



Home | Calendar | Academic Affairs | Student Affairs | President's Office | Directory | JOBS | Giving to PVAMU

Business Affairs

- ▶ Our Mission
- ▶ Contact Information
- ▶ Organization Chart
- ▶ Staff Directory
- ▶ Forms Library
- ▶ Policy Library
- ▶ Reports Library
- ▶ Training Library
- ▶ Business Affairs Online Services
- ▶ Professional Development
- ▶ Business Affairs Calendar
- ▶ Office of VPBA Presentations
- ▶ Send us your comments

Business Affairs Services

- ▶ Administrative Memoranda
- ▶ Compensation Pay Plan
- ▶ Financial Aid Policies & Procedures
- ▶ **Human Resources Policies/Procedures**
- ▶ Information Security Standards
- ▶ Parking Rules & Regulations
- ▶ PVAMU Administrative Procedures
- ▶ PVAMU Rules
- ▶ Travel Policies

Home Student Portal Panther Email Printable Version

Home » Forms, Policies & Reports » Policy Library » Human Resources Policies/Procedures

Human Resources Policies/Procedures

[HR Home](#) | [Employment](#) | [Benefits](#) | [Leave](#) | [Compensation](#) | [Classification](#) | [Employee Relations](#) | [Training & Development](#) | [Immigration](#) | [System Policies](#) | [Safety of Employees & Students](#)

The links below provide information on policies that govern the different functional areas of the Office of Human Resources. In some cases the policy that takes precedence has been established by the A&M System and in others Prairie View A&M University Administrative policies and procedures govern any necessary action.

Employment

Employment	Policy	Procedure
Contract Workforce	Policy	Procedure
Employment in Security Sensitive Positions	Policy	Procedure
Hiring Foreign Nationals	Policy	Procedure
Nepotism	Policy	Procedure
External Employment and Expert Witness	Policy	Procedure
Faculty Consulting, External Employment and Conflict of Interest	Policy	Procedure
External Employment	Policy	Procedure
Criminal History Record Information - Employees and Applicants	Policy	Procedure

Benefits

Employee Insurance and Retirement Benefits	Policy	Procedure
Administration of Employee Benefits Programs	Policy	Procedure
Group Insurance Programs	Policy	Procedure
Unemployment Compensation Program	Policy	Procedure
Teacher Retirement System of Texas	Policy	Procedure
Optional Retirement Program	Policy	Procedure
Tax-Deferred Account (TDA) Program	Policy	Procedure
Deferred Compensation Program	Policy	Procedure
Supplemental Optional Retirement Program	Policy	Procedure

Leave

Leaves of Absence	Policy	Procedure
Vacation	Policy	Procedure
Sick	Policy	Procedure
Sick Leave Pool	Policy	Procedure
Sick Leave Pool Administration	Policy	Procedure
FMLA (Family Medical Leave)	Policy	Procedure
Leave of Absence with Pay	Policy	Procedure
Leave Without Pay	Policy	Procedure
Military Leave and Service	Policy	Procedure
Holidays	Policy	Procedure
System Holidays	Policy	Procedure

Longevity & State Service	Policy	Procedure
Workers Compensation	Policy	Procedure
Leave of Absence with Pay	Policy	Procedure
Annual & Sick Leave	Policy	Procedure

Compensation

Compensation Administration	Policy	Procedure
Fair Labor Standards	Policy	Procedure
Longevity & Hazardous Duty Pay	Policy	Procedure
Extended Pay Plan	Policy	Procedure
State Employee Organization Membership Fees	Policy	Procedure
Direct Deposit of Payroll Payments	Policy	Procedure
Overtime	Policy	Procedure
Establishing, Changing & Updating Budgeted Positions	Policy	Procedure

Classification

Classified Pay Plan	Policy	Procedure
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Employee Relations

Employee Complaint & Appeal Procedures	Policy	Procedure
Complaint & Appeal Procedures for Faculty Members	Policy	Procedure
Complaint & Appeal Process for Nonfaculty Employees	Policy	Procedure
Employee Promotion	Policy	Procedure
Employee Transfer	Policy	Procedure
Acceptance of Personal Gifts by an Employee	Policy	Procedure
Employee Registering as Students	Policy	Procedure

Training & Development

Staff Development Program	Policy	Procedure
Employee Training	Policy	Procedure
Required Employee Training	Policy	Procedure

Immigration

Employment of Foreign Nationals	Policy	Procedure
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Safety of Employees and Students

Drug and Alcohol Abuse	Policy	Procedure
Drug and Alcohol Abuse and Rehabilitation Programs	Policy	Procedure
Alcoholic Beverages	Policy	Procedure
HIV/AIDS in the Workplace and Learning Environment	Policy	Procedure
Smoking	Policy	Procedure
Appointment, Commissioning and Authority of Peace Officers	Policy	Procedure
Firearms	Policy	Procedure
Emergency Management	Policy	Procedure



[Back to top](#)

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[Open Records](#) | [Privacy](#) | [Risk & Misconduct Hotline](#) | [TRAIL](#) | [State of Texas](#) | [Webmaster](#)

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