

To the New Employee:

Welcome to the Houston Community College System! This booklet is a concise guide to your benefits, opportunities, and responsibilities here at the HCC as an adjunct faculty member or a less-than-20 hour part-time employee. It is meant to be a brief overview to help you get acquainted with us and the college's policies and procedures.

We hope you find your employment here as meaningful and enjoyable as we do. No matter what your job, you have the opportunity to make a significant impact on others' lives by helping them with their education and life long learning. As with any endeavor in life, this opportunity is what you make it. Your orientation program will introduce you to the resources, programs, and people who can make this happen.

--the staff of Employee Learning and Organizational Development Office, and the 20 members of Advisory Board for New Employee Orientation.

YOUR ORIENTATION PROGRAM

Starting a new job is exciting and challenging. At the same time, without the right information and resources it can also be confusing and frustrating. That's why we have put together this program for you. It consists of six parts.

PowerPoint Presentation

First, access the presentation entitled: "Welcome To The HCCS A + Team". The presentation covers: 1) overview of orientation process, and 2) general information about HCCS.

Department Orientation

You and your supervisor (or designee) should discuss the topics on the Department Orientation Checklist. See the appendix for a copy. The checklist should be completed within 30 days.

Faculty Contact or Learning Buddy

You will be assigned an experienced faculty member as your contact (if you are an adjunct faculty member) or an experienced co-worker as your learning buddy (if you are not faculty). Make friends with this individual! They are there to answer questions, help you set priorities, interpret directives, and share their expertise and knowledge. You and your faculty contact (or learning buddy) will work together for one semester or for three months.

Personnel Topics

The booklet you are reading will explain personnel topics and answer questions you may have about HCC policies. For additional information, ask your supervisor or your contact person. Some information is also available on the various departments' web pages.

Module of Sexual Harassment

State law requires that new employees receive orientation to Sexual Harassment topics. It is imperative that you are aware of and follow HCC policies and procedures in this area.

The module is on-line on the Internet web site for the Employee Learning and Organizational Development Office. You can access it from home via the Internet or you can use a HCC computer at a library, lab, or office.

[Http://www.hccs.edu/System/Human_Resources/elod.html](http://www.hccs.edu/System/Human_Resources/elod.html)

After completing the module, e-mail your results to: elod@hccs.edu or mail a hard copy to the Employee Learning and Organizational Development Office, M.C. 1175

Complete the module within 30 days of hire.

Required Reading

There are a few essential college publications that are "must" reading for anyone working at HCC. Pick up these publication at your campus or from your supervisor and read them within the first 14 days of hire:

- HCC Catalog
- Class Schedule
- Student Handbook
- Faculty Handbook (if faculty)

For your own information, keep track of the dates you completed each part. You should be sure your orientation is complete and that you feel confident in your new job. Talk to your supervisor if you have questions about orientation or contact the ELOD Office at (713) 718-8614.

GENERAL INFORMATION

Supplies and Equipment

Ask your supervisor or department secretary for general office supplies, such as pens, paper, stapler, etc. You may not order supplies directly from a store or vendor without first obtaining a purchase order number and following HCC purchasing guidelines.

Petty Cash

Petty cash purchases cannot exceed \$30.00. Be sure to check with your supervisor before purchasing items to be reimbursed by petty cash. Complete a “Petty Cash Reimbursement Form” to obtain reimbursement.

Tax Exempt Status

As an educational institution, HCC is exempt from state sales tax. Therefore, any purchases made require a tax-exempt form so the vendor will not charge the sales tax. Ask your supervisor or the purchasing department for the tax-exempt form.

Change of Personal Address

If you change your permanent mailing address you should notify several areas:

- 1) Your department supervisor
- 2) Human Resources, Benefits section, to change insurance and retirement records
- 3) Human Resources, Records section, to update your official HCC file

Faculty-specific Topics

Faculty should also consult the Faculty Handbook for additional information about faculty-specific policies and procedures.

Part-time status

Part-time employees comprise approximately two-thirds of the total employee population at HCC. Most of these part-time employees are adjunct faculty. You are a very valuable member of the HCC team!

Part-time employees generally are hired for a specific time period to perform a specific job or project, called an “assignment.” They could be hired to supplement full-time personnel on special projects, to teach classes, to fulfill a grant requirement, or to handle work overloads during peak periods.

Some part-time assignments are renewed year after year, so that some part-time employees may work for HCC for many years. Other part-time employees work for only a few weeks or a semester. Part-time work, however, is considered temporary and “at will” in that there is no guarantee of continued work.

There are two categories of part-time employees:

- 1) with benefits and
- 2) without benefits

As an less-than 20 hour per week employee you are categorized “without benefits”

Employment status affects certain HCC privileges, opportunities, benefits and policies.

Full-time openings

Full-time positions are posted with the Human Resources department. You can check on openings by

- 1) checking the HCC Human Resources Web site
- 2) viewing job posting at your college
- 3) viewing job posting at 3100 Main, 3rd floor

Part-time employees receive no special treatment when full-time positions become available. Employment at HCC certainly impacts your qualifications for a position; however part-time employees must apply according to the standard application process and be considered with all other job applicants for open full-time positions.

Any HCC employee may be transferred to a different location if the work situation requires.

HOURS OF WORK

Starting and Quitting Time

You are expected to report to work and leave work at the times agreed upon between you and your supervisor.

Work schedule changes

You may not make any change in your schedule without prior consultation with, and consent of, your supervisor.

Absence from Work, Notification

You must call your supervisor in the first 30 minutes of your work time and tell him or her if you are going to be absent from work for any reason.

If your position is one which requires an immediate replacement (such as security or adjunct faculty), your supervisor may require that you call him/her as soon as you know you will be absent. Adjunct faculty should check with the department chair about the process for getting a substitute for a class.

Adjunct faculty should also notify the site administrator at the campus where they are teaching if they will be absent.

You will not be paid for the time you are absent from work.

Maximum Hours

As a part-time employee, you may work up to 19.5 hours per week (if paid semesterly you may teach up to 9 credit hours per semester). Under special circumstances you may be able to go over this amount for a short time period. Check with your supervisor for information. Assignments at all HCC locations will be combined to determine total hours.

PAY FOR TIME WORKED

Pay and Pay Dates

Part-time employees, excluding adjunct faculty are paid on an hourly basis.

Hourly employees are paid only for hours worked. Hourly employees will be paid semi-monthly at a rate determined by the salary schedule for the job. Pay dates are the 15th and the last work day of the month. If these dates fall on Saturday or Sunday, payday is the closest business day before the date.

Adjunct faculty members paid on a semester basis receive pay based on credit hours taught rather than actual hours worked on the job. Effective September 2006, all employees will be paid semi-monthly.

Cash Pay

CashPay is an ATM/pinned point-of-sale card, which allows HCCS to offer direct deposit to those employees who do not have a checking account or who do not want their pay deposited into their existing bank account. It enables HCCS to move toward a totally electronic payroll. The employee has access to their pay 24 hours a day, 7 days a week via ATMs and PIN-based point-of-sale (POS) terminals.

Direct Deposit

Sign up for direct deposit through the Benefits section of the Human Resources office. Part-time employees are eligible for direct deposit if your supervisor approves.

Timing of Pay Amounts

Pay for part-time hourly assignments is received in the pay check issued at the end of the pay period following the one in which the hours were worked. Therefore money for any work done on a part-time hourly basis will not show up in your check until the payday following the pay period in which it was earned.

For example:

Melinda is a part-time clerk. She started working on July 1 and worked 30 hours between July 1 and July 15. She will not receive a pay check on July 15, even though that is an HCC pay day. She will receive payment for those 30 hours on July 30, the end of the next pay period and the next pay day.

Pay Periods

The pay periods are from the first through the fifteenth, and the sixteenth through the end of the month.

Time Sheets

Employees who work an assignment paid on an hourly basis generally complete a time sheet each pay period.

Adjunct instructors do not complete time sheets.

FRINGE BENEFITS

Insurance Programs

Although non-benefits eligible employees are not able to participate in the regular benefit programs offered by ERS/HCC, there is a special benefits package available which includes health, dental, and vision. Group rates are negotiated by HCC which translate to a substantial savings to the employee.

If you choose to enroll in any of these packages, you will pay the company directly for the premiums.

For information, call:

Dental/Vision: Sandra Ramirez, (713)862-8404

Health Insurance Plan: Lola Slater, (713)524-7607 or Tom Kistner (713)868-3125

Retirement Programs

Part-time employees must choose one of two retirement options: Social Security coverage, or HCC's Part-time Retirement Program administered by TIAA-CREF unless:

- 1) they are covered by TRS due to another work assignment; OR
- 2) they are in a "retiree" status from ORP, TRS, ERS or Social Security

Information on TIAA-CREF is available from the Benefits Office of HR or from your department. Ask for the information packet.

NOTE: If you are a member of TRS due to your full-time position at another educational institution, then you must continue in that program for your part-time assignment as well. You may not choose Social Security or TIAA-CREF for the part-time assignment. If you become eligible for TRS elsewhere during the course of your employment, notify the Benefits Department.

HCC Course Fee Waiver

Part-time instructors teaching credit courses, counselors and librarians actively employed during the same semester are eligible for a fee waiver for HCC credit courses. This waiver does not extend to dependents, spouses or other family members. Before registering, an Employee Waiver Form must be completed and signed by your immediate supervisor. Forms are available from the registrars at each campus. Additional information can be found in the HCC Policy Manual, DEB (Local).

Certain continuing education courses offered at HCC may also qualify for a fee waiver. Check with the department offering the course to find out.

Employee Assistance Program

Part-time employees are not eligible for the Employee Assistance Program services. However, for part-time employees HCC does have a special arrangement with the Houston Psychotherapy Institute

(HPI). Psychotherapy and psychological assessment services are provided. A standard one time fee will be charged for the intake procedure, and fees for subsequent sessions will be discussed and determined at your initial visit. Fees for services are based on total household income. For information or to schedule an appointment, call (713) 668-8370.

Parking

Parking policies vary from campus to campus. Parking stickers are issued by the HCC police department at your campus.

First Educators Credit Union

The Credit Union is open for membership to all HCC employees. The Benefits Office can give you more information about the Credit Union. Payroll deductions are not available for part-time without benefits employees.

HCC Child Care Centers

HCC operates a quality child care facility at the Central Campus for children (aged 4 weeks to 5 years) of HCC faculty, staff, and students. Summer programs for school age children are also available.

The infant-toddler program is located at 4115 Caroline, 713-630-1815; the pre-school is located at 3412 Crawford, 713-522-6409. Hours of operation are Monday through Friday 7:00 a.m. to 5:30 p.m. Costs for employees: \$350.00/month. There is no part time care, however, there is evening care for ages 4 1/2-12. Mon-Thu 5pm-10pm and the cost is \$15 per night Contact the facility for information on enrollment and space availability.

Professional Development

Employees are encouraged to participate in job-related professional development activities. Various programs are offered through the colleges, the ELOD Office, Information Technology, college organizations, and outside agencies. Check the ELOD Web page for more information. Reimbursement is not available for Part-time employees to attend conferences or travel to these activities.

DEDUCTIONS FROM PAY

Federal Withholding Tax

Federal withholding tax is calculated according to a semi-monthly payroll period chart on the total amount of taxable earnings. The withholding will be deducted on the basis of the number of deductions declared on your W-4 form.

If you have another job in addition to your HCC part-time employment, you may want to increase your withholding amount. HCC will calculate your withholding based solely on the amount of money you earn at HCC, so the percentage taken out will be low.

Changing your W-4

To change the information on your W-4 form, fill out a revised form and submit it to the Payroll office, M.C. 1120.

Social Security Tax (FICA)

Part-time employees who choose social security coverage will have it deducted from each paycheck.

Medicare Tax

All employees hired after 3/31/86 must contribute to Medicare.

Retirement

If you are part-time and eligible for Teacher Retirement (TRS) due to another job assignment, six point four per cent (6.4%) of your semi-monthly salary is deducted from each paycheck; the State contributes 6.0%

If you chose TIAA-CREF as your retirement option, a portion of your salary will be deducted from each paycheck.

Insurance

Part-time employees are not eligible for payroll deductions.

Other Deductions

By federal and state law, HCC is required to deduct amounts from employees' pay for wages garnished by the IRS, delinquent child support, and other court-specified amounts.

All payroll deductions must be in writing.

Over Payments

If you receive incorrect pay amounts which create an overpayment to you, the overpayment will be deducted in one lump sum from your next pay check.

LEAVE

<u>Vacation</u>	Part-time without benefits employees do not earn vacation hours.
<u>Sick Leave</u>	Part-time employees do not earn sick leave hours. Since part-time employees are paid only for the hours worked, any absence due to illness is non-paid.
<u>Personal Business Leave</u>	Part-time employees do not accrue personal leave, and therefore any time away from the job for personal business reasons is non-paid.
<u>Holiday Pay</u>	Part-time employees are not paid for holidays (except for actual hours worked on that holiday).
<u>Bereavement Leave</u>	Part-time employees are not eligible for any paid funeral leave.
<u>Family and Medical Leave</u>	<p>Under the Family and Medical Leave Act of 1993 (FMLA) <u>eligible</u> employees may request up to a total of 12 work weeks of unpaid leave (during one 12 month period) for: 1) the birth or adoptive/foster care placement of a child; 2) to care for an immediate (spouse, child or parent) family member with a serious health condition; or 3) when the employee is unable to work because of a serious health condition. In order to be considered eligible, you must have worked at least 1250 hours in the prior fiscal year.</p> <p>Generally, part-time employees do not qualify for FMLA due to work-hour eligibility regulations. To determine whether or not you are eligible for FMLA contact your supervisor, who must then contact the Human Resources Office, Benefits section.</p>
<u>Jury Duty</u>	Part-time employees will not receive pay during time away from the job for jury duty or serving as a subpoenaed witness.
<u>Military duty</u>	Part-time employees will not be granted a military leave of absence.
<u>Absence from Work without Notification</u>	When an employee is absent without proper notification and without permission for three consecutive days the employee can be terminated effective the close of business of the last day worked. HCC Policy DMA(Local)

CONFLICT OF INTEREST

Gifts

Any employee who deals with contracts, purchases, payments, claims, or other monetary transactions shall not solicit or accept any benefit from a person who does business with the college, or may be likely to do business in the future.

Curricular Materials

No faculty or staff member shall realize a profit from the sale of curricular materials to students enrolled in the employee's class when those materials have been developed solely for use by students enrolled in the class.

Public Servant

Employees must remember they are employed by a public institution. Their actions, either professional, financial, or political, shall not conflict with their official HCC duties nor appear to do so.

For more information, see HCC Policy C:2.4 and 2.5

Outside Employment

No employee may use official stationery in connection with outside business, give as a business address any HCC building or department, or give as a business telephone number any HCC number.

Any employee who gives professional opinions must protect the System against the use of such opinions for advertising purposes. He or she must make clear that the outside work is unofficial and not affiliated with HCC.

BUILDING AND EQUIPMENT USE

Keys

To request keys, contact your supervisor. All keys must be turned in upon termination of employment.

Smoking Policy

All HCC facilities are non-smoking. Smoking is prohibited anywhere within the buildings, including rest rooms, break rooms, and stairways.

Telephones

The HCC telephone directory is on-line, accessed from the HCC home page. In order to fully use all the features of our telephone system (Meridian Mail), you should attend the training session offered through Information Technology.

Do not unplug the telephone without prior authorization, because an unplugged phone must be reset by the main office at Information Technology.

To make long distance phone calls, an authorization code is required. This code must be requested from your supervisor. Long distance codes are issued only as needed to conduct HCC business.

Personal Use of Telephones

Except for emergencies, employees should make and receive personal calls only during an employee's break or lunch time. Personal calls must not interfere with the employee's work.

Use of HCC property

HCC resources (facilities, equipment, other property, and personnel) shall not be used for personal gain or for other than official college business. HCC is a public institution supported by tax collections. Personal use of public resources is prohibited by state law.

No employee may accept pay from private persons or businesses for any work which involves the use of HCC property without advance permission from the supervisor and arrangement for compensation to HCC.

MAIL AND ELECTRONIC COMMUNICATION

Campus/US Mail

HCC has an internal campus mail system which uses mailing codes. Inter-office mail should be placed in the designated pick-up spot for your department.

Campus mail is the property of the HCC and no guaranty of confidentiality can be assumed.

US mail must be processed through the HCC Mail Room, located at 3100 Main. US mail requires a budget code, and specific address format. Check with your department supervisor or secretary for further mail requirements.

The employee should not receive personal mail, such as bills or magazines, at work.

E-mail and the HCC computer system

Most HCC offices are networked and able to access the college computer network, including the college system and the Internet. HCC uses Oracle Mail for e-mail, which is accessed from the Internet. You will automatically receive an e-mail address when hired. Your supervisor should request passwords for the HCC PeopleSoft system if you need access. It is also possible to log into the HCC Internet system from a remote location with the proper equipment, software and access codes. Check with your supervisor for more information. Training in the use of Oracle Mail is available through the Information Technology Department.

The e-mail system is property of the HCC and no guarantee of confidentiality can be assumed.

Mailbox

Most part-time faculty have mailboxes at their campus sites. Find it! Check it everytime you are on campus. You will receive information and official communications via your mailbox.

HCC Web Page

The HCC Internet home page contains links to the employee telephone and mail code directory, as well as links to information about the regional colleges, system offices, and other data. The Web page location is: <http://www.hccs.edu/>

HEALTH AND SAFETY

Evacuation

Be sure you receive a copy of the evacuation plan for your work area. Pay careful attention to this information.

If you suspect an emergency, contact the HCC Police at 718-8888, or dial 911 immediately. Fire extinguishers are located throughout the building.

Safe Work Habits

Each employee is responsible for practicing safe work habits. If you notice an unsafe situation in your work area, correct the problem or alert your supervisor. The HCC Safety Manual will provide general safety guidelines and may be found on the web at <http://www.hccs.edu/System/safety/home.htm>. Your supervisor will be able to provide you with specific safety information for your job tasks and work area.

On-the-Job Injuries

All HCC employees are covered by workers compensation provisions if they are injured during the course of official business. Any injury must be reported immediately to your supervisor. If your supervisor is not available, report the injury to any other supervisor who is available. The supervisor should also inform the campus security personnel and complete an HCC Accident/Injury Investigation Form within 24 hours. This form should be faxed to 713-718-2122 or mailed to the Risk Management Department immediately.

Communicable Diseases

See the “Notice to Employees” posted in your workplace regarding communicable diseases.

Hazard Communication Standard

The Texas Hazard Communication Act provides that the college will make available information, training and appropriate personal protective equipment to employees who may be exposed to hazardous chemicals in their workplaces. Your supervisor will provide information pertaining to chemicals, handling instructions, and material safety data sheets (MSDS) found in the workplace.

Crime Prevention and Awareness

HCC has its own internal policy department which is responsible for the safety and security of all HCC locations. In addition, the college maintains an agreement with the Houston Police department for follow-up or extended service. The HCC police department provides information, education, and services to insure that HCC is a safe place to work. See the pamphlet “Crime on Campus” for more information.

Safety Escorts

The HCC Police Department will provide a safety escort on request to all students, faculty, or staff. Escorts may be scheduled by contacting the security worker assigned to each campus, or by calling (713) 718-8888.

Vehicle Assists

Vehicle assistance is provided for jump starts, car unlocks and other

disabled vehicle assistance on most campuses. If security personnel are unable to provide a service, they will help you in calling for assistance. You may seek assistance from the security worker assigned to each campus, or by calling (713) 718-8888. Disabled vehicles may not remain on college property.

Drug and Alcohol Policy

In accordance with public law 101-226 “Drug Free Schools and Communities Act Amendment of 1989,” the Board of Trustees prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on any HCC property and as a part of any college sponsored or sanctioned activity. For more information, see HCC Policy section C: 4.7

Inclement Weather Policy

Part-time employees will be paid only for the hours actually worked even if a campus is closed for bad weather.

RESIGNATION

Notification of Resignation

You should notify your supervisor, in writing, of your intention to resign at least two weeks prior to your last working day.

Return ID, Keys, and Other Items

If you have a staff ID you must return it to your supervisor. Keys checked out in your name should be turned in by your last working day. Any equipment, tools, credit cards, or other HCC property must be returned by your last working day.

Retirement Program Withdrawal

If you wish a withdrawal of your Teacher Retirement or TIAA-CREF contributions, complete a refund request form. These are available from the TIAA-CREF office that services your account. Look for the 1-800 number on your monthly statement. It takes approximately 60 days for processing of withdrawal checks. Processing cannot begin until the date of resignation and until the Employee Change of Status form has been approved and submitted by your supervisor to HR.

DISCIPLINE AND DISMISSAL

Discipline/Dismissal Policies

Part-time employees are considered non-contractual personnel and are hired on an at-will basis. They are hired based upon need and may be released at any time for any reason (as long as it is not an illegal reason) at the sole discretion of the College System, without the right to appeal.

Additional information on this policy can be found in the HCC Policy Manual, C: 9. You may also contact the Office of Human Resources, Employee Relations section.

EEO/EMPLOYEE RELATIONS

Diversity

HCC prides itself on its diverse student and employee population. Each individual is valued for his/her talents and contribution to the mission of HCC.

EEO

HCC seeks to provide equal opportunities without regard to race, color, religion, national origin, sex, age or disability. This policy extends to employment, admission, and all programs and activities supported by the college.

Should you have questions or concerns in this area, the Office of EEO / Employee Relations is available.

Sexual Harassment

Sexual harassment will not be tolerated at HCC. Questions and/or complaints can be addressed by the Office of EEO / Employee Relations, or through the formal grievance process.

American with Disabilities Act

HCC makes every effort to comply with the requirements of the American with Disabilities Act. Many special services are available for our handicapped students, as well as disabled employees.

Appropriate educational accommodations due to a verified disability are available for HCC students through HCC Disability Services staff

Workplace accommodations due to a verified disability are available for HCC employees through the HCC EEO / Employee Relations Office. Please notify your supervisor of any request for workplace accommodations due to a qualified disability.

ETHICS AND PROFESSIONALISM

Appropriate Dress

Professional attire is expected from all HCC employees. Individuals who are meeting the business community are expected to dress as the clients they would be meeting. Faculty and other staff are expected to dress neatly and appropriate for classroom/ student exposure.

Implications of a Public Institution

HCC is governed by a Board of Trustees who are elected by district constituents. Funding for HCC comes from the state legislature, the taxpayers, community organizations, student tuition and fees, grants and contracts. We must be always aware that we have been entrusted with the responsibility and privilege of using this money to further the public good.

Fiscal Responsibility

Each HCC employee is responsible for fiscal accountability. For a manager, responsibility means prudent budgeting, spending, and resource allocation. For all staff, it means considering the monetary impact of any action, program, or activity and insuring that the institution's dollars are wisely spent.

Customer Service

No matter where your position within the organization, you are a representative and an ambassador of the college. We are all educators. Students, parents, employers, the community, and anyone who uses our services should be treated with respect, dignity, and appreciation.

Ethics, Integrity and Prudent Use of Resources

HCC is a public institution supported by tax collections. Personal use of public resources is prohibited by state law.

Employees are expected to abide by a strict code of ethics and integrity, which includes maintaining confidentiality, upholding state, federal and local laws and regulations, and fostering the values of HCC.

Performance Evaluations and Standards

Evaluations of non-instructional part-time employees are recommended, but not required by policy. Ask your supervisor about his/her evaluation plans for you.

Be sure you have a clear understanding of your job responsibilities and standards, and of the department procedures and requirements.

Adjunct faculty should be evaluated annually. Discuss the process with your department chair or faculty contact.

APPENDIX

1. Department Orientation Check lists

2. Sexual Harassment Resources

If you would like more information about the topics of Sexual Harassment, check out these resources:

From the HCC Library System:

1. **Avoiding Sexual Harassment: Beyond a Shadow of a Doubt (20 min-video)**
Coastal Human Resources
2. **Sexual Harassment in the Academic Workplace (30 min-video)**
Capstone Communications
3. **Get Smart: What you Should Know (but won't learn in class) about Sexual Harassment and Sex Discrimination, by Montana Katz and Veronica Vieland. (text)**

Videos available from EEO / Employee Relations Office:

1. **Sexual Harassment: Issues & Answers (20 min)**
Horizons
2. **How to Respond Effectively to Claims of Sexual Harassment (55 min)**
University of Vermont
3. **Intent vs. Impact (45 min)**
4. **Sexual Harassment in our Schools (20 min)**
5. **It's Up To You – Stopping Sexual Harassment for Employees (23 min)**
6. **It's Up To You – Stopping Sexual Harassment for Managers (27 min)**
7. **In This Together – An Engaging Look at Harassment and Respect (18 min)**

Training and Workshops coordinated by EEO / Employee Relations Office:

1. **College Compliance Workshop facilitated by the EEO / Employee Relations Office**
2. **Sexual Harassment Workshop facilitated by EEO / Employee Relations Office**
3. **No Real Winners: Sexual Harassment in Academia**
A campus workshop by United Educators Insurance Risk Group, Inc.
4. **Sexual Harassment Workshop facilitated by UT Employee Assistance Program (EAP)**
5. **Sexual Harassment Workshop facilitated by the Texas Commission on Human Rights**
6. **Sexual Harassment Workshop facilitated by Equal Employment Opportunity Commission**

Publication and resource materials available from EEO / Employee Relations Office