

Office
Copy

OFFICE OF THE BOARD OF REGENTS

MEMORANDUM

DATE.....December 12, 1964

TO:

FROM: Betty Anne Thedford

SUBJECT: Amendment to the Rules and Regulations of the Board of Regents,
Part Two, Chapter V, Subsection 2.53

In your copy of the Rules and Regulations, Part Two, please destroy Page 31 (and Page 32) and insert the attached.

The Board of Regents on even date adopted an amendment to the Rules and Regulations, Part Two, Chapter V, Section 2, by deleting Subsection 2.53 and inserting in lieu thereof a new section as set out on the attached, Page 32.

T/st
Attachment

of the National Guard or Official Militia of Texas, or Members of any of the Reserve Components of the Armed Forces, are engaged in field or coast defense training, parade or encampment as ordered or authorized by proper authority. During such periods, the employee is absent without loss of efficiency rating or vacation time, or salary, and is restored to the position and status he previously held when relieved from military duty.

2. 32 The institutional heads may prescribe forms and procedures for such requests.

2. 4 Overtime.

2. 41 Classified Personnel.

2. 411 The schedule of activities shall be so organized that employees are not required to work in excess of established work periods except when operating necessities demand it. Equivalent compensatory time off for required overtime of at least one hour or more above established work periods is given employees whose salaries are below the minimum for a full-time instructor at all institutions except the M. D. Anderson Hospital and Tumor Institute where definite salary limits are set.

2. 412 Overtime equivalent not to exceed a regular work week may be accumulated and compensatory time taken at a mutually convenient time. Under exceptional circumstances payment may be made to eligible employees on a straight time basis from the budget of the employing department, upon approval of the appropriate administrative officials.

2. 413 Full-time employees on a twelve months' salary basis shall not be permitted extra employment on government and other sponsored projects, except in rare instances when the interest of the institution is paramount. In the event that such employment is approved, it is limited to a maximum of 10 additional hours per week.

2. 42 Faculty.

2. 421 Full-time regular faculty members of the rank of Instructor or above (excluding Special Instructors and Lecturers) are permitted to work a maximum of 10 hours per week additional time in government and other sponsored projects upon recommendation of the chairman and dean of their respective departments, schools, or colleges, and with the approval of the project director and the head of the component institution and to receive extra compensation for such work at a pro rata of their regular full-time teaching salary rate; provided, however, that such additional work does not interfere with the regular full-time duties of the individual.

2. 422 Part-time regular faculty members of the rank of Instructor or above (excluding Special Instructors and Lecturers) who

teach at least one-half time may be similarly approved for additional work in government and other sponsored projects subject to a maximum combined work load of 50 hours per week, compensation in the sponsored project to be at a pro rata of the regular full-time teaching salary rate.

- 2. 423 In unusual circumstances and only when the best interests of the institution so dictate, the provision of Sec. 2. 422 requiring half-time teaching as a condition to additional work on sponsored projects may be waived for regular faculty members of the rank of Assistant Professor or above by advance approval of the institutional head, the Chancellor and the Board of Regents.
- 2. 424 Employees holding a part-time position of Special Instructor or Lecturer combined with a classified position shall be paid at the respective rate applicable to each position. The provisions of Section 2. 422 relating to additional work in government or other sponsored projects do not apply.
- 2. 425 Administrative personnel and Academic Deans shall not be permitted extra employment on government or other sponsored projects.

(Subsection 2. 4- - Amended July 1961)

2. 5 Student Employment.

- 2. 51 The employment of students as Teaching Assistants and Assistants at the Main University is effected through the appropriate departmental chairman and dean in accordance with the Quantity of Work rule with notification to the President.
- 2. 52 The employment of students as classified personnel is handled through that office; notices of work available are listed with the Student Employment Bureau.
- 2. 53 The Quantity of Work rule provides that the student's combined employment and semester-hour load may not exceed forty hours per week. A student-employee may register for a thesis or dissertation course in addition to the course load authorized herein provided that his thesis or dissertation course does not require any absence from his place of employment.
- 2. 54 Exceptions to this rule are rarely made and then shall be made only upon specific recommendation of the student's academic dean.

2. 6 Patent Policy. -- Where no specific contract to the contrary has been approved by the Board of Regents, the following policy applies to patents obtained by University employees:

- 2. 61 The title to the patent for a discovery or invention by a University employee shall belong to the employee subject to the following provisions:
 - 2. 611 When total net royalties, or other compensations, are less than \$1,000, no payment to the University is required.

OFFICE OF THE BOARD OF REGENTS

MEMORANDUM

DATE March 26, 1965

TO:

FROM: Betty Anne Thedford

SUBJECT: Amendment to Rules and Regulations of the Board of Regents, Part Two:
(1) Chapter V, Subsections 1.22 and 2.42 (2) Chapter X, Section 8

At the Regents' Meeting on March 13, 1965, the Rules and Regulations, Part Two, were amended by:

- (1) Deleting Subsection 2.42 in Chapter V
- (2) Adding a new Subsection following Subsection 1.222 in Chapter V
- (3) Adding Section 8 to Chapter X.

In order to bring up-to-date your copy of the Rules and Regulations, please

- (1) Substitute Pages 29-32 for Pages 29-32a
- (2) Substitute Pages 59-60a for Page 59.

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Attachment

- 1.214 Job Code. --A uniform job code entitled the Personnel Classification Code shall be used to designate job classes. This code may be used on IBM cards to compile statistical information on classified employees.
- 1.22 The Pay Plan.
- 1.221 A uniform system of salary steps providing for an increase of 5 per cent, to the nearest dollar, above each preceding step shall be used for all pay plans. All salaries shall be on salary steps, or a fractional part thereof.
- 1.222 A uniform system for setting forth the salary ranges for each job classification shall be used in the pay plans for each institution.
- 1.223 A classified employee nominated for part-time teaching at rank of Assistant Instructor shall be paid at the rate applicable to each position. (Adopted March 13, 1965.)
- 1.224 Salary ranges for each job classification shall be dependent upon the competitive labor market situation for each institution, as determined by pay surveys.
- 1.23 The policies and rules.
- 1.231 Each institution shall operate its Classified Personnel Program under a policy statement covering the appointment, compensation, and working conditions of classified employees.
- 1.232 Uniform policies shall be followed in providing vacation, sick leave, etc., within the limitations imposed by local operating conditions.
- 1.24 Approval of additions to and changes in the Classified Personnel Program.
- 1.241 Formal approval of the Classification Plan, Pay Plan, and Policies and Rules developed by each institution was obtained from the Board of Regents at the time each program was formally adopted.
- 1.242 Changes in the Classification Plan, Pay Plan, and Policies and Rules at each institution must be made upon the recommendation of the institutional personnel office, the chief executive officer of the institution, and have the approval of the Chancellor and the Board of Regents. Such changes must have the approval of the Chancellor prior to inclusion in the Regents' Docket for the institution concerned.
- 1.25 Institutional Personnel Officer.
- 1.251 The chief executive officer of each component institution shall designate one qualified official who shall be responsible under the chief executive officer of that institution for the development and operation of the Classified Personnel Program.
- 1.252 Functional direction and help on technical personnel matters shall be provided each classified personnel officer by the Office of the Chancellor of The University of Texas.

- 1.26 System Personnel Adviser. -- The System Personnel Adviser serves as a staff officer advising the Chancellor through the Vice-Chancellor (Fiscal Affairs) on the Classified Personnel programs, Workmen's Compensation insurance, and other staff benefits, for each of the component institutions of the system.

(Subsection 1.26--Amendment No. 1 to September 1960 revision, Meeting No. 596, March 1961)

- 1.27 Reports. -- Necessary reports concerning the status and operation of the various Classified Personnel programs may be required by the Chancellor of The University of Texas.

Sec. 2. General Personnel.

2.1 Fidelity Bond.

- 2.11 As approved by the Board of Regents, the University shall carry a blanket position (fidelity) bond which shall cover employees of all component institutions. All employees shall be covered in the amount of \$5,000 each. It shall be the responsibility of the Comptroller to recommend to the Chancellor through the Vice-Chancellor (Fiscal Affairs) the administrative officials who are to be covered by amounts in excess of this figure, and the amount of coverage recommended for each. For total coverage in excess of \$10,000, approval of the State Auditor is necessary.
- 2.12 The Secretary of State and the State Comptroller of Public Accounts shall be each furnished with an original of the bond. The bond shall be issued in "triplicate originals," with one original to remain with the University Comptroller. A copy of the bond shall be filed in the Office of the Secretary of the Board of Regents.
- 2.13 The premium for the bond is prorated to the component institutions on the basis of the number of employees covered for which a premium charge is made.
- 2.14 At the time a loss occurs, the University Comptroller shall be notified by the appropriate Business Manager and shall approve all loss claims and settlements. Any settlement over \$1,000 and under \$10,000 shall be approved by the Chancellor as well as by the Comptroller, and shall be reported to the Board of Regents for ratification at the next meeting. Settlements in the amount of \$10,000 or more must have the advance approval of the Board of Regents.

- 2.2 Withholding Exemption Certificate. -- Every employee must execute and file with the institutional business officer an Employees' Withholding Exemption Certificate before compensation can be paid, since the United States Treasury Department, Internal Revenue Service, requires collections of Income Tax on wages at the source. The deductions for

taxes withheld are authorized by State law on payroll forms prescribed by the State Comptroller.

2.3 Leave for Military Duty.

2.31 A leave of absence not to exceed fifteen calendar days in any one calendar year is granted faculty or staff members who, as members of the National Guard or Official Militia of Texas, or Members of any of the Reserve Components of the Armed Forces, are engaged in field or coast defense training, parade or encampment as ordered or authorized by proper authority. During such periods, the employee is absent without loss of efficiency rating or vacation time, or salary, and is restored to the position and status he previously held when relieved from military duty.

2.32 The institutional heads may prescribe forms and procedures for such requests.

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2.413 Full-time employees on a twelve months' salary basis shall not be permitted extra employment on government and other sponsored projects, except in rare instances when the interest of the institution is paramount. In the event that such employment is approved, it is limited to a maximum of 10 additional hours per week.

(Subsection 2.4-- Amended July 1961 and March 13, 1965)

2.5 Student Employment.

2.51 The employment of students as Teaching Assistants and Assistants at the Main University is effected through the appropriate departmental chairman and dean in accordance with the Quantity of Work rule with notification to the President.

- 2.52 The employment of students as classified personnel is handled through that office; notices of work available are listed with the Student Employment Bureau.
- 2.53 The Quantity of Work rule provides that the student's combined employment and semester-hour load may not exceed forty hours per week. A student-employee may register for a thesis or dissertation course in addition to the course load authorized herein provided that his thesis or dissertation course does not require any absence from his place of employment. (Adopted December 12, 1964)
- 2.54 Exceptions to this rule are rarely made and then shall be made only upon specific recommendation of the student's academic dean.

2.6 Patent Policy. -- Where no specific contract to the contrary has been approved by the Board of Regents, the following policy applies to patents obtained by University employees:

- 2.61 The title to the patent for a discovery or invention by a University employee shall belong to the employee subject to the following provisions:
 - 2.611 When total net royalties, or other compensations, are less than \$1,000, no payment to the University is required.
 - 2.612 When net royalties, or other compensations, amount to more than \$1,000 but less than \$5,000, 10 percent of the excess of such royalties or other compensations over \$1,000 shall be paid to the University.
 - 2.613 When net royalties, or other compensations, amount to more than \$5,000, the royalty or other compensation paid the University will be 10 per cent on the amount above \$1,000 but less than \$5,000, and 20 per cent on all amounts of \$5,000 or more.
 - 2.614 Where contributions have been made to research projects by private donors, nonexclusive licenses on all inventions or discoveries resulting from such research may be issued on a reasonable basis without discrimination in favor of or against those making contributions in aid of the research.

Sec. 3. Other Regulations Concerning Personnel are Reported in the Rules and Regulations of the Board of Regents, Part One, as follows:

Affidavit - Chapter III, Sec. 1.6, page 18.

Political Aid and Legislative Influence - Chapter III, Sec. 1.7, page 19.

Physical Examination - Chapter III, Sec. 1.8, page 19.

CHAPTER X

AUXILIARY ENTERPRISES

- Sec. 1. Auxiliary Enterprises are those operated primarily for service to students and staff which are expected to be self-supporting. Examples are residence halls, dining halls, student hospitals, student unions, and bookstores.
- Sec. 2. Annual budgets for these activities shall be prepared and submitted through regular administrative channels, and expenditures shall be within budgets approved by administrative officials and the Board of Regents. Income of Auxiliary Enterprises is not deposited with the State Treasurer, however, and any balances or deficits at the end of a fiscal year may be reappropriated for the succeeding year.
- Sec. 3. With the exception of intercollegiate athletic departments, to which the general and special provisions of the Appropriation Bill do not apply, the same regulations and applicable laws shall govern as apply to the budgeting and expenditure of general funds unless otherwise specifically authorized. The Board of Regents, upon recommendation of appropriate administrative officials, approves the regulations for the management and operation of athletic departments.
- Sec. 4. Rentals and related policies and rates for dormitories and housing facilities shall be approved in advance by the institutional head, the Chancellor, and the Board of Regents.
- Sec. 5. Rules and regulations for the administration of dormitories, other housing facilities, dining halls, and other eating facilities, shall be promulgated by administrative officials and the institutional head at the institution concerned.
- Sec. 6. The money values of meals, lodging, and other services which employees are authorized to receive in lieu of additional wages or salary, are recommended to the institutional head by the Business Manager and approved by the Chancellor and the Board of Regents.
- Sec. 7. Statutory Provisions Currently in Effect. -- Auxiliary Budgets shall comply with statutory provisions and rider provisions of current Appropriation Bill.

Sec. 8. Texas Student Publications, Inc.

- 8.1 At least fifteen copies of the minutes of all meetings of the Board of Directors of Texas Student Publications, Inc. shall be delivered promptly to the Chancellor of The University of Texas for distribution to the Members of the Board of Regents, to the Secretary of the Board of Regents, and to such members of the University's administration as the Chancellor may direct. No action of the Board of Directors of Texas Student Publications, Inc. shall have any force or effect until it has been approved by the Board of Regents; provided, however, that it shall be conclusively presumed that any action taken by the Board of Directors of Texas Student Publications, Inc. has been approved by the Board of Regents if and when the Board of Regents does not approve, disapprove, amend, or postpone consideration of such action at the first meeting of the Board of Regents following the expiration of twenty days after the delivery to the Chancellor of the minutes of the meeting of the Board of Directors of Texas Student Publications, Inc. at which the action was taken.
- 8.2 No budget or budget amendment adopted by the Board of Directors of Texas Student Publications, Inc. shall have any force and effect until such budget or budget amendment has been approved by the Board of Regents of The University of Texas; provided, however, that it shall be conclusively presumed that any such budget or budget amendment adopted by the Board of Directors of Texas Student Publications, Inc. has been approved by the Board of Regents if and when the Board of Regents does not approve, disapprove, amend, or postpone consideration of such budget or budget amendment at the first meeting of the Board of Regents following the expiration of twenty days after the delivery to the Chancellor of the minutes of the meeting of the Board of Directors of Texas Student Publications, Inc. at which such budget or budget amendment was adopted.
- 8.3 No expenditure shall be made by Texas Student Publications, Inc. unless it is made in accordance with and pursuant to a budget item which has been previously adopted by the Board of Directors of Texas Student Publications, Inc. and approved by the Board of Regents of The University of Texas.
- 8.4 Within ninety days following the close of each fiscal year of Texas Student Publications, Inc., there shall be furnished to the Chancellor of The University of Texas for distribution to the Members of the Board of Regents, the Secretary of the Board of Regents, and to such members of the University's administration as the Chancellor may direct, at least fifteen copies of a complete audit of the fiscal affairs of Texas Student Publications, Inc., during the preceding fiscal year, prepared by a certified public accountant selected by the Board of Directors of Texas Student Publications, Inc.

- 8.5 All persons employed on salary by Texas Student Publications, Inc. shall be subject to approval by the Board of Regents of The University of Texas, both as to salary and as to qualification.
- 8.6 In order to minimize sharply rising publishing costs, outside the campus of the Main University no copy or copies of any issue of the Daily Texan shall be given, delivered, or in anywise made available to any person or persons other than one copy for each paid subscription, no more than three copies to each advertiser in the issue in question, and one copy for each purchase price paid for an individual copy of the issue in question. No individual copies shall be sold at less than the published price of such issue and in no event shall any individual copies be sold at a price less than five cents each.
- 8.7 Any amendments to the Handbook of Texas Student Publications, Inc. may be made by a majority vote of the Board of Directors of Texas Student Publications, Inc., subject to the laws of the Students' Association, the Charter of Texas Student Publications, Inc., and the approval of the Board of Regents of The University of Texas.

(Section 8 Adopted March 13, 1965)

1. 214 Job Code. --A uniform job code entitled the Personnel Classification Code shall be used to designate job classes. This code may be used on IBM cards to compile statistical information on classified employees.
1. 22 The Pay Plan.
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- 8.2 No budget or budget amendment adopted by the Board of Directors of Texas Student Publications, Inc. shall have any force and effect until such budget or budget amendment has been approved by the Board of Regents of The University of Texas; provided, however, that it shall be conclusively presumed that any such budget or budget amendment adopted by the Board of Directors of Texas Student Publications, Inc. has been approved by the Board of Regents if and when the Board of Regents does not approve, disapprove, amend, or postpone consideration of such budget or budget amendment at the first meeting of the Board of Regents following the expiration of twenty days after the delivery to the Chancellor of the minutes of the meeting of the Board of Directors of Texas Student Publications, Inc. at which such budget or budget amendment was adopted.
- 8.3 No expenditure shall be made by Texas Student Publications, Inc. unless it is made in accordance with and pursuant to a budget item which has been previously adopted by the Board of Directors of Texas Student Publications, Inc. and approved by the Board of Regents of The University of Texas.
- 8.4 Within ninety days following the close of each fiscal year of Texas Student Publications, Inc., there shall be furnished to the Chancellor of The University of Texas for distribution to the Members of the Board of Regents, the Secretary of the Board of Regents, and to such members of the University's administration as the Chancellor may direct, at least fifteen copies of a complete audit of the fiscal affairs of Texas Student Publications, Inc., during the preceding fiscal year, prepared by a certified public accountant selected by the Board of Directors of Texas Student Publications, Inc.