



TEXAS A&M
INTERNATIONAL
UNIVERSITY

Compliance Counts

Office of
Compliance
Newsletter

Inside this Issue:

Policy Hub	2-4
Campus Compliance	4
Learn the difference in rules	5
Extra! Extra!	6

Visit us at:
[http://
www.tamtu.edu/
compliance/](http://www.tamtu.edu/compliance/)

Or

Reach us at:
956-326-2855
Sue and Radcliffe
Killam Library,
Office 159

Hello Y'all,

This newsletter is created by TAMIU to inform the Dusty family about the latest updates to System policies and regulations, current information across campus, and important tips from our office.



In the news...

- ◆ Got a Side Hustle???- pg.4
- ◆ Learn the difference in rules - pg. 5
- ◆ Discover TAMIU thank you!!! - pg.6
- ◆ Employee Climate Survey- pg. 6

Policy Hub

Policy Hub brings awareness to the University community about new and updated System Policies and Regulations as well as University Rules and Standard Administrative Procedure (SAPs). Each newsletter will cover any significant new and revised rules and SAPs.

Listed below are the links to new or revised System Policies, Regulations, TAMIU Rules, and/or Administrative Procedures. If you have any questions or concerns, please contact: Lauren A. Jones, (956)326-2857, lauren.jones@tamiu.edu.

System Policy

07.05, Nepotism

A member of the Board or an employee of System may not appoint, confirm the appointment of, or vote for the appointment or confirmation of the appointment of an individual to a position that is to be directly or indirectly compensated from public funds or fees of office if the individual is a covered relative of the Board member or employee as provided in this Policy. This prohibition for any System employee with authority to make or confirm appointments includes the supervision or authority over any term or condition of a covered relative's employment. All System positions of employment are covered by this policy, including graduate assistant and student worker positions (effective April 25, 2018).

Below is a summary of revisions

The Policy number is changed from 33.03 to 07.05 to reflect that this Policy is an ethics policy.

Section 1 addresses the statutory nepotism prohibition applicable to the employment of a Board member's covered relatives. The section's listing of relatives covered by the State nepotism statute is moved to an appendix.

Section 2 addresses the employment of an employee's covered relatives.

-Section 2.1: new text clarifies that employees are held to the same standard as Board members in that employees shall not approve or confirm a covered relative's appointment, reappointment, employment, re-employment, change in status, compensation, or discipline, including dismissal.

-Section 2.2: new text clarifies that a member may employ an employee's covered relative or two covered relatives provided the member's CEO or designee authorizes the employment in writing, including a determination that the covered relatives' supervision complies with this policy.

-Section 2.2.1 provides that covered relatives must be outside the reporting structure of the other relative or each relative must be supervised by an employee at an equivalent or higher, more senior level than either relative. This equivalent or higher level supervisor can either be the covered relative's primary supervisor or the covered relative's primary supervisor can report to a secondary supervisor meeting this requirement for all matters concerning the covered relative's employment.

Policy Hub continued...

-Section 2.2.2 states that the written authorization of a covered relative's employment and details of the covered relative's supervision must be maintained in both relatives' personnel files.

-Section 2.4 clarifies that a member's employment of a covered relative of a CEO is not permitted unless authorized in writing by the Chancellor.

Section 3: new text requires an employee to promptly report in writing to his or her supervisor any situation involving a covered relative or any other family member that could create the appearance of a conflict of interest for the employee in his/her official capacity.

Section 4: new text provides that a System employee's consensual relationship with an individual who is not the employee's spouse is addressed by System Regulation 07.05.01, Improper Consensual Relationships, rather than this Policy.

System Regulations

07.05.01, Improper Consensual Relationships

System is committed to maintaining work and educational environments that are free from conflicts of interest, favoritism, and abuse of authority. This regulation addresses amorous, romantic, and/or sexual relationships that, although consensual, may create actual or perceived ethical, discriminatory, and/or harassing situations disruptive to the member community (effective April 25, 2018).

08.01.01, Civil Rights Compliance

System will provide equal opportunity to all employees, students, applicants for employment and admission, and the public. This regulation provides guidance in complying with local, State and federal laws and related System Policy. All complaints, appeals, or reports of discrimination received by System will be taken seriously, appropriately reviewed, and addressed in accordance with this regulation. This regulation establishes System-wide standards for the receipt and processing of complaints, appeals, or reports of discrimination, harassment and/or related retaliation based on a protected class, including complaints made by employees, students and/or third parties. A member also has a duty to respond to inappropriate employee or student conduct that does not constitute discrimination under this regulation (effective April 25, 2018).

Below is a summary of the revisions

Provide additional definitions

-Section 1.4 allows no more than two offices per member to receive and investigate all civil rights policy complaints.

-Section 1.5 requires a quarterly report of alleged civil rights policy violations.

-Section 2.4 limits reporting of alleged violations to law enforcement authorities.

-Section 4.1.3 specifies procedures for investigating senior officials.

-Section 4.1.5 specifies what information must be provided to SECO/OGC when a civil rights complaint is received.

Policy Hub continued...

- Sections 4.2.1(d), 4.3, 4.4.3, and 4.5.4 specify what information may be provided to complainants and respondents.
- Section 4.2.3 and 4.2.4 articulate complainant and respondent rights.
- Section 4.2.6 provides further guidance on the content of investigation reports.
- Section 4.4.1, 4.5.1 and 4.6.4 requires Office of General Council review of proposed decisions and sanctions involving employees.
- Section 4.5.3 provides “amnesty” from misconduct for students who in good faith report certain alleged violations (in accordance with State law).
- Section 4.6.2 and 4.6.6 provide additional guidance on appeals.

08.01.02, Civil Rights Protections for Individuals with Disabilities

System will provide equal opportunity to all employees, students, applicants for employment and admission, and the public who have disabilities. This regulation provides guidance in complying with local, State, and federal civil rights laws and regulations with regard to qualified individuals with disabilities. This includes providing reasonable accommodations to individuals with disabilities with regard to employment and educational opportunities, as well as access to public events and services (effective April 25, 2018).

Compliance Around Campus

Got a Side Hustle???

We would like to remind all employees, faculty, and non-faculty that external employment forms must be completed annually.

Employees Must Obtain Annual Approval to Engage in External Employment

In accordance with TAMUS policy, a System employee who engages in external employment in addition to working in his/her University position must obtain annual approval for such employment.

Employees, who engage in external employment that is not directly related to their academic and professional discipline, are governed by [System Regulation 31.05.02](#), External Employment and complete the External Employment Application and Approval Form.

Faculty members engaged in consulting and professional employment directly related to their academic and professional discipline are governed by [System Regulation 31.05.01](#), Faculty Consulting and External Professional Employment and complete the System Faculty Consulting and External Professional Employment Application and Approval Form.

A new form must be completed at the beginning of each fiscal year, and upon obtaining all required approval signatures, the form must be routed to the HR Office for proper filing.

Both forms are available online from the HR website under [FORMS](#)

Ever wonder, “What’s the difference between Policies, Regulations, Rules, SAP, and SOP?”

System



System Policies guide the System by incorporating the Board of Regents’ philosophies, expectations and priorities. System Policies create administrative structures, set priorities, delegate authority, assign responsibility, insure accountability and define requirements.



System Regulations include specific directives, procedures, and reporting requirements needed to implement System Policies and include interpretations where issues are not covered, or are unclear in System Policies.



University



Member Rules are used as governance documents for the Member and consist of matters unique to the Member that are not specifically addressed in System Policies and Regulations. Rules must be consistent with and are subordinate to System Policies and System Regulations.



System Administrative Procedure shall implement System Policies, Regulations, and Member Rules at the Member level. Each Member CEO shall establish procedures at his/her discretion for matters unique to Members. Procedures shall not duplicate policies, regulations or rules, but rather provide operational details specific to the Member.



Department



Standard Operating Procedure are a set of detailed instructions for performing a specific process.

Extra! Extra!



Discover TAMIU was a success!!!

Special thanks to everyone who stopped by our booth!!!

In the Media

- [Misogynistic speech at Univ. of Portland draws Title IX probe](#)
- [How Low Can a Tenured Professor Go on Twitter? Fresno Case Could Be a Test](#)

Got a minute? Please take a moment to complete our Employee Climate Survey ([click here](#)). Your feedback is important to us, and all responses are anonymous.

The survey will be available through Friday, May 4, 2018.

“Do The Right Thing”

The Texas A&M University System is dedicated to adhering to the highest ethical standards and principles. If you have factual information suggestive of fraudulent, wasteful or abusive activities, we want you to report it. Examples of reportable issues include fraud; misuse of resources or information; violations of safety rules; inappropriate conduct, harassment or discrimination.

We encourage you to report such issues through the Risk, Fraud & Misconduct Hotline, a telephone and web-based reporting system. 1-888-501-3850 or select “file a report” at the top of the page at www.ethicspoint.com. The hotline is independently operated and available 24 hours a day, 7 days a week. Reports can be submitted anonymously, and will be forwarded to the appropriate institution or agency official for action.