



New Non-Benefits Eligible Employee Packet

Employees are required to complete the following hardcopy forms:

- ❖ **Non-Benefits Eligible Employee Acknowledgement Form**
All employees (Faculty, Staff and Students)

- ❖ **Selective Service Registration Form - Males Age 18 – 26**

- ❖ **Political Aid - All employees (Faculty, Staff and Students)**

Please fill-out, sign and bring the complete packet to HR for processing.

UTSA Human Resources
1604 Main Campus
North Paseo Building
4th floor - 4.102
San Antonio, TX 78249
p: (210) 458-4648
f: (210) 458-4647

Our office is open from 8:00 a.m. to 5:00 p.m.
Monday through Friday.



The University of Texas at San Antonio™



The University of Texas at San Antonio

Non-Benefits Eligible Employee Acknowledgement Form

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

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
- That my employer, UTSA, provided me the notification on the new Health Insurance Marketplace Coverage. I can also visit <http://www.utsystem.edu/offices/employee-benefits/affordable-care-act-notices> for more information.

POLICIES

- I understand that the Grievance Procedures, Regents' Rules and Regulations and UTSA Policies and Procedures are available online.
- I have been furnished a reference to the following documents at: <http://www.utsa.edu/hr/docs/NewEmployeeReadingDocuments.html> 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 _____

Have you contributed to the Teacher Retirement System of Texas (TRS) this fiscal year?	<input type="checkbox"/> Yes If yes, from where and enrollment date?	<input type="checkbox"/> No
Are you a service or disabled retiree with Teacher Retirement System (TRS), Optional Retirement Program (ORP) or Employees Retirement System (ERS)?	<input type="checkbox"/> Yes If yes, list from where and date of retirement? <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	<input type="checkbox"/> No
Check one: <input type="checkbox"/> TRS <input type="checkbox"/> ORP <input type="checkbox"/> ERS		

If you are a TRS retiree, answer the following questions:

- Are you aware of TRS' Provisions for "Employment after Retirement"? Yes No
- Are you enrolled in TRS care? Yes No
- I understand that if I am a **TRS** return to work (RTW) retiree, I will be financially responsible for a portion of the **TRS surcharges.** Yes

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

Are you currently employed by a Texas State Agency? YES NO

If answered YES, provide exact dates and name of the Texas State Agency
 Please access the HR Web site and refer to the following link for additional information
<http://www.utsa.edu/hr/docs/Records/GovCode.pdf>

From Date	To Date	Job Title	Agency

Service with Independent School Districts, Junior Colleges, and/or Community Colleges **does not** qualify as a Texas State Agency. For a list of recognized Texas State Agencies visit
<https://fmcpa.cpa.state.tx.us/fiscalmoa/agency.isp>

READ CAREFULLY BEFORE SIGNING

I certify that statements made by me in this application are true, complete and correct to the best of my knowledge and are made in good faith. I understand that any omission of facts, inaccurate statements or false statements made herein may be sufficient cause for dismissal. I further agree that any offer of employment tendered me is contingent upon my agreement to abide by the Rules and Regulations of the Board of Regents of The University of Texas System. I hereby authorize The University of Texas at San Antonio to conduct employment history and police record inquiries to determine my acceptability for employment. I understand that if I will be a classified employee in a benefits eligible position, the first 6 months of employment at UTSA will be probationary.

SIGNATURE OF APPLICANT: _____ DATE (mm/dd/yyyy): _____

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.



University of Texas at San Antonio
Selective Service Registration Form

EMPL ID

Only males between the ages of 18 and less than 26 are required to complete this form.

All males from eighteen (18) and less than twenty-six (26) years of age must provide proof that they have either registered with the selective services system or have been exempted from such registration prior to beginning state employment. This requirement pertains to all categories of potential employees, student employees, faculty, classified, administrative & professional, temporary and casual. This procedure is in compliance with Section 651.005 of the Texas Government Code.

Last Name: (Please Print)	First Name	MI

1. _____ I am registered with Selective Service.
 Obtain verification from the following web site and **attach it to this form.**
<https://www.sss.gov/RegVer/wfVerification.aspx>

2. _____ I am not required to register with the Selective Service because I am a non-immigrant alien on a student, visitor tourist or diplomatic visa.

3. _____ I am not registered with the Selective Service.

 Signature

 Date

Political Aid, Legislative Influence, and Standards of Conduct Provisions of the 1997-98 Appropriations Act

Employment provisions in Article IX. Sections 5 and 6 of the Current Appropriations Act require that the following provisions be furnished to each employee. These sections also require that each employee acknowledge receipt of this information.

Sec. 5 Political Aid and Legislative Influence Prohibited. None of the moneys appropriated by this Act, regardless of their source or character, shall be used for influencing the outcome of any election, or the passage or defeat of any legislative measure. This prohibition shall not be construed to prevent any official or employee of the state from furnishing to any Member of the Legislature or committee upon request, or to any other state official or employee or to any citizen information in the hands of the employee or official not considered under law to be confidential information. Any action taken against an employee or official for supplying such information shall subject the person initiating the action to immediate dismissal from State employment.

No funds under the control of any state agency or institution, including but not limited to state appropriated funds, may be used directly or indirectly to hire employees or in any other way fund or support candidates for the legislative, executive, or judicial branches of government of the State of Texas or the government of the United States.

None of the funds appropriated by this Act shall be expended in payment of the salary for full-time employment of any State employee who is also the paid lobbyist of any individual, firm, association or corporation. None of the funds appropriated by this Act shall be expended in payment of the partial salary of a part-time employee who is required to register as a lobbyist by virtue of the employee's activities for compensation by or on behalf of industry, a profession or association related to operation of the agency or institution for which the person is employed. A part-time employee may serve as a lobbyist on behalf of industry, a profession or association so long as such entity is not related to the agency with which he or she is employed.

Except as authorized by law, none of the funds appropriated by this Act shall be expended in payment of membership dues to an organization on behalf of the agency or an employee of an agency if the organization pays all or part of the salary of a person required to register under Chapter 305, Government Code.

No employee of any state agency shall use any state-owned automobile except on official business of the state, and such employees are expressly prohibited from using such automobile in connection with any political campaign or any personal or recreational activity.

None of the moneys appropriated by this Act shall be paid to any official or employee who violates any of the provisions of this section.

Sec. 6 Standards of Conduct for State Employees. None of the funds appropriated by this Act shall be expended to pay the salary of a state employee who:

- (1) accepts or solicits any gift, favor, or service that might reasonably tend to influence the employee in the discharge of official duties or that the employee knows or should know is being offered with the intent to influence the employee's official conduct;
- (2) accepts other employment or engages in a business or professional activity that the employee might reasonably expect would require or induce the employee to disclose confidential information acquired by reason of the official position;
- (3) accepts other employment or compensation that could reasonably be expected to impair the employee's independence of judgment in the performance of the employee's official duties; or
- (4) makes personal investments that could reasonably be expected to create a substantial conflict between the employee's private interest and the public interest; or
- (5) intentionally or knowingly solicits, accepts, or agrees to accept any benefit for having exercised the employee's official powers or performed the employee's official duties in favor of another.

Receipt of the foregoing provisions of the Appropriations Act is acknowledged this _____ day of _____, 20____.

Signature of employee

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