



June 21, 2016

SUBJECT: Updates to HR/Payroll Policies and Training

*Please familiarize yourself with the following and forward to all employees in your unit.*

**SYSTEM POLICIES**

08.01.01 Civil Rights Compliance <http://policies.tamus.edu/08-01-01.pdf>

The System-required course, *Creating a Discrimination-Free Workplace*, has been revised to include a new section on sexual violence awareness, prevention, and reporting, which addresses the requirements of the Violence Against Women Reauthorization Act of 2013 (VAWA) and updates to Title IX; and language on sexual orientation and gender identity to reflect recent updates to System Regulation 08.08.01. **Although you may not be required to retake the course at this time, you are encouraged to do so in light of the additional information that has been included.**

32.01.02 Complaint and Appeal Process for Non-faculty Employees <http://policies.tamus.edu/32-01-02.pdf>

33.06.01 Flexible Work Arrangements <http://policies.tamus.edu/33-06-01.pdf>

Section 6: Revised to include language related to break time for nursing mothers.

31.06.01 Sick Leave Pool Administration <http://policies.tamus.edu/31-06-01.pdf>

Section 5: The 160-hour absentee minimum for pool eligibility is reduced to 80 hours.

Section 6.9: The stipulation that pregnancy will not be treated as a catastrophic illness except when complications arise with respect to either mother or child is removed.

**AGENCY RULES AND PROCEDURES**

Reasonable Workplace Accommodations

Form AG-435 Reasonable Workplace Accommodation Request Form for Employees and Applicants  
(<http://agrilifeas.tamu.edu/documents/ag-435.pdf>)

Civil Rights Compliance – currently being revised to align with changes to the System Regulation

AgriLife Research <http://agrilifeas.tamu.edu/documents/080101a001.pdf>

AgriLife Extension <http://agrilifeas.tamu.edu/documents/080101x001.pdf>

TVMDL <http://agrilifeas.tamu.edu/documents/080101x001.pdf>

Complaint & Appeal for Non-faculty Employees

AgriLife Research <http://agrilifeas.tamu.edu/documents/320102a001.pdf>

AgriLife Extension <http://agrilifeas.tamu.edu/documents/320102X001.pdf>

TVMDL <http://agrilifeas.tamu.edu/documents/320102V001.pdf>

**For questions, please contact:** your HR Generalist

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