Human Resources Policies/Procedures

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

Benefits

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

Leave

- Leave of Absence
- Vacation
- Sick
- Sick Leave Pool
- Sick Leave Pool Administration
- FMLA (Family Medical Leave)
- Leave of Absence with Pay
- Leave Without Pay
- Military Leave and Service
- Holidays
- System Holidays
Longevity & State Service  
Workers Compensation  
Leave of Absence with Pay  
Annual & Sick Leave

Compensation

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

Classification

Classified Pay Plan

Employee Relations

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

Training & Development

Staff Development Program  
Employee Training  
Required Employee Training

Immigration

Employment of Foreign Nationals

Safety of Employees and Students

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

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