



WELCOME TO NEW EMPLOYEE ORIENTATION

Welcome to the Powerhouse.

UNIVERSITY of **HOUSTON**



Welcome to the Powerhouse.
New Employee Celebration



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TALENT ACQUISITION TEAM



Nikki Duncan

Mark Jackson

Hector Abercrombie

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POWERHOUSE INTRODUCTIONS

- Name
- Department
- Fun Fact



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OVERVIEW

- » Message from Dr. Khator
- » **Important** employee information
- » Resources and services available to employees
- » Comprehensive benefits overview

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COUGAR RED FRIDAYS

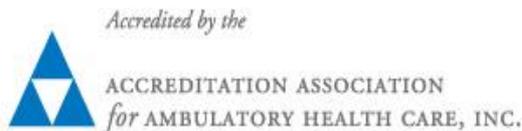
Friday Spirit for the University of Houston



Employees in **RED** eat for \$5.00 on Fridays
Fresh Food Company & Cougar Woods only
11 a.m. – 3 p.m.
Must have UH ID

Student Health Center

- ⌚ **Limited openings to Faculty & Staff**
General Medicine Clinic Appointment Line: 713-743-5156
- ⌚ **Minor or Urgent Medical Needs**
- ⌚ **Physician Office Visit - \$50.00**
(Procedures, lab, pharmacy and some nursing services carry additional charges)
- ⌚ **Does not accept UH employee insurance**
- ⌚ **Pharmacy**
- ⌚ **Immunizations**
- ⌚ **Dental** *(Most PPO Dental Insurance Plans Accepted)*



www.uh.edu/healthcenter



www.facebook.com/uhealthcenter

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Campus Recreation

\$27.00 monthly

For new employee 14-day trial, email: crmember@uh.edu



- **Fitness Zone**
- **Courts** *Basketball, Racquetball, etc.*
- **Climbing wall**
- **¼ mile Indoor Track**
- **Multi-Activity Court (MAC)**
- **Multi-purpose rooms**
- **Natatorium**
- **Outdoor Leisure Pool**
- **Group Fitness & Personal Training**
- **Outdoor Adventure**
- **Sports Clubs**
- **Summer Camp**
- **Smoothie King**



Dining Services

EAT SMART

PURCHASE A MEAL PLAN

the options are endless

FACULTY/STAFF
MEAL PLANS



EAT SMART

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HOUSTON
DINING SERVICES

Welcome to the Powerhouse.

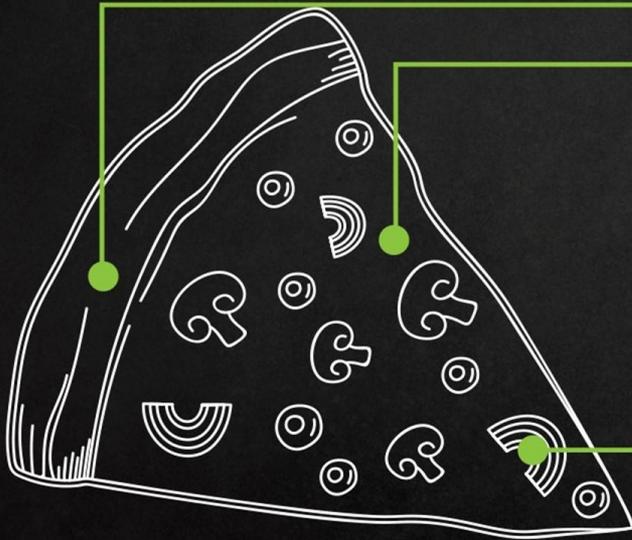
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Dining Services

Top 3 Reasons to Purchase a

MEAL PLAN

(Described as a Pizza slice)



1. CONVENIENCE - the crust

It is what holds our meal plans together. There is no grocery shopping or cooking.

2. VALUE - the cheese

An essential part to any meal plan, value saves you time & money. You pay no tax when you purchase a meal plan.

3. VARIETY - the toppings

Whether you eat meat, are a vegetarian or gluten free we have options for everyone. Embrace your inner foodie.

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Dining Services

EAT SMART

Faculty/Staff Meal Plans

Faculty and Staff 15 - \$86.50 per month

15 Meals per Month at Moody Tower or Cougar Woods Dining Commons

Faculty and Staff 10 - \$59.54 per month

10 Meals per Month at Moody Tower or Cougar Woods Dining Commons

Faculty and Staff 15 - \$32.48 per month

5 Meals per Month at Moody Tower or Cougar Woods Dining Commons



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Learn more at www.uh.edu/dining

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Dining Services

Meal Plan Benefits

Payroll Deduction

Payroll deduction automatically deducts monthly meal plan rate from your UH paycheck.

Automatic Reload & Rollover

No hassle in buying a new plan each month. Meals are reloaded to your card each month, and unused meals roll over to each month.

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Learn more at www.uh.edu/dining



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Dining Services

How to Sign Up

Cougar Card Office

Visit the Cougar Card Office located in Welcome Center Ste 151. Parking at Welcome Center Garage is **free** under 30 minutes.

Online sign-up coming soon!

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Learn more at www.uh.edu/dining



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DINING SERVICES

www.uh.edu/dining

Follow us! @UHFoodie



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Environmental Health & Life Safety (EHLS)

Department of Campus Safety

713~743~5858 (office)

713~743~8035 (fax)

<http://www.uh.edu/ehls>

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EHLS RESPONSIBILITY

- Campus Safety
- Research & Teaching Laboratory Safety
- Fire & Life Safety
- Food Safety
- Environmental Compliance
- Accident & Incident Investigation

HAZARD RECOGNITION AND ACCIDENT PREVENTION

- Be aware of your surroundings
- Use cell phones with caution, do not “text” while driving or walking.
- Work place hazards such as holes on walking surfaces or spills on floors, call the Facilities Customer Service Center:
 - “F-I-X-I-T” (713-743-4948)

HAZARD RECOGNITION & ACCIDENT PREVENTION

You are the **key** to protecting your health

- Use available personal protective equipment (PPE)
- Work safely, report workplace hazards (real or potential) and injuries to your Supervisor & EHLS
- Ask questions when unsure of potential hazards
- Drink plenty of fluids when working outside in the summer months or in hot environments

REPORTING SAFETY VIOLATIONS

www.MySafeCampus.com

1-800-716-9007

- For Campus Safety Concerns
- For Compliance/Safety Regulation Violations
- A 24-hours, 7-days/week incident reporting system
- Can remain completely confidential and anonymous

FIRE AND LIFE SAFETY



- Know at least two emergency exits
- Pathways to exits must be unobstructed
- Designate a meeting location outside your building and account for personnel
- Know the location of nearby fire alarm pull stations and how to call for emergency assistance
- **Immediately**, evacuate when alarm is sounding or when advised to do so. Take your belongings (wallet, keys, purse...) because you may go home from there

ENVIRONMENTAL HEALTH & SAFETY CONCERNS

Pay attention to:

- Workplace conditions or actions that can cause harm to persons or the environmental
- Lack of, or poor condition of equipment, tools, personal protective equipment required for safe work
- Violations of UH policies or government regulations applicable to Environmental & Occupational Health and Safety

ADDRESSING SAFETY CONCERNS

- Take care of it, only if you can and are trained to. Otherwise,
- Notify the appropriate person or UH Department
 - e.g. Work request to FAMIS or Call FIXIT (713-743-4948)
- Notify your supervisor or Department Administrator
- Contact EHLS Department for assistance at ehs@uh.edu or 713-743-5858
- Report the safety concern or violation

Continuing Education

- » Continuing Education Courses
- » Staff Tuition Scholarship
- » The College Program

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Holiday Schedule FY18

HOLIDAY	DATE(S)	# OF DAYS
Labor Day	9/4/2017	1
Thanksgiving	11/23 – 11/24/2017	2
Winter Holiday	12/25 – 1/2/2018	7
Martin Luther King Day	1/15/2018	1
Spring Break	3/16/2018	1
Memorial Day	5/28/2018	1
Independence Day	7/4/2018	1
TOTAL		14

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Sick/Vacation Accrual

- » **Sick leave:** 8 hours of sick time a month for duration of employment, available starting at accrual (SAMS 02.D.01)
- » **Vacation:**
 - Employees are not eligible for an official vacation until six months of employment with the state of Texas (SAMS 02.D.01)

LENGTH OF STATE SERVICE	HOURS ACCRUED PER MONTH	ALLOWABLE CARRYOVER
Less than 2 years	8	180
At least 2 but less than 5	9	244
At least 5 but less than 10	10	268
At least 10 but less than 15	11	292
At least 15 but less than 20	13	340
At least 20 but less than 25	15	388
At least 25 but less than 30	17	436
At least 30 but less than 35	19	484
At least 35 years or more	21	532

AccessUH

[List of Services](#)[CougarNet Login](#)[myUH \(PeopleSoft\) Login](#)CougarNet ID: [Don't know your CougarNet ID?](#)CougarNet Password: [Change your CougarNet Password.](#)[Login to AccessUH](#)

Help

[AccessUH FAQs](#)
[Change CougarNet Password](#)
[Change myUH Password](#)
[Chat with IT Support](#)
Call 713-743-1411

Recently Applied at UH? If you have not enrolled for the current or the next semester and you have received your myUH ID number, please use the myUH (PeopleSoft) ID tab and use your myUH self-service account and its password to log in to AccessUH. If you do not know the password, please reset your myUH account password [here](#). Once you have enrolled in classes, you will receive an email about your new CougarNet account.

About AccessUH

- **Supported Browsers for AccessUH** include the latest versions of Internet Explorer, Firefox, Safari, Chrome, and Opera.
- **Maintenance Window for AccessUH** is Fridays from 2:00am - 6:00am. AccessUH may be unavailable intermittently during this time frame.
- Session Timeout for AccessUH is 60 minutes.
- *Each application service within AccessUH may have different browser support, maintenance window, and session timeout information for the specific application. Please see the [list of services](#) for specific requirements on each application services.*
- **List of Services** describes the services currently included within AccessUH. The description may also include information on how to gain access and/or audiences for the application service.
- **More about AccessUH** is our UIT page for AccessUH, related tips, best practices, FAQs, policies, and more
- Like to see a new service in AccessUH? Please let us know what you would like [added to AccessUH](#).

Current Phishing Scams Reported at UH

- **Service Maintenance Alert**
Reported Tues., 6/3
REPORT phishing messages to security@uh.edu then **DELETE** them.
If you responded to a phishing message, contact UIT Security immediately at security@uh.edu or 832-842-4695.



AccessUH

[Like](#) 1,873



Welcome Carla Martinez!
Logged in via CougarNet ID.
Your password expires in
70 day(s). [Click here to
reset CougarNet
password.](#)

[Logout](#)



Help

Don't see all your services?

[Click here to refresh your icon list](#)

AccessUH FAQs

- [What is AccessUH?](#)
- [What is available through AccessUH?](#)
- [Can we access AccessUH away from campus?](#)
- [When using AccessUH, how will I know when my CougarNet password is about to expire?](#)
- [Why don't I see all the services available through AccessUH when I log in?](#)
- [More AccessUH FAQs](#)

CONTACT US

[Chat with IT Support](#) or call 713-743-1411



AccessUH

[Like](#) 1,989



Security Spotlight

- Use a Strong Password

University Services



CASA



CougarCard



Facility Work Order System



Faculty/Course Evaluation



Get Involved



PEAR Student



Parking Self-Service



Skillport



Skillport - Books



Software Download



T.A.P. Employee Online Training



UH Self Service



myHousing

Administrative Services



Campus Solutions



Email (Exchange)



HR

My Info (P.A.S.S.)



Absence Request
Request an absence.



eTermination Checklist
eTermination Checklist



W2 Print
View and Print your W-2's past and present.



Time Reporting
Report and review your time, schedules, request absences and more.



Personal Information
Review and update your personal information.



Benefits
Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.



Payroll and Compensation
Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.



Accounts Payable Information
UH Employee Self Serve - Accounts Payable Information



My Campus Account



Change My Password
Create a new password.

My Professional Development



Current Performance Documents
Update or view your performance documents for the current period.



Historical Performance Docs
View your completed performance documents.



Training Summary
View a summary of your training information.



Request Training
Submit a request for enrollment in training.

Photos



Employee Message Center

EMPLOYEE MESSAGE CENTER

Welcome to the new HR Home Page.

On the left side of the page you will find P.A.S.S. under the headings of "My Info" and "My Professional Development"

On the right side of the page employees with administrative roles will see quick links based on their assigned tasks under the heading "My Work"

For your convenience, we have reduced navigation by adding quick links.

The Employee Message Center will be updated periodically with new information.



My Work



Query Manager
Create or update queries and query specifications.



Report Manager
Review report list.



Process Monitor
Review process and server lists for specified criteria.



Budget Reports



HR Reports



Payroll Reports

My Links

ERS

ERS Home Page

TEXFLEX

TexFlex Home Page



UH System
UH System Home Page



UH Central Human Resources
UH Central Human Resources

Personal Information

P.A.S.S.

Personal Information

Review and update your personal information.

 Ethnicity	 Veteran Status	 Personal Information Summary Review a summary of your personal information.
 Home and Mailing Address Review and update your home and mailing addresses.	 Work Address Work Address	 Phone Numbers Add or update phone numbers, or specify your primary phone number.
 Email Addresses Add or update your email addresses.	 Emergency Contacts Add or update your emergency contact information.	 Marital Status Update your marital status.
 Name Change Review or update your name information.		

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Parking Permit

- » Access Parking Self-Service
- » Need CougarNet or PeopleSoft ID/Password
- » A printable temporary parking permit
- » Official permit will be mailed to you
- » Can opt for payroll deduction

Contact [Parking and Transportation](#) for questions

832-842-1097

<http://www.uh.edu/parking>



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Mandatory Training



New Hires must complete within 30 days of receiving email notice
(email will contain instructions & link to complete)

**T.A.P. Employee
Online Training**

Course Name	Associated Law/Policy
New Hire- EEO	Texas Labor Code, 21.010
New Hire- FERPA	Family Educational Rights and Privacy Act of 1974
New Hire- Ethics, Compliance and Fraud	Executive Order RP36 and BOR Policy 57.01
New Hire- Secure Our Systems	Texas Administrative Code, Chapter 202

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HR Service Center

Our goal to provide excellent customer service to the University's Staff, Faculty and Students.



325 McElhinney Hall

713.743.3988

csc@uh.edu

Open Monday – Friday 7:30am – 5:00pm

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PAYROLL

Important information when it

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Pay Schedules



The University of Houston pays their employee's on the following schedules:

- Biweekly, these are your Hourly/Non-exempt employees
 - Biweekly pay periods begin on a Wednesday and end on a Tuesday.
 - Biweekly employees are paid every other Friday. Which is 10 days from the end of the pay period.
- Monthly, these are your Salaried/Exempt employees
 - Monthly employees are paid on the 1st “working” day of the month, for the prior month.

Hourly Employees



Hourly employees are responsible for:

- Punching in/out throughout the day.
- Notifying your Manager if you miss a punch, which creates a High Exception.
- Submitting your Absence request, this is the method used to request time off.
- Ensuring that you're Manager has approved all of your payable time and absence request by Payroll's designated deadlines.

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How to: TRAM



TRAM is the University of Houston's electronic Time Reporting & Absence Management System.

- As an hourly employee you will be required to record your punches using either the Web Clock portal or the Time Collection Device (TCD).
- Web Clock
 - An online-based time collection system located in P.A.S.S. This method allows the employee to punch in/out from the employee's computer.
- Time Collection Device (TCD)
 - An electronic device used for hourly employees to report time worked. This method requires the employee to punch in/out by scanning his/her thumb or other finger.

Log into PASS:



Favorites ▾ Main Menu ▾

ORACLE

Time   ▾

 **Web Clock**
Report a single punch and associated time and task details.

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Web Clock

Mickey Mouse
Test Non-Exempt

Employee ID 9991236
Employment Record 0

Your Last Recorded Punch

Meal at 12:03:00PM

Enter Punch ?

*Punch Type In

Time Zone CST Central Time

Enter Punch



Welcome to the Powerhouse.

Message

Your In punch was successfully recorded at 2:23:52PM. (13504,220)

OK

TCD machines
are located near
the entrance of
the building



TIMELINK. 

Thursday, September 18, 2014
10:18:07 AM

Please select a Transaction

<input type="button" value="In"/>	<input type="button" value="End Meal"/>
<input type="button" value="Start Meal"/>	<input type="button" value="Out"/>
<input type="button" value="Exception User"/>	<input type="button" value="Enroll"/>

Connected
(00-04-24-A5-F0-75) IP(129.7.66.248)
Version (3.0.2.102) (FP=D1.9T BSP=CE71020 A)



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The screenshot shows the TIMELINK mobile application interface. At the top left is the 'TIMELINK' logo, and at the top right is the University of Houston (UH) logo. Below the logos, the date 'Thursday, September 18, 2014' and the time '10:25:49 AM' are displayed. A green notification bar contains the text 'Good Morning Clancy Nelson' and 'IN Punch Accepted (1226426)'. Below this are six blue buttons arranged in a 3x2 grid: 'In', 'End Meal', 'Start Meal', 'Out', 'Exception User', and 'Enroll'. At the bottom, the status 'Connected' is shown, along with technical details: '(00-04-24-A5-F0-75) IP(129.7.66.248)' and 'Version (3.0.2.102) (FP=D1.9T BSP=CE71020 A)'.

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Absence Request



Both Hourly and Monthly employees submit absences request the same way, these request must be submitted and approved by your manager by Payroll's designated deadline.

Favorites > Main Menu > Self Service > Time Reporting > Report Time > Absence Request HR92TST - Home

ORACLE

Request Absence

 **Mickey Mouse**
Test Non-Exempt

Instructions
Enter Start Date, Type of Absence, and Requested fields. The absence request can be saved for later or submitted for approval.

Absence Detail ?

*Start Date  [View Monthly Schedule](#)

Filter by Type

*Absence Name

Comments

Requestor Comments

Go To [View Absence Request History](#) [View Absence Balances](#)

* Required Field



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Monthly Employees



Monthly employees are responsible for:

- Submitting your Absence request, this is the method used to request time off.
- Ensuring that your Manager has approved your absence request by Payroll's designated deadlines.

Direct Deposit



Main Menu ▾ > Self Service ▾ > Payroll and Compensation ▾ > Direct Deposit

Initially you will set up your direct deposit when you complete your New Hire paper work. If you need to change your direct deposit information it will need to be completed as follows:

- Biweekly Payroll: Last day of the pay period.
- Monthly Payroll: 15th of each month

Following this schedule will ensure that your new direct deposit information will be processed timely. Always review the Payroll Calendar located on the HR Website under Payroll Services.

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Review your Personal & Paycheck data



Below are some of the items that you should review on a regular basis:

- Personal Data:
 - Social Security Number
 - Address
- Validate all time is approved:
 - Payable Time
 - Absence Request
 - High Exceptions, cleared
- Paycheck Data:
 - Earnings
 - Deductions
 - Biweekly voluntary deductions are taken on the first biweekly check of the month, all other deductions are split between both pay periods.
 - Taxes

If you identify any errors or need to make any changes or corrections, you will need to make these as soon as possible to ensure your records and payroll are correct.

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THANK YOU



Payroll is deadline driven, please be sure to review the Payroll Calendar's for designated deadlines.

Visit our Payroll Services page on the HR website

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HR BUSINESS PARTNERS



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HR Business Partner Team (Employee Relations)

Connie Kemp, Manager
3-35703

Clausezette Davis – Business Partner
3-5778

Carlos Luis – Business Partner
3-6230

Laurie Pinto – Business Partner
3-5743

uh.edu/hr/emplrelations

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HR Business Partner Defined

*HR Business Partners are HR professionals who work closely with an organization's senior leaders in order to develop an HR agenda that closely supports the overall **strategic goals** of the organization/division units.*

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Business Partner as a Resource

- ❖ Strategic Partners
- ❖ Conduct Mediations
- ❖ Manage the Reduction in Force Process
- ❖ Manage the Progressive Discipline Process
- ❖ Coach & Consult UH Staff on ER Matters
- ❖ Facilitate the Employee Grievance Process
- ❖ Advise Supervisors on Policies and Procedures
- ❖ Conduct Supervisor Training and Recommend Training

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Policies & Procedures

MAPPS

Manual of Administrative Policies & Procedures
(Campus-wide)

SAMS

System Administrative Memorandum
(System-wide)

Take time to know university polices...

MAPPS & SAMS Access

uh.edu/adminservices

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Policies & Procedures

- » Drug & Alcohol (Policy & Procedure/Staff Handbook, E)
- » Violence In the Workplace (MAPP 02.04.04)
- » Absenteeism & Tardiness (SAMS 02.A.40)
- » Financial Responsibility (MAPP 05.03.01)
- » Employee Records (MAPP 02.05.01)
- » Open Records (MAPP 02.05.01)
- » Social Media Policy (SAM 01.H.01)

Probationary Status

MAPP 02.04.03

Probationary period ~ Exempt vs. Non-Exempt

- » Exempt (Salaried employees)
12 month probationary period
- » Non-Exempt (Hourly employees)
6 month probationary period

Nepotism Policy

SAM 02.A.21

- » An employee may not supervise a relative
- » An employee who does so is subject to disciplinary action up to and including termination.

Authorized Paid Leave

- » Sick leave — 8 hours/month (SAMS 02.D.01)
- » Jury Duty (SAMS 02.D.04)
- » Emergency Leave (SAMS 02.D.04)
- » Firefighter Leave (SAMS 02.D.04)
- » Foster parent leave (SAMS 02.D.04)
- » Bereavement Leave (MAPP 02.02.03)

Authorized Unpaid Leave

- » Military Leave (SAMS 02.D.05)
- » Unpaid Leave (MAPP 02.02.03)
- » Parental Leave (MAPP 02.02.02)
- » FMLA (MAPP 02.02.02), *available after 12 months of employment with the State of Texas and a minimum of 1250 hours worked with the University of Houston.*

www.uh.edu/fs/handbook/fachand.html

Progressive Discipline Policy

MAPP 02.04.03

Informal measure:

- » Conferences(s) between supervisor and employee
- » Several informal conferences may occur before the formal process

Formal measures:

- » Written reprimand
- » Final Written Reprimand or Suspension (not to exceed 10 working days)
- » Dismissal from employment (Termination)

Employee Grievances Policy

MAPP 02.04.01

Grievance actions include:

- » All disciplinary actions are grievable
- » Three levels of the Employee Grievance Process

Level I – Meeting w/Supervisor

Level II – Mediation Process

Level III – Hearing Panel Review Committee

Probationary Employees are eligible for Level I Grievance only

- » Timeline associated with each level of the process

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Business Partners Training

- » Coaching, Documentation & Discipline
- » Performance Management
- » Partner with LTD Team for intact training

Questions...

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EQUAL OPPORTUNITY SERVICES



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DISCRIMINATION & HARASSMENT POLICY

- The policy covers faculty, staff, students and visitors.
- Duty to Act and Report~ imposed on all persons to take reasonable and necessary action to prevent unlawful discrimination and harassment and to respond promptly to such claims.
- Policy provides steps for self-help, mediation by EOS or filing a formal complaint.
- Complaints must be filed within 180 calendar days from the date of the alleged incident(s).

DISCRIMINATION

- Treating an individual or members of a Protected class less favorably because of their membership in that class or having a policy or practice that has disproportionately adverse impact on Protected Class members.



- ❖ Ex: I was not promoted because of my race, gender and sexual orientation.
- ❖ Ex: The department implemented a policy that disproportionately impacted employees over 40.
- ❖ NOT Covered under this policy: My boss is rude and unprofessional to ALL of his/her employees.

HARASSMENT

- Harassment: subjecting an individual on the basis of their membership in a protected class to **severe or pervasive** treatment that constitutes:
 - ❖ Humiliating, abusive or threatening conduct or behavior that denigrates or shows hostility or aversion toward an individual or group
 - ❖ An intimidating, hostile or abusive living or working environment that alters the conditions of learning, living or working
 - ❖ An unreasonable interference with an individuals' academic or work performance

PROTECTED CLASSES

- ❖ Race
- ❖ Color
- ❖ Sex
 - ❖ Includes sex, pregnancy and sex stereotypes
- ❖ Genetic Information
- ❖ Age
- ❖ National Origin
- ❖ Sexual Orientation, Gender Identity and Gender Expression
- ❖ Veteran Status
- ❖ Religion
 - ❖ Prohibits Discrimination and Harassment due to **sincerely held** religious, ethical or moral beliefs.
 - ❖ Religious accommodation should be made when the accommodation presents **de minimis cost** or burden to employer.
- ❖ Disability
 - ❖ Prohibit employment discrimination or harassment because an individual has a **disability**, had a disability in the past, or is believed to have a physical or mental impairment that is not transitory.
 - ❖ Qualified employees may initiate the interactive process to seek **reasonable accommodations**.

RETALIATION

- It is illegal to fire, demote, harass or otherwise retaliate against applicants or employees because they filed a charge of discrimination to their employer or other covered entity about discrimination on the job or because they participated in an employment discrimination proceeding.



SEXUAL MISCONDUCT POLICY/TITLE IX

KEY FACTS OF THE SEXUAL MISCONDUCT POLICY

- Covers faculty, staff, students and visitors
- Covers behavior on and off campus
- No time limit to report or file a formal complaint
- Provides equal rights to people involved
- Making a report does not automatically start the formal process
 - Complainants can receive resources and/or accommodations without filing a formal complaint.

SEXUAL MISCONDUCT POLICY CONT.

- ❖ Sexual Assault
- ❖ Non-Consensual Sexual Touching
- ❖ Stalking
- ❖ Sexual Intimidation
- ❖ Sexual Exploitation
- ❖ Dating and Domestic Violence
- ❖ Sexual Harassment

RESPONSIBLE EMPLOYEES

- ❖ All employees are encouraged to immediately report any incidents of Sexual Misconduct
- ❖ Responsible employees have a **duty to report** incidents of sexual misconduct to the Title IX Coordinator
- ❖ Responsible employees include:
 - ❖ Administrators
 - ❖ Faculty
 - ❖ Supervisory Staff
 - ❖ Resident Life Coordinators
 - ❖ Graduate Teaching Assistants



HOW TO RESPOND TO A REPORT

Disclose as soon as possible that you are NOT confidential

- Offer confidential resources (Counseling and Psychological Services, Women and Gender Resource Center and Student Health Center)

Are you physically hurting?

- if yes, call UHPDS or 911 if they need emergency care
- if no emergency, refer them to Student Health Center and/or encourage them to seek follow up care

Do you feel safe?

- If person has immediate concerns, call UHPDS or 911
- Their version of what is safe is what matters
- EOS, UHPD, WGRC and others can help create an in-depth safety plan

What can I do for you?

- If they want to speak to police, call UHPD
- Avoid filling the silence
- Connect them with campus resources such as CAPS, Student Health Center, UHPD, WGRC and EOS
- It is ok if you do not have next steps or answers

DO I REPORT IF...

- ❖ I heard it second hand.
- ❖ I do not know everyone involved.
- ❖ The person asked me to keep it a secret.
- ❖ I want to respect their privacy.
- ❖ The person does not believe the incident is misconduct or discrimination.
- ❖ I think it MAY implicate the policy, but I am unsure.
- ❖ The victim did not report the matter. The reporter was a witness or the accused.

**The
Answer is
YES!
REPORT**

JUST REPORT

- ❖ You are not required to be an *expert, counselor, advocate* or an *investigator*. **JUST REPORT** the matter to EOS.
 - ❖ Remember to refer to resources!
- ❖ Notify us within 24 hours of receiving the report.
 - ❖ Email, call or in person reports are welcome.
- ❖ Every responsible employee involved should report.
 - ❖ Ex: If UHPD responded to the incident, other responsible employees should still report.
- ❖ Campus Security Authority
 - ❖ If you are a CSA and required to report for Clery you must make **BOTH** reports.

BYSTANDER INTERVENTION

What can I do?

- ❖ Be direct
 - ❖ Confront the behavior directly
- ❖ Create a distraction
 - ❖ Help diffuse the situation or give the person an opportunity to get away
- ❖ Delegate
 - ❖ Find someone else who is better suited to handle the situation (a police officer, security officer, supervisor, etc.)



CONTACT US

- ❖ Web: <http://www.uh.edu/equal-opportunity/>
- ❖ Email: eos@uh.edu
- ❖ Phone: (713) 743-8835
- ❖ Located between Student Health Center and the Center for Students with disAbilities

NEED ADDITIONAL TRAINING?

Contact us to conduct a training for
your department!

ANY
QUESTIONS ?



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UNIVERSITY of **HOUSTON**

UNIVERSITY OF HOUSTON POLICE
DEPARTMENT
CAMPUS SAFETY

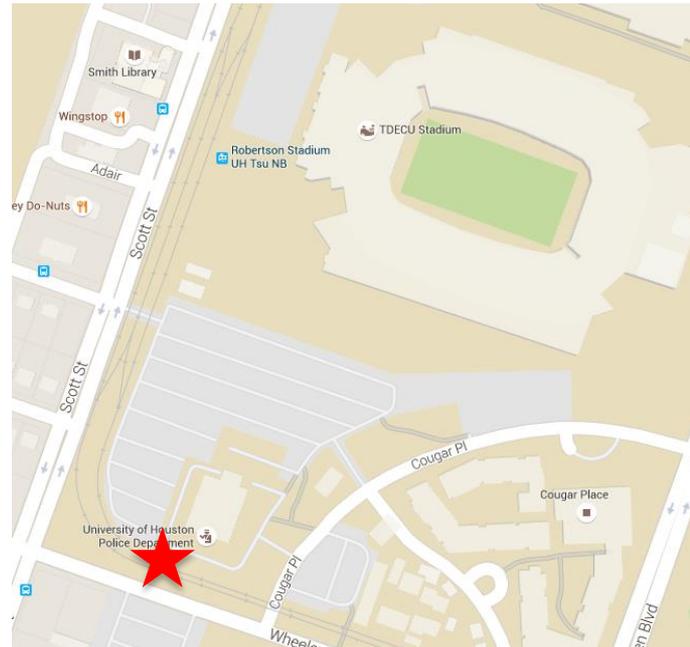


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UHPD LOCATION

- Located at 4051 Wheeler
 - At the corner of Wheeler Street & Cougar Place Drive.
 - South of TDECU Stadium.



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SAFETY RESOURCES

Emergency Call Box

Located throughout the campus.



Safety Escort Program

Available 24/7

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SAFETY RESOURCES

Daily Crime Log

Annual Security Report

Posted On _____ at _____ Updated and Replaced on _____ at _____
 By _____ University of Houston Daily Crime Log By _____
 Calendar Year 2017

Criminal Violation(s)	Case Number	Date/Time Reported	Date/Time Occurred	General Location	Disposition
Burglary of Motor Vehicle	17-0323	2/21/17 12:00 AM	02/12/17 1800-02/18/17 1300	Lot 21B	Inactive
Duty on Striking Unattended Vehicle	17-0327	02/21/17 1054	02/20/17 0700-1600	Lot 6A	Active
Public Intoxication	17-0329	02/21/17 1607	02/21/17 1607	Hofheinz Pavillion	Adult Arrest
Theft	17-0330	02/21/17 1844	02/20/17 1930-2000	Campus Rec & Wellness	Active
Assault	17-0325	02/21/17 1001	02/20/17 1715-1730	Student Center South	Active
Theft	17-0331	02/22/17 0134	02/21/17 1200-02/22/17 0000	Cougar Village	Active-Pending New Information
Duty on Striking Unattended Vehicle	17-0333	02/22/17 1635	02/22/17 1615-1616	East Parking Garage	Active
Disorderly Conduct	17-0334	02/22/17 2025	02/22/17 2020-2025	Campus Rec & Wellness	Cleared by Citation
Possession of Marijuana & Possession of Drug Paraphernalia	17-0335	02/23/17 0135	02/23/17 0135-0159	Health & Biomed Sciences	Adult Arrest
Burglary of Habitation & Theft	17-0336	02/23/17 1037	01/07/17 0000 - 02/23/17 0900	Calhoun Lofts	Active
Theft	17-0337	02/23/17 1258	02/18/17 0930-1500	Cullen Performance Hall	Active
Theft	17-0338	02/23/17 1314	02/23/17 1300	Student Center South	Inactive
Stalking	17-0339	02/23/17 1320	10/01/16 - 02/23/17	MD Anderson Library	Active
Duty on Striking Unattended Vehicle	17-0340	02/23/17 1317	02/22/17 0940-1530	Stadium Parking Garage	Active
Fail to Stop and Give Information	17-0341	02/23/17 1552	02/23/17 1535	3800 Cullen Blvd	Inactive
Duty on Striking Unattended Vehicle	17-0344	02/23/17 2030	02/23/17 1030-2015	Lot 16B	Inactive
Public Intoxication & Consumption of Alcohol by Minor	17-0346	02/24/17 0253	02/24/17 0230	Moody Towers	Adult Arrest
Criminal Trespass	17-0346	02/24/17 0253	02/24/17 0230	Moody Towers	Adult Arrest
Theft	17-0348	02/24/17 1417	02/21/17 1800-02/24/17 1400	Cougar Place	Active-Pending New Information
Theft	17-0351	02/24/17 1628	02/24/17 1433-1435	Student Center North	Active

Daily Crime Logs and Bulletins (prior format) published more than 60 days ago will be made available within two business days of request by calling UHPCD Records at 713-743-0620.

2016 Annual Security & Fire Safety Report

Central Campus, Texas Medical Center Campus, Northwest Campus, Woodlands Campus, and San Antonio Campus

October 1st of each year

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SAFETY RESOURCES

Emergency Alerts

The UH ALERT Emergency Notification System will only send messages when a significant emergency or dangerous situation that represents an immediate threat to the health or safety of the campus community or when certain criminal offenses have been reported that represent a serious or continuing threat to the university community.

UHALERT

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SAFETY RESOURCES

Emergency Alerts

How to Update Your Faculty/Staff Emergency Contact Information

If you are a student, go to the [Student Instructions page](#).

Maintaining your cell phone number in PASS is very simple. Follow these 6 easy steps:

1. Log into AccessUH via <https://accessuh.uh.edu>
2. Select the **PASS icon** under 'Administrative Services'
3. Select **Personal Information**
4. Select **Phone Numbers**
5. Select **Mobile** as the Phone Type and enter your cell phone number
6. Click **Save**

Please allow 24 hours for the information to be updated.

Website: alerts.uh.edu

Twitter: UHAlert

Facebook: UHAlert

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SAFETY RESOURCES

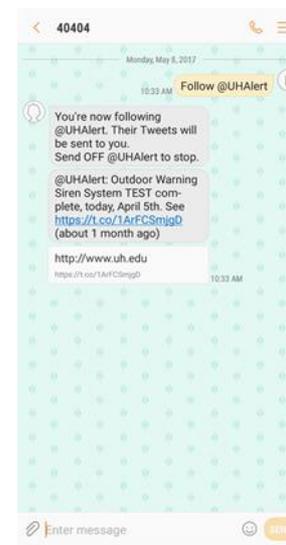
Emergency Alerts

Website: alerts.uh.edu

Twitter: UHAlert

Facebook: UHAlert

Twitter Fast Follow:
Text “follow @UHAlert”
to 40404



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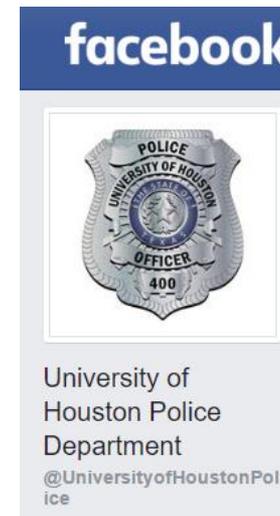
SAFETY RESOURCES

Security Alerts

Website: www.uh.edu/police/securityalerts/

Twitter: UofHPolice

Facebook: University of Houston Police Department



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SAFETY RESOURCES

Coffee With a Cop



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SAFETY RESOURCES

Adopt A Cop



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SAFETY RESOURCES

- UHPD Referral Process
- Theft
 - Unattended items
 - Keep vehicle tidy

SENATE BILL 11 SUMMARY

EFFECTIVE AUGUST 1, 2016

- Authorizes a License To Carry holder to carry a concealed handgun on or about the license holders person while on the campus of an institution of higher education or private or independent institution of higher education in this state.

*One of the eligibility requirements to apply for LTC, must be at least 21 years of age.

SENATE BILL 11
OPEN CARRY IS STILL PROHIBITED
ON CAMPUS.



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Open Carry



Concealed Carry



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SENATE BILL 11

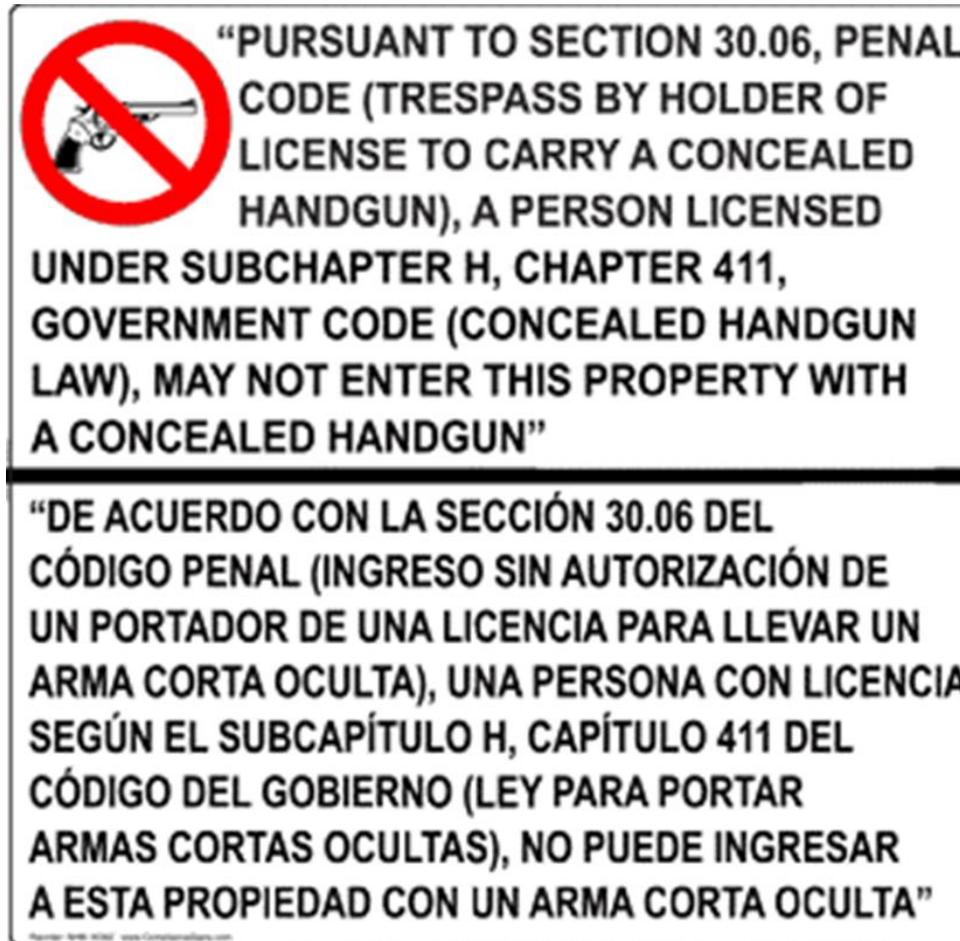
- The president of an institution of higher education *shall* establish reasonable rules, regulations, or other provisions regarding the carrying of concealed handguns by license holders on the campus or on specific premises located on the campus.

SENATE BILL 11

- Prohibits a university from restricting the carrying of a handgun in a persons car if that person holds a concealed handgun license
- Requires that prohibited areas are designated by “30.06 signs” which indicated that carrying of a handgun within the area that is prohibited

30.06 SIGNAGE

TRESPASS BY LICENSE HOLDER WITH A CONCEALED HANDGUN



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30.06 SIGNAGE

TRESPASS BY LICENSE HOLDER WITH A CONCEALED HANDGUN



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SENATE BILL 11

- Went into effect August 1, 2016.
- The effective date of this law for a public junior college is August 1, 2017.

STILL PLACES CANNOT CARRY

- There are significant exceptions.
- For example, Texas PC 46.035 (UNLAWFUL CARRYING OF HANDGUN BY LICENSE HOLDER) prohibits carrying of handguns and other weapons in the following places:

STILL PLACES CANNOT CARRY

- On the premises where a high school, collegiate*, or professional sporting or interscholastic event is taking place

** Collegiate Sporting Events require notice that meets Penal Code Chapter 30.06*

STILL PLACES CANNOT CARRY

- On the premises of a church, synagogue, or other place of worship*

**if effective notice of prohibition is given per
Penal Code Chapter 30*

STILL PLACES CANNOT CARRY

- At any meeting of a governmental entity
 - (if the meeting is subject to the Texas Open Meetings Act per Government Code Chapter 551, and effective notice of prohibition is given per Penal Code Chapter 30)

EXCLUSIONS ZONES

- Campus areas used for day care and school activities, including areas frequently used by minor children.
- Health care facilities similar to hospitals used for patient care, counseling and mental health services.
- Laboratory areas where dangerous materials and equipment or research animals are present.

EXCLUSIONS ZONES

- University housing other than Calhoun Lofts.
- Spaces used for discussions of grievances or disciplinary hearings or meetings. (These exclusions may be permanent or temporary based on usage of the spaces.)

TEXAS PENAL CODE 30.06

EFFECTIVE JANUARY 01, 2016

d) An offense under this section is a Class C misdemeanor punishable by a fine not to exceed \$200, except that the offense is a Class A misdemeanor if it is shown on the trial of the offense that, after entering the property, the license holder was personally given the notice by oral communication described by Subsection (b) and subsequently failed to depart.

TEXAS SENATE BILL NO. 273

- Prohibits a state agency or political subdivision from posting a sign or similar notice forbidding a concealed handgun license holder from carrying a handgun on a premises owned or leased by the governmental entity unless the license holder was prohibited from carrying a weapon on the premises under Penal Code, secs. 46.03 or 46.035.

TEXAS SENATE BILL NO. 273

- The Texas legislation has teeth, but fair notice must be given to the government entities that break the law.
- Once a government entity is placed on notice that they are in violation of the law, they have 15 days to remove the offending sign.

TEXAS SENATE BILL NO. 273

- The bill would make state agencies and political subdivisions that violated this section liable for civil penalties ranging from:
 - \$1,000 up to \$1,500 for the first violation; and
 - \$10,000 up to \$10,500 for a second or subsequent violation.
 - Each additional day is a separate offense.

APPENDIX

University of Houston MAPP Appendix 1

8/22/2016

CB Bldg Cd	Building Name	Building Exclusion	Rooms Not Excluded from Campus Carry (for Partial Exclusions)	Rooms Excluded from Campus Carry (for Partial Exclusions)
0116	Safety,Human Factors&Ergo.Lab	No		
0119	Texas Manufacturing Asst. Ctr.	No		
0523	Science &Engineering Annex	No		
0529	Sci.& Engr. Classroom Building	No		
0486	Atmospheric Testing Lab	No		
0580	Engineering Lecture Hall	No		
0704	TMC@2151 Holcombe	No		
0409	Conoco Phillips Petroleum Engineering Bldg	Partial		107, 114, 115, 109, 106, 139, 150
0414	UH Energy Research Park 14	Partial		101, 100, 149,106
0503	Technology Annex	Partial		129, 129A, 116AC, 105, 120B, 102C, 105A, 105B
0508	College of Technology Building	Partial		221, 228D, 228DA, 230D, 230DA, 119, 119A, 203, 110
0551	Science and Research 2	Partial		28,29, 30, 37,38, 39, 40, 41,43,44, 45, 47,49,50,51,52, 53,54, 55, 55A, 56, 57, 62,63,64,65, 66,67, 68, 69, 70, 76, 77, 255, 431A, 431D, 431E, 560, 532C, 560, 434D, 440, 234C, 432, 435B, 532A, 334, 431, 228, 332, 526, 532B, 434, 440, 232A, 234,535A, 530A, 530B, 531A, 328A, 231, 258, 433, 433A, 528C, 533A, 533B, 428,421E, 531C, 435A, 435C, 461, 264, 430, 464, 528A, 538B, 429, 429A, 429B, 429C, 435D, 432, 531C, 435E, 463, 428A, 428B, 428C, 428D, 428E, 232, 331, 10A, 11, 529, 529A, 529B, 529D, 431F, 462, 334A, 334C, 334D, 531C, 534A, 534B, 330, 330A, 330B, 332A, 332B, 332C, 252,534B, 434A, 434AB, 434B, 434C, 234A, 234B, 234D, 249, 529E, 550, 550A, 530D, 531C, 554A, 329, 329A, 329B, 329C, 329D, 329E, 329F, 355, 361, 364, 364A, 233, 233A, 233B, 233C, 335, 462, 528C, 530C, 433B, 433C, 433D, 433E, 432B, 432C, 432D, 432E, 432F, 531C, 402, 230, 230A, 230B, 230C, 431F, 435A, 435B, 435C, 435D, 461, 433B, 433C, 433D, 433E, 229, 229A, 229B, 229C, 333, 333A, 333B, 333C, 235, 235A, 235B, 235C, 328A, 430A, 430B, 430C, 445, 514, 559, 561, 131C, 255, 263, 267, 268, 429AA, 429BA, 436, 529C, 535B, 535C, 435D, 435E, 328B, 232C, 331A, 331B
0524	Student Service Center 1	Partial		220, Suite 226, 302H, 302F, 302G, 302J

RESOURCES

- UHPD Website
 - Campus Carry Video
- UH Manual of Administrative Policies and Procedures (MAPP 07.01.05)
 - Exclusion Zones by Building Number and Name
- Student Code of Conduct
 - Updated

Storage

Available 24
hours a day at
UHPD.



Safes will be secured
through a biometric
system.

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UNIVERSITY of **HOUSTON**

CONTACT UHPD

We are available around the clock, and any of our staff can assist you, or direct you to the person who can. Never hesitate to stop one of our staff or give us a call if you have a question or concern.

713~743~3333

Emergency: 911

www.uh.edu/police

Email: police@uh.edu



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Welcome

New UH Staff!

University Information Technology has a number of services and policies that we would like to bring to your attention



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Support

- » UIT provides support for all users at UH
Colleges/Divisions/Departments have local IT staff
- » UIT Website: uh.edu/infotech



Get Help

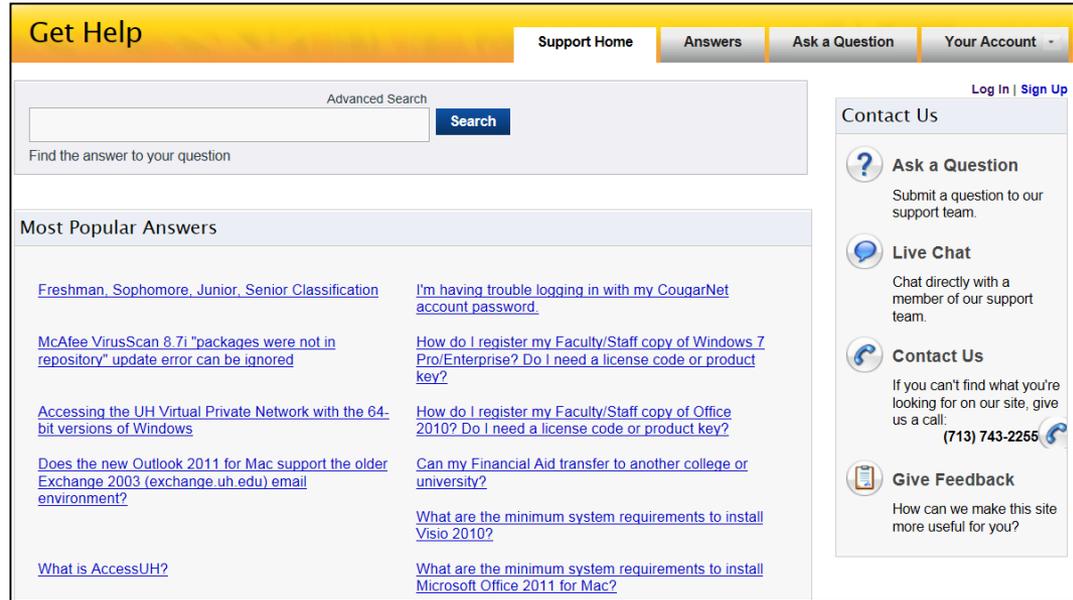
Live Chat

**Visit Us
Tech Commons**

Search UIT

UIT FAQs
 UIT Web Site

Search



Get Help | Support Home | Answers | Ask a Question | Your Account

Log In | Sign Up

Advanced Search

 Search

Find the answer to your question

Most Popular Answers

- [Freshman, Sophomore, Junior, Senior Classification](#)
- [I'm having trouble logging in with my CougarNet account password.](#)
- [McAfee VirusScan 8.7i "packages were not in repository" update error can be ignored](#)
- [How do I register my Faculty/Staff copy of Windows 7 Pro/Enterprise? Do I need a license code or product key?](#)
- [Accessing the UH Virtual Private Network with the 64-bit versions of Windows](#)
- [How do I register my Faculty/Staff copy of Office 2010? Do I need a license code or product key?](#)
- [Does the new Outlook 2011 for Mac support the older Exchange 2003 \(exchange.uh.edu\) email environment?](#)
- [Can my Financial Aid transfer to another college or university?](#)
- [What are the minimum system requirements to install Visio 2010?](#)
- [What is AccessUH?](#)
- [What are the minimum system requirements to install Microsoft Office 2011 for Mac?](#)

Contact Us

- Ask a Question**
Submit a question to our support team.
- Live Chat**
Chat directly with a member of our support team.
- Contact Us**
If you can't find what you're looking for on our site, give us a call:
(713) 743-2255
- Give Feedback**
How can we make this site more useful for you?

More About UIT

Contact us at [713-743-1411](tel:713-743-1411) or [Chat with us](#)

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Your UH Accounts

» PASS (PeopleSoft)

- ~ Personal Info
- ~ Payroll
- ~ Benefits
- ~ Time Reporting
- * PeopleSoft HR/Campus Solutions/Finance
(as needed for your job)

» CougarNet

- ~ Network
- ~ UHSecure Wireless
- ~ AccessUH
- ~ Virtual Private Network

» Departmental Accounts

CougarNet ID & Password

- » Look for an e-mail sent to the e-mail address you entered in PASS. It should arrive within 24 hours of Orientation.
- » You will be **required** to change your password before you can login.
- » **Go to: uh.edu/password**
- » Select: “I need to change my CougarNet password” and follow the steps.

Password Management

- » Use Strong Passwords
 - √ Upper and lowercase letters
 - √ Numbers (including zero)
 - √ Special Characters ~ ! # % & () * @ ^
- » Cannot contain part of your UserID exceeding 2 consecutive characters
- » Change every 180 days
- » Use a unique password for each account

(work, personal e-mail, banking, Facebook, etc.)

UIT Services

- AccessUH – Single sign on portal
 - <https://accessuh.uh.edu>
- Virtual Private Network
 - Securely connect your home computer to the UH campus network
 - www.uh.edu/infotech/vpn
- UHSecure – Secure wi-fi
 - Encrypts wireless traffic
 - UHWireless is not secure
 - www.uh.edu/uhsecure

UH E~mail

- » All faculty/staff/students have an Alias
- » Alias forwards e~mail to your Account
 - cougar14@uh.edu
 - cougar7@central.uh.edu
- » Access Account through e~mail client (i.e., Outlook)
- » E~mail may be sent to either Alias or Account
- » Alias listed in UH directory uh.edu/directory
 - » Public information

“Phishing” E-mail

- » Attempts to steal personal information
 - “Your account has been locked”
 - “Verify your account information”
 - “You’ve exceeded your mailbox quota”
- » To get your user ID and password, they will ask you to:
 - Reply back with your account information
 - Click on a link to go to a bogus “login” page
- » They use trusted brands to trick you
- » Forward suspicious e-mail to security@uh.edu

The Chase logo, featuring the word "CHASE" in a bold, sans-serif font next to a blue square icon containing a white stylized "C".The Amazon.com logo, featuring the word "amazon.com" in a lowercase, sans-serif font with a yellow curved arrow underneath.The Facebook logo, consisting of the word "facebook" in a white, lowercase, sans-serif font centered within a solid blue rectangular background.The University of Houston logo, featuring the words "UNIVERSITY of" in a small, grey, uppercase font above the word "HOUSTON" in a large, bold, red, uppercase font.

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“Phishing” E-mail

From: Morris, Judy J
Sent: Tuesday, May 09, 2017 3:30 PM
Subject: Your CougarNet Account is on Restriction

UNIVERSITY of **HOUSTON**

Dear User,

We detected something unusual about your account. To help keep you safe, we require an extra security update.

As part of our Security Agreement we have place your email on "Limitation"

[Review*](#) ▶

*To learn how alerts like this one help you to protect your webmail, visit School Help Center.

From: Dustin J. Tatman [<mailto:dtatman@LasVegasNevada.GOV>]
Sent: Tuesday, April 18, 2017 5:24 PM
To: Dustin J. Tatman <dtatman@LasVegasNevada.GOV>
Subject: IT REMINDER: Your Password Expires in Less Than 24 Hours

Your Outlook Web Access Domain password expires in less than 24 hours. You can change the password using the self service password reset website the link is below:

[Self service Password Reset Page](#)

Your new password will need to meet password complexity requirements:

- at least 8 characters long and cannot contain your name
- it must contain at least one uppercase and one lower case character and a number

If you have any questions or need further assistance, please contact the helpdesk at x7107
Please DO NOT reply to this email it is not a monitored account.

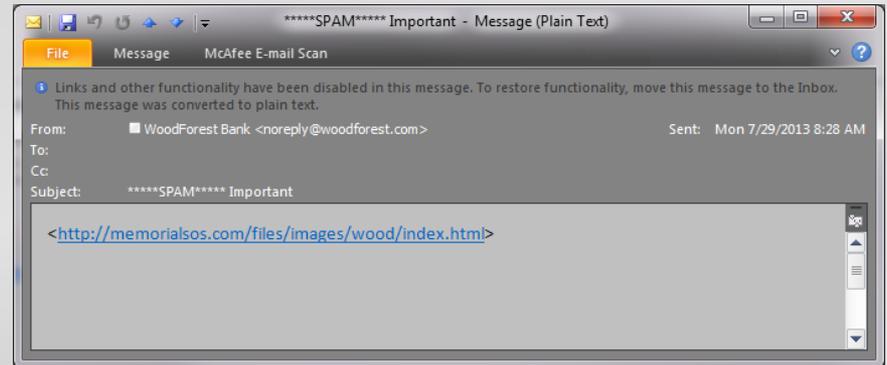
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Spam & PureMessage E-mail

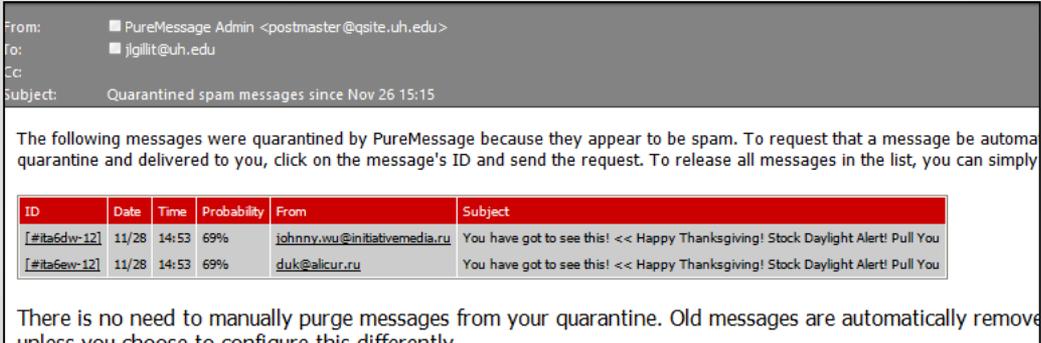
“Low Risk”

“Low Risk” e-mails will be have
****SPAM**** appended to the
beginning of the subject line.



“High Risk”

“High Risk” e-mails will be
quarantined by
PureMessage



The screenshot shows a PureMessage quarantine interface. The header information is: "From: PureMessage Admin <postmaster@qsite.uh.edu>", "To: jlgillit@uh.edu", "Cc:", and "Subject: Quarantined spam messages since Nov 26 15:15". Below the header, there is a text block: "The following messages were quarantined by PureMessage because they appear to be spam. To request that a message be automa quarantine and delivered to you, click on the message's ID and send the request. To release all messages in the list, you can simply". Below this text is a table with the following data:

ID	Date	Time	Probability	From	Subject
[#ita6dw-12]	11/28	14:53	69%	johnny.wu@initiativemedia.ru	You have got to see this! << Happy Thanksgiving! Stock Daylight Alert! Pull You
[#ita6ew-12]	11/28	14:53	69%	duk@alicur.ru	You have got to see this! << Happy Thanksgiving! Stock Daylight Alert! Pull You

Below the table, there is a text block: "There is no need to manually purge messages from your quarantine. Old messages are automatically remove unless you choose to configure this differently."

Incident Reporting & Investigation

All users have an obligation to report:

- » Actual incidents
- » Suspected incidents
- » Identified Vulnerabilities

Web: uh.edu/infotech/security

E-mail: security@uh.edu

Phone: 832-842-4695

Anonymously: www.mysafecampus.com

To report a copyright violation:

dmca@uh.edu

To report computer abuse:

abuse@uh.edu

Security

INFORMATION Security

Secure Your Data

- Tips and Best Practices
- Viruses and Other Malware
- Patches and Updates
- Firewalls
- Spam and Phishing
- Personal Identity Theft

What Should I do?

- to identify email scams?
- to protect my computer from viruses?
- if I need to access my computer from home?
- to protect my identity?
- to download copyrighted works legally?

Learn About UIT Security

- IT Policies and Procedures
- Services and Support
- IT Security Handbook (pdf)

Technology Partners Sharepoint Site

- Information for IRMs, ISOs, and Technology Managers

Get Free Security Downloads

Anti-Virus, VPN, Steady Finder

Change Your Passwords

MyUH, CougarMail, E-mail, etc.

Watch the Video

learn safe computing habits

Report a Security Incident

UIT Security

Contact UIT Security

Phone: 832-842-4695

Email: security@uh.edu

MySafeCampus

Hotline: 1.800.716.9007

Home What Is MySafeCampus@? How to Report What to Report Anonymous & Confidential FAQs

"Have the courage to say no. Have the courage to face the truth. Do the right thing because it is right. These are the magic keys to living your life with integrity."

W. Clement Stone

MAKE A REPORT

Your report will be submitted instantly to the appropriate individuals within your institution.

Make a Report Online Now!

Or call the hotline: 1.800.716.9007

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UNIVERSITY of HOUSTON

SAM 07.A.08

Protection Requirements

Level 1 – **Required** Protection

- Stored on critical information resource (such as an enterprise application or network file share)
- Appropriate access controls (e.g., user ID and password)
- Must be **encrypted** if transmitted over a wireless network or thru e-mail
 - Contact IT Security at security@uh.edu for a certificate if you need to send Level 1 data by e-mail.
- Stored on **portable device** only with valid business reason & if information is encrypted (**Use VPN instead**)
- Stored on **non-university device** only with valid business reason and Department Chair or Chief Information Security Officer must approve
 - This includes cloud providers (e.g., Dropbox, Google Docs)

Emergency on Campus

- » UIT is responsible for sending our emergency notifications by text
- » Text messages will **ONLY** be sent in cases of emergency
- » Make sure your cell phone number is correct in PASS
- » Official UH texts will come from UHS911 (847911)
- » Other emergency information is posted at uh.edu/emergency

Free & Discounted Software

- » UIT ~ uh.edu/infotech/software
- » Office 365 ProPlus ~ uh.edu/office365
 - » 5 installs for computers AND
 - » 5 installs for smartphone/tablets
- » Cougar Byte ~ cougarbyte.com @ the Student Center
 - (for personal or department purchases)
 - » Microsoft
 - » Adobe
 - » Hardware
 - » Accessories



Questions

Overview of all services offered by UIT:

www.uh.edu/infotech/services

Questions?

support@uh.edu

713-743-1411

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Health & Retirement Benefits



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TODAY'S OBJECTIVES

- Eligibility and enrollment timelines
- Prior University of Houston or Texas state agency service
- Benefits summary and brief introduction

NEW HIRE ELECTION PERIOD

- **WITHIN** the first 30 days from hire date to make your optional benefits elections
- Elections are effective:
 - Health coverage: 1st of the month following your 60th day of employment
 - Optional coverage: 1st of the month following
 - Elections are made on-line at: www.ers.state.tx.us
 - Kiosks available in 325 McElhinney Hall

OTHER ENROLLMENT PERIODS

- Summer enrollment (July)
- Qualifying life event:
 - Marriage
 - Birth of a child
 - Adoption
 - Divorce
 - Eligible dependent gains or loses coverage

WAITING PERIODS

- Health Insurance:
 - Begins on the 1st of the month **following** your first 60 days of employment
 - Calculated based on your start date; **not** your new hire orientation attendance date
- Optional Coverage's:
 - 1st of the month following your election
 - No 60 day waiting period
 - Do not have to match your medical election type

EXCEPTIONS TO THE 60 DAY WAITING PERIOD

- If you are a direct transfer from another state agency
- If you are a covered dependent of a state of Texas agency employee
- If you are currently on COBRA (medical) in the Group Benefit Plan (GBP)
- If you are changing from part-time insurance eligible to full-time insurance eligible

If any of these apply to you...complete an ERS Benefits Enrollment form and deliver to Benefits.

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PRIOR STATE SERVICE

Accepted*

- Prior UH employment
- Student employment at UH (or other state agency)
- Other state of Texas agencies
- Other state of Texas universities

Not Accepted

- Employment with an ISD
- Non-Texas state universities
- Community/Junior Colleges
- City of Houston
- Temporary work with UH

*If you have accepted prior state service, complete the Prior State Service form, provide it to your previous employer and have them return to UH HRIM Section (HR Information Management).

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BENEFITS SUMMARY

As a UH faculty or staff member, you can enjoy a comprehensive benefits package that includes:

- Medical coverage
- Vision Care
- Prescription drug coverage
- Dental coverage
- Life insurance
- Disability insurance
- Flexible health & dependent care spending plans
- Retirement

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ELIGIBLE DEPENDENTS

Eligible Dependents

- Legally married husband or wife
- Common-law spouse
- Natural born or adopted child
- Stepchild whose primary residence is with you

Special Certification

- Foster child whose primary residence is with you
- Grandchildren
- Child you have legal guardianship and resides with you

- NOTE: ERS will conduct a 100% Audit on all dependents.

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HEALTHCARE

Three Options:

- HealthSelect (Blue Cross and Blue Shield of Texas ~ POS)
- KelseyCare (Powered by Community Health Choice ~ HMO)
- Consumer-Directed Health Select (high deductible plan)

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MEDICAL COVERAGE: HEALTHSELECT

- Administered by Blue Cross and Blue Shield of Texas
- Participants will have access to more than 50,000 in-network doctors, hospitals and other providers
- All benefits eligible employees must elect coverage

PRESCRIPTION MEDICATION: OPTUM RX

- \$50 annual deductible per participant
- Copayment amount based on:
 - Tier
 - Supply size
 - How order is placed
- Prescriptions can be delivered to your home



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EYE CARE: HEALTHSELECT

- Discount vision program as part of HealthSelect
- Single eye exam per year covered under insurance (\$40/co-pay)
- Discounts on:
 - Frames
 - Lenses
 - Contacts



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University Eye Institute:

- \$40 Co-pay waived for employee
- 30% off eyewear
- 25% off contact lens fittings
- 15% off contact lenses
- Hours of Operation:
8AM ~ 5PM Monday through Friday
(713) 743-2020 or uei.uh.edu
4901 Calhoun Rd (next to the Wellness Center)



MEDICAL COVERAGE: KELSEY-CARE

- Must select option for coverage
- HMO
- Kelsey-Seybold Clinic
- No Referrals needed
- Drug Coverage

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AREA COVERED: KELSEY CARE

Houston Area

- Brazoria
- Fort Bend
- Galveston
- Harris
- Montgomery

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MEDICAL COVERAGE: CONSUMER-DIRECTED HEALTHSELECT

- Administered by Blue Cross and Blue Shield of Texas
- Participants will have access to more than 50,000 in-network doctors, hospitals and other providers
- High-deductible plan with Health Savings Account (HSA)
- TexFlex Limited Flexible Spending Account (LFSA)
- Higher out-of-pocket costs but greater flexibility
- Potential for cost savings if procedures, prescriptions or physicians not in network

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EYE CARE: STATE OF TEXAS VISION

- Optional vision plan through Superior Vision
- \$25 In~Network eye exam
- Low co~pays on:
 - Frames
 - Lenses
 - Contacts
- Discounts of 15% ~ 50% on LASIK available

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DENTAL COVERAGE

Dental Maintenance Plan Humana DHMO

- HMO
 - In-network coverage only
- No annual deductible
- Payment based on fee schedule
- PCD must be on file
- Orthodontia for adults available

State of Texas Dental Choice Plan

- PPO
 - In & out-of-network coverage
- Annual deductible
- No PCD on file
- Orthodontia available for dependents 19 and under

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DENTAL COVERAGE (CONT.)

State of Texas Dental Discount Plan Administered by Careington

- No Deductible
- No Copayments
- No Claims to file
- Save 20% to 60% on most dental work including routine oral exams, unlimited cleanings, and major work such as dentures, root canals, and crowns.
- 20% saving on orthodontics including braces and retainer for children and adults
- 20% discount off of specialist fees
- Save on cosmetic services like bonding, veneers and whitening
- 6, 000 Participating dentist offices in Texas

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LIFE INSURANCE COVERAGE

- Automatic: Upon enrollment in HealthSelect
 - Life: \$5,000 basic life
 - AD&D: \$5,000
- Optional: Must elect within first 30 days of employment
 - Life: up to 4 times* your annual salary
 - AD&D: up to \$200,000
 - Dependent*: \$5,000 basic life and \$5,000 AD&D
- *Some coverage requires Evidence of Insurability (EOI) before permitted to elect
 - If you elect 3 or 4 times your annual salary, select 2 times in the event you are not approved for 3 or 4 times your annual salary.

DISABILITY COVERAGE

- Provides you with a portion of your monthly income after applicable waiting period has been met if illness or injury keeps you from working
- Cost automatically calculated based on salary
- Short-Term:
 - 66% of monthly salary up to \$6,600
 - Coverage for up to 5 months
- Long-Term:
 - 60% of monthly salary up to \$6,000
 - Coverage until age 69

TEXFLEX: FLEXIBLE SPENDING ACCOUNTS

Health Care Reimbursement Account (HCRA)

- Fiscal year (Sept – Aug)
- Money set aside pre-tax for health care related expenses
- Expenses for self and dependents
- Up to \$2,550 allowed annually
- Full amount available upfront
- Eligible expenses include:
 - Co-insurances
 - Prescription medicines
 - Lasik
 - Optometry Appointments
 - Prescription Glasses
 - Dental

Dependent Care Reimbursement Account (DCRA) (up to 13)

- Fiscal year (Sept – Aug)
- Money set aside pre-tax for dependent care related expenses
- Up to \$5,000 allowed annually
- Only able to spend what you have saved
- Eligible expenses include:
 - Day care centers
 - Baby sitter inside or outside of household
 - Summer day camps
 - Day camps (non-educational)

Important: FSA's are "use it or lose it" - New carryover of up to \$500 for health care accounts instead of the grace period!

COMMUTER SPENDING ACCOUNT (CSA)

- CSA lets you set aside money from your paycheck, pre-tax, to use for eligible parking and transit expenses.
 - **Parking Account Monthly Maximum \$250.00**
Monthly Minimum \$15.00
 - **Transit Monthly Maximum \$130.00** Monthly Minimum \$15.00

EVIDENCE OF INSURABILITY (EOI)

- Form completed providing medical history
- Used by insurance company to determine allowable coverage
- Completed:
 - If you waive health coverage for yourself or eligible dependent(s) in order to elect ERS health insurance within 30 days of losing comparable coverage, Proof of Coverage (POC) is required. No EOI required during Open Enrollment.
 - Want to elect 3 or 4 times annual salary for optional life insurance
 - Want to elect dependent life insurance after initial enrollment
 - If you waive short or long term disability during initial enrollment

ADDITIONAL OPTIONAL BENEFITS

- Aflac
 - Accident Insurance
 - Cancer/Specified–Disease Insurance
 - Critical Care and Recovery (Specified Health Event)
 - Hospital Confinement Indemnity
- Trustmark
 - Universal Life with Long-Term Care Plan
- Same open enrollment period as your other benefits

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POWER UP

An Employee Wellness Initiative

Wellness Opportunities

- Lunch & Learns
- Wellness Walks
- Meditation & Yoga
- Weight Watchers
- Real Deal/Naturally Slim
- Mobile Mammograms
- Flu Shots

Wellness Policies

- Fitness Release Time
- Wellness Leave

Employee Engagement

- Annual Faculty/Staff Tailgate & Football Game
- Other Special Events

Wellness Information

POWER UP Newsletter

 Umployeeewellness

 powerupUH

www.uh.edu/powerup

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POWER UP

Employee Assistance Program (EAP)

- ❖ Confidential short-term counseling services
- ❖ Helpful tools including newsletters, self-assessments, trainings, and webinars
- ❖ Resources and referrals on a wide variety of topics including:
 - Legal and Financial
 - Parenting
 - Child and Elder Care
 - Substance Abuse
 - Anger Management
 - Conflict Resolution
 - Coping with Change

Employee Perks

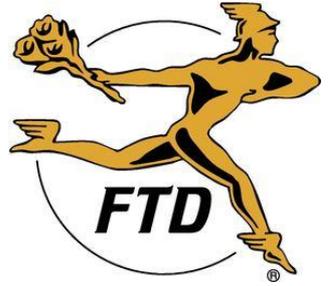
On- and off-campus discounts
& deals

www.uh.edu/powerup

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Work/Life Balance <http://www.uh.edu/work-life/>



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UH Retirement TRS & ORP Supplemental



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TRS VS. ORP

Teacher Retirement System

- Mandatory for all benefits eligible non-ORP employees
- Contribution rates:
 - Employee: 7.7% gross monthly salary
 - Employer: 6.8% gross monthly salary
- Defined plan upon retirement
- Vested after 5 years

Optional Retirement Plan

- Available to employees in specific titles & positions only
- One-time irrevocable decision
- Contribution rates:
 - Employee: 6.65% gross monthly salary
 - Employer: 6.6% gross monthly salary
- Vested after 1 year, 1 day
- 90 day election period
- Use of UHS approved vendors only

SUPPLEMENTAL RETIREMENT OPTIONS

- Can enroll at any time
- Pre-tax
 - 457
 - 403(b)
- Post-tax
 - Roth 403(b)
 - Roth 457
- Can only use UHS approved vendors

To enroll go online to **Retirement@work** or
www.texasaver.com

UHS APPROVED VENDORS

- Fidelity Investments
- Voya Financial
- TIAA~CREF
- VALIC



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HR BENEFITS CONTACT INFORMATION

HR Service Center

325 McElhinney

Monday ~ Friday — 7:30 a.m. ~ 5:00 p.m.

713-743-3988

HRSC@uh.edu

Website: uh.edu/hr/benefits

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WELCOME TO THE POWERHOUSE

Remember!

- ✓ Group Picture
- ✓ Complete your I9
- ✓ Your Badge
- ✓ Obtain parking permit via your PASS account
- ✓ Contact the HR Service Center with questions:

325 McElhinney

HRSC@uh.edu

713-743-3988

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