



The University of Texas at San Antonio

Employee Acknowledgement for Non-Benefits Eligible Employees

EID

Employee's Last Name: (PLEASE PRINT)	First Name:	MI:

I HEREBY AGREE AND ACKNOWLEDGE:

- That my employment is undertaken subject to all state and federal laws, Regent's Rules and Regulations, and local institutional rules, as amended.
- That my employment is considered Non-Regular, meeting one of the following criteria:
 - less than 4½ months regardless of the hours appointed to work per week. This type of position is temporary in nature. ***While an expected end date may have been communicated, the actual end date may occur sooner based on business need, budgetary constraints, or other considerations.***

OR

 - 4½ months or longer and hours appointed to work is 19 hours or less per week

POLICIES

- I understand that the Grievance Procedures, Regents' Rules and Regulations and UTSA Policies and Procedures are available in my department or in Human Resources upon request.
- I have been furnished a reference to the following documents which is www.utsa.edu/hr/docs//NewEmployeeReadingDocuments.cfm and instructed to read and reference them as necessary: (In the event you do not have access to a computer or have difficulty obtaining these documents, contact HR at 210-458-4250 for assistance).
 - Excerpts from Current Appropriations Bill, "Political Aid and Legislative Influence Prohibited"
 - Excerpts from Standards of Conduct for State Officers and Employees (Acts 1973, 63rd Legislature, page 1086, chapter 421, effective January 1, 1974)
 - House Bill 1673, 66th Legislature of Texas, Regular Session, Article 8, "Property Accounting"
 - The General Policy statement as established in Part II, Chapter 7, section 2 of the Regents Rules and Regulations
 - Drug Free Schools & Communities Act
 - Policy on Drugs and Alcohol
 - Policy on Smoking
 - HIV / AIDS in the Workplace
 - Americans with Disability Act
 - Understanding Sexual Harassment
 - Employment Discrimination and Your Rights

Signature

Date

T R S	O R P	Have you paid into the Teacher Retirement System of Texas (TRS) this fiscal year? If yes, where?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Are you a retiree of either the TRS or ORP (Optional Retirement Plan)? If yes, where did you retire from?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If you are a retiree of TRS, are you aware of TRS' Provisions for "Employment after Retirement"?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PRIVACY NOTICE: With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.