

**Summary of Approved Changes  
Rules, Procedures, and Guidelines  
AgriLife Research, AgriLife Extension Service, TVMDL,  
College of Agriculture and Life Sciences**

**1<sup>st</sup> Quarter 2023 (Sep, Oct, Nov)**

**Gifts, Donations, Grants, and Endowments**

(21.05.01.A0.01, 21.05.01.X0.01, 21.05.01.V0.01) November 4, 2022

[Research](#), [Extension](#), [TVMDL](#)

All agencies:

- References to form AG-207 were removed.
- Sec. 2.3: Edited to read that funds will be transferred to the appropriate account when the documentation has been received and verified instead of “completed.”
- Sec. 2.4: Edited to change “award account” to “appropriate account.”

Additionally for TVMDL:

- All references to AgriLife Cash Management Office were changed to AgriLife Banking and Receivables.

**Historically Underutilized Business Program**

(25.06.01.A1, 25.06.01.X1, 25.06.01.V1) September 8, 2022

[Research](#), [Extension](#), [TVMDL](#)

Revisions include:

Sec. 2.2: “regardless of funding source” was added to the sentence, “Every employee responsible for conducting business with outside vendors has the responsibility of making a good faith effort of ensuring that HUBs are afforded an equal opportunity to compete for all procurement and contracting activities for AgriLife Research, regardless of funding source or the dollar amount.”

Sec. 2.3: Wording was changed to indicate that Research promotes and encourages HUB subcontracting in all contracts/awards of \$100,000 or more, **not** “less than \$100,000.”

Link to *Electronic State Business Daily* was updated.

**Longevity and Hazardous Duty Pay**

(31.01.04.A0.01, 31.01.04.X0.01, 31.01.04.V0.01) October 14, 2022

[Research](#), [Extension](#), [TVMDL](#)

- The language in Procedure Summary was revised for clarity and succinctness.
- Sec. 1.1: Added sentence to reference section 5.1 from the System reg that states that “[p]revious state service affects both longevity and hazardous duty pay entitlements,” and added student employment as eligible for previous state employment.
- Sec. 1.4: Revised to state that active military service is applicable as state service but not hazardous duty pay entitlement since hazardous duty pay was removed from the System regulation (section 4.4).
- Added *Definitions* section to explain “longevity pay purposes” and “hazardous duty pay purposes.”
- Related Statutes, Policies, or Requirements: Added links to A&M System Regulation 31.03.06, Military Leave and Service and to AG-419 form.

**Overtime**

(31.01.09.A0.01, 31.01.09.X0.01, 31.01.09.V0.01) October 12, 2022

[Research](#), [Extension](#), [TVMDL](#)

All agencies:

- Sec. 1.4: Added the second sentence to address adjusting an employee’s work schedule so the employee does not work overtime.
- Sec. 2.1: Clarified “extraordinary circumstances.”
- Added Sec. 4.0, State Overtime for Non-Exempt Employees.

Extension added:

- Added Sec 2.2 about compensatory time granted for work during a disaster of emergency.
- Under “Related Statutes...” added *Texas A&M AgriLife Extension Service Agency Emergency Response Guidelines*.

## Family and Medical Leave

(31.03.05.A0.01, 31.03.05.X0.01, 31.03.05.V0.01)

[Research](#), [Extension](#), [TVMDL](#)

The revision transfers the responsibility from an employee’s supervisor to the HR Contact for:

- determining if the employee is eligible for FMLA
- obtaining sufficient information to determine if the leave qualifies for FML
- providing a FMLA packet within five days to the employee regarding his or her eligibility or non-eligibility

## Criminal History Record Information – Employees and Candidates for Employment

(33.99.14.A1, 33.99.14.X1, 33.99.14.V1) October 21, 2022

[Research](#), [Extension](#), [TVMDL](#)

- The **rule title** was changed from *Criminal History Record Information – Employees and Applicants to Criminal History Record Information – Employees and Candidates for Employment*.
- In **Rule Summary** first paragraph, added the following sentence from the regulation: It applies to all candidates for employment and all AgriLife Extension employees including, but not limited to, graduate assistants and agency employees with faculty titles who are not in tenure-track positions.
- **Procedures & Responsibilities** was divided into three sections to reflect that items in *1.0 General* apply to both the candidate and the employee, while the section *2.0 Pre-Employment Criminal History Background Checks Following Conditional Offer* (title was from wording in the System reg) applies to those who have received a conditional offer. Section *3.0 Criminal History Background Checks of Employees* updated wording to make more succinct and include current terminology. Subsection 3.6 was also added.
- **Sec. 2.1:** Form AG-473 was updated to reflect new terminology. (Last update was 2017)
- **Sec. 2.2:** Addresses a new sentence in System Reg, modified for AgriLife rules.
- **Sec. 2.3-2.4:** Addresses a candidate’s obligation to “report any arrest, criminal charge or conviction as provided for during the background check process” and the consequences for not doing so.
- Added the **Definitions** section to provide a helpful link to current terminology.

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**For the following procedures, upon Subject Matter Expert review, only non-substantive updates were deemed necessary. Revisions may include stylistic-type edits to conform to AgriLife format guidelines; updated references to specific offices and websites; edits to references in the Statutes section, and minor rewording of text to maintain clarity.**

## **Farm Equipment Operation and Maintenance**

(21.01.08.A0.05, 21.01.08.X0.05) September 9, 2022

[Research](#), [Extension](#)

## **Surplus or Salvage Property**

(21.01.10.A0.01, 21.01.10.X0.01, 21.01.10.V0.01) September 27, 2022

[Research](#), [Extension](#), [TVMDL](#)

## **Inventory Procedures**

(21.99.99.A0.01, 21.99.99.X0.01, 21.99.99.V0.01) September 27, 2022

[Research](#), [Extension](#), [TVMDL](#)

## **Driver Requirements for the Use of Texas A&M... Vehicles**

(24.01.01.[avx]0.03, 24.01.01.[avx]0.03, 24.01.01.[avx]0.03) October 12, 2022

[Research](#), [Extension](#), [TVMDL](#)

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