

## IMPORTANT EMPLOYEE NOTIFICATIONS.

**Teachers Retirement of Texas** - If you are currently employed or have been employed during the current fiscal year for a period of four and a half months or longer, by an independent school district, junior college, or university in a retirement eligible position, you may qualify for retirement benefits during your employment at the University of Houston. Retirement deductions for *temporary/part-time* employees require employer certification each fiscal year. Employees who are currently participating in the Teacher's Retirement System of Texas at another institution should notify Human Resources immediately to insure proper retirement credits.

**Graduate Student Insurance** - Students that hold a graduate assistant position (including, but not limited to Research Assistant, Teaching Assistant, Teaching Fellows, or Graduate Assistant) may be eligible for employee insurance benefits. To apply for coverage, you must notify the Office of Human Resources, Benefit Section, within 31 days of employment. Insurance coverage for graduate students is NOT automatic. In order to obtain coverage you must complete an enrollment form. Coverage begins on the 1<sup>st</sup> - of the month following 90 days after enrollment.

The cost for the health insurance changes from plan year to plan year. The rates are available from the University of Houston Benefits Office or the ERS Website ([www.ers.state.tx.us](http://www.ers.state.tx.us)). The university pays 50% of the employee-only insurance premium and 25% of the cost of dependent health insurance coverage. All benefit eligible graduate students receive a \$150.00 stipend to cover a portion of the insurance expense. For complete summary of the benefits and enrollment requirements, you may obtain a copy of the "Insurance Benefits for Graduate Students" Guide from your department or from the Human Resources website ([www.uh.edu/hr](http://www.uh.edu/hr))

**Staff Handbook** - The University of Houston Staff Handbook is available online at [www.uh.edu/hr](http://www.uh.edu/hr). Please make sure you review the handbook to acquaint yourself with the general rules and regulations governing the employment relationship at this institution. The University Staff Handbook and related policies do not constitute an employment contract or an offer to contract with any employee. The University of Houston reserves the right to change, amend, or abandon any of the policies contained in this handbook at any time.

## EXCERPTS FROM CURRENT APPROPRIATIONS BILL

### **Sec 5. POLITICAL AID AND LEGISLATIVE INFLUENCE PROHIBITED.**

None of the moneys appropriated by Articles I, II, III and IV of 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 fluid 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 in the Act shall be extended in payment of the full or partial salary of any state employee who is also the paid lobbyist of any individual, firm, association or corporation.

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

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

The head or heads of each agency of the state shall furnish each employee of such agency with a copy of the five (5) paragraphs immediately preceding this one, and shall take a receipt therefore from each employee. The preceding sentence shall not be construed to mean that new receipts are to be obtained each year from continuing employees who have previously receipted for copies of identical provisions prohibiting political aid and legislative influence. The receipts shall be kept accessible for public inspection.

## STANDARDS OF CONDUCT

Gov't Code Chapter 572

AN ACT relating to the contact of certain state officers and employees and the requirement that certain interests, activities and gifts be disclosed; providing civil and criminal sanctions; and declaring an emergency. BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

### Declaration of Policy

Section 571.001. It is the policy of the State of Texas that no state officer or state employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his duties in the public interest. To implement this policy and to strengthen the faith and confidence of the people of Texas in their state government, there are provided standards of conduct and disclosure requirements to be observed by persons owing a responsibility to the people of Texas and government of the state of Texas in the performance of their official duties. It is the intent of the Legislature that this Act shall serve not only as a guide for official conduct of these covered persons but also as a basis for discipline for those who refuse to abide by its terms.

### Standards of Conduct

- (a) No state officer or state employee should accept or solicit any gift, favor or service that might reasonably tend to influence him in the discharge of his official duties or that he knows or should know is being offered him with the intent to influence his official conduct.
- (b) No state officer or state employee should accept employment or engage in any business or professional activity which he might reasonably expect would require or induce him to disclose confidential information acquired by reason of his official position.
- (c) No state officer or state employee should accept other employment or compensation which could reasonably be expected to impair his independence of judgment in the performance of his official duties.
- (d) No state officer or state employees should make personal investments which could reasonably be expected to create a substantial conflict between his private interest and the public interest.
- (e) No state officer or state employee should intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised his official powers or performed his official duties in favor of another.

Art 601b. State Purchasing and General Services Act  
Definitions

Sec 1.02. In this .Act:

- (1) "Commission" means the State Purchasing and General Services Commission.
- (2) "State agency" means:
  - a. any department, commission, board, office, or other agency in the executive branch of state government created by the constitution or a statute of this state;
  - b. the Supreme Court of Texas, the Court of Criminal Appeals of Texas, a court of civil appeals, or the Texas Civil Judicial Council; or
  - c. an university system or an institution of higher education as defined in Section 61.003, Texas Education Code, as amended, other than a public junior college.

### Distribution of this Article

Sec 8.10. Each agency head shall distribute a copy of this article to each official and employee of his agency and shall give a copy to each new employee of the agency.

### DUAL OFFICE HOLDING Govt. Code Chapter 574

AN ACT relating to nonelective state officers, holding other nonelective offices or positions of honor, trust, or profit, and declaring an emergency.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

A nonelective state officer or employee may hold other nonelective offices or positions of honor, trust, or profit under this state of the United State, if holding the other offices or positions is of benefit to the State of Texas or is required by state or federal law, and if there is no conflict between his holding the office or position and his holding the original office or position for which the officer or employee receives salary or compensation.

Before a nonelective state officer or employee may accept an offer to serve in other nonelective offices or positions of honor, trust, or profit, the officer or employee must obtain from the governing body, or if there is no governing body, the executive head of the agency, division, department or institution with which he is associated or employed, a finding that the requirements of Section 1 of this Act have been fulfilled. The governing body or executive head shall make an official record of the finding and of the compensation to be received by the nonelective officer or employee from such additional nonelective office or position of honor, trust or profit including specifically salary, bonus, per diem or other type of compensation.

The governing body or executive head shall promulgate rules and regulations necessary to carry out the purposes of this Act.

The *University of Houston System Board of Regents Policy 49.01* requires certain statutes and policies to be distributed to all employees at the start of each academic year and to all new employees at the time of employment. The following is furnished in compliance with that policy:

Vernon's Texas Codes Annotated  
Government Code ~572.051  
Standards of Conduct

A state officer or employee should not:

- (1) accept or solicit any gift, favor, or service that might reasonably tend to influence the officer or employee in the discharge of official duties or that the officer or employee knows or should know is being offered with the intent to influence the officer's or employee's official conduct;
- (2) accept other employment or engage in a business or professional activity that the officer or employee might reasonably expect would require or induce the officer or employee to disclose confidential information acquired by reason of the official position;
- (3) accept other employment or compensation that could reasonably be expected to impair the officer's or employee's independence of judgment in the performance of the officer's or employee's official duties;
- (4) make personal investments that could reasonably be expected to create a substantial conflict between the officer's or employee's private interest and the public interest; or
- (5) Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the officer's or employee's official powers or performed the officer's or employee's official duties in favor of another. Added by Acts 1993, 73-Leg., ch.268, Sec. 1, eff. Sept. 1, 1993.

Vernon's Texas Codes Annotated  
Government Code ~ 667.001-667.007, 667.009  
Multiple Employments with State

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### **§ 667.001. General Provisions**

- (a) This chapter applies to a person who is or may become employed by more than one state agency or institution of higher education.
- (b) A person who is employed by more than one state agency or institution of higher education may not receive benefits from the state that exceed the benefits provided for one full-time employee.
- (c) The person must be informed of the requirements of this chapter before the person is employed by more than one agency or institution.

### **§ 667.002. Separate Records Required**

Separate vacation and sick leave records must be maintained for each employment. §

### **667.003. Transfer of Leave Balances Prohibited**

If the person separates from one employment, the person's leave balances that were accrued under that employment may not be transferred to the remaining employments.

### **§ 667.004. Accrual of State Service Credit**

The person accrues state service credit for all purposes as if the person had only one employment. § 667.005. Group Insurance Contribution

The total state contribution toward the person's group insurance is limited to the amount specified in the General Appropriations Act for a full-time active employee.

### **§ 667.006. Overtime Compensation**

(a) Overtime compensation accrues for each employment independently of every other employment, except as provided by Subsection (b).

(b) If the person is subject to the overtime provisions of the federal Fair Labor Standards Act of 1938 (29 U.S.C. Section 201 et seq.) in an employment, the employing agencies and institutions of higher education shall ensure that the person is compensated for all combined time actually worked that exceeds 40 hours per week in accordance with the overtime provisions of the federal law. The agencies and institutions shall cooperate to determine which agency or institution is responsible for ensuring that the employee is properly compensated according to those provisions.

(c) An employing agency or institution may not use multiple employments of an employee within the same agency or institution for the purpose of:

- (1) paying the employee for working more than 40 hours in a week instead of earning compensatory time in accordance with state law; or
- (2) paying the employee a greater salary than is allowed for either of the employee's positions. §

### **667.007. Informing Employer About Multiple Employment**

The person must inform the person's employing state agencies or institutions of higher education before accepting an additional employment with another agency or institution.

## **§ 667.009. Special Provisions for University Systems**

(a) A university system as defined by Section 61.003, Education Code, may establish a policy that defines a person's employment as the total hours the person is assigned:

- (1) to one component of the system; or
- (2) to all components of the system.

(b) The policy may apply to a person only if the person is employed by more than one institution of higher education and all the employing institutions are within the same university system.

Added by Acts 1999, 76th Leg., ch. 279, § 25, eff. Sept. 1, 1999.

### **University of Houston System Board of Regents Policies**

#### **21.03 Academic Freedom**

To establish and clarify the rights and responsibilities of the faculty pursuant to academic freedom, the board adopts the following policy:

21.03.1 The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of the faculty member's other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the component university.

21.03.2 The faculty member is entitled to freedom in the classroom in discussing the subject matter, but the faculty member should be careful not to introduce into the teaching controversial matter which has no close relation to the subject.

21.03.3 The faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When speaking or writing as a citizen, the faculty member shall be free from institutional censorship or discipline, but the faculty member's special position in the community imposes special obligations. As a person of learning and an educational officer, the faculty member should remember that the public may judge the profession and the institution by the faculty member's utterances. Hence the faculty member should at all times strive for accuracy, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that the faculty member is not speaking for the institution.

#### **29.02 Sexual Harassment**

The board, the system, and the component universities are committed to providing a professional working and learning environment free from sexual harassment. Sexual harassment is a form of sex discrimination and is illegal. Neither the board, nor the system, nor any component university will tolerate any form of sexual harassment. Furthermore, the board, the system, and the component universities are committed to providing the training to educate staff, faculty, and students about sexual harassment issues.

The component universities and the system administration shall adopt policies consistent with this policy. The rights of claimants and respondents will be protected by the procedures developed by the institutions.

#### **31.01 Governmental Appearances**

All system and component university employees appearing before Congress, the Texas Legislature, City, County, or governmental body, or their agencies, committees, or members to offer testimony, opinions, or commentary in regard to existing or potential laws, rules, or regulations, not expressly authorized to do so by the board or the chancellor, must clearly state in advance that they are appearing in their individual capacities and that their testimony, opinions, and commentary are not authorized by, and must not be construed as reflecting on, the position of the system.

## **49.02 Consulting and Paid Professional Service**

Full-time members of the faculty and professional or administrative staff may engage in external consultation or other paid professional services, provided such activities benefit the system and contribute to the professional development of the individual. This privilege is subject in all instances to the conditions set forth below. Failure to comply with this policy may subject an employee to disciplinary action including reprimand, suspension, or termination.

49.02.1 The first responsibility of the individual is to the system, and outside professional commitments should not interfere with the person's full-time responsibility to the system.

49.02.2 No outside obligation should result in any conflict of interest involving the individual's responsibilities to the system or to its programs, policies, and objectives. Consulting and other professional agreements that represent actual or potential conflicts of interest must be avoided.

49.02.3 Use of system facilities, space, equipment, or support staff for consulting or other paid professional activities is permitted only if a financial arrangement has been concluded between the individual and the administration prior to the employee's beginning the outside consulting or other paid professional service.

49.02.4 Individuals may not represent themselves as acting in the capacity of system employees when conducting consulting or other paid professional activities. The system bears no responsibility for any actual or implied obligations or liabilities incurred by the individual resulting from a consulting or other paid professional agreement or activity.

49.02.5 Faculty who wish to arrange consulting or other paid professional activities must provide prior written notification to their dean. Review by their dean of such activities will include consideration of any real or apparent conflict of interest and the benefit of the proposed service to the system and the component university. Each faculty member who engages in consulting or other paid professional service, including teaching on a temporary basis at other institutions, must ensure that such activities do not require commitments of time averaging more than one day per calendar week, and must arrange such activities so as not to interfere with regularly scheduled classes.

49.02.6 Professional or administrative staff who wishes to arrange consulting or other paid professional activities must obtain prior written approval from the appropriate supervisor. While consulting is a recognized aspect of faculty activities with the limitations noted in this document, consulting by professional or administrative staff must be justified on an individual basis by clear and direct benefit to the system.

49.02.7 When any of an individual's salary is paid from funds for externally sponsored activities, the time allowable for consultation or other paid professional activities must comply with sponsor requirements. Unpaid public services is not included in this policy, nor are occasional lectures that include fees, unless these activities require significant amounts of time or otherwise conflict with regular system obligations.

Each president and the chancellor will establish a process for monitoring outside paid professional activities of their faculty and staff in order to ensure that such activities are consistent with the above policy and also serve system purposes. The chancellor will report to the board annually on such activities.

## **49.04 Dual Employment**

The board must give its approval before any officer of the system or its component institutions may hold other nonelective state or federal office or position of honor, trust, or profit. Approval must include formal findings that the dual office holding is of benefit to the state or required by state or federal law, and creates no conflict of interest. The board delegates to the Chancellor the authority to approve such dual office holding by any system employee who is not an officer of the system or its component institutions.

## **49.07 Nepotism**

Relatives of members of the board or the chancellor shall not be employed by the system unless the employment took place at least one year prior to the appointment of the board member or the chancellor. Relatives of other system employees shall not be employed by the system in positions where the employee has the official authority to hire or recommend or approve the hiring, salary, or promotions of the relative. Relatives shall not be employed in the supervisory-subordinate relationship even if it results from marriage after the employment relationship was formed. The provisions of this policy apply to all

system programs regardless of funding source.

For the purposes of this policy, the term “relative” is defined as anyone related to the employee within the second degree of affinity or the third degree of consanguinity and includes the employee’s spouse and the employee’s or the spouses’ parents, grandparents, great grandparents, brothers, sisters, half brothers and sisters, children, grandchildren, great grandchildren, aunts, uncles, nieces, nephews, first cousins, second cousins, and persons married to them.

#### **49.08 Conflicts of Interest**

All members of the board and employees of the system and its component institutions shall adhere to and be furnished a copy of the Statutory Standards of Conduct for State Employees, Section 572.051, Texas Government Code, and shall avoid conflicts of interest, generally described as the use of one’s university employment or position to obtain unauthorized privileges, benefits, or things of value for oneself or others, including the following:

49.08.1 No board member or employee shall solicit, engage, or agree to accept any privilege, benefit or thing of value for the exercise of his or her discretion, influence, or powers as an employee or regent, except as is allowed by law.

49.08.2 No board member or employee shall accept any privilege, benefit, or thing of value that might influence him or her in the discharge of his or her duties as an employee or regent.

49.08.3 No board member or employee shall use his or her position to secure special privileges or exemptions for himself or herself or others, except as is allowed by law.

49.08.4 No board member or employee may be an officer, agent, employee, or member of, or own an interest in a professional activity that foreseeably might require or induce him or her to disclose confidential information acquired by reason of his or her system position.

49.08.5 No board member or employee shall accept employment or engage in any business or professional activity that foreseeably might require or induce him or her to disclose confidential information acquired by reason of his or her system position.

49.08.6 No board member or employee shall disclose confidential information gained by reason of his or her system position, nor shall he or she otherwise use such information for his or her personal gain or benefit.

49.08.7 No board member or employee shall transact any business for the system with any entity of which he or she is an officer, agent, employee, or member, or in which he or she owns a significant interest.

49.08.8 No board member or employee shall make personal investments in any enterprise that foreseeably might create a substantial conflict between his or her private interests and the system’s interests.

49.08.9 No board member or employee shall accept other employment that might impair his or her independence of judgment in the performance of his or her system duties.

49.08.10 No board member or employee shall receive any compensation for his or her services to the system from any source other than the State of Texas except as is allowed by law.

49.08.11 No board member or employee who exercises discretion in connection with contracts, purchases, payments, claims, or other pecuniary transactions shall solicit, accept, or agree to accept any benefit from a person or entity the employee knows or should know is or is likely to become financially interested in such transactions.

Failure of any employee to comply with the foregoing shall constitute grounds for discharge or other disciplinary action.

## **DRUG AND ALCOHOL ABUSE PREVENTION POLICY**

The University of Houston (the “University”) prohibits the unlawful possession, use, manufacture, or distribution of illicit drugs in the workplace, on the campus, or at any University activities. Penalties for violation of this policy are indicated below.

### **The Dangers of Drug or Alcohol Abuse in the Workplace and on the Campus**

There are many employed individuals whose job performance and productivity are adversely affected by their progressive dependence on drugs or alcohol. Much of this cost is in lost wages, health care expenses, and workers compensation. Additionally, the impact of drug use and high risk alcohol consumption for college students can not be overlooked in terms of its cost to the individual students affected and the University. For specific information related to alcohol and other drug consumption and consequences, go to the National Institute on Drug Abuse: <http://www.drugabuse.gov/>.

### **1. Definitions**

The following terms are defined for the purposes of this policy and are important for purposes of expressing the University’s policy on a drug-free workplace:

- a. *Controlled Substance* means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812), as further defined by regulations at 21 CFR 1300.11 through 1300.15, and as defined in the Texas Controlled Substances Act (Texas Health & Safety Code, 481.001 et seq).
- b. *Contract* means a legal instrument reflecting a relationship between the federal government and a recipient whenever the principal purpose of the instrument is the acquisition by purchase, lease, or barter, of property or services for the direct benefit or use of the federal government; or whenever an executive agency determines in a specific instance that the use of a type of procurement contract is appropriate.
- c. *Conviction* means finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
- d. *Criminal drug statute* means a federal or non-federal criminal statute involving the manufacture, sale, distribution, dispensation, use, or possession of any controlled substance.
- e. *Employee* means an individual receiving a salary, wages, other compensation and/or stipend support from the University.
- f. *Federal agency or agency* means any United States executive department, military department, government corporation, government controlled corporation, or any other



establishment in the executive branch (including the Executive Office of the President), or any independent regulatory agency.

g. *Grant* means an award of financial assistance, including a cooperative agreement, in the form of money, or property in lieu of money, by a federal agency directly to a grantee. The term grant includes block grant and entitlement grant programs, whether or not exempted from coverage under the grants management government wide regulation (“Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments”). The term does not include technical assistance which provides services instead of money, or other assistance in the form of loans, loan guarantees, interest subsidies, insurance, or direct appropriations; or any veterans’ benefits to individuals; i.e., any benefit to veterans, their families, or survivors by virtue of the service of a veteran in the Armed Forces of the United States.

h. *Grantee* means a legal entity which applies for or receives a grant or contract directly from a federal agency.

i. *Illicit drug use* means the use, manufacture, sale, distribution, dispensation, or possession of illegal drugs and the abuse of other drugs and alcohol.

j. *Student* means an individual registered or enrolled for credit or non-credit in a course or program offered by the University or any of its units.

k. *University activities* mean an activity officially sponsored by the University.

l. *Workplace* means the physical boundaries of the University and facilities owned or controlled by the University.

## **2. Philosophy**

The unlawful use of drugs or alcohol is inconsistent with the behavior expected of members of the University community. The University is committed to the development and maintenance of a drug-free environment on the campus as well as an environment that prohibits the abuse of other drugs and alcohol and has a drug and alcohol abuse prevention system in operation, accessible to all members of the University community. The University is committed to the further expansion of that system and the dissemination of drug awareness information to the members of the University community. In addition, the University is committed to enforcing the provisions of the Drug Free Workplace Act of 1989 and believes that these acts and their implementation regulations provide a proper framework for the drug and alcohol abuse policies of the University.

## **3. Health Risks**

Outlined below is a listing of drugs of abuse and their health risks taken from the U.S. Drug Enforcement Administration website. A more complete and detailed accounting

may be found at their website at <http://www.dea.gov/druginfo/factsheets.shtml>. With any drug, prolonged use can lead to health issues as well as long-term dependency.

### *Alcohol*

Alcohol (beer, wine, or liquor) has a high potential for physical and psychological dependence as well as resulting in increased tolerance. Possible effects include impaired memory, slurred speech, drunken behavior, slow onset, vitamin deficiency, and organ damage. Overdose may result in vomiting, respiratory depression, loss of consciousness, and possible death. Withdrawal may include trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, and convulsions.

Females who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. Alcohol use is often related to acquaintance rape and failure to protect oneself from sexually transmitted diseases (STDs). Additionally, alcohol-related accidents are the number one cause of death in the 16- to 24-year-old age group.

### *Narcotics*

Narcotics (including heroin, morphine, hydrocodone, oxycodone, codeine, and others) have a high potential for both physical and psychological dependence as well as resulting in increased tolerance. The possible effects of using narcotics include euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Overdose may result in shallow breathing, clammy skin, convulsions, coma, and death. Withdrawal may include irritability, tremors, panic, nausea, chills, and sweating.

### *Other Depressants*

Other depressants (including GHB or liquid ecstasy, valium, xanax, ambien, and barbituates) have a potential for both physical and psychological dependence as well as resulting in increased tolerance. The possible side effects include slurred speech, disorientation, appearance of intoxication, and impaired memory. Overdose may result in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma and possible death. Withdrawal may include anxiety, insomnia, tremors, delirium, convulsions, and possible death.

### *Stimulants*

Stimulants (including cocaine, methamphetamine, and methylphenidate) have a possible risk of physical dependence and high risk for psychological dependence. Tolerance can develop in all stimulants. The possible side effects include increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, and decreased appetite. Overdose may result in agitation, increased body temperature, hallucinations,

convulsions, and possible death. Withdrawal may result in apathy, long periods of sleep, irritability, depression, and disorientation.

### *Hallucinogens*

Hallucinogens (including MDMA, LSD, Phencyclidine, and others) are less likely to result in physical dependence, with the exception of phencyclidines and analogs, and vary in terms of psychological dependence, ranging from none to moderate (MDMA) to high (phencyclidine and analogs). Tolerance can develop. Possible effects include heightened senses, teeth grinding, and dehydration (MDMA and analogs) and hallucinations, altered perception of time and distance in other types of hallucinogens. Overdose may result in increased body temperature and cardiac arrest for MDMA and more intense episodes for LSD. Some hallucinogens may result in muscle aches and depression when in withdrawal (MDMA) or may result in drug seeking behavior.

### *Cannabis*

Cannabis includes marijuana, tetrahydrocannabinol (THC), and hashish or hashish oil. All may result in moderate psychological dependence with THC resulting in physical dependence. Tolerance can develop in all forms. Possible effects include euphoria, relaxed inhibitions, increased appetite, and disorientation. Overdose may result in fatigue, paranoia, and possible psychosis. Withdrawal may occasionally result in insomnia, hyperactivity, and decreased appetite.

### *Anabolic Steroids*

Anabolic Steroids (including testosterone and others) may result in psychological dependence. Less is known as to their potential for physical dependence and increased tolerance levels. Possible effects may include virilization, edema, testicular atrophy, gynecomastia, acne, and aggressive behavior. Effects of overdose are unknown. Withdrawal may possibly include depression.

### *Inhalants*

Inhalants (including amyl and butyl nitrite, nitrous oxide, and others) vary in their level of psychological dependence, with less known about their potential for physical dependence and tolerance. Possible effects may include flushing, hypotension, and headache, impaired memory, slurred speech, drunken behavior, slow onset, vitamin deficiency, and organ damage. Overdose may result in methemoglobinemia, vomiting, respiratory depression, loss of consciousness, and possible death. Withdrawal may result in agitation, trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, and convulsions.

## **4. Penalties for Violation of the Policy**

The University policy prohibiting the unlawful possession, use, or distribution of illicit

drugs and/or alcohol on the campus and at University-sponsored events held off campus protects and supports the employees and students of the University of Houston. Any employee admitting to or convicted of the unlawful possession, use, or distribution of illicit drugs and alcohol on the campus or at university sponsored events held off campus, will be subject to disciplinary action (up to and including termination), may be referred for prosecution, and may be required to satisfactorily participate in a drug and alcohol assistance or rehabilitation program, as agreed upon between the employee and the Department of Human Resources. Further information concerning employee penalties is available from the Department of Human Resources, employees can contact the HR Employee Service Center at 713-743-3988. Any student admitting to or proven to have violated the University of Houston's Student Code of Conduct regarding the unlawful possession, use or distribution of illicit drugs and alcohol on campus or at university sponsored events (see Student Disciplinary Policies and Procedures Section) will be subject to disciplinary action (up to and including expulsion), may be referred for prosecution, and may be requested to satisfactorily participate in a drug and alcohol assistance or rehabilitation program. Further information concerning student penalties is available from the Dean of Students Office at 713-743-5470.

While this policy covers drug and alcohol policy at the University of Houston, please be aware that there are penalties under Texas and federal law. For more information on the range of penalties, refer to the Dean of Students website at <http://www.uh.edu/dos/pdf/DrugPenalties2008.pdf>.

## **5. Student and Employee Resources**

The University offers the following drug and alcohol abuse information, counseling, assistance and services:

### *Information and Referral*

All members of the University community are eligible to consult with professional staff of Counseling and Psychological Services (CAPS) regarding the availability of substance abuse assistance programs. Substance abuse counseling and rehabilitation program referrals are made to mutual help organizations, private hospitals, public treatment programs, and private drug treatment practitioners. CAPS also maintains a collection of resource materials pertinent to issues of drug abuse. In addition, UH Wellness, the campus wide education and prevention program, provides education and prevention on alcohol/drug abuse and related concerns for the University community and maintains a library of materials on substance use and abuse.

### *Individual Counseling*

Currently enrolled students can be seen for short-term counseling and crisis intervention for assistance with substance use problems. However, CAPS will make a referral for long-term substance use and detox. Faculty and staff are eligible for an initial consultation and referral for

such services.

### *Cougars in Recovery*

Cougars in Recovery is a program that assists and serves students and employees with substance use issues at the University of Houston. The unique program offers six Alcoholics Anonymous meetings, one Narcotics Anonymous meeting and an all recovery meeting that are open to the UH Community. A community process group is offered to student members of the program. Cougars in Recovery works closely with multiple departments on campus including Counseling and Psychological Services, Student Housing and Residential Life, Dean of Students Office, the Health Center, UH Wellness and the Office of Undergraduate Affairs to support student and employee health and wellness as it pertains to substance use issues. Cougars in Recovery has a licensed Chemical Dependency Counselor as well as a registered certified Recovery Coach on staff for the university community to utilize. They are located in Oberholtzer Hall room 100A and can be reached at (713) 743-5862 if you are in need of assistance. More information can also be found at: <http://www.uh.edu/cir/>.

### *Psycho-Educational Programs*

On a periodic basis, workshops focusing on the development of strengths and skills related to the effective management of substance related problem areas are offered by Counseling and Psychological Service and UH Wellness. These programs are open to University of Houston students, faculty and staff at no charge. UH Wellness offers an evidence based alcohol education intervention to student groups every semester. Additionally, a computer interactive program entitled Alcohol 101 Plus is available through UH Wellness. UH Wellness conducts exit interviews for students who complete the Marijuana 101 online workshop as a result of a disciplinary referral. UH Wellness also offers a state approved Alcohol Education Course for Minors in Possession available to students who receive a court ordered citation or referrals from the Dean of Students Office or other campus departments.

### *UH Health Center*

Campus community members can visit the UH Health Center and speak with medical professionals about any drug and alcohol questions in a safe and friendly environment. Appointments can be made online (<http://www.uh.edu/healthcenter/>) or via a walk-in.

### *Student Organizations*

Individuals can be assisted in forming groups like Alcoholics Anonymous and Alanon and information concerning these groups is maintained for dissemination to interested persons. If you are interested in starting a new student organization, please reach out to the Center for Student Involvement at (832)-842-6245.

### *The Council on Recovery*

This community resource offers short-term counseling for anyone affected in any way by alcohol or other drug abuse. Trained alcohol and drug abuse counselors can help select a 12-step oriented program and/or appropriate treatment. Their address is 303 Jackson Hill St, 713-942-4100.

## **6. Application of Policy**

The Drug and Alcohol Abuse Prevention Policy is supported by a drug-free awareness and alcohol education and prevention program available to the faculty, staff, and students of the University. Specific compliance and reporting items enumerated below (items b, c, d, e) are applicable to all persons employed on federal contracts and grants. In support of this policy, the University:

a. has established a drug-free and alcohol abuse awareness program to inform its faculty, staff, and students about the dangers of drug and alcohol abuse in the workplace, the University's policy of maintaining a drug free workplace and a workplace which prohibits the illicit use of alcohol, available drug and alcohol counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug and alcohol abuse violations.

b. will provide each student and employee a copy of this policy. In addition, all faculty, staff, and students will be notified of this policy through appropriate publications.

c. will notify each university employee and each student that, as a condition of employment on a federal grant or contract, the person, once so employed, must abide by the terms of the policy, and must notify his/her supervisor and the Department of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

d. will notify the appropriate federal agency within ten (10) days after receiving notice of criminal drug statute conviction of any university employee engaged in performance of the grant or contract.

e. will impose sanctions on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program, by any employee so convicted. Sanctions imposed on employees for violation of this policy may include suspension, suspension without pay and termination.

f. will make a good faith effort to continue to maintain an environment that complies with the Drug-Free Workplace Act 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

g. will conduct a biennial review of its programs to assess their effectiveness, what changes need to be made, and to ensure the uniform application of sanctions to

employees and students.

## **7. Implementation**

Implementation of this policy is a joint responsibility of the Department of Human Resources, the Division of Research, the Police Department, the Office of Financial Aid and the Division of Student Affairs and Enrollment Services. Notification of the program, including information about health risks and sanctions for violation of the policy, will be provided annually to students and employees. In addition, the University is committed to monitoring and assessing the effectiveness of this policy and its programs. A biennial review of this policy will be undertaken to determine its effectiveness and implement changes to the policy and its programs if they are necessary and to ensure that its disciplinary standards are consistently enforced.

Effective September 25, 2015

**FOR MORE INFORMATION  
ABOUT**

**HIV AND AIDS CALL:**

**Texas AIDSLINE:  
(Se habla Espanol)**

**1-800/299-AIDS**

**(TTY/TDD-for hearing impaired):**

**1-800/252-8012**

**National AIDSHotline:**

**1-800/342-AIDS**

**1-800/344-SIDA**

**Drug Abuse Hotline:**

**1-800-662-HELP**

**National AIDS Information  
Clearinghouse:**

**1-800/458-5231**

**HIV**

**AIDS**

and the  
**Workplace**

**Y**ou may be wondering what HIV and AIDS could have to do with your job and workplace. Well, it depends on the type of work you do. Some people, like health care workers, have to deal with HIV and AIDS every day. Most of us, though, don't need to give much thought to HIV or AIDS when it comes to our jobs. And that makes a lot of sense, because HIV is not spread through the type of casual day-to-day contact that most of us have with other people in our jobs. On the other hand, it does make sense to be familiar with HIV and AIDS for our own personal health, as well as with the situations that might come up at work that do involve HIV and AIDS.

**What you should know  
about HIV/AIDS and  
your workplace:**

- HIV is the virus that causes AIDS, a disease that destroys a person's immune system.
- There are only a few ways that a person can be infected with HIV -- most of which don't involve work-related situations.
- It is easy to protect yourself from being infected with HIV, both in your personal life and in work-place settings.



## Some general information about HIV/AIDS

Acquired immunodeficiency syndrome (AIDS) is the final stage of an infection caused by the human immunodeficiency virus (HIV). HIV attacks the body's immune system, hurting the body's ability to fight off diseases and other infections.

There is no cure for HIV infection or AIDS. There are also no clear symptoms of HIV infection, although some people may have flu-like symptoms for a few days after they are infected with HIV. But, even if an infected person has no symptoms, feels, and looks healthy, he or she can still pass the virus to others.

## How HIV infection is and is NOT transmitted from one person to another

HIV is found in the following body fluids:

- blood
- semen
- vaginal secretions
- breastmilk

HIV is **NOT** spread through the environment; it is a very fragile blood-borne virus. HIV-infected persons do not pose a threat to co-workers or clients during casual, day-to-day activities and contacts.

So, you **CANNOT** be infected with HIV through:

- handshakes
- hugs or casual touching
- close working conditions
- telephones, office equipment, or furniture
- sinks, toilets, or showers
- dishes, utensils, or food
- sneezing or coughing
- air
- water
- insects

Because HIV is found in only a few body fluids, there are only a few ways in which a person can come in contact with HIV:

- by having sex, either anal, oral, or vaginal, without the use of a condom;
- by sharing needles, syringes, and other instruments that break the skin, such as tattoo and/or ear/body piercing needles;
- from an HIV-infected mother to her baby during pregnancy, birth, or breastfeeding;
- by coming in contact with HIV-infected blood either through an open wound or through a blood transfusion. Risks from transfusions, however, are now very low because of blood-screening, which started in 1985.

## How HIV/AIDS affects you at your workplace

As you can see from the above information, most of the behaviors that pass HIV from one person to another do not occur in the workplace. The only way that most people

in the average workplace could be exposed to HIV would be if they had an open wound and someone else's infected blood entered their body through that broken skin.

## How to avoid HIV infection in the workplace

It is easy to avoid being exposed to HIV and other blood-borne diseases by using good personal hygiene and common sense at all times:

- keep broken skin covered with a clean, dry bandage;
- avoid direct contact with blood spills;
- wear gloves to clean spills that contain visible blood; and
- clean blood spills with an appropriate disinfectant or 1:10 solution of freshly mixed household bleach and water. After cleanup, wash hands thoroughly with soap and running water.

(NOTE: The above recommendations are part of the Centers for Disease Control and Prevention's "Precautions for the Prevention of HIV Transmission in Health-Care Settings." Health care workers should consult the recommendations for precautions during specific medical procedures.)

## Ways to reduce your risk for HIV infection in your personal life

It's just as easy to avoid HIV in your personal life as it is at your workplace:

- Do not have sex (abstain)
- Delay having sex until you are in a faithful relationship with one person who you know does not have HIV.
- If you choose not to abstain from sex or to limit sex to one faithful, uninfected partner, then always use a latex condom **every time you have sex** (oral, anal, or vaginal). If used correctly and every time you have sex, latex condoms can provide protection against HIV and other sexually transmitted diseases.
- If you have a drug habit, do not share needles or syringes. If you can't stop sharing needles/syringes, clean them with bleach and then rinse them with water between every use. Also, do not share any other type of needles, such as tattoo and ear/body piercing needles.

The best thing for your health is to stop using drugs. If you need help to stop using, call the National Drug Abuse Hotline at 1-800/662-HELP.

## If you work with someone who has HIV or AIDS

If you have a cold, flu or other virus, remember that people with HIV or AIDS do not have a healthy immune system. They are more likely to become ill from a virus that a healthy person's body could easily fight.

Remember, too, that people with HIV or AIDS are just like anyone else living with a disease: they need caring, support, and understanding.