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Employees at The University of Texas at Arlington are expected to be aware of and comply with applicable provisions of the rules and regulations included in the UTA Policies and Procedures, the UT System Policies, and the Regents' Rules and Regulations. These documents are included in the UTA Policies and Procedures website at www.uta.edu/policy .

Topics listed below are intended to help departmental employees understand how certain processes are handled within their department and to provide the location of the topic in the document(s) mentioned above.

I.   Mission Statement (from Department's Unit Effectiveness Plan)

II.   Departmental Organization Chart

III.   Department's Physical Address; Mailing Address; Telephone Numbers

IV.   Dealing with Emergencies (Employee contacts and building emergency procedures

V.   Use of State Resources

Misapplication: An employee may not intentionally or knowingly misapply any thing of value belonging to the government that is in his or her custody or possession as a result of state employment in order to obtain a benefit or to harm another person.

Information Resources: The use of information resources, such as telephones, e-mail, and the Internet, must comply with the applicable institutional acceptable use policy. In general, such a policy allows the limited incidental personal use of information resources, but the use may not result in direct costs to the UT System or expose the UT System to unnecessary risks. Only properly licensed software may be loaded on institutional computers.

Political Campaigns and Legislation: An employee may not use institutional time, funds, equipment, or other resources to work on a political campaign or to attempt to influence the passage or defeat of legislation. In this area, incidental personal use is not permissible.

Supplies: Office supplies must be used for institutional purposes, not for personal or private purposes.

Vehicles: An employee may not use any UT System vehicle for any purpose other than official business of the institution.

Employee Time: Employee work time is a thing of value belonging to the state. Employees may not use work time for personal business.

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Institutional Credit Cards: Employees may not use credit cards issued by the institution for personal expenses unrelated to institutional business.

Travel Expense Claims: Vouchers for travel expenses must be accurate and requested only for expenses related to official business.

UTA telephone logs, records, and e-mail are public property and may be subject to public information requests.

https://www.utsystem.edu/offices/systemwide-compliance/ethics

Public Information Policy, GA-LA-PO-01
https://policy.uta.edu/doctract/documentportal/08D8961BB78F71EBD00DEB8C925B7F67

Open Records Request Procedure, GA-LA-PR-01
https://policy.uta.edu/doctract/documentportal/08D8961BB78F7611CA83E45C70782ABA

VI.   Copying Copyrighted Materials

   A. Copying Copyrighted Materials Policy, GA-CMI-PO-01
      https://policy.uta.edu/doctract/documentportal/08D8961BD07A6E4F21C87ED32AA53778

VII.   Use of Log-on IDs and Passwords

   A. University issued or required passwords, including digital certificate passwords, Personal Identification Numbers (PIN), Digital Certificates, Security Tokens (i.e. Smartcard), or similar information or devices used for identification and authorization purposes shall be maintained securely and shall not be shared or disclosed to anyone.•

      Each User is responsible for all activities conducted using the User's password or other credentials.

      This is taken from UTA's Information Resources Acceptable Use and Security Policy Agreement available at -
      https://policy.uta.edu/doctract/documentportal/08D896FA5D03702ECAEC04DC22241A5D

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VIII.   Purchasing

     A.   Best Value Procurement Policy, BF-PGS-PO-01
        https://policy.uta.edu/doctract/documentportal/08D8960B8CD949A6B5F79431EEF93775

        Best Value Procurement Procedure, BF-PGS-PR-01
        https://policy.uta.edu/doctract/documentportal/08D8960B8CD94A4A14AA2FDBBA908666

     B.   Describe in writing how Purchasing is handled within your department.

IX.   Procurement Card

     A.   Purchasing Card (ProCard) Program, BF-PGC-PR12
        https://policy.uta.edu/doctract/documentportal/08D89583238A1D7F27B0843244E6F99B

     B.   Describe in writing how Procurement Cards are handled within your department.

X.   Cash/Check Receipts

     A.   Cash and Check Handling Procedure, BF-S-PR14
        https://policy.uta.edu/doctract/documentportal/08D8956399B2E8256A7A486A27443243

        Gifts to the University Procedure, GA-IA-PR-02
        https://policy.uta.edu/doctract/documentportal/08D8961BD07A70438D6FE7306BD74978

        Tax Procedure, BF-PGS-PR-4
        https://policy.uta.edu/doctract/documentportal/08D8960B8CD94CF55B510E569AADDF3A

     B.   Describe in writing how Cash/Check Receipts are handled within your department.

XI.   Gifts/Endowments

     A.   Endowment Establishment and Management Procedure, GA-IA-PR-01
        https://policy.uta.edu/doctract/documentportal/08D8961BD07A6FA5DCB7C295409E34B4

        Endowed Chairs and Professorships, AA-FT-PO-06
        https://policy.uta.edu/doctract/documentportal/08D885B5CB044C244631962753193E69

Gifts to the University Procedure, GA-IA-PR-02
https://policy.uta.edu/doctract/documentportal/08D8961BD07A70438D6FE7306BD74978

B. Describe in writing how Gifts/Endowments are handled within your department. For example which employee monitors how funds are expended and ensures that expenditures are in accordance with the endowment document.

XII. Working Funds

A. Working Fund, BF-AS-PR10
https://policy.uta.edu/doctract/documentportal/08D8956399B2E58738F673ABE2C9EC6B

B. Describe in writing how the Working Fund is handled in your department. For example, identify the fund custodian and the procedures for accounting for the fund.

XIII. Travel

A. Athletics Department Travel Procedures, BF-T-PR-09
https://policy.uta.edu/doctract/documentportal/08D896135715EEB907CBC5F781C25EA3

International Travel (Local & State Appropriated Funds) Procedure, BF-T-PR-02
https://policy.uta.edu/doctract/documentportal/08D896135715EEB907CBC5F781C25EA3

Meals, Lodging & Miscellaneous Travel Expenses for Contiguous US Travel (Local Funds Only) Procedure, BF-T-PR-03
https://policy.uta.edu/doctract/documentportal/08D896135715EC22B937334945BB427A

Transportation Options in Travel Status Procedure, BF-T-PR-05
https://policy.uta.edu/doctract/documentportal/08D896135715ECAEEABD2D0D1565AA92

Travel Authorizations (Local & State Appropriated Funds) Procedure, BF-T-PR-01
https://policy.uta.edu/doctract/documentportal/08D896135715EA22BE586F1E9ECEBD3C

Travel for Persons Other Than Faculty & Staff (Non-State Appropriated Funds) Procedure, BF-T-PR-07
https://policy.uta.edu/doctract/documentportal/08D896135715EDB4A1F9136465281349

Travel Reimbursement (Timelines and Receipting) Procedure, BF-T-PR-06
https://policy.uta.edu/doctract/documentportal/08D896135715ED37DF82592306BF387F

Travel Services & Concur Procedure, BF-T-PR-08
https://policy.uta.edu/doctract/documentportal/08D896135715EE3D4969B28260E9009A

Travel Using State Appropriated Funds Procedure, BF-T-PR-10
https://policy.uta.edu/doctract/documentportal/08D896135715EB075B39FA8DEC6F8BF3

Student Travel Policy, SL-G-PO-03
https://policy.uta.edu/doctract/documentportal/08D885BB404E53D670FA7C833A932357

If additional assistance is needed, please contact Travel Services at 817-272-2194.

For information on processing travel and expenses in UT Share, please visit Knowledge Services, UT Share Financial Info at - https://www.uta.edu/business-affairs/training/training-page-UTShare-Financial.php

    B. Describe in writing how Travel is handled within your department.

XIV. Non-travel Reimbursements

    A. Reimbursements and Payments Other Than for Travel and Purchase Orders Procedure, BF-PGS-PR-08
http://www.uta.edu/policy/procedure/2-75

      If additional assistance is needed, please contact Procurement Services at 817-272-2194.

    B. Describe in writing how Non-travel Reimbursements are handled in your department.

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XV.   Authorization for Professional Services

     A. Payments for Professional Services Procedure, BF-P-PR9
        https://policy.uta.edu/doctract/documentportal/08D89576CEDF207BA7C46F80B3F04CE3

        Payments to Non-Resident Alien Independent Contractors, Guest Speakers and Performers, BF-P-PR4
        https://policy.uta.edu/doctract/documentportal/08D89576CEDF1BF2B332150407EB2FF1

     B. Describe in writing the process for handling payment for Professional Services in your department.

XVI.   Cost Center and Project Statements Procedure (i.e., Account Reconciliation Procedures)

     A. Cost Center and Project Statements Procedure, BF-AS-PR-07
        https://policy.uta.edu/doctract/documentportal/08D8956399B2EBC5B13F92C3CF40FC2E

        For information on account reconciliations in UT Share, please visit Knowledge Services, Sahara Overview at -
        https://www.uta.edu/business-affairs/training/training-page-UTShare-Financial.php

     B. Describe in writing how Account Reconciliations are handled in your department.

XVII.   Inventory Management

     A. Inventory Management System Procedure, BF-PM-PR-01
        https://policy.uta.edu/doctract/documentportal/08D8E57FB87958F86AD2D39F49E45D8D

        Acquisition, Receipt & Distribution of University Property Procedure, BF-PM-PR-02
        https://policy.uta.edu/doctract/documentportal/08D8958489A4547AE5F7DB2FF21ECA9A

        Disposition of University Property Procedure, BF-PM-PR-03
        https://policy.uta.edu/doctract/documentportal/08D8958489A4554ECBDD8DFD28CDF21B

Departmental Property Records Procedure, BF-PM-PR-05
https://policy.uta.edu/doctract/documentportal/08D8958489A455E557FEED40365CCAED

Distribution Services Procedure, BF-PM-PR-06
https://policy.uta.edu/doctract/documentportal/08D8958489A45711173AF4733CC8D29A

United States Government Owned Equipment Procedure, BF-PM-PR-07
https://policy.uta.edu/doctract/documentportal/08D8958489A457EF90665CD18F2215A0

Fabricated Equipment Procedure, BF-PM-PR-08
https://policy.uta.edu/doctract/documentportal/08D8958489A4588D11EAF5B68B6F187F

Records of Scrap and Salvage Procedure, BF-PM-PR-09
https://policy.uta.edu/doctract/documentportal/08D8958489A4595B322D5572D2B130A0

B. Describe in writing how assets are handled in your department during the year. For example, which employee is responsible for taking the annual inventory, how are movements of assets tracked during the year, and what are the procedures for tracking non-capitalized equipment.

XVIII. Mail

A. Mail Service Procedure, CO-TT-PR4
https://policy.uta.edu/doctract/documentportal/08D88BCEC91FF78B2D3C19306379000C

B. Describe in writing how the mail is handled in your department.

XIX.   Telephone/Long Distance Calling

    A. General Information and Telephones/Telecommunications Procedure, CO-TT-PR-01
https://policy.uta.edu/doctract/documentportal/08D88BCEC91FF59746C790306BE5BDCA

       Long Distance Calling Procedure, CO-TT-PR-02
https://policy.uta.edu/doctract/documentportal/08D88BCEC91FF638A105721C68BBB74C

       Telephone Installation, Changes & Repairs Procedure, CO-TT-PR-03
https://policy.uta.edu/doctract/documentportal/08D88BCEC91FF6EC8404C77245E36131

       All requests for telephone moves, changes, installations, and removals should be submitted at https://ithelp.uta.edu

       All requests for a long-distance authorization code are to come from the department head.

       The department should contact Telecommunications Services (extension 2-5011) in the event that a long-distance authorization code card is lost or stolen so that it can be cancelled. Additionally, to cancel a long-distance authorization code card, a written request must be submitted to Telecommunications Services.

       Personal long-distance telephone calls should not be charged to the university and the cost of the call must be reimbursed by the employee if inadvertently charged.

    B. Describe in writing the procedure for requesting and canceling a long-distance authorization code in your department; and requesting telephone moves, changes, installations, and removals.

XX.   Vacation/Sick Leave Policies

    A. Vacation Leave Policies, HR-LA-PR2
https://policy.uta.edu/doctract/documentportal/08D896FADE767F797A06F08DCF1A68E7

       Sick Leave Policy, HR-LA-PO-03
https://policy.uta.edu/doctract/documentportal/08D8EF09B566C21FF7B437634C7B1BF5

Contact Knowledge Services Business Affairs and OIT Training for Time and Absence Reporting documentation and class registration. Time and Absence Reporting is found under UT Share HR Info.

https://www.uta.edu/business-affairs/training/index.php

B. Describe in writing the procedures for requesting vacation/sick leave in your department. Additionally, describe the procedure utilized by all employees in the department for reporting on a monthly basis any vacation/sick leave taken.

XXI. Payroll/Time Cards

A. Accrued Vacation, Sick Leave, Death Benefits, Excessive Absences & Mid-Month Terminations Procedure, BF-P-PR-07
https://policy.uta.edu/doctract/documentportal/08D89576CEDF1FC5BAADBF14A1B0A7B6

Distribution of Payments Procedure, BF-P-PR-03
https://policy.uta.edu/doctract/documentportal/08D89576CEDF1AD8FF16A3187BB198F0

Federal Income Withholding Tax Procedure, BF-P-PR-05
https://policy.uta.edu/doctract/documentportal/08D89576CEDF1C8BAC049CF2C13E743A

Overtime Requests & Payments to Employees Procedure, BF-P-PR-06
https://policy.uta.edu/doctract/documentportal/08D89576CEDF1EC9AF4B09626D7DB857

Payments for Professional Services Procedure, BF-P-PR-09
https://policy.uta.edu/doctract/documentportal/08D89576CEDF207BA7C46F80B3F04CE3

Payments to Nonresident Alien Employees Procedure, BF-P-PR-10
https://policy.uta.edu/doctract/documentportal/08D89576CEDF188C32FC822063F0235F

Payments to Nonresident Alien Independent Contractors, Guest Speakers & Performers Procedure, BF-P-PR-04
https://policy.uta.edu/doctract/documentportal/08D89576CEDF1BF2B332150407EB2FF1

Payroll Processing Procedure (Pay Dates and Deadlines), BP-P-PR-01
https://policy.uta.edu/doctract/documentportal/08D89576CEDF172F4D2861A071441D5F

Scholarships Awarded to Nonresident Alien Students Procedure,
https://policy.uta.edu/doctract/documentportal/08D89576CEDF199E2281D4E1C33F7112

Time Reports Procedure, BF-P-PR-02
https://policy.uta.edu/doctract/documentportal/08D89576CEDF1A442404CEBFCF6553FE

For additional information regarding Payroll please contact the Office of Payroll Services at 817-272-5426.

B. Describe in writing how employee timecards are handled in your department, including which employee approves timecards.

XXII. Compensatory Time

A. Overtime Procedure, HR-E-PR-28
https://policy.uta.edu/doctract/documentportal/08D896FACDD9581702C02AE0E9BE2946

B. Describe in writing the procedures for approving, recording and using compensatory time in your department.

XXIII. Copier Use

A. The copy machine can be used at anytime for official university business. No personal copies are permitted.

XXIV. Performance Evaluations

A. Annual Performance Evaluations Policy, HR-SPE-PO-01
https://policy.uta.edu/doctract/documentportal/08D896FAE7D5D238814ABBDF2D10AF37

Performance Management Review Procedure, HR-SPE-PR-01
https://policy.uta.edu/doctract/documentportal/08D896FAE7D5D238814ABBDF2D10AF37

B. Describe in writing how performance evaluations are prepared, administered and approved in your department.

XXV. Family Rights and Privacy Act of 1974

    A. 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, also known as the Buckley Amendment, applies to all schools that receive funds under an applicable program of the US Department of Education. The University of Texas at Arlington has established a policy relating to the accessibility of student educational records in its Handbook of Operating Policies. https://secure.compliancebridge.com/utaprod/utaportal/index.php?fuseaction=app.download&policyID=1404&descriptor=header1.

Additional information can also be found in the UTA Catalog: https://catalog.uta.edu/academicregulations/security/

At UT Arlington, FERPA rights apply to a student; a student is a person who is, or has been, in attendance at UTA, regardless of the person's age. Under FERPA, a student has a right to

- Inspect and review his or her educational records
- Request to amend his or her educational records
- Have some control over the disclosure of information from his or her educational records

FERPA applies to personally identifiable information in educational records which includes directory-information. The directory information made available by UT Arlington is:

- Name
- Local and permanent address
- Telephone number
- Place of Birth
- Enrollment status
- student classification (example: freshman, first year law school student)
- Participation in recognized activities and sports
- Height and weight of athletes
- Photographs
- Degrees and awards received
- Most recent previous educational institution attended

FERPA also authorizes disclosure of this information without the student's consent under certain circumstances. Directory information will be provided to the public upon request unless the student opts out of directory information in My Mav. A student may update access to their information and to be excluded from the directory or from any

other requests for open directory information by updating their selections in My Mav. A request to access information will remain in effect until revoked by the student.

Unless there is an applicable exception, non-directory student records may not be released without prior written consent from the student. A record means any information recorded in any way, including but not limited to handwriting, print, tape, film, microfilm, microfiche, and digital image. Educational records are all records that contain information that is directly related to a student and that are maintained by UTA or by a party acting on its behalf. Educational records do not include the following:

- Sole possession records (those records kept in the sole possession of the creator which are used only as a personal memory aid and are not accessible or reviewed by any other person.
- Medical or psychological treatment records that include but are not limited to records maintained by physicians, psychiatrists, and psychologists.
- Employment records, provided that employment is not contingent upon being a student.
- Law enforcement records.
- Records collected about an individual after the individual is no longer a student at UT Arlington.

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.

Under FERPA, students have a right to see, inspect and request changes to their educational records. Upon written request, the University will provide a student access to his or her educational records except for financial records of the student's parents or guardian; and confidential letters of recommendation where the student has signed a waiver of right of access. If the records contain information on more than one student, the requesting student may inspect, review, or be informed on only the specific information about his or her own records. A student may obtain copies of his or her educational records at the current rates published by the University.

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Educational records covered by FERPA normally will be made available within forty-five days of the request. The contents of a student's educational records may be challenged by the student on the grounds that they are inaccurate, misleading, or otherwise in violation of the privacy rights of the student by submitting a written statement to the Registrar. The Registrar is the official custodian of student educational records at the University.

FERPA rights cease upon death. However, it is the policy of UT Arlington that no records of deceased students be released for a period of 25 years after the date of the student's death; unless specifically authorized by the executor of the deceased's estate or by next of kin, or in the best interest of the student and UT Arlington as determined by UT Arlington. The University notifies students annually of their FERPA rights through the University catalog and by annual email notification. Students who believe that their FERPA rights have been violated may contact the Student Privacy Policy Office. Contact information and instructions for filing a complaint may be located at https://studentprivacy.ed.gov/file-a-complaint.

Direct general questions or comments to the Office of the Registrar, UT Arlington Box 19088, Arlington, TX 76019; attention Nichole Mancone Fisher, Registrar, (817) 272-3254; nichole.manconefisher@uta.edu.