

The Texas A&M University System Offices Required Employee Notices & Important Reminders

The Texas A&M University System is committed to ensuring the safety and health of its employees and various policies and regulations have been established for that purpose. As an employee, you should be aware of federal and state laws and The Texas A&M University System regulations that affect you in the workplace. The following are required notices disseminated annually or information that merits a reminder even though not required by law or regulation.

Equal Employment Opportunity

Federal regulations require that contractors and subcontractors may notify employees and applicants of their EEO rights electronically and must provide employees with knowledge that the electronically posted notice is otherwise accessible. Equal Employment Opportunity notices are available in English <http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf> and in Spanish <http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeosp.pdf>.

Compensatory Time Notice

In accordance with Texas Government Code Section 659.023, we are required to provide employees with information regarding the state's policy on compensatory time. System Regulation 31.01.09 Overtime located at <http://policies.tamus.edu/31-01-09.pdf> includes information regarding federal and state compensatory time.

Drug and Alcohol Abuse and Rehabilitation Programs

The Texas A&M University System recognizes the cost of substance abuse to the workplace and is committed to maintaining a safe and healthy environment for all employees. Policies and regulations have been developed to minimize accidental injuries to persons or property; minimize absenteeism and tardiness, and improve the effective job performance and productivity of all employees; identify resources for alcohol or drug rehabilitation for all employees when appropriate; and provide a program designed to prevent the use of illicit drugs and the abuse of alcohol. The awareness and prevention program notice may be viewed by accessing <http://assets.system.tamus.edu/files/hr/forms/drug-alcohol.pdf>.

Please see System Policy 34.02 Drug and Alcohol Abuse at <http://policies.tamus.edu/34-02.pdf> and System Regulation 34.02.01 Drug and Alcohol Abuse and Rehabilitation Programs at <http://policies.tamus.edu/34-02-01.pdf> for more information.

HIV/AIDS in the Workplace

The Texas Department of Health (TDH) offers the HIV/AIDS in the Workplace brochure located at <http://www.tamus.edu/assets/files/hr/forms/hivworkplace.pdf> in order to educate about HIV/AIDS in the workplace. The Human Immunodeficiency Virus Service Act, Chapter 85, Texas Health and Safety Code, specifies that workplace guidelines be established to ensure that the rights and privileges of individuals infected with the Human Immunodeficiency Virus (HIV) are protected. Please see System Regulation 34.04.03 HIV/AIDS in the Workplace and Learning Environment via <http://policies.tamus.edu/34-04-03.pdf>.

Notice of Privacy Practices for Medical Information

A federal regulation, the Health Insurance Portability and Accountability Act of 1996 requires that we provide detailed notice in writing of our privacy practices. This notice located at <http://assets.system.tamus.edu/files/benefits/pdf/hipaaprivacy.pdf> describes how medical information about you may be used and disclosed and how you can get access to this information.

Employee Assistance Program (EAP): This confidential mental health counseling service is available to System Office staff and your benefit-eligible dependents who may be experiencing personal or work place difficulties. If you any questions, contact the EAP at 979-845-3711 or eap@tamu.edu. For additional information, access the EAP website at <http://employees.tamu.edu/eap/>.