

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

SRSU Policy: Employment Policies and Procedures/Review Guidelines

SRSU Policy ID: APM 5.01

Policy Reviewed by: Director of Human Resources

Approval Authority: Vice President of Finance and Operations

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The general employment policy of Sul Ross State University, as approved by the Board of Regents, Texas State University System, is outlined below. Specific institutional policies and procedures affecting the employment conditions of staff members at Sul Ross are included in Chapter 5 of this manual. Policies and procedures affecting the employment conditions of faculty members are addressed in Chapter 5 of this manual and in the official publication, the *Faculty Handbook*.

A. EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Board of Regents and the University to provide equal employment opportunity for all persons in accordance with their individual job-related qualifications and without illegal consideration of race, creed, color, sex, religion, age, national origin, disability, sexual orientation, or gender identity. Equal employment opportunities shall include all personnel transactions of recruitment, employment, training, upgrading, promotion, demotion, termination, and salary. Retaliation is prohibited against a person who opposes a discriminatory practice, files a charge, testifies, assists or participates in an investigative proceeding or hearing.

B. EMPLOYMENT ELIGIBILITY

Under the Immigration Reform and Control Act of 1986, the University is required to verify a new hire's identity and his/her eligibility to work at the University. Employees must complete an Immigration and Naturalization Service Form I-9 in Human Resources. The University may verify both identity and eligibility to work by examining one of the following: an unexpired United States Passport, a certificate of United States citizenship, a certificate of naturalization, an unexpired foreign passport, or a resident alien card or other alien registration card evidencing authorization to work in the United States. Other acceptable documentation may include both a driver's license and an official birth certificate issued by a state, county or city in the United States or both a driver's license and a social security card. Other types of documentation may be acceptable, and a complete list is available in Human Resources.

C. NOMINATIONS

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The President shall recommend annually to the Board of Regents the employment or re-employment of such faculty and administrative officers who, in his opinion, will best serve the interests of the University. All nominations for employment or re-employment shall be in writing and shall state the name and highest degree of the nominee. The tenure status of the nominee should also be included if he is proposed for a faculty position. Administrative officers shall not have tenure by virtue of their office and shall service without fixed terms.

D. APPOINTMENTS

All appointments shall be made on the basis of merit. The Board of Regents shall elect and employ members of the faculty and administrative officials at the annual meeting of the Board upon the recommendation of the President. All faculty appointments and contracts of employment shall be for a specified term not to exceed one year, and each appointee shall be so advised by the President.

Commensurate with aspirations and ideals of the institution, the Board of Regents strongly desires to maintain and encourage learned faculties who, by precept and example, will instruct and inspire their students with distinction and reflect credit upon the institution.

All non-classified personnel appointments by the University President are subject to confirmation by the Board of Regents. All non-faculty employees shall serve without fixed term at the pleasure of the President and the Board.

E. VACANCIES

A vacancy which occurs in the faculty or administration at the institution may be filled by an interim appointment by the President, subject to subsequent Board approval. An interim appointment should be submitted for Board consideration at the next Board meeting following such temporary appointment. If the appointment is not approved by the Board, it shall be considered terminated as of the date of disapproval.

F. SALARY REQUIREMENTS

The University employee's salary (not including longevity payments) paid from any source of funds shall not exceed the University President's salary designated by the Legislature in the General Appropriations Bill unless the salary is specifically approved by the Board of Regents.

G. NEPOTISM RULE (RELATIVES)

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No person related to any member of the Board of Regents within the second degree of affinity or within the third degree of consanguinity shall be eligible for appointment to any office, position, employment, or duty with any component institution of the Texas State University System, when the salary fee or compensation of such appointees is to be paid, either directly or indirectly out of public funds of any kind. This does not prohibit the continued employment of any individual employed one year prior to the appointment of the Board member.

The University may not employ any person related within the second degree of affinity or third degree of consanguinity to another employee if:

1. Such employment causes one relative to have direct supervisory relationship over the other relative; or
2. Such employment causes one relative to have authority over the salary or other terms of employment of the other.

This does not prohibit the continued employment of any person employed prior to the adoption of this policy; however, all decisions concerning reappointment, promotion, or salary shall be the responsibility of the next highest administrative supervisor. The next highest administrative supervisor shall also make a written review of the work performance of such employee annually to be submitted to the President. All such situations will be reported annually to the Board of Regents.