the procedures utilized in promoting University employees.

Reason for the Procedures

This procedure is required by PVAMU Administrative Procedures 33.99.04.P0.01

Definitions

Promotion – an appointment to a position requiring higher qualifications such as greater skills or longer experience and involving a higher level of responsibility, a higher rate of pay and a title change is considered a promotion and will be classified as such in all personnel documents. Promotions will be made with regard to the race, color, sex, religion, age, ethnic origin, or disability of the employee.

Eligibility – All non-faculty employees are eligible for promotion after employment in their present position for at least three months. In addition, an employee must have been performing in an above satisfactory manner in his/her current job. Exceptions to the three month employment requirement may be authorized by the President on a case-by-case basis.

Official Procedures

1. PROCEDURES
 - 1.1 When qualified applicants for a vacant position are available within the University or the System, the Senior Vice President for Business Affairs may authorize in writing limiting announcements within the University or the System.
 - 1.2 In instances where external candidates are not considered, the President or the Senior Vice President for Business Affairs may approve in writing the waiver of normal posting and recruiting requirements.
 - 1.3 Employees who desire to apply for a particular job must complete the online application process as required and must be eligible for promotion at the time the application is submitted for consideration.
 - 1.4 Qualified candidates will be interviewed by the head of the department in which the job opening occurs. Employees applying or being considered for promotion will be allowed time off with pay for job interviews related to promotion.

- 1.5 The head of the employing department is responsible for selecting the most qualified applicant for the position. In evaluating current employees for promotion, the following factors will be considered:
 - 1.5.1 Attendance and work records
 - 1.5.2 Performance evaluations
 - 1.5.3 Letter of recommendation from current and/or former supervisors
- 1.6 Employees selected for promotion will be required to undergo a six-month evaluation.

Contact Office: Office of Human Resources, 936-261-1730

Staff Development Program

Purpose

The purpose of the University's Staff Development Program is to enhance the quality of its staff through training and educational opportunities. The program is designed to complement the University's statutory authorized Faculty Development Leave Program and the various training programs and efforts provided/funded by University.

Reason for the Procedures

This procedure is required by PVAMU Administrative Procedures 33.99.99.P0.12

Official Procedures

General

1. Program Activities and Expenses, Eligible program activities include continuing education classes/seminars and college degree programs. Eligible program expenses include tuition and fees, travel and paid leave.
2. Governing Regulations – the Staff Development Program will be operated in compliance with System Regulation 33.05.01, State Employees Training Act, System Regulation 31.99.01, Employees Registering as Students, and University Administrative Procedures 60.09, Employees Registering as Students.
3. Employees Eligibility – All University employees who hold a non-faculty, staff position and who have been employed in that position for a minimum of 6 months are eligible to participate in the Staff Development Program.
4. Applications for Participation Eligible employees may apply for participation in the Staff Development Program by completing the program application (Attachment 1) and submitting it to the Office of Human Resources.
5. Evaluation and Selection of Participants Applications for participation in the program will be reviewed and evaluated by the Selection Committee. Applications will be rated based upon the established criteria and submitted in rank order to the President for approval. Approved applicants will be notified of their selection by the committee.
6. Criteria – The following criteria will be used in the evaluation of applications:
 - a. Impact of proposed education or training to employee's job
 - b. Cost of proposed education or training
 - c. Ability of employing department to fund proposed education or training
 - d. Impact of absence from work on operations of University
 - e. Prior participation in the Staff Development Program
 - f. Requirements of System Regulation 33.05.01, State Employees Training Act

7. Funding of the program will be determined annually by the President based upon the availability of funds. See PRAIRIE VIEW A&M UNIVESRITY Administrative Procedures Manual.
8. Selection Committee – The Selection Committee for the Staff Development Program will be appointed annually by the President. The Committee will be comprised of one representative from each of the following areas:
 - a. Academic Affairs
 - b. Finance & Administration
 - c. Research & Development
 - d. Student Affairs
 - e. University Operations
 - f. At large – The Director of Human Resources will serve as advisor to the Committee.
9. Agreements – All Staff Development Program applicants approved for participation in a college degree program will be required to sign an agreement outlining the terms and conditions of the appointment, as per Section 2.4 of System Regulation 33.05.01, State Employees Training Act.

Contact: Director of Human Resources, 936-261-1730

Agricultural Communications and Information Technology

****Brand Management**

What Is A Brand?

- A brand is relationships – how people connect to us and we connect to them
- The brand value reflects how our name is perceived
- The meaning and value of the brand are used to develop an effective marketing mix (What are we saying and to whom? And do they believe us?)
- The value of the brand may have heightened importance due to the intangible nature of a particular organization – how is the value of what we provide assessed?
- The route to establishing trust (consistency!)

Why the Brand Matters

It is a comprehensive approach to communicating about who and what we are

The Brand should outlive us; it should embody the Cooperative Extension Program-- its mission, people, values, history and accomplishments

Consistency demonstrates unity and brings the power of oneness

What Constitutes the Cooperative Extension Program Brand?

The Prairie View A&M University Colors (purple & gold)

The Logo (CEP Bar Logo found in appendix)

The Slogan – *Meeting People.....Changing Lives*

The Staff

History and Legacy (The Cooperative Extension Program officially started at Prairie View A&M University in 1972)

Brand Opportunities

The Mission – To deliver relevant, research based, quality educational programs and information in cooperation with key internal and external partners to diverse, underserved audiences

About CEP – The Cooperative Extension Program is the primary educational outreach unit of Prairie View A&M University that delivers research based knowledge to clients who have limited access to resources

****Information adapted from Prairie View A&M University Office of Student Affairs and Institutional Relations “Brand Management”**

Communications Guidelines and Services

Publications – Brochures, fact sheets, reports, booklets, publications, etc. should be prepared by specialist staff for use with county educational programs

The Logo – The CEP logo should be used on all printed, digital and online materials (located in Appendix)

The Website – The website address is <http://pvcep.pvamu.edu>

Media Relations – The Cooperative Extension Program Communications Unit works closely

with the Prairie View A&M University Public Relations office in coordinating with TV and broadcast media

Areas Affected

County Offices – Cooperative Extension Program exhibits, publications, and other relevant materials should be displayed in the county offices

Morale/Pride in Organization – Displaying and marketing the program promotes pride and confidence

The Relevance

The Cooperative Extension Program is known for its ability and dedication to helping the citizens of Texas, primarily those who have limited access to resources

Goals

- All staff should be involved in strengthening the CEP brand
- Define key audiences – Assess the audiences that the program addresses, e.g., limited resource clientele, stakeholders, government officials, Prairie View A&M University faculty, staff and students, local legislators, funding agencies
- All staff should ensure that the CEP brand is producing clear and consistent messages
- All staff should share in the process of increasing the visibility and awareness of the organization

Editing Services

- The Communications Unit is available to edit or proofread any documents produced by staff (headquarters and county). Turnaround time depends upon the nature and length of the materials to be edited.
- The Proofreading Tip Sheet (located in appendix) is provided to help with your personal proofreading. Proofread your materials prior to submitting to the Communications Unit.

Proofreading and Editing Tips

****General tips for proofing**

- Read it out loud and also silently.
- Read it backwards to focus on the spelling of words.
- Use a spell checker and grammar checker as a first screening, but don't depend on them.
- Have others read it.
- Read it slowly.
- Point with your finger to read one word at a time.
- Don't proof for every type of mistake at once—do one proof for spelling, another for missing/additional spaces, consistency of word usage, font sizes, etc.

- Keep a list of your most common errors and proof for those at separate times.
- If you are editing within Word, use the "track changes" function to make your comments apparent to other reviewers (additions and deletions can be set to appear in different colors).
- Print it out and read it.
- Read down columns in a table, even if you're supposed to read across the table to use the information. Columns may be easier to deal with than rows.
- Give a copy of the document to another person and keep a copy yourself. Take turns reading it out loud to each other. While one of you reads, the other one follows along to catch any errors and awkward-sounding phrases. This method also works well when proofing numbers and codes.
- Double check fonts that are unusual (italic, bold, or otherwise different).
- Be careful that your eyes don't skip from one error to the next obvious error, missing subtle errors in between.
- Double check proper names.
- Double check little words: "or," "of," "it," and "is" are often interchanged.
- Double check whenever you're sure something is right—certainty is dangerous.
- Closely review page numbers and other footer/header material for accuracy and correct order.

Editing for Content

- Ask yourself who, what, when, where, why, and how when reading for content. Does the text answer all the questions you think it should?
- Highlight the sentences that best answer these questions, just so you can see if the facts flow in logical order.
- Do the math, do the math, and then do the math again. Somewhere between the screen and the printer $2+2$ often becomes 3.
- Make a list of "bugaboo" words and do a search for them before final proof. Include every swear word, words related to product terminology, and other words that pop up on occasion. Then do a "find" for all these words.
 - Actually do every step in procedures to make sure they are complete, accurate, and in correct order. Count the number of steps a list promises to make sure they are all there.

Preparing Yourself to Proof or Edit

- Write at the end of the day; edit first thing in the morning.

- Proofing can be boring business and it doesn't require much critical thinking, though it does require extreme focus and concentration. Anything that can relieve your mind of some of the pressure, while allowing you to still keep focused, is a benefit.
- Spend a half-hour a month reviewing grammar rules.
- Read something else between edits. This helps clear your head of what you expect to read and allows you to read what really is on the page.
- Make a list of things to watch for—a kind of "to do" list—as you edit.

**** (Information taken from Prairie View A&M University Proofreading Tips – Office of Institutional Relations)**

Helpful Prairie View A&M University Style Tips

- Do not place a space between A&M.
- Prairie View A&M University is A Member of The Texas A&M University System. (Not a Part; not a Component).
- When referring to the University on second reference or informally – PVAMU should be used. (Not PV or PVU).
- PVAMU should always be referred to as a university or an institution. (Not a college)
- Use P.O. Box, with periods (AP style).
- Use bachelor's degree and master's degree (with apostrophes); Use doctoral degree or doctorate.
- Spell out numbers from one to nine and use numerals for all higher numbers. However, spell out a number at the beginning of a sentence.
- Use commas with numbers in the thousands (e.g. 1,325).
- Spell out and round off numbers in the millions. (49,850,000 would be approximately 50 million)
- Spell out the word “percent,” but not the numeral preceding “percent” (e.g. 99 percent, 5 percent).
- Use numerals to denote ages of people (e.g.) The student was 18 when he graduated.
- Capitalize the word “state” only in formal reference to the state as a legal institution. (e.g. the State of Texas; the state legislature; the State Assembly; We work for the state.).
- Use periods in “a.m.” and “p.m.”

- Always use the words “noon” or “midnight” instead of expressing the time as numerals.
 - Faculty is a collective noun that uses a singular verb.
 - Use “among,” not “amongst.”
 - Use “backward,” not “backwards;” “toward,” not “towards;” “forward,” not “forwards.
 - “More than” is preferred to “over” to express a quantity.
 - A meeting or an event will take place “at” a building; “in” a room.
 - Do not use a comma between the month and year. (In September 1995 he moved to Boston.).
 - Use "alumna" to refer to one female graduate; Use "alumnae" to refer to a group of female graduates;
- Use "alumnus" to refer to one male graduate; Use "alumni" to refer to a group of graduates when the gender is not known; when the group consists of males and females; and when the group consists of only male graduates.
- Do not capitalize titles unless they are before a person’s name.
 - Do not capitalize seasons, unless referring to a specific semester (e.g.) He will graduate at the end of the Fall 2012 semester; We are preparing for the fall semester.

Logos

Prairie View A&M University and Cooperative Extension Program Logos

Link to Prairie View A&M University and Cooperative Extension Program Logos:
<http://pvcep.pvamu.edu/graphics.html>

Note: The Prairie View A&M University Seal is to be used on official documents only. It is also used on Prairie View A&M University letterhead, envelopes, etc.

Use the Cooperative Extension Program bar logo on publications, brochures, flyers, etc. (print and online)

Texas A&M University System Logos

Link to Brand Guide: <http://www.tamus.edu/offices/marcomm/brandguide>

Link to download logos:
<http://www.tamus.edu/offices/marcomm/brandguide/downloads/>

Texas A&M University AgriLife Logos

Link to the Current Logos: <http://agrilife.org/communications/extension/>

- Texas A&M AgriLife

- Texas A&M AgriLife Extension
- Texas A&M AgriLife Research
- Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL)
- Texas A&M Forest Service (TFS)
- College of Agriculture & Life Sciences - Texas A&M University

Agricultural Communications Request for Services

Use the following form to request services from the Agricultural Communications and Information Technology Unit: <http://pvcep.pvamu.edu/communications.html>

Communications Services Request Form and Flow of Service

- Before materials are developed for printing or dissemination, the county, specialist, headquarters staffs, etc. should discuss the nature and content of materials with immediate supervisor for approval.
 - If assistance is needed from the communications unit, the staff members should submit a Communications Services Request Form.
 - The Communications Services Request Sheet (located in appendix) details specific services that the unit provides and should be submitted by staff for all communications requests. Turnaround time depends upon the nature of the request and will be discussed with the individual or unit prior to starting the work.
 - All staff members involved in developing materials and submitting them to the communications unit will review the materials for editing purposes prior to completion. Once editing and review is complete, all parties involved will sign a form stating that the materials have been reviewed and are ready for printing, outsourcing, etc.
- Materials can be outsourced to a vendor or completed in-house as deemed appropriate

Agricultural Communications and Information Technology

Request for Services

Are you working on a program, need to publicize an event, need a brochure? Do you need photos or video taken of an event?

Please answer the questions below and then call us, 936-261-5121, email, gmosby@ag.tamu.edu or come to see us in the Carden-Waller Cooperative Extension building, Room 128. We'll discuss your needs, answer your questions and design a communications plan that will help accomplish your goals.

Name: _____ Telephone number: _____

E-mail Address: _____ Location/County: _____

Check the service(s) that you need:

- | | |
|---|---|
| <input type="checkbox"/> Editing/Proofing | <input type="checkbox"/> Curriculum |
| <input type="checkbox"/> Brochures | <input type="checkbox"/> Video |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Web Page |
| <input type="checkbox"/> Exhibit | <input type="checkbox"/> Poster, fliers, etc. |
| <input type="checkbox"/> Newsletter | <input type="checkbox"/> Publication |
| <input type="checkbox"/> Other (Please specify) | |

We need some information from you to help us with your request. Check appropriate group.

1. Who is your intended audience? Place check mark beside appropriate group

- | | |
|---|---|
| <input type="checkbox"/> Youth | <input type="checkbox"/> Adults |
| <input type="checkbox"/> Senior Citizens | <input type="checkbox"/> Rural residents |
| <input type="checkbox"/> Urban residents | <input type="checkbox"/> Small farm producers |
| <input type="checkbox"/> Other (Please specify) | |

2. What kind of resources do you have?

- | | | |
|--------------------------------|---|---|
| <input type="checkbox"/> Grant | <input type="checkbox"/> Program Budget | <input type="checkbox"/> Other (Please specify) |
|--------------------------------|---|---|

3. What is your time frame for completion of request?

- | | | |
|--|---|---|
| <input type="checkbox"/> One to two months | <input type="checkbox"/> Three to four months | <input type="checkbox"/> Six months or more |
|--|---|---|

Thank you for answering these questions in detail. We can work with you from the information that you provided to develop a marketing/communications piece to accomplish your goals cost effectively using the resources available to us. Keep in mind that some requests may require that your materials be outsourced, or some may not be able to be fulfilled.

PVAMU-CEP Information Technology Standard Operating Procedures

1. Internet usage

Users may use PVAMU Internet services for personal improvement, outside of scheduled guidelines; federal or state applicable laws when sending and/or receiving messages for University or non-University purposes.

Users shall not use PVAMU Internet or e-mail services to view, download, save, receive, or send material related to or including:

Offensive content of any kind, including pornographic material.

Promoting discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, or disability.

Threatening or violent behavior.

Illegal activities.

Commercial messages.

Messages of a religious, political, or racial nature.

Gambling of any form or type.

Personal financial gain.

Forwarding e-mail chain letters

Spamming e-mail accounts from PVAMU e-mail services or University machines

Material protected under copyright laws – includes many MP3 music and movie (DVD and other) entertainment files
Sending University-sensitive information by e-mail or over the Internet.

Dispersing, confidential University data to PVAMU students, employees, business associates or anyone outside the University without authorization.

Opening files received from the Internet without performing a virus scan.

Tampering with your University handle in order to misrepresent yourself and the University to others.

2. Email Usage

Whenever possible, the PVAMU email system (s) is (are) the official communication system for University business.

The PVAMU email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs an practice, political beliefs, or national origin. Employees who receive any emails with this content from any PVAMU employee should report the matter to their supervisor immediately.

Individuals must not send, forward or receive confidential or sensitive Prairie

View A&M University information through non-Prairie View A&M University email accounts. Examples of non-Prairie View A&M University email accounts include, but are

not limited to: Hotmail, Yahoo mail, AOL mail, and email provided by other Internet Service Providers (ISP). No sensitive and/or confidential Prairie View A&M University material should be transmitted via PVAMU email unless encrypted.

Users may send and receive e-mail attachments that do not exceed 2 MB in size, provided that all attachments are scanned before they are opened by PVAMU's chosen antivirus software (McAfee VirusScan).

3. Password Authentication

The purpose of the university password/authentication procedure is to establish the process for the creation, distribution, safeguarding, termination, and reclamation of the University user authentication mechanisms. User authentication is a means to control who has access to an information resource system. Controlling access is necessary for any information resource. The confidentiality, integrity, and availability of information can be lost when access is gained by a non-authorized entity. This, in turn, may result in loss of revenue, liability, loss of trust, or embarrassment to the University. There are several ways to authenticate a user. Examples are: password, Smartcard, fingerprint, iris scan, or voice recognition. Computing devices shall not be left unattended in unsecured areas without enabling a password-protected screensaver or logging off device. The user must verify his/her identity before the password is changed.

Passwords shall be routinely changed every 120 days or less.

Passwords shall never be transmitted as plain text.

4. Portable Computing

Portable computing and storage devices, containing confidential information, shall be protected from unauthorized access by passwords or other means.

All remote access (e.g., dial in services, cable/DSL modem, etc.) to confidential information from a portable computing device shall utilize encryption techniques, such as Virtual Private Network (VPN), secure File Transfer Protocol (FTP), or Secure Sockets Layers (SSL). The University will not purchase data plans. However, an employee who has purchased a data plan may submit a request for a communication allowance. Unattended portable computing or storage devices, containing confidential information, shall be kept physically secure using means appropriately commensurate with the associated risk. All portable storage devices are required to be registered in the University Fixed Asset System.

Responsibilities

PVAMU-CEP users are responsible for:

Honoring acceptable use policies of networks accessed through PVAMU Internet and e-mail services.

Abiding by existing federal, state, and local telecommunications and networking laws and regulations.

Following copyright laws regarding protected commercial software or intellectual property.

Minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of PVAMU's network resources.

Using logical, professional, ethical, University policy and other applicable laws, guidelines and procedures to maintain the security of sensitive information.

Violations

Violations will be reviewed on a case-by-case basis. If it is determined that a user has violated one or more of the above use regulations, that user will may receive a University initiated reprimand and his or her future use may be closely monitored. If a gross violation has occurred, IT management in conjunction with Human Resources will take immediate action. Such action may result in losing Internet and/or e-mail privileges, severe reprimand, or termination of employment or student registration at PVAMU.