MARINE SCIENCE INSTITUTE

NEW EMPLOYEE HANDBOOK

May 2010

Critical Paperwork for New Employees

The following forms included in this new employment packet need to be completed and returned to Patty Webb within **3 days** of the start of your employment:

1.   Emergency Information Form
2.   Employment Eligibility Verification Form (must have 2 forms of ID as required on back of form, most common are driver's license and social security card or passport).
3.   Payroll Information Form (PO8)
4.   W-4 Form
5.   Employee Information Form
6.   Veteran Status Form
7.   Standards of Conduct and Political Activities
8.   Selective Service Eligibility and Verification (males between 18 and 25 only)
9.   Background Check Form

The following forms must be completed and turned in within **31 days** of the start of your employment:

1.   Insurance Enrollment Form
2.   Dependent Information Form
3.   GLACIER - nonresident tax compliance system

TABLE OF CONTENTS

GETTING STARTED

Personnel and Payroll Forms

Important forms and procedures required at the start of employment are listed on page 2 of this handbook. All employees must complete an Employee Withholding Allowance Certificate (also referred to as Form W-4) a Payroll Information Form (also referred to as a PO-8) Employee Information Form, Veteran Status Form, and Standards of Conduct & Political Activities/Ethics Statement, and an Employment Eligibility Verification Form (also called an I−9 Form) prior to the start of employment. Any male between the ages of 18 and 25 who is eligible to register for Selective Service must produce verification or exemption as a condition of employment.

International employees must also complete the GLACIER form and apply for a Social Security Number. The GLACIER system verifies the employee's tax status (see below for additional information on taxes). International employees must have the proper visa (either F1 for students or J-1, H-1, or O-1 for employees) to work on campus. Patty Webb, the MSI Human Resources (HR) Coordinator helps process these forms prior to the initial appointment. She may be reached at 361/749-6783 or in the administrative office, M207A. More information on personnel records can be found at http://www.utexas.edu/hr/records/index.html. More information on payroll can be found at http://www.utexas.edu/payroll/.

Employee Training

The University requires all employees to complete compliance training modules periodically. You will be notified by email when you need to complete specific modules. All employees are required to complete online training modules on the Compliance Training system itself (CW101), Sexual Harassment (CW121), Equal Employment (CW123), and IT Security Awareness (CW170) within 30 days of their initial appointment. This should be done online using your UTEID at https://utdirect.utexas.edu/cts/. More details can be obtained from the MSI HR Coordinator.

Benefits and Insurance

The University provides employees with a salary supplement called "premium sharing" to cover the costs of health insurance. This premium is automatically added and then subtracted from the employee's paycheck each month. To qualify for benefits, an employee must be appointed at least half time (20 hours per week) for a minimum period of four and one-half months.

Single, full-time employees receive nearly free health benefits. All eligible employees are covered under the UT System Employee Health Plan and may choose among the offered carriers and coverages. The University offers a Preferred Provider Option plan in the Corpus Christi area. Benefits include medical and dental coverage and optional vision, life, accidental death and dismemberment, long-term care, and long- and short-term disability insurance. **New employees have 31 days** to choose among the different carriers and optional insurance coverages offered by the University. If no specific carrier

or optional coverage is chosen during that time period, "automatic coverage" will be assigned to the employee.

Changes to an employee's coverage may be made only once per year, during the **annual insurance enrollment/change period** (usually during July), unless there is a "family status change" (marriage or divorce, birth or adoption of child, a dependent's loss or gain of health care benefits, death in the family or court-ordered medical support of a child). An employee has 31 days from the date of the qualifying event to make the appropriate changes. The official period of insurance coverage each year is from September 1 through August 31. Patty Webb is available to assist you with insurance matters. More information on benefits can be found at http://www.utexas.edu/hr/irg/index.html.

International students and employees are subject to special insurance requirements, such as medical evacuation and repatriation coverage, which is not covered by the UT insurance. Please see Patty Webb, HR Coordinator, M207A, for more details.

Taxes
U.S. Citizens and Permanent Residents
Income and Social Security taxes are withheld by the University from all earned income, such as employee wages, and sent directly to the Internal Revenue Service (IRS).

International Employees
Income, such as employee wages, is taxable unless the employee is from a country that has a tax treaty with the U.S. To claim exemption from withholding taxes (income and Social Security taxes) due to tax treaty status, the employee must complete Form 8233 available from the International Office (512/471-2464) each January and during the initial semester of employment. Contact Patty Webb for further details.

Change of Address

It is important that you keep your local address up-to-date in the University's computer system. Payroll and reimbursement checks, insurance and other official University correspondence are examples of items mailed to your local address. You can update your address at any time through UTDirect https://utdirect.utexas.edu/utdirect/.

Mail

Mailboxes are provided to all employees and students in the main hallway of the administration building in Port Aransas. Any large packages delivered via the U.S. Postal Service that do not fit in your mailbox will be placed on the floor below the mailboxes. Some Departmental and University notices are placed in these mailboxes, but most University communication is by email. Mail should be checked regularly. Personal mail should be delivered to your home address, not to MSI.

Outgoing mail for university business may be placed in the outgoing mail tray in the Administrative Office and will be posted. You can also post personal outgoing mail through the Administrative Office, if already affixed with a stamp. Stamps may be purchased from Dana Jensen in the administration office. The mailing address is 750

Channel View Dr., Port Aransas, TX 78373-5015.

For UPS, DHL, and Federal Express, see Shipping and Receiving below.

Office Space

Office space is assigned by the Director of the Marine Science Institute; in a few cases faculty have additional office space under their control that they can assign within their laboratory group. Space is tight, so there is not much flexibility in the policy.

Telephones

Telephone numbers are assigned according to office location. Generally, any MSI number can be dialed by using the last 3 digits (example, number is 749-6711, you can dial 711 from any MSI phone). For your specific office number and telephone questions, please contact the MSI-IT staff.

Keys

Keys are issued by Patty Webb or Jamey Pelfrey in the Administration Office.

AUSTIN

Department Offices

The Department of Marine Science offices in Austin are currently located in BIO 12G. The office is staffed by a full-time Marine Science academic coordinator and a half-time office assistant.

Keys

Faculty should request keys to the BIO building through Kathy Quade; then take your key request to the University Keys office on 24th Street. The Marine Science coordinator is our liaison with Biological Sciences regarding interior keys to the DMS offices.

ID Cards

University ID cards can be obtained at the ID Center at the Information Desk on the first floor of the Flawn Academic Center (FAC). You will need your driver's license or passport to obtain a University ID, which serves as your library card for main campus libraries. Your University ID also allows free access to some transportation in Austin, including the Airport Flyer bus service. Dana Jensen can take your picture and request an ID card if you cannot get to Austin to do so.

Classes

Video-linked classes transmitted from the Video Classroom in Port Aransas are held in the ACES Building (24th and Speedway).

INFORMATION TECHNOLOGY

The **MSI IT staff** (John Shedd and Jim Aschmutat, msi-it@utlists.utexas.edu, room M208) will set you up with several important things upon your arrival. The primary

exception is email, which is handled through Austin (see below). John and Jim will help you with:

- voice mail
- getting a long distance access code
- access to the MSI intranet
- access to LOLA (Ledger OnLine Accounts)

Getting an email account

All MSI email is handled through UT Austin. To get an email account, go to
http://www.utexas.edu/its/basic-email/start.php
MSI asks that you please use some form of your first and/or last name as your username so that your email address is readily recognizable. You will need your UTEID to log in and set up your email; if for some reason you do not have a UTEID please see the Administration office.

The ITS Help Desk (http://www.utexas.edu/its/helpdesk/contact.php) is your primary point of contact for email support.

Software

The University has a site license for Microsoft products; please see the IT group for installation. Patty Webb handles Adobe Acrobat licenses. The BevoWare web site (https://www.utexas.edu/its/bevoware/download/ -- you will need your UTEID) is your one-stop shop for (free) anti-virus, security, browsers, email software, media players, and other utility-type applications.

Information Technology Services – UT Austin and MSI

The Information Technology Services (ITS) department on main campus has support for most computer-related issues and services, and operates the Campus Computer Store. See http://www.utexas.edu/its/ for more information.

MSI IT staff are happy to help with computer purchases, local troubleshooting, etc., and will refer you to ITS when necessary. We recommend that you allow MSI's IT staff to set up any new computers you purchase with network access, system security software, and network printer drivers.

Video Classroom

MSI IT staff provide on-site support of the video classroom during classes and will provide you with a walk-through of the video classroom system.

MSI Intranet

The MSI Intranet (http://intranet.utmsi.utexas.edu/) has spaces for password-protected documents, reservation forms, travel documents, cafeteria menus, listserv management, etc. Access to the MSI Intranet is limited to MSI staff and requires a username and password. Contact MSI IT staff to establish access.

MSI Web pages

The Institute maintains a simple web page on each member of the senior scientific staff. You are encouraged to build your own more detailed web presence; see the Administrative or IT staff for assistance.

FTP site

MSI has a general-use ftp site ftp.utmsi.utexas.edu for exchanging files too large for email attachments. The ftp site should be used only for short-term storage and not as an archive. The site is not secure. See the MSI intranet for the username and password.

MSI Listservs

MSI has three listservs for messages relating to conferences, funding, and jobs. You must register for each of these listservs in order to receive or post messages. See the MSI Intranet for instructions.

UTDirect

UTDirect (https://utdirect.utexas.edu/utdirect/index.WBX -- you will need your UTEID) contains links to your time sheets, online earnings statements, W-2 forms, benefits, Bevoware, ITS, Blackboard, and many other University-related web sites.

GENERAL USE FACILITIES – OFFICE

Office supplies

Supplies are available in M201C. MSI and departmental letterhead/envelopes can be obtained from the supply room. See Dana Jensen (M207) for questions.

Copy machines

Copy cards and ID Codes for use with MSI photocopiers are available from Dana Jensen in the Administrative Office. Personal bills must be paid monthly.

The main copier is in the Media Room (M204). It is capable of black & white and color copying, can scan to image and PDF files, and is also a networked printer. See Jamey Pelfrey or Dana Jensen for help using this machine. An ID code is needed to use this copier. Business use is charged to University accounts. Personal use is billed to individuals monthly. The copier in the Library requires a copy card.

Fax machine

The fax machine is located in the Media Room. See Dana Jensen or Jamey for an assigned ID Code for business faxes. Incoming faxes will be placed in your hallway mailbox. Personal faxes may also be sent and received. Charges for personal faxes are billed to individuals monthly.

Large format printer

There is a large format networked color printer in the Media Room for printing posters, etc. Use the form near the printer to note the account number to which to charge any large print job. The MSI IT staff can help you with printer drivers and connecting from your

desktop.

GENERAL USE FACILITIES – RESEARCH/TEACHING

Library

The MSI Library is located in the Visitors Center building and is a branch of the University of Texas Libraries. The UT Library has a searchable electronic catalog and access to a dizzying array of electronic resources. The MSI Library's web page (http://www.lib.utexas.edu/msl/) provides a convenient interface to all of these resources. MSI's library staff are happy to assist you with any questions you may have. They recommend that new scientific staff contact them for a brief orientation to the Library during their first month at MSI.

Boats

Small boats and research vessels are available for field work and teaching. Dr. Steve Lanoux, Assistant Director for Facilities and Operations, supervises the boat staff. There are strict procedures for the reservation, authorization and operation of boats and for logging boat trips. Separate handbooks have been prepared for users of the small boats. These are available from Frank Ernst, Small Boat Captain or may be downloaded online at http://www.utmsi.utexas.edu/institute/longhorn/fleet.htm. Personnel must also pass both a written and practical test in order to become qualified operators of small boats. This test is scheduled and administered by Captain Frank Ernst.

The Administration office has portable first aid kits that can be checked out for groups that are headed out into the field. If you use anything from them, please notify Steven Lanoux, Assistant Director for Facilities so the supplies can be replaced.

Vehicles

Vehicles are available for a variety of purposes. There are strict procedures for the reservation, authorization and operation of vehicles and for logging the trips. Drivers of UT vehicles must have a valid Texas Driver's License and must complete required driver safety training online. See Driver Safety Training below. Non‑ UT employees or students are not allowed to ride in UT vehicles, and alcoholic beverages and smoking are prohibited. Seatbelts must be worn by all passengers at all times while in University vehicles of any kind.

There are two simple steps to complete a vehicle reservation: 1) on the reservation calendar in the Media Room (M204) find and mark the vehicle you wish to reserve on the appropriate date; 2) complete the Vehicle Reservation Form and place it on the appropriate vehicle clipboard in chronological order, earliest date first.

Driver Safety Training

All employees who will be driving a UT vehicle must be on the UT payroll AND hold a Class C Texas Driver's License AND have completed driving safety training. Driver safety training can be completed by going to http://fleet.idrivesafely.com. In the "trainee logon" field, enter your driver's license number and click "go." Complete the personal

information requested to register. In the "account code" field, enter "1800092550", this will enable your session to be billed directly to UTMSI. Once you have completed your training, provide a copy of your certificate to Patty Webb, HR Coordinator, so she can update the system with the information. Once your 3-year driver record has been checked and cleared, you will be eligible to drive a UT vehicle or boat. If you have any questions, please see Patty Webb.

Diving

Scientific diving conducted under the auspices of the Marine Science Institute is administered by the Diving Control Board. The Diving Control Board has adopted, and subscribes to, the standards set forth by the American Academy of Underwater Sciences. At this time, the Diving Control Board is not responsible for any form of recreational diving, nor does it sanction the use of personal equipment under this program or allow the use of MSI equipment for non-university sponsored activities. No diving instruction or training is provided under this program. The specific requirements of entry as a participant in diving at MSI are detailed in the Dive Manual which is available online at http://www.utmsi.utexas.edu/dive/index.htm.

Warehouse

The warehouse located on Beach Street provides storage for large field and seagoing equipment, etc. Faculty and senior staff can request assigned warehouse space from the Director.

Meeting rooms

Reservations for meeting rooms (3rd Floor Conference Room, the Blue Room, Auditorium, etc.) and the Video Classroom are made on the MSI Intranet. Barring conflicting requests, most reservations are approved within a few hours.

Hardware supplies

The storeroom located in the physical plant complex is stocked with an assortment of items such as batteries, small hardware, plumbing and electrical supplies, etc. Check here before heading off to Bilmore's or other source of supply. Items can be purchased at cost and without tax by supplying an account number on the ledger sheet in the supply room.

Analytical Services

A list of analytical services offered by MSI laboratories is available at http://www.utmsi.utexas.edu/research/analytical-services-offered.html

Teaching equipment

A list of general use equipment available for teaching purposes only is maintained on the MSI Intranet. The list includes the location of the equipment, contact names, and checkout procedures.

Autoclaves

Autoclaves are located in the Main Laboratory Building (2nd and 3rd floors) and at the Fisheries and Mariculture Laboratory.

Ice

An ice machine is located on the 3rd floor of the Main Laboratory Building (L302).

GENERAL USE FACILITIES – OTHER

Cafeteria

The MSI cafeteria serves breakfast (9:30 - 10:00) and lunch (12:00 – 1:00) on weekdays. Please call Robert Bustamante at the cafeteria (x754) before 10:00 a.m. if you will be eating lunch, so that he can plan accordingly. More information and the week's lunch menu can be found on the MSI Intranet.

Housing

Furnished University apartments are available for registered single and married students and postdoctoral fellows in Port Aransas on a first‐ come, first‐ served basis. If available, faculty may be allowed short term housing upon their arrival. For questions about housing assignments, see Kathy Quade in the Administrative Office, M209. Absolutely no pets are allowed in University housing. For billing and payment, see Annette Hedemann, Administrative Assistant in the Fiscal Office, M113.

Recreation Room

A recreation room located in M109 is provided for employees and students. Facilities include: a pool table, foosball table, ping pong table, a shuffle board, a Bowflex exercise machine, treadmill, and soda machine.

RESEARCH ADMINISTRATION – THE MSI FISCAL OFFICE

New PIs

Talking with the Fiscal Office should be one of the first appointments you make after arriving at MSI. Karen Davidson heads the Fiscal Office. She and the Fiscal Office staff will set up your startup account, give you a "Unit Code" which is how the university keeps track of your proposals and grants, help get you set up with proposal submission systems like NSF FastLane, explain purchasing procedures, and other fiscal matters.

Proposals

MSI's Fiscal Office has two personnel who serve as liaisons for us with the Office of Sponsored Projects (OSP) in Austin. The OSP has the final say on approval and submission of proposals. Fiscal Office staff are here to help you with your budget (including entering it into the online proposal submission system if you wish) and completing the "Proposal Review Form" for OSP. You should let the Fiscal Office know, by sending an email to msi-fiscal@utlists.utexas.edu, as soon as you decide to submit a proposal to any particular deadline. In a perfect world, completed proposals must be at OSP four business days prior to the due date, and to the Fiscal Office one day prior to that.

More information on proposals can be found on OSP's web site, e.g.:

OSP: http://www.utexas.edu/research/osp/
"How to Submit a Proposal": http://www.utexas.edu/research/osp/proposals.html

Grant management and accounting
The Fiscal Office staff manages accounts, handles certifications, etc. Accounts are kept electronically in Excel spreadsheets located on a networked computer called "LOLA" that you can access from your desktop. The Fiscal Office will set up your folder and files for you; see the IT group for a username and password.

Purchasing
The Fiscal Office staff includes two purchasing specialists to help with processing of purchase orders. They will also help you with the paperwork associated with large purchases. One of them also handles monthly reconciling of procurement card purchases.

Policies, procedures, and information are posted on the UT Purchasing Office web site: http://www.utexas.edu/admin/purchasing/

In general, there are three basic ways to purchase items with university funds:
1. Petty cash – this has a limit of $50
2. Procurement Card ("Procard") – this is a Mastercard that can be used for many but not all purchases under $1000. Restrictions apply to the types of goods and services that can be charged, to the dollar amounts charged per vendor, per day, and per month, and to the vendors from which purchases are made. See the procard website http://www.utexas.edu/admin/purchasing/procard/index.html for more information and procedures.
3. Purchase orders – these are handled by Fiscal Office staff and vary in complexity based on the total dollar amount. Under $5000 they are simple and do not require multiple bids; for purchases between $5000 and $24,999 three bids must be obtained, with at least two from "historically underutilized businesses" or HUBs (one from a minority-owned business and one from a woman-owned business); and for items $25,000 and above a formal open market bid solicitation is conducted through the Purchasing Office.

Compressed gases and liquid nitrogen are delivered to MSI weekly under a standing purchase order with AirGas. If you need gases for your laboratory, be sure to get on the weekly email list for orders. Cylinder storage is located in a locked room under the main MSI laboratory building.

Inventory
Inventory tags (UT property tags) are required on computers and on equipment costing over $5,000. Fiscal Office personnel tag equipment (generally upon receipt), maintain the inventory lists (equipment and location) and conduct the annual physical inventory as required by UT policies.

Shipping and Receiving

The Shipping and Receiving office is located in the Fiscal Office. We have accounts with DHL, FedEx, and UPS. Check with shipping and receiving for delivery and pickup times, which change fairly regularly. You will be notified by email when you have a package to pick up.

Local delivery and pickup service is also available; please see the Shipping and Receiving office.

TRAVEL

Request for Travel Authorization

MSI employees and students must submit a Request for Travel Authorization (RTA) for all travel. This is done electronically on the MSI Intranet. RTA's are required for all University-related travel, whether or not the employee seeking reimbursement, and must be completed and approved in advance of the departure date.

Travel reservations and reimbursements

MSI has two staff members (Venus Mills and Brenda Justice) who handle RTA's, reimbursements, and other travel-related matters. Most information regarding travel procedures can be found on the MSI Intranet, including links to main campus travel pages. Venus and Brenda (msi-travel@utlists.utexas.edu) can help you with any other questions that you have.

Faculty Travel Grants

The university Faculty Travel Grant (FTG) program provides support for travel by faculty members to up to two meetings per academic year. An FTG covers transportation to the meeting and meeting registration and is currently $1200/year. You must provide an abstract for your presentation or a copy of the meeting program showing your presentation with your application. For more information and a current application form, see http://www.utexas.edu/ogs/ftg/.

MAINTENANCE, FACILITIES, & TECHNICAL SUPPORT

Maintenance requests

Requests for maintenance can be made via e-mail to msi-maint@utlists.utexas.edu. This request will go directly to Tim Jaramillo, Maintenance Supervisor, Veril Barr, Technical Trades Crew Leader and Steve Lanoux, Assistant Director for Facilities and Operations, or complete the Maintenance Request Form that can be found in the forms box in the Media Room (M204). However, email is the best form of communicating your work request.

Shop services

If you need something built, the maintenance staff may be able to help. Contact Tim Jaramillo or Steve Lanoux. You may be permitted to use power equipment in the maintenance shop, but if advanced techniques are required, the maintenance staff will assist or may be required to operate the equipment for you. Steve Lanoux will consider

purchasing additional shop equipment if needed and justified.

Troubleshooting and technical support

Physical plant staff are available to help with troubleshooting and maintenance of laboratory equipment by request. There is no guarantee that we have the specific expertise on staff but feel free to ask.
After hours and weekend emergencies are handled by the Maintenance on-call program. Contact Security (361-332-9641) for help after hours.

Security

The Security Office is located on the ground level the Main Building (M112). The on-duty Security officer carries a cell phone and can be reached at 361-332-9641 after 5 p.m. and on weekends and holidays. This phone is not answered between 7 a.m. and 5 p.m. on normal work days.

Hurricane procedures

Hurricane season runs from June 1 through November 30. Each May the MSI Director holds a Hurricane Planning Meeting for all employees to attend. A brief overview: MSI has two phases of planning for hurricanes and tropical storms. Phase I is initiated when a storm is within 500 miles of MSI and/or if a Hurricane Watch is declared. Phase II is initiated when a storm is 250 miles out and automatically if a Hurricane Warning is declared. The full Hurricane Procedures Action Plan is available on the MSI Intranet.

LABORATORY

Laboratory Safety

Steve Lanoux is the Safety Officer for MSI. The Environmental Health and Safety Office on main campus (http://www.utexas.edu/safety/ehs/index.php) oversees safety training and overall compliance of MSI laboratories with all applicable regulations. See the EH&S web site for links to specific information on Lab Safety, Radiation Safety, Biohazards, etc.

Safety training

All laboratory employees are required to complete the following safety modules:
OH 101 General Hazard Communication (online – see EH&S web site above)
OH 201 Laboratory Safety (online – see EH&S web site above)
OH 205 Fire Extinguisher Use (provided periodically at MSI)
OH 102 Site-Specific Hazard Communication (provided **by each PI** to his/her employees)

Safety training must be documented in each laboratory for each employee.

These procedures and more are documented at
http://www.utexas.edu/safety/ehs/train/labtraining2.html

Laboratory inspections

An inspector from EH&S visits each laboratory at MSI at least once per year. These visits are usually (but not always) announced in advance.

Waste disposal

Chemical waste disposal tags and forms are located in the Media Room. Each container must be tagged, with all contents detailed on the tag. Each container must then be listed on the "Chemical Request for Disposal" form. When you have completed the paperwork, contact Veril Barr (v.barr@mail.utexas.edu) for pickup.

Animal Care and Human Subjects Research

The Office of Research Support (ORS, http://www.utexas.edu/research/rsc/index.html) oversees the Institutional Review Review Board, the Institutional Animal Care and Use Committee, and the Institutional Biosafety Committee. See the ORS web site for more information.

TIME SHEETS AND LEAVE MANAGEMENT

Timesheets

All employees, including faculty appointed as Research Professors, are required to complete timesheets. Benefits eligible employees are required to complete timesheets online and should do so on a weekly basis in order to ensure on-time payment. Temporary/hourly employees are required to turn in paper timesheets. These paper timesheets are distributed every Monday morning. Please note that faculty timesheets are completed for the percentage of time appointed on the MSI research budget. Any percentage of time appointed on the MSI academic budget does not require timesheet submission. Normal working hours are Monday through Friday, from 8:00 am to 5:00 pm. Please see your supervisor for instructions on your work schedule. Once the UT System has been updated with your employment information, Patty Webb, HR Coordinator, M207A, will set up your electronic timesheet. To access your electronic timesheet go to https://utdirect.utexas.edu/pntime/index.WBX. For a training session on completing and submitting electronic timesheets, please see Patty Webb.

Vacation

All benefits eligible employees accrue vacation (annual leave). All vacation requests should be made in advance to your immediate supervisor. The supervisor has the ability to approve or deny vacation requests based on the workload. University guidelines include:

1. Advance Notice. When foreseeable, employees shall give at least thirty (30) calendar days advance notice to their supervisor of their request to use annual leave.
2. Advance Notice Not Possible. When advance notice is not possible, notice by the employee should be provided as soon as practicable.
3. Written/Verbal Notice. Written notice of the request to use annual leave is recommended when possible; however, employees may provide verbal notice of

the request for the leave.

For information on annual leave, see
http://www.utexas.edu/policies/hoppm/07.F.01.html
and
http://www.utexas.edu/hr/current/leave/annual.html

Sick Leave

All benefits eligible employees accrue sick leave. Sick leave may be used for the
following:

1. Employee's Medical Condition.
2. Care of Immediate Family.
3. Care of Family Who Do Not Reside in the Same Household.
4. Parent-Teacher Conferences.

Definitions and explanations of the above, and further information about the accrual and
use of sick leave, can be found online at
http://www.utexas.edu/policies/hoppm/07.F.11.html
and
http://www.utexas.edu/hr/current/leave/sick.html

If an employee is unable to report for work due to a covered sick leave condition (stated
above), they should notify their immediate supervisor within one hour of their scheduled
work time.

At MSI, questions about time sheets and the use of leave can be directed to Patty Webb,
HR Coordinator. The Human Resource Services web site
(http://www.utexas.edu/hr/index.php) also contains a wealth of information on leave,
benefits, and other employment-related issues.

Outside Employment

All MSI faculty and staff who are paid for consulting or working outside of UT must
complete an Annual Request for Outside Employment form.

SUPERVISORS

Supervisors are expected to set expectations for their employees. Performance
Management is an ongoing dialogue between manager and employee that links
expectations, ongoing feedback and coaching, performance evaluations, development
planning, and follow-up. We encourage supervisors to define expectations for every
position. These expectations and performance measurement standards should be
communicated to new employees, and reviewed at least once a year with all employees.
Expectations for each position can include: purpose of the position, key responsibilities -
both tasks and duties, conduct expectations, and performance standards, as well as,
measures such as quality, quantity, timeliness, initiative, and teamwork for each key
responsibility.

Hiring procedures

For information on hiring and disciplinary action, please see Patty Webb, HR Coordinator. There are rules and regulations on hiring practices and disciplinary action.

It is a good idea to evaluate probationary employees at 45, 90, and 135 days in order to establish expectations. This is considered part of the hiring process.

Performance evaluations

All MSI faculty and staff must receive an annual performance evaluation from their immediate supervisor. Performance Management is an ongoing dialog between manager and employee that links expectations, ongoing feedback and coaching, performance evaluations, development planning, and follow-up. Performance evaluations should not be a one time event. Supervisors are encouraged to gather data regarding employee performance in a systematic manner throughout the year. MSI Performance Evaluations are due on July 15 of each year.

More information on hiring and supervision can be found on the HR Services web site: http://www.utexas.edu/hr/manager/

Faculty Annual Reports

Faculty are required to submit Annual Reports at the beginning of each academic year in accordance with University policy (http://www.utexas.edu/provost/policies/annual_report/). Forms and supporting documentation are delivered each August. Completed forms are due to the Department office in advance of the posted College of Natural Sciences deadline. Faculty Annual Reports and a current CV form the basis of each faculty member's annual review by the department's Budget Council (comprising the Chair and all full professors).

MAPS
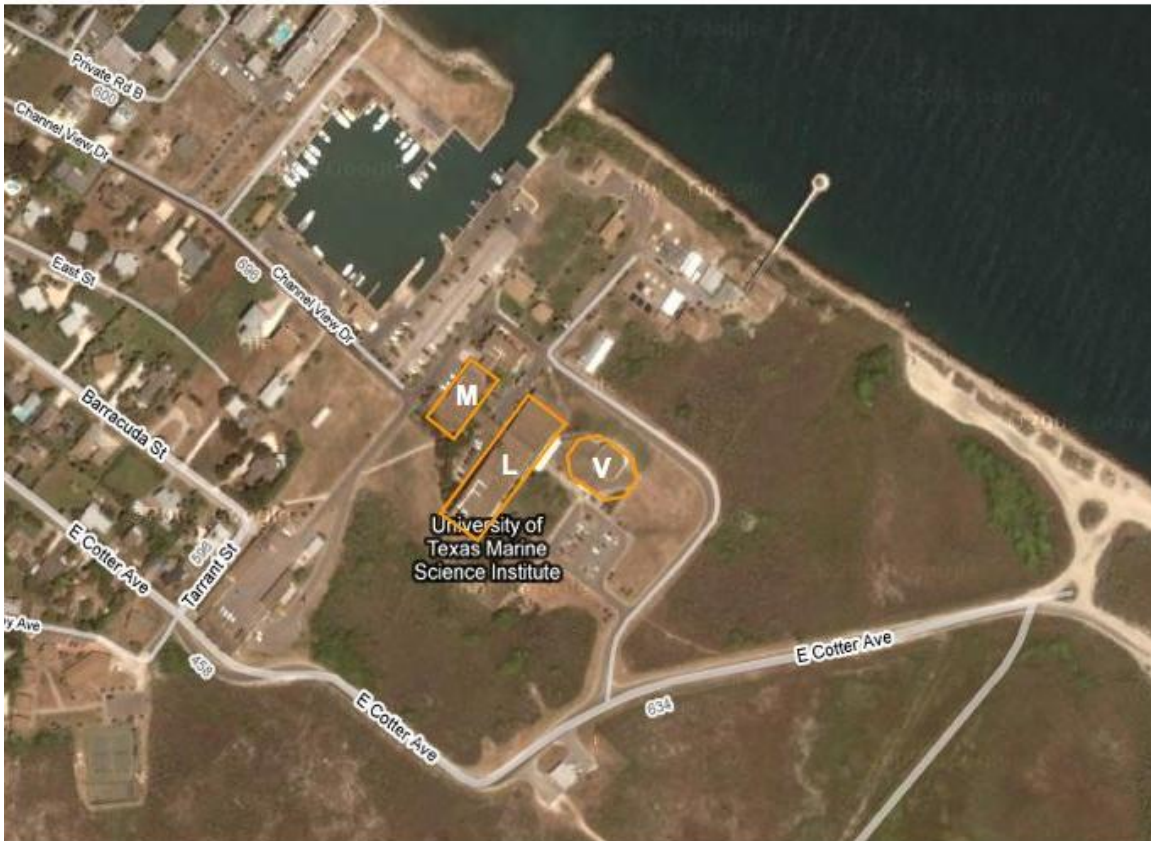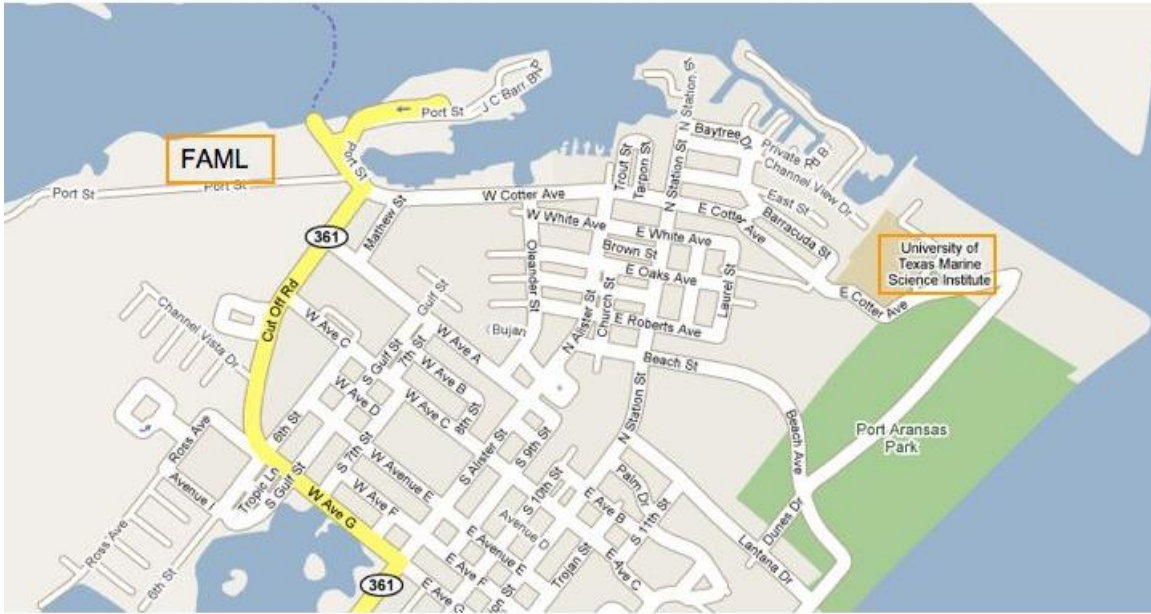
M = Main Building (Administration, Fiscal Office, some laboratories)
L = Laboratory Buidling
V = Visitors' Center (includes Library, Auditorium)