

## **Annual Notices and Important Reminders**

### **Ethics Notice**

Ethics are moral values which affect personal and professional decisions and actions. Employees of the State of Texas are required to annually review the Standards of Conduct and Ethics contained in [Texas Government Code Subchapter 572.051](#) as well as be familiar with the [MSU Ethics Policy OP 52.20](#) and [TTUS Regulation 01.05](#).

### **EEO/Sexual Harassment/Discrimination/Ethics/Campus SaVE Awareness Training**

Within thirty (30) calendar days of their respective dates of employment, ALL new employees must receive appropriate training in [EEO Discrimination](#), [Sexual Harassment/Discrimination](#), [Employee Ethics](#), [Child Protection and Clery/Campus SaVE Act](#). All university employees must receive this training at least once every two (2) years and there must be a statement signed by the employee acknowledging completion in his or her personnel file.

### **Reporting Arrests, Charges or Convictions**

Per OP 52.25 Current employees must report information to their supervisor within five (5) business days of any criminal arrests, criminal charges, or criminal convictions, excluding misdemeanor traffic offenses punishable only by fine. Failure to report shall constitute grounds for disciplinary action, up to and including termination. The employee's supervisor must report the arrest(s), criminal charge(s), or conviction(s) to the head of the employing department and to the Director of Human Resources.

### **Fraud, Compliance, and Ethics Concerns**

Midwestern State University takes violations of federal laws, state laws, and University policy seriously. We have selected EthicsPoint to provide a confidential means for reporting suspected misconduct. You may report your concerns anonymously by calling the hotline at 1-855-734-4210 or online at the EthicsPoint Webpage

### **Employee Eligibility for Tax-Sheltered Savings**

Any person employed by MSU for at least half-time in a non-student employment status is eligible to participate in the MSU Voluntary Tax-Sheltered Annuity Plan (TSA) within the limits established by the IRS 403(b) regulations. TSA accounts are viewed as long-term savings plans and penalties may apply for early distribution of funds. TSA contributions are payroll deducted and are invested in an insurance company annuity or a mutual fund custodial account chosen from a list of approved vendors. A list of approved company vendors is available on the HR website under Benefit Links. Information regarding enrollment is available upon request in Human Resources. OP52.62

### **Drug-Free Campus**

In accordance with Drug-Free Schools and Campuses Regulations, MSU has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illegal drugs and alcohol by employees

and students on school premises or at school activities. All employees and students are required to obey the law and to comply with MSU institutional rules. OP 52.26

**Children's Health Insurance Program Reauthorization Act of 2009 (CHIPRA)**

Premium Assistance with Medicaid and the Children's Health Insurance Program (CHIP) If you or your children are eligible for Medicaid or CHIP and you're eligible for health coverage from your employer, your state may have a premium assistance program that can help pay for coverage, using funds from their Medicaid or CHIP programs. If you or your children are not eligible for Medicaid or CHIP, you will not be eligible for these premium assistance programs. If you or your dependents are already enrolled in Medicaid or CHIP, contact your State Medicaid or CHIP office to find out if premium assistance is available. [Health Insurance Premium Payment \(HIPP\) Program](#) or Phone: 1-800-440-0493

**Midwestern State University** strives to create and actively promote a welcoming and supportive environment in order to recruit, hire, retain, and support our faculty, staff, and student body. Midwestern State University is committed to providing an environment of nondiscrimination and equal opportunity. In accordance with federal and state law, the University prohibits unlawful discrimination. Retaliation against individuals who in good faith file a claim of discrimination or otherwise oppose discriminatory actions will not be tolerated.

Human Resources Department

Hardin Administration Building, Room 210  
(940)397-4221

Title IX

Sunwatcher Village Clubhouse, Room 171  
(940) 397-4213

Dean of Students

Clark Student Center, Room 108  
(940) 397-7400

Disability Support Services

Clark Student Center, Room 168  
(940) 397-4140

Texas Tech University System Office of Equal Opportunity

(806) 742-3627

United States Department of Education Office for Civil Rights

Email: [ocr@ed.gov](mailto:ocr@ed.gov)  
(800) 421-3481