



Standards of Conduct Guide

For

Employees

The University of Texas at Arlington

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PURPOSE

The purpose of the Standards of Conduct Guide (Guide) is to emphasize the need for and the responsibility of all employees* of The University of Texas at Arlington to perform their duties and responsibilities in compliance with all applicable federal and state laws; the Policies and the Rules and Regulations of the Board of Regents of the UT System; and the policies and procedures of UT Arlington.

Although the Guide addresses a number of specific laws, policies, rules and regulations, it is not intended to be a comprehensive list of legal and ethical standards. The Guide provides UT Arlington employees with information about some of the laws, policies, rules and regulations that have a direct impact on the university and its operations. It is also an educational tool used by UT Arlington's Office of University Compliance Services to train employees regarding the conduct required of them in the workplace. If you have questions, please see your supervisor. Faculty may discuss issues with their department chair and/or dean. University Compliance Services is also available to answer questions.

ETHICS POLICY

Ethical behavior is expected of all employees at UT Arlington. Each employee has a personal obligation to report any activity that appears to violate such laws, policies, rules, and regulations.

The Board of Regents of The University of Texas System has set out a general outline of the level of ethical behavior expected of all UT System employees in its Ethics Policy. The Ethics Policy and other useful ethics information is available on the Office of General Counsel's Web site at <http://www.utsystem.edu/OGC/ethics/homepage.htm>.

Whenever possible, specific ethics or employee compliance questions should first be directed to the employee's supervisor. UT Arlington's Ethics Officer and/or University Compliance Services are also available to answer questions. There is also an option to report issues anonymously through the Ethics Hotline (refer to section on Reporting Suspected Non-Compliance for more details).

Additional information may be found at: [Procedure, 3-34, Ethics and Standards of Conduct](#).

* The term "employees of The University of Texas at Arlington" includes all administrative officers, faculty, classified and non-classified staff, professional personnel, and student employees.



MANAGERS' AND SUPERVISORS' RESPONSIBILITIES

Management personnel at every level are expected to set examples and to be role models for doing what is right in their departments. They should create a departmental culture that promotes the highest standards of honesty and integrity and encourage employees to share compliance concerns with them.

Managers and supervisors include all individuals who have, as a part of their job description, the supervision of any UT Arlington employee. The support of and adherence to the Compliance Program by managers and supervisors is considered an important part of their job performance.

Managers and supervisors are required to ensure and verify that the employees they supervise receive appropriate compliance training. Additionally, they are responsible for discussing with their employees UT Arlington's Standards of Conduct Guide and compliance policies and procedures specifically related to their job function.

Additional information may be found in the [Management Leadership Tool](#).



UNIVERSITY COMPLIANCE PROGRAM

UT Arlington's Compliance Program reflects the commitment of UT Arlington in maintaining the highest ethical standards and complying with all applicable laws, policies, rules and regulations.

The Executive Director of University Compliance Services is UT Arlington's Compliance Officer. The Compliance Executive Committee provides executive level oversight for the program.

TRAINING

It is critical that every employee at UT Arlington is aware of the key compliance issues that impact their jobs on a daily basis; as a result, training is a cornerstone of UT Arlington's Compliance Program. The University has adopted a web-based training program that provides employees with the knowledge they need in a flexible and user-friendly format. Continuing benefits eligible employees are required to complete training annually. New employees are required to complete the training within 30-45 days of hire.

For more information, contact University Compliance Services at 817 272-2080 or visit www.uta.edu/compliance

REPORTING SUSPECTED NON-COMPLIANCE

Employee concerns and/or issues of suspected non-compliance should be addressed through normal administrative channels whenever possible. However, UT Arlington employees also have the following options for reporting issues of suspected non-compliance:

- The Ethics Hotline is a mechanism for anonymous reporting of suspected ethical abuses, noncompliance or fraud in the workplace. The Ethics Hotline is administered by a company that is unaffiliated with

UT Arlington and acts as a neutral third party to accurately document the issues reported and forward them immediately to the appropriate individuals at UT Arlington for resolution. The toll free number for the Ethics Hotline is 1-877-507-7314.

Additionally, posters with this information are posted within each building on the UT Arlington campus.

- Through campus mail (Box 19110) to University Compliance Services, located in the Swift Center, Room 129.
- Call University Compliance Services or any of the offices listed in this publication.

If you are not sure whether you are doing the right thing, ask yourself the following questions:

1. Is the action in compliance with University policies and procedures?
2. Is the action legal?
3. Will the action reflect negatively on the University if it appears in the newspaper?

If you are still not sure what to do, ask your supervisor or contact one of the offices mentioned in this guide.

FRAUD

The prevention of fraud and abuse and the minimization of waste is the responsibility of all employees of UT Arlington. If fraud occurs within your area, you should report the information to your supervisor, the Office of Internal Audit, and University Police. If you would like to remain anonymous, you may also call Ethics Hotline at 1-877-507-7314.

Additional information may be found at: [UT System Fraud Policy](#)

CONTACTS WITH THE MEDIA

UT Arlington recognizes the important role of the news media in the fulfillment of our mission. It is our policy to maintain an open atmosphere. Faculty members are encouraged to interact with the news media regarding their areas of expertise. If an employee is contacted directly by a member of the news media regarding a University administrative matter or a matter of institutional policy, please contact University Communications' Office of Media Relations at 817-272-2761 or send an e-mail to mediarelations@uta.edu. A media relations officer will direct the inquiry to the appropriate source. The assistant vice president of media relations is the University's official spokesperson.

Q: I am employed in the Admissions Office at UT Arlington. A local newspaper reporter calls to ask me questions about the university's admissions policy. Can I answer the reporter's questions?

A: Please first contact the Office of Media Relations. A media relations officer will discuss the inquiry with the reporter and connect the reporter with the appropriate source.

Q: I am a faculty member and a news reporter calls me with questions about my area of expertise. Can I answer the reporter's questions?

A: Absolutely, but please call or e-mail the Office of Media Relations before you do the interview. UT Arlington is becoming a nationally recognized research institution, and appropriate media exposure can elevate the University's reputation. A media relations officer will make sure the reporter's questions are relevant to your expertise and will help prepare you for the interview. The Media Relations Office also archives news articles that feature our faculty

and uses them to promote UT Arlington and our faculty.

CONTACTS WITH GOVERNMENT AND OUTSIDE INVESTIGATORS

It is our policy to cooperate in government investigations of UT Arlington and its employees. UT Arlington employees are responsible for notifying their supervisor immediately if they receive a subpoena, inquiry, or other legal document from any governmental agency regarding official UT Arlington business, whether at home or in the workplace. Supervisors should inform the Vice President for Business Affairs and Controller regarding subpoenas, depositions or other legal requests concerning government investigations of UT Arlington and its employees. If a UT Arlington employee is contacted at home by a government agent, without a search warrant or a subpoena, concerning a government investigation of UT Arlington, that employee should request that the agent make such contact at work the next business day, and should immediately contact his or her supervisor.

When providing information to elected officials, notify UT Arlington's Office of Governmental and Community Relations.

Q: Last night, while I was having dinner with my family, there was a knock at my door. The person identified herself as an FBI agent and wanted to talk with me about my work at UT Arlington. Should I have spoken with her?

A: You are not required to speak to the agent at your home. UT Arlington does not prevent you from talking to the agent; however, to protect yourself and UT Arlington, you may ask the FBI to contact you at your office the next business day, then immediately contact your supervisor. Should the FBI agent produce a search warrant or subpoena, if possible, notify your supervisor before you answer any questions from the agent. Always answer the questions truthfully.

CONFIDENTIAL INFORMATION

Unless specifically exempted from disclosure by the Attorney General or made confidential by law, all documents collected, assembled or maintained by UT Arlington in the regular course of business are available to the public under the terms and conditions of the Texas Public Information Act. Generally, documentation that is exempted from disclosure includes certain personnel data, student information, health/patient information, financial data, strategic plans, marketing strategies, employee lists and data, supplier and subcontractor information, and proprietary computer software. Requests for documents under the Texas Public Information Act should be made in writing to the Vice President for Business Affairs and Controller.

Additional information may be found at: [UTS 139 Texas Public Information Act Procedure 13-1, Access to Records](#)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to student educational records. The law is also known as the Buckley Amendment. A student is a person who has been admitted and is registered when classes are in session, regardless of the person's age.

Under FERPA, students have a right to inspect and review their educational records; request to amend their educational records; and have some control over the disclosure of information from their educational records. FERPA applies both to the education record and to the personally identifiable information within the record, which is called directory-type information. Directory-type information includes the student's name, address, electronic mail address, telephone, date of birth, major, dates of attendance, degrees and awards received,

and the most recent previous educational institution attended.

The University of Texas at Arlington will disclose information from a student's education record without the written consent of the student to appropriate University administrators, faculty members, or staff members who require access to educational records in order to perform their legitimate educational duties; officials of other schools in which the student seeks or intends to enroll; and in connection with a student's application for, or receipt of, financial aid. In emergency or crisis situations, UT Arlington may release non-directory information if the institution determines that the information is necessary to protect the health or safety of the student or other individuals.

For additional information or technical assistance, you may call the Family Policy Compliance Office at (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at (800) 877-8339.

Additional information may be found at: [Federal Education Rights and Privacy Act](#).

Q: A salesperson that I know asked me to provide him with some information that is contained in student records. Is he allowed to have this information?

A: No. Student records can only be used for university business, unless otherwise specified under FERPA. We are responsible for protecting the confidentiality of student information from interested third parties as well as from staff who have no "business" reason for such information. Students are entitled to expect confidentiality; the protection of their privacy and the release of information must be only to authorized parties and always in accordance with applicable laws.

ACCURACY OF RECORDS

Employees of UT Arlington are required to maintain the integrity and accuracy of business documents and records for which they are responsible. No one may enter false information on a document; and no one without the authority to do so may alter, destroy or expunge information on any record or document.

RECORDS AND INFORMATION MANAGEMENT

UT Arlington recognizes the need for orderly management and retrieval of all official records and a documented records retention and destruction schedule that is consistent with state and federal laws and related regulations. The Records Management and Retention at UT Arlington covers all records (paper, microform, electronic, or any other media, that are created or received) that document activities associated with University business.

Policies in regard to the disposition of research related documents are governed by codes of federal regulations. Research data cannot be destroyed.

Questions regarding the retention and disposal of records should be directed to the Records Management Staff in Net Solutions at 817 272-0222.

Additional information may be found at:

[Procedure 13-1, Access to Records](#)
[UT Arlington Records Retention Schedule](#)
[Procedure 2-74, Shredding of Records Through Asset Management](#)
[UTS 115, Records and Information Management and Retention Policy](#)
[UTS 139, Texas Public Information Act Records and Information Management Information Security Classification Standards Procedures, Subchapter 5-700, Records Management and Retention](#)



EQUAL EMPLOYMENT OPPORTUNITIES

The University of Texas at Arlington is an Equal Employment Opportunity (EEO)/Affirmative Action employer. UT Arlington does not discriminate against employees or applicants for employment on the basis of race, color, national origin, religion, age, sex, disability, or veteran status. In addition to compliance with all applicable federal and state laws and regulations, UT Arlington's policy prohibits employment discrimination on the basis of sexual orientation.

UT Arlington's commitment to equal opportunity principles applies to all aspects of employment, including recruitment, retention, promotion, compensation, benefits, and training. Questions regarding EEO or Affirmative Action should be directed to your supervisor or the Office of Equal Opportunity Services.

Additional information may be found at: [Procedure 14-2, Equal Opportunity Policy Statement](#)
[The University of Texas System - Board of Regents' Rules and Regulations, Series 30105, Sexual Harassment and Misconduct](#)

Q: I feel like I was passed up for a promotion because of my age. Who do I call when I feel like I have been discriminated against?

A: The Office of Equal Opportunity Services deals with all allegations of discrimination at UT Arlington.

SEXUAL HARASSMENT AND SEXUAL MISCONDUCT

The environment for employees and students should be free from inappropriate conduct of a sexual nature. Sexual harassment and sexual

misconduct are illegal, unprofessional and prohibited. UT Arlington is committed to complying with federal and state laws regarding sexual harassment. Employees who engage in such conduct will be subject to disciplinary action, up to and including termination. Questions regarding sexual harassment or sexual misconduct should be directed to the Office of Equal Opportunity Services 817 272-2106.

Additional information may be found at: [Procedure 14-1, Sexual Harassment, Sexual Misconduct, and Consensual Relationships, Procedure Subchapter 5-1600, Equal Employment Opportunity/Affirmative Action](#)
[The University of Texas System - Board of Regents' Rules and Regulations, Series 30105, Sexual Harassment and Misconduct](#)

Q: My co-worker is sending me jokes via email that contain offensive content. I've asked her to stop, but she continues to send them. What can I do?

A: Since the e-mails continued after you asked her to stop, immediately contact your supervisor. If your supervisor is unable to assist you, then contact the Office of Equal Opportunity Services. An investigation may be initiated and appropriate action taken.

Q: My supervisor makes remarks containing sexual language clearly directed at me. What can I do?

A: You should ask your supervisor to stop the remarks; however, if you don't feel comfortable talking to your supervisor, immediately contact the Office of Equal Opportunity Services.



FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act (FMLA) of 1993 is a federal law that makes available to all eligible employees up to 12 weeks of unpaid* leave in a 12-month period for specific situations. Employees are eligible for leave under the FMLA if they have worked for the State of Texas for at least 12 months (the months need not be continuous), and have worked for at least 1,250 hours during the 12 months prior to the first day of leave. FMLA leave runs concurrently with the employee's use of sick leave, vacation leave, and floating holidays. FMLA leave is approved through the Office of Human Resources Management and Development. Questions regarding FMLA should be directed to them.

* Be sure to call Human Resources for information about sick leave pay while out on FMLA.

Additional information may be found at: [Office of Human Resources – FMLA FAQ's](#).

Q: My wife and I are adopting an infant next month. Am I eligible for Family Medical Leave? How long may I take off?

A: You may be eligible for FMLA. FMLA allows for a total of 12 weeks off. Check with the Office of Human Resources Management and Development for specific eligibility requirements and for information on requesting leave.

EXEMPT AND NON-EXEMPT TIMEKEEPING

The Fair Labor Standards Act requires the accurate maintenance of time and leave records for all non-exempt employees. Non-exempt employees are required to maintain complete time and leave records to account for hours worked, and any usage of vacation, sick, and/or compensatory leave time. Exempt employees are also required to maintain accurate leave records and may be required to keep time records. Questions regarding exempt or non-exempt timekeeping should be directed to the Office of Human Resources Management and Development 817 272-5558.

Additional Information may be found at: [Procedure 3-64, Overtime](#)
[Procedure 3-7, Time Reports](#)

Q: I am a non-exempt employee. I like to get all of my work done each day, so sometimes I come in early and leave late, but I only record eight hours of work on my time card. Is this okay?

A: Under the Fair Labor Standards Act, all "hours worked" must be compensated; therefore, all hours worked, including overtime, must be accurately recorded on your time report. In addition, your supervisor must approve, in advance, any overtime hours prior to you working over 40 hours.

OVERTIME COMPENSATION

Non-Exempt Employees

Section 659.015 of the Texas Government Code states (with regard to state employees who are subject to the overtime provisions of the federal Fair Labor Standards Act of 1938) that non-exempt employees who are required or permitted to work over 40 hours in a work week are to be compensated either:

- By receiving pay equal to one and one-half times the regular rate of pay for the hours in excess of 40 hours in a work week, or
- By receiving compensatory time off at the rate of one and one-half hours for each hour of overtime (the physical hours in excess of 40 hours in a work week), with a limit of 240 accrued hours per year.

The method of compensation (pay or compensatory time) is determined by department/division policy. Supervisors must specifically approve overtime before it is worked and compensatory time before it is taken.

Exempt Employees

Administrative, Professional, and Exempt Classified employees are categories of employees who are exempt from the FLSA overtime provisions and who do not accrue and may not be paid overtime for time worked in excess of 40 hours per week; however, administrative and professional employees and exempt classified employees may earn state compensatory time in accordance with Section 659.016(b) of the Texas Government Code and the following:

- Exempt Staff Members (not subject to FLSA) whose positions are classified. Exempt staff whose positions are Classified according to the University Pay Plan are granted compensatory time for hours worked in excess of 40

hours in a work week in which the combination of hours worked, paid leave, and holidays exceeds a total of 40 hours.

- Exempt Staff Members (not subject to FLSA) whose positions are Administrative and Professional. Exempt staff whose positions are, according to the University Pay Plan, Administrative and Professional, are generally not entitled to earn compensatory time; however, the President may approve exceptions to allow certain individuals or groups to earn compensatory time.

Questions regarding overtime compensation should be directed to the Office of Human Resources Management and Development 817 272-3361.

Additional information may be found at: [Procedure 3-6, Fair Labor Standards Act](#) [Procedure -3-64, Overtime](#) [Procedure 3-61, Employee Leave of Absence Without Pay](#)



CONFLICTS OF INTEREST

A conflict of interest exists when you owe a professional obligation to UT Arlington that is or might be compromised by the pursuit of outside interests. Outside interests, such as professional activities, personal financial interests, or the acceptance of gifts from third parties, can create conflicts between the interests of UT Arlington and your private interests and may prevent you from making decisions that are in the best interest of UT Arlington.

Even if those outside interests do not actually impair your ability to act in the best interest of UT Arlington, it may appear to the public that your independence of judgment has been affected.

All account administrators and athletic coaches must complete the [Financial Disclosure and Conflict of Interest Form](#) no later than April 30th of each year.

New employees who are account administrators or athletic coaches must complete the [Financial Disclosure and Conflict of Interest Form](#) within the first 45 days of hire.

Additional information may be found at:
[Outside Board Service and Outside Employment Policy](#)
[Subchapter 5-2900 Conflicts of Interest Policy](#)

Questions regarding Conflicts of Interest should be directed to the Associate Director of Human Resources at 817-272-5554.

Outside Board Service

It is recognized that the President and other Executive Officers of The University of Texas at Arlington, as well as other employees, administrators, faculty and staff of the University may be asked to serve on the boards, councils of other governing or advisory bodies ("outside boards") of various business, civic, professional, social and religious organizations, both for profit and not-for-profit, and in compensated and non-compensated positions. Such service is generally deemed to be in the best interest of the University because it broadens the experience of the individuals involved and exposes the University to a larger audience of business, civic, professional, social and religious leaders.

In evaluating whether to accept a position on an outside board, an employee should first assure that such a position would not create a conflict of interest and that fulfillment of the responsibilities of such a position would not impose an unreasonable time requirement.

All full-time employees are required to annually complete the online [Request for Outside Board Service and Outside Employment form](#).

New employees must complete the online [Request for Outside Board Service and Outside Employment form](#) within the first 45 days of hire.

Questions regarding Employment and Outside Board Service, contact the Associate Director of Human Resources at 817 272-5554.

Additional information may be found at:
[Procedure, Subchapter 5-2500](#)
[Procedure, Subchapter 6-1000, Faculty Outside Employment](#)
[Procedure, Subchapter 5-2600, Policy of Service on Outside Boards](#)

[The University of Texas System - Board of Regents' Rules and Regulations, Series 20301, Honorary Titles and Degrees](#)

Q: May I work for a local department store at times when I am not working my normal hours at UT Arlington?

A: Probably. Working at a local department store most likely does not present a conflict of interest for UT Arlington employees. If UT Arlington is your permanent, full or part-time employer, you should still check with your supervisor to be certain that employment at the department store will not interfere with your scheduled work times. You should also fill out an online [outside employment form](#) and submit it to your supervisor for approval.

Q: I work as an accountant in a department at UT Arlington. I also do bookkeeping for a catering firm that does business with UT Arlington and occasionally with my department. Is there anything wrong with this?

A: Yes. You may not accept employment from any outside company that also does business with UT Arlington if the position will be in conflict with your job duties at the University. In this case, it would be possible for you to allow the catering firm to bill your own UT Arlington department too much and then you could pay that bill with University funds. When in doubt, check with your supervisor or the Associate Director of Human Resources at 817 272-5554.

Outside Employment

The primary employment responsibility of all employees is to UT Arlington. Outside professional commitments should not interfere with a faculty or staff member's responsibility to UT Arlington. No member of the faculty or staff may accept outside employment, temporary or regular, which actually or potentially results in any conflict of interest with, or intrudes upon or detracts from the individual's responsibilities to the programs, policies, and objectives of UT Arlington. Consulting and other professional commitments with this result or the potential for this result must also be avoided. No full-time employee shall be employed in any outside work or activity or receive from an outside source a regular retainer fee or salary until a description of the nature and extent of the employment has been filed with and approved by the appropriate administrative officials as set forth in the [University's Handbook of Operating Procedures](#).

Financial Interests

UT Arlington employees are prohibited from having a direct or indirect interest, financial or otherwise, in a corporation or business, engaging in a professional activity, or incurring an obligation of any nature that is in substantial conflict with or might reasonably tend to influence the performance of their official duties at UT Arlington. If you plan to conduct business with UT Arlington you are expected to inform the Vice President for Business Affairs and Controller, annually, of any financial arrangement with a company or entity external to UT Arlington that might create a potential conflict of interest.

Q: My family owns a catering business that often does business with my department and others at UT Arlington. Is this a conflict of interest?

A: Not necessarily. If you do not make the catering decisions for your department and others at UT Arlington, then there should be no conflict. You do need to report this information to your supervisor.

Q: I've been buying stock in a company that does business with UT Arlington. After my next purchase, I'll own 10 percent of the company. Is this a conflict of interest?

A: Potentially. If you have the authority to award contracts, select vendors, or influence purchases of goods and services, then you must report ownership to your supervisor.



PURCHASING

No employee may expend UT Arlington funds for any purchase unless the person is trained and authorized to make the purchase, and unless the purchase is made in accordance with all institutional purchasing procedures, including those concerning Historically Underutilized Businesses (HUB). Purchases from or sales to an employee of supplies, materials, services, equipment, or property (except purchases made at a public auction) must have the prior approval of the Chief Administrative Officer. Any such purchases shall be made only if the cost is less than from any other known source. Questions about purchasing regulations may be directed to Procurement Services.

Additional information may be found at:
[UTS 137, Historically Underutilized Business \(HUB\) Program](#)
[Procedures 4-1, Purchasing Ethics](#)
[Procedure 4-2, Best Value Procurement Procedures](#)

Q: I would like to purchase a book (reference material) that costs \$200. Can I purchase this with my ProCard?

A: Yes. The ProCard is the preferred method for placing orders totaling \$2000 and less, unless it is not an allowable ProCard purchase.

Q: A vendor has offered me an extraordinary price of \$2,800 for two computer systems. Can I commit to this purchase?

A: Yes. Most orders exceeding \$2,000 and up to \$5,000 are handled at the department level.

Q: Can I create two orders of \$2,600 each for two different computers?

A: No. This is order splitting. That is, splitting the purchase order in order to avoid the bid limit. The intended purchase must be com-

bined into one Purchase Order and sent to Procurement Services.

ENTERING INTO CONTRACTS AND AGREEMENTS

No employee is authorized to sign a contract or agreement, including a gift agreement, which claims to bind UT Arlington unless that employee has official written delegated authority to do so. Only the University's President can delegate this authority. An employee must not sign a contract or agreement on behalf of UT Arlington unless he or she has proper authority to execute the document and takes all related actions required under the Rules and Regulations of the Board of Regents of the UT System.

Questions about contracts and agreements may be directed to the Vice President for Business Affairs and Controller at 817 272-2194.

Additional information may be found at:
[The University of Texas System - Board of Regents' Rules and Regulations, Series 10501, Delegation to Act on Behalf of the Board](#)

Q: A vendor has approached me about using the facilities at The University of Texas at Arlington. May I sign a contract or agreement on behalf of the University?

A: No. Only the President, or those specifically designated by the President in writing are authorized to sign such agreements. For appropriate procedures, you should contact the Office of Business Affairs and Controller.



USE OF STATE-OWNED PROPERTY

As a general rule, an employee may use UT Arlington property and assets only for state purposes; personal use of university property is prohibited. Incidental personal use of UT Arlington e-mail, a state telephone to make a local telephone call, or the Internet, provided that the use complies with applicable UT System policies and does not result in additional cost to UT System, is permissible.

Employees should direct any questions about the use of UT Arlington property to their supervisor.

Additional information may be found at:
[UTS 165, Information Resources Use and Security Policy](#)
[Procedure -12-2, Long Distance Calling Computer Usage Policy](#)

Q: I am a volunteer for the United Way of Tarrant County. Can I use my UT Arlington computer and copy machine to produce materials for United Way?

A: No. While UT Arlington encourages employee involvement in the community, UT Arlington resources may not be used to support external organizations.

Q: My son calls me each day when he gets home from school. Since it's a personal call on a UT Arlington owned phone, am I breaking any rules?

A: No. As a general rule, the personal use of any UT Arlington property or asset is prohib-

ited; however, incidental personal use that complies with applicable UT Arlington policies and does not result in additional costs to the University is OK.

Q: I am involved with various professional societies and use e-mail while at work to communicate with such societies. Is this OK?

A: Yes, as long as the professional societies relate to your work at the University. Remember that use of the Internet by University computers is limited to activities directly related to education, research and institutional or administrative purposes. You should also note that non-university data should not be stored on UT Arlington servers.

COMPUTER SOFTWARE

Employees who use software licensed to UT System or to UT Arlington must abide by applicable software license agreements and may copy licensed software only as permitted by the license. Unauthorized duplication of copyrighted software is a violation of Federal copy-right law. It is illegal to install licensed software on more than one computer, unless the license expressly provides for more than one installation. Employees should direct questions about applicable software license agreements to their supervisor or the Office of Information Technology.

Additional information may be found at:
[Procedure, Subchapter 5-200, Unauthorized Copying of Computer Software](#)

Q: My budget doesn't allow for everyone to have a copy of a software program. Is it OK to copy the program from someone else's computer and put it on mine?

A: No. This is a violation of federal copyright laws. Check with the Office of Information Technology to determine whether a cost effective site license is available for the program.

INFORMATION SECURITY AND CONFIDENTIALITY

UT Arlington information resources may be used only for official state purposes. Every UT Arlington employee has a responsibility to maintain the security and confidentiality of university information resources, to prevent accidental or unauthorized disclosure, and to comply with information security policies and procedures. Note that student records and health records are subject to additional legal safeguards. An employee may access or disclose confidential and sensitive information only as permitted by contract, state or federal law/regulation, the scope of the employee's employment, or approved by UT Arlington policy.

Additional information may be found at: [UTS 165, Information Resources Use and Security Policy](#)
[Information Resources Security](#)

Q: While typing some employment records, I noticed that a new employee is now married to my ex-husband. Can I talk with her about it?

A: If she or someone else tells you that she is now married to your ex-husband. You may not disclose to her that you saw the information on her employment application.

Q: My neighbor asked me to look up some information on her daughter-in-law using the DEFINE System. May I do this for her?

A: No. This information is strictly confidential.

COMPUTER SYSTEM ACCESS AND PASSWORDS

No, employee may knowingly access a computer, system, or network without the consent of the owner or system authority, nor may any employee intentionally or knowingly disclose a password, identification code, debit card or

bank account number, or other confidential information about a computer or information security system without the consent of the owner or system authority. Users are responsible for unauthorized access to information resources that result from their negligence in maintaining the confidentiality of their password or other authenticating information or device.

Additional information may be found at: [Password Reset Policy](#)

Q: When I was out yesterday with a cold, I called my secretary and asked her to check my e-mail; however, to do this I had to give her my password. Was this wrong?

A: Yes. It is a violation of University policy to disclose your computer password. Computer passwords should be considered highly confidential and should never be given to anyone. Information that is protected by passwords could then become vulnerable to damage, theft, or disclosure. However, you can give your secretary permission to view your e-mail by changing your Microsoft Outlook settings. If you need assistance with this, call the Information Technology Help Desk.

Q: I have trouble remembering passwords, so I just use my initials. Is this wrong?

A: Yes. A trivial or easily guessed password provides very little protection against unauthorized access to University resources. The University's security rules require that you use a complex password such as a combination of letters, numbers and punctuation symbols, even if it's initially difficult to remember.



WORKPLACE HEALTH AND SAFETY

UT Arlington is committed to providing a safe and healthy environment for all employees and campus visitors. All UT Arlington employees must perform their duties in compliance with all applicable institutional policies, federal, state and local laws, and standards relating to the environment and protection of workplace health and safety. Each employee should become familiar with and understand how these laws, standards, and policies apply to their specific job responsibilities and seek advice from their supervisor and/or the Environmental Health & Safety Office (EH&S), as needed. Employees are responsible for advising their supervisor or EH&S of any serious workplace injury or any situation presenting a danger of injury so that timely corrective action may be taken.

Additional information may be found at: [Environmental Health & Safety Office](#).

Q: I accidentally cut my finger on a paper cutter and will most likely need stitches. Do I need to report this to anyone?

A: Yes. You should always report any job-related injury, no matter how small, to your supervisor who is required to contact the Environmental Health & Safety Office within 24 hours of receiving notification of your injury. You and your supervisor or department are expected to complete and submit the required WCI injury notification forms to EH&S. Please contact EH&S at extension 2-2185 or ehsafety@uta.edu if you have any questions.

ENVIRONMENTAL HEALTH AND SAFETY

UT System's Environmental Policy Statement, which is applicable to UT Arlington and all other UT System campuses, includes the requirement that all employees manage hazardous chemical, radioactive, and other wastes in a way that maximizes protection of human health and the environment. This means that employees must properly dispose of such wastes, thereby preventing pollution by eliminating improper discharge into the air, sewer systems, onto the ground or directly into bodies of water.

The Environmental Policy also states that all employees will be trained to perform their duties and conduct their activities in an environmentally responsible manner. To accomplish this goal, the Environmental Health & Safety Office (EH&S) provides training courses regarding the management and handling of chemical, radioactive, biological, and other hazardous wastes. Many activities impacting our environment are regulated by federal and state law, as well as by permit and local/institutional policies and procedures. UT Arlington also has an active program for recycling used materials.

For guidance regarding your responsibilities or to report an activity that seems inconsistent with policy, please contact EH&S.

Additional information may be found at: [Environmental Health & Safety Office](#)

Q: Can I pour waste chemicals down the sink drain if I feel that they are non-hazardous?

A: No. Chemical waste should not be poured down the drain. EH&S provides regular pick-up and disposal services for chemical, biological, and radioactive waste that is generated by UT Arlington. Please contact EH&S if you have any questions regarding this service.



DRUG AND WEAPON-FREE WORKPLACE

UT Arlington is committed to a drug and weapon free environment. The possession, use, manufacture, distribution, transport, or sale of illegal drugs or the unauthorized use or possession of alcohol in the workplace is prohibited. If an employee reports to work with a weapon, under the influence of an illegal drug or alcohol, or uses, possesses or sells alcohol or illegal drugs during working hours (day or evening, depending on your work schedule) or on UT Arlington property, that employee will be subject to disciplinary action. The disciplinary action can include termination or mandatory satisfactory participation in an approved drug assistance rehabilitation program or both.

Additionally, an employee may be subject to criminal charges for violations of state and/or federal laws. The use of alcoholic beverages in UT Arlington facilities is forbidden. However, the President may waive this prohibition with respect to any event sponsored by UT Arlington.

Additional information may be found at:
[UTS 164, Drug-Free University Community and Workplace Policy](#)

[Procedure 3-41, Alcohol and Drug-Free Workplace Policy](#)

[Procedure 3-42, Illicit Drugs and Alcohol Abuse](#)

[Procedure, Section 3-43, Drug-Free Work Force Rules for Employees whose Salaries are Funded by a Department of Defense Contract](#)

[Procedure, Subchapter 5--500, Drug-Free Workplace](#)

[Procedure, Subchapter 6-200, Alcoholic Beverages](#)

Q: A co-worker's recent behavior makes me believe he may have a problem with drugs or alcohol. What should I do?

A: All UT Arlington employees are required to report an employee behaving in an unsafe manner. If this is the case, you should report your observations to your supervisor.

Q: Is it OK to have an alcoholic beverage during my lunch break while off campus?

A: No. Alcohol and drug use during regular working hours is not acceptable.

PHOTOCOPYING OF COPYRIGHTED MATERIAL

Permission must be obtained from the copyright owner to copy copyrighted materials where: a) copying is not fair use b) advice of the Office of General Counsel has not been sought, and c) copying extends beyond the boundaries of the guidelines contained in Appendix I of the Photocopying Copyrighted Materials policy. (<http://www.utsystem.edu/ogc/intellectualproperty/copypol.htm>)

Additional information may be found at: [Procedure, Subchapter 5-300, Copying Copyrighted Materials](#)

Most works should be presumed to be copyright protected, unless further information from the copyright holder or express notice reveals that the copyright holder intends the work to be freely used by the public.

Q: I would like to photocopy a portion of a certain book for use in my training class. Would this be OK?

A: UT System has published Guidelines for Classroom Copying of Books and Periodicals at <http://www.utsystem.edu/ogc/intellectualproperty/clasguid.htm>.

These guidelines should be consulted. If you have additional questions, contact the Office of Finance and Administration.

INTELLECTUAL PROPERTY

Intellectual property includes creations or expressions. Examples are discoveries, scientific or technological developments, inventions, copyright materials, artwork, computer software, or other forms of expressions. This applies to persons employed by UT Arlington, anyone using university facilities or resources, including undergraduates, candidates for masters and doctoral degrees, and to postdoctoral and predoctoral fellows.

If intellectual property is created by an employee of UT Arlington or was developed using UT Arlington facilities or resources, the Board of Regents of the UT System owns the intellectual property. The creator must assign his or her rights in the intellectual property to the Board. This includes all faculty, staff, and students.

Intellectual property must be disclosed to the University's Intellectual Property Committee as early in the development process as possible. Disclosure should occur well before submitting any information about intellectual property for publication, or making any public disclosure, oral or written, or even a private disclosure.

Additional information may be found at: [The University of Texas System - Board of Regents' Rules and Regulations, Series 90000, Intellectual Property](#)
[UT System Intellectual Property Policy and Guidelines](#)
[Procedure, Subchapter 5-1100, Intellectual Property Policy](#)

Q: I had a great idea while eating lunch at home. Do I own my idea?

A: The answer requires the consideration of several conditions that determine if there is institutional ownership of such intellectual property developed while associated with the University. If your idea is related to your job, is developed on UT Arlington time, was supported by UT Arlington, or you used UT Arlington resources, the UT System Board of Regents has the ownership rights to the idea. If none of these conditions exist, the person that had the idea remains the owner of the idea. As the owner of the idea, this person is free to explore opportunities without obligation to the University. To discuss a situation and reach a determination, please call the Office of Technology Management.

GIFTS AND GRATUITIES

Gifts made to influence decisions

An employee must not accept or solicit any gift, favor, or service that might reasonably tend to influence the employee in the discharge of their official duties or that the employee knows or should know is being offered with the intent to influence the employee's official conduct.

Additional information may be found at:

[UT System Ethics Policy](#)

Gifts from persons doing business with UT Arlington and/or UT System

An employee must not solicit, accept, or agree to accept any benefit from a person the employee knows may have a business relationship with UT Arlington or UT System, except as permitted under Section 36.10 of the Texas Penal Code. If in doubt, an individual should not accept a benefit offered because of his or her status as a UT Arlington employee, under Texas Penal Code, Section 36.08.

Q: As a department head, I have been working with a UT Arlington vendor for several years. This vendor recently offered to do some landscaping work for me at a substantial discount. Can I let him landscape my yard?

A: No. A substantial discount would mean that the vendor was giving you special service with the expectation that you could provide continued or additional UT Arlington business for this vendor.

Gifts to UT Arlington

Faculty and staff are NOT authorized to accept gifts or endowments on behalf of the University. The Development Office handles this process.

Additional information may be found at:

[Procedure, Section 2-6, Endowment Establishment and Management](#)

[Procedure, Section 2-8, Gifts to the University](#)

Honoraria

An employee must not solicit, accept, or agree to accept an honorarium (payment, compensation, fee, etc.) in consideration for services he or she performs if the employee would not have been asked to provide those services except for the employee's official position or duties at UT Arlington. For example, an employee may not accept a gift or payment for giving a speech if the employee's official position was a reason for his/her being asked to give the speech. The employee may, however, accept meals, transportation, and lodging in connection with a speech as long as his/her speech is more than merely perfunctory. Also, the employee may accept a gift that is not a "benefit" such as a plaque or something of minimal value like a coffee cup, key chain or baseball cap.

Additional information may be found at:

[A Guide to Ethics Laws for State Officers and Employees](#)

Q: A corporation is donating some used equipment to my department, and provided a gift agreement requiring a signature from UT Arlington. May the faculty member who will use the equipment sign the agreement?

A: No. Contact the Development Office for instructions on handling the agreement.





POLITICAL ACTIVITIES, LEGISLATIVE ACT, AND CONTRIBUTIONS

Political Activities

UT Arlington employees are not allowed to support or oppose legislation (orally or in writing) as representatives of UT Arlington. Employees should ask their supervisors or the University's Ethics Officer if they are unsure about any specific issue.

Additional information may be found at:
[The University of Texas System - Board of Regents' Rules and Regulations, Series 30103, Standards of Conduct](#)

UT Arlington employees may participate in political activities only if such activities:

- Are not conducted during working hours;
- Are in compliance with the Constitution and laws of the State of Texas;
- Do not interfere with the discharge and performance of the employee's duties and responsibilities;
- Do not involve the use of equipment, supplies or services of UT Arlington;
- Do not involve the attempt to coerce

faculty, staff or students to participate in or support the political activity;

- Do not involve UT Arlington in partisan politics; and;
- Do not depict the employee as representing UT Arlington or the UT System.

Political Contributions

Political contributions from any source of UT Arlington funds are prohibited.

Q: I noticed a flyer posted in my supervisor's office advertising a party for a political candidate. Is it okay for the ad to be posted?

A: No. No one should ever post any type of advertisement for any political candidate on any UT Arlington property, leased or owned.

Q: My neighbor is running for city council. Can I bring him to UT Arlington to meet everyone in my office?

A: No. It is not appropriate to advertise any political activity or involve UT Arlington administration in partisan politics.



Contacts

Accounting and Business Services
817 272-7227

Environmental Health and Safety
817 272-2185

Equal Opportunity Services
817 272-2106

Helpdesk - Information Technology
817 272-2208

Human Resources
817 272-5554

Institutional Research, Planning & Effectiveness
817 272-3365

Internal Audit
817 272-0150

Office of Development
817 272-2584

Office of Finance and Administration
817 272-2102

Office of the President
817 272-2101

Office of the Provost
817 272-2103

Office of Technology
817 272-1119

Office of University Communications
817 272-2761

Office of Students with Disabilities
817 272-3364

Procurement Services
817 272-2194

University Compliance Services
817 272-2080

University Police Department
817 272-3381

Vice President for Administration & Campus Operations
817 272-2102

Vice President for Business Affairs and Controller
817 272-2194

Vice President for Development
817 272-2584

Vice President for Human Resources
817 272-7091

Vice President for Information Technology
817 272-5602

Vice President for Research and Federal Relations
817 272-1021

Vice President for Student Affairs
817 272-6080

Vice President for University Communications
817 272- 0979

