

Wellness Committee	Does your campus have a wellness program?	How do you engage employees into your wellness program? (e.g. Internet, Email, Flyers, etc.)	Incentives for participating in wellness program?	Do you have a Wellness Coordinator?	Does your campus encourage participation in Texas Roundup? (if so, include URL)	Is there anything you would like to do better?	Provide URL to your wellness program if you have one.
Wellness Programs							
UT System	yes	e-mail, flyers, wellness champs	no	yes	yes, no URL	yes	n/a
Permian Basin	yes	email, flyers	personal only	no	in the past	yes	na
UT Austin	yes; dept specific decentralized wellness programming; UT System wellness newsletter Recreational Sports provides wellness programs for a fee	internet, flyers, email	dept specific	no centralized coordinator; some departments have their own wellness coordinator	no	we aspire to a campus-wide wellness program with a wellness coordinator	The campus occupational health program and the HRS "current employee" website tab provide a link to the UT System wellness site; one example of a dept specific wellness site is http://www.utexas.edu/student/housing/pdfs/fall_2009_Wellness.pdf http://www.utexas.edu/student/housing/pdfs/fall_2009_Wellness.pdf
UT Arlington	Yes	Yes	Yes	Yes for Students	Yes	Yes doing a better job of marketing our programs	Yes currently under construction
UT Brownsville	Yes	Web/Emails	Pedometers. Recognition	No	Yes http://www.utb.edu/ba/hr/wellness/Pages/default.aspx	Training	http://www.utb.edu/ba/hr/wellness/Pages/default.aspx
UT Tyler	yes	internet,email	prizes	yes	yes, state site	more participants	
UT MDACC	Yes	Internet, wellness champs, dept presentations, institutional programs	HP printers, cameras, IPODs, books, t-shirts, bags, pencils,	1 Wellness Mgr, 1 Wellness Dietitian, 3 Wellness Coordinators	We do, but it is not a major program for us	Sustainable behavior change	http://www.mdanderson.org/about-us/for-employees/employee-resources/employee-health-and-well-being/index.html
UT Dallas	Yes	Email	No	Addt HR duty	No	Incentives	N/A
UTMB - Galveston	Yes	Internet, flyers, email. WE also have Wellness Champions in departments or units who communicate programs from Employee Health & Wellness to their areas.	None. Occasional Tshirts when we have the budget.	Yes	Yes in 2010. No URL.	We are geographically widespread with UTMB Correctional Managed Care and those employees do not always feel included in programs. Our biggest challenge is finding ways to implement programs in multiple places.	UTMB Training For Life http://129.109.115.103/TFL/
HSC - San Antonio	Yes	All forms of communication are used	Freebie give aways, vendor provided items	Yes	No	Yes, everything	http://www.uthscsa.edu/hr/inside/utadv.asp
HSC - Houston	Yes	All of Above	None	Yes	Yes	Yes-Funding	http://publicaffairs.uth.tmc.edu/worklife/worklife/wellness.html
HSC - Tyler	YES	System wide emails, flyers, table in cafeteria	YES	NO	YES	Yes, create more participation.	
UT - El Paso	Yes	Yes	Yes	Yes	Will begin!	More outreach	wellness@utep.edu
SWMC	yes	internet, email, posters, fairs	pedometers, hand sanitizers, back massagers, stress balls, resistance bands	yes	yes	yes, all of it	www.utsouthwestern.edu/employeebenefits
UT - San Antonio	Yes, The "Rowdy New U" Wellness Program	Internet, flyers, email, word of mouth	We use a point system and they receive tangible items such as sling backpacks, t-shirts, water bottles, towels, lanyards, and other items. Also their points make them eligible for drawings throughout their 6 month cohort. They also get the benefit of demo kitchens, access to the Rec Wellness Center for certain events.	Yes, Kristee Phelps	UT System encouraged the committee to be involved in "America on the Move" so we are not doing The Texas Round-up as we had planned. But we are considering it to be part of our schedule for 2011.	a new position in November. Everything is at an infant stage. We conducted a Pilot Program in April 2009-November 2009, with very minimal budget. Since the program was started in November with a full time coordinator, the budget more than doubled. I feel I am using the budget wisely with incentive programs, education, physical activity, and classes. What I feel could be better is access to community programs to educate or partner in our	http://www.utsa.edu/safety/#/workplace/wellness
UT Pan American	Yes	Yes (1)	Yes (2)	Yes (3)	Yes (4)	Yes (5)	Yes (6)

Wellness Committee	Do you have a fitness facility?	What is the employee cost per month?	Fitness Classes?	Intramural Sports?	Swim Classes?	Weight Training?	Running/Walking Tracks?
	Fitness facilities						
UT System	yes	\$0	no	no	no	no	no
Permian Basin	for students		no	yes	no	no	on their own
UT Austin	yes	\$25-\$35 depending on duration of membership plus fees for specific activities	yes	yes	yes	yes	yes
UT Arlington	Yes	\$20 monthly membership	Yes	Yes	Yes	Yes	Yes
UT Brownsville	Yes http://www.utb.edu/sa/campusrec/Pages/default.aspx	http://www.utb.edu/sa/campusrec/Pages/Membershipfees.aspx	Yes	Yes	Yes	Yes	Yes
UT Tyler	yes	\$10	yes	yes	yes	yes	yes
UT MDACC	We are building one	\$15	Yes	Baseball, golf	No	Yes	Yes, inside & outside
UT Dallas	Yes	\$65/per semester	Yes	Yes	Yes	Yes	Yes
UTMB - Galveston	Yes	\$30.00 month/\$375 per year. Can do a payroll deduction	Yes	Yes	Yes--exercise. Not learn to swim.	Yes	Yes
HSC - San Antonio	Yes	\$40	Yes	Yes	Yes	Yes	Yes
HSC - Houston	Yes	\$33 per employee	classes for a fee	Yes	Yes, in Summer	Personal trainer on staff	Yes
HSC - Tyler	YES	0	YES	YES	NO	NO	YES
UT - El Paso	Yes	Varies w/Facility	Yes	Yes	Yes	Yes	Yes
SWMC	Yes	\$40.00	Yes	Yes	No	yes	yes
UT - San Antonio	yes	\$30/month for the Rec Center, but no fee to be part of our Rowdy New U Program. Out of our budget we pay for the employees to have access to our wellness fitness classes and demo kitchens in the Rec Center. As a partnership between the Rec Center and our Wellness Program, there are free Fridays for the faculty and staff	yes--we offer 8 group fitness classes a week through our wellness program. The Rec Center has there own schedule of fitness classes.	yes-through the rec. center	yes- we will be offering a swim/water aerobics class later this sememster for our Wellness program.	yes-we offer 3 strength training classes a wee. We are also going to implement a weight training orientation in the facility for our Wellness Program.	yes-we have marked 4 trails on our main campus. Each trail is approximately a 1.5+ miles. These trails are used 8+ times a month. People are free to walk them at any time.
UT Pan American	Yes	Yes (7)	Yes	Yes	Yes (8)	Yes	Yes

Wellness Committee	Do you provide Cholesterol screenings?	Diabetes?	Blood Pressure?	BMI?	Others?	Do you provide Weight Management Programs?	Smoking Cessation?
	Health Screenings					Behavioral/Lifestyle Modification	
UT System	yes, during our health fair only	yes, during our health fair only	available if people want to use the machine	available if people want to use the machine	yes, during our health fair only	through the System wellness programs	through the System wellness programs
Permian Basin	no	no	no	no	no	Weight Watchers	no
UT Austin	no	Housing & Food offers to their employees	Housing & Food offers to their employees	Housing & Food offers to their employees	no	yes; fee based through the Fit Institute or UT System Jenny Craig discount program	yes; University Health Services provides to students and staff-faculty
UT Arlington	Yes	Yes	Yes	Yes		Yes	Yes
UT Brownsville	No	Sometimes	Yes	Yes	Body Fat	Through Insurance	Through Insurance
UT Tyler	no	no	yes	yes		no	no
UT MDACC	Yes, but minimal	Considering it, but not in past	Yes	Yes	Colonoscopy, mammograms, skin, PSA	Yes	Yes
UT Dallas	No	No	No	No	No	No	No
UTMB - Galveston	No	No	No	No	No	Yes	Yes
HSC - San Antonio	Sometimes	Sometimes	Sometimes	Sometimes		Via Fitness Center	Via Fitness Center
HSC - Houston	No	No	No	No		Individual Wellness Coaching for all of the above only	Individual coaching available
HSC - Tyler	YES	YES	YES	YES		Yes, through WebMD	Yes, through WebMD
UT - El Paso	On occasion	On occasion	Yes	Yes	N/A	Yes	N/A
SWMC	yes	yes	yes	yes	no	yes	yes
UT - San Antonio	yes-we identify a special population group that showed they were at risk in BMI, body fat %, waist circumference, weight, and blood pressure. We have a Mobile Lab Unit that is used through the Health and Kinesiology Dept.	yes-special populations group were tested.	yes-all enrollees are assessed with blood pressure	yes-all enrollees are given their results for BMI.	All enrollees are assessed on the following: weight, height, body water %, physique rating, BMI, body fat %, muscle mass, basal metabolic rate, metabolic age, bone mass, visceral fat, blood pressure, body composition measurements with tape measure (waist, chest, and hips). We use a TANITA Body Composition Monitor.	We are in the process of getting Weight Watchers on campus. Working on the contract.	yes
UT Pan American	Wellness Screening Annually by Nursing Dept at Minimal Cost	Wellness Screening Annually by Nursing Dept at Minimal Cost	Wellness and Recreation Sports Complex Screenings	Wellness and Recreation Sports Complex Screenings		UT Employee Assistance Programs available	

Wellness Committee	Nutrition Programs?	Stress Management?	Others?
UT System	through the System wellness programs	through our EAP	through the System wellness programs
Permian Basin	no	no	no
UT Austin	yes; fee based through the Fit Institute	yes	EAP; defensive driving
UT Arlington	Yes	Yes	Massage Therapy, Fitness Testing, Personal Training
UT Brownsville	Through Insurance	Through Insurance	HRA, Employee Assistance Program
UT Tyler	no	yes	breathing, meditation, stress counseling, personal training, diabetes, CHO, HBP, healthy back, return from WC or disability, walk-bike-run clubs support change, wellness mentors & leaders, speed up
UT MDACC	Yes	Yes	
UT Dallas	No	No	No
UTMB - Galveston	Yes	Yes	Biofeedback
HSC - San Antonio	Via Fitness Center	Via Fitness Center	
HSC - Houston	Individual coaching available	Individual coaching available	Educational programs available
HSC - Tyler	Yes, through WebMD	Yes, through WebMD	Yes, through WebMD
UT - El Paso	Yes	N/A	N/A
SWMC	yes	yes	financial health/retirement planning
UT - San Antonio	yes-education on nutrition through RN, Dietician, and through wellness coordinator.	yes-we have a relaxation station, in our office that is open to all faculty and staff and is funded through the Wellness Program. We do other educational session on stress management.	Cooking Demonstrations, individual meeting for special population--understanding energy balance, basal metabolic rate, etc... We also encourage community and volunteer service to promote social and interpersonal wellness. Encourage running/walk events: 5K, 1/2 marathons, etc... especially those that are for charity or cause.
UT Pan American			

Worklife Committee	Do you have policies to support flex-time? (ex. 6am - 3 pm, 9 am - 6 pm)	Do you have policies to support alternative work schedules? (ex. 4/10's or 9/80)	Do you have policies to support telecommuting?	Who manages the program for your campus?	Do you require a contract for the employee file?
	Work Schedules				
UT System	yes	yes	yes	HR	yes
Permian Basin	no	no	no	na	na
UT Austin	yes	yes	yes	HR	yes for telecommuting
UT Arlington	Yes	Yes	Yes	Human Resources	Yes(agreement form)
UT Brownsville	No	No	No	N/A	N/A
UT Tyler	no	no	no	NA	no
UT MDACC	Yes	Yes	Yes	WorkLife Director	Telecommuting Agreement Only
UT Dallas	It's at manager's discretion	ve had a 9/80 program the last two summers	Yes	Supervisors	We require an agreement
UTMB - Galveston	Many schedules due to a hospital 24/7. Flex time is based on business needs and decided at the manager level.	Yes	Yes	HR Policies, Managers Coordinate	Agreement Required
HSC - San Antonio	Yes	No	Yes	Dept specific	Yes
HSC - Houston	Yes	Yes	Yes	UT Counseling & WorkLife Services	Yes
HSC - Tyler	YES	YES	YES	HR	YES
UT - El Paso	No	No	No	N/A	N/A
SWMC	yes	yes	yes, requires exception	HR	No
UT - San Antonio	Yes, HOP 4.29 B Flexible Work Schedules http://www.utsa.edu/hop/chapter4/4-29.html	Yes HOP 4.29 F Non Standard Work Scheduled http://www.utsa.edu/hop/chapter4/4-29.html	No, but this policy is under development	NA	NA
UT Pan American	No	No	No	N/A	N/A

Worklife Committee	How do you track participation in the program?	Do you offer full time childcare?	If so, how is the program funded?	Is it a certified childcare program? By whom?	Do you offer Eldercare resources/referrals?
	Dependent Care				
UT System	spreadsheet	n/a	n/a	n/a	n/a
Permian Basin	na	no	na	na	na
UT Austin	time sheets	yes	by participants	yes; National Accreditation Commission for Early Care and Education Programs (NAC)	yes; http://www.utexas.edu/hr/current/services/informational/wl_resources.html
UT Arlington	Tracked by Department	No	N/A	N/A	N/A
UT Brownsville	N/A	Yes - http://www.utb.edu/vpaa/coe/Pages/CDC_welcome.aspx	Employee	Yes	No
UT Tyler	NA	no	NA	NA	yes
UT MDACC	Access Database	No	N/A	N/A	Yes
UT Dallas	Not tracked	No			The Women's center offers limited referrals
UTMB - Galveston	No tracking at institution level	No not since Hurricane Ike	NA	NA	No
HSC - San Antonio	Dept tracks	No	N/A	N/A	Yes
HSC - Houston	We do not track centrally.	Auxiliary Enterprises offers full-time	Monthly Fee	YES	YES
HSC - Tyler	Yes, through HR	NO			NO
UT - El Paso	N/A	Yes	By Employee	Yes, SaraCare	Yes, via EAP
SWMC	Through Employee Relations	Yes	Employee Contribution	yes, UTD Callier Center	yes, through EAP
UT - San Antonio	NA	Yes but only 20% of the facility is for use by faculty and staff	Student Fees and user fees. 80% use by students & 20% by faculty and staff	Yes by the National Association for the Education of Young Children (NAYEC)	Yes, through the EAP (Deer Oaks)
UT Pan American	N/A	Yes		TDFPS- CCL	EAP Service

UTPA Addendum

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Worklife Committee	Do you provide Respite Care?	If so, how is it funded?	Do you provide financial subsidies/discou nts for commuters?	Do you provide periodic free or discounted parking for van pool or bus commuters?	Do you have an employee emergency assistance fund?
	Commuters			Employee Assistance	
UT System	n/a	n/a	no	no	Sick Leave Pool
Permian Basin	na	na	no	no	no
UT Austin	Lactation & Quiet Rooms are provided. URL is http://www.utexas.edu/hr/current/services/lactation_quiet_room.html	Lactation & Quiet rooms are dept funded; EAP provides oversight	car and van pool and free access to city buses	see previous	yes
UT Arlington	No	N/A	No	No	No
UT Brownsville	No	N/A	No	No	No
UT Tyler	no	NA	no	no	no
UT MDACC	We provide a backup care program.	MDACC subsidizes. Employee Pays Co-Pay.	We offer a pre-tax Mass Transit Transit Spending Account. Participants may be eligible to receive a \$15/month WorkLife Choice Award.	No	No, but considering one for implementation later
UT Dallas	No		No	No	No
UTMB - Galveston	No	NA	No	No	No
HSC - San Antonio	No	N/A	No	No	No
HSC - Houston	No-Referral Only		No	No	No
HSC - Tyler	NO		NO	No, parking is free for all employees	YES
UT - El Paso	N/A	N/A	No	Yes	No
SWMC	No		Yes	yes	no
UT - San Antonio	No	NA	No	Yes for van pools discounted pass and scratch pass for riders when they have to drive. No discounts for bus commuters.	No
UT Pan American			No	No	No

Worklife Committee	Do you offer legal support for employees?	Do you offer EAP services for employees?	Do you coordinate employee discount programs?	
UT System	no	yes - through UT Austin's EAP	yes - through UT Austin's program	
Permian Basin	no	yes	no	
UT Austin	no	yes	yes	
UT Arlington	No	Yes	Yes	
UT Brownsville	Only through EAP	Yes	No	
UT Tyler	yes	yes	no	
UT MDACC	Yes, legal helpline	Yes	Yes	
UT Dallas	No	yes	Yes	
UTMB - Galveston	No	Yes. Employees, dependents who live in the home and retirees.	Yes (managed in HR Organizational Effectiveness, Training & Recognition)	
HSC - San Antonio	Yes	Yes	Yes	
HSC - Houston	Yes -Referral	Yes	Yes	
HSC - Tyler	NO	YES	YES	
UT - El Paso	Yes	Yes	Yes	
SWMC	no	yes	yes	
UT - San Antonio	Yes, through EAP (Deer Oaks)	Yes Deer Oaks	Yes; program is on our website: http://www1.utsa.edu/hr/edp/	
UT Pan American	EAP	Yes	No	

Recruitment and Retention Committee	Do you have Service Awards?	Going the Extra Mile?	Discount with ID?	Employee of the Month?	Employee of the Year?
	Recognition Programs				
UT System	yes	no	yes - through UT Austin's EDP	no	no
UT Permian Basin	yes	no	no	no	yes
UT Austin*	yes	no	employee discount programs	no	outstanding performance awards for 30 employees and 2 supervisors
UT Arlington	Yes	No	No	No	Yes
UT Brownsville	Yes	No	No	No	No
UT Tyler	yes	no	no	yes	no
UT MDACC	Yes	Yes	Yes	Yes	No
UT Dallas	Yes	no	Yes	Some divisions and departments have employee of month or quarter. Staff Council has a CARE award twice each year	No
UTMB - Galveston	Yes	Yes	Yes	No	No
HSC - San Antonio	Yes	No	Yes	Departmental	5 of them
HSC - Houston	Yes	Unk	Unk	Not per se -- special award nominations	Not per se -- special award nominations
HSC - Tyler	YES	Yes, ours is called DEED (Doing Extremely Exceptional Deeds)	YES	NO	NO
UT - El Paso	Yes	Yes	Yes	No	Yes
UT SWMC	yes	no	yes	no	no
UT - San Antonio	Yes, Years of Service Award & awards for exemplary performance/service	Yes	Yes	No	Yes
UT Pan American	Yes	Meritorious, Distinguished Service & Excellence Awards	No	No	No

Recruitment and Retention Committee	Perfect Attendance?	Do you offer Total Rewards Statements?*	Longevity Awards?	Special Incentive Plans?	Holiday Turkey, etc.?
	Incentive Programs				
UT System	no	yes	no	no	no
UT Permian Basin	no	no	no	no	no
UT Austin*	no	pending	service awards?	yes for select positions	no
UT Arlington	No	No	Yes	No	No
UT Brownsville	No	No	Yes	<u>No</u>	No
UT Tyler	no	no	no	no	no
UT MDACC	No	<u>Yes</u>	Yes	Yes	Yes-HEB Holiday Card
UT Dallas	NO	Coming with PeopleSoft	Longevity Pay	No	No
UTMB - Galveston	Did in past	No	Yes	Yes	No
HSC - San Antonio	Departmental	<u>We will be soon</u>	Yes	Some	No
HSC - Houston	No	Not yet but in the process of developing with intent to roll out within the next year	Yes (the State dictates)	We do have some compensation incentive plans dependent on special project or interim role	No
HSC - Tyler	NO	YES	YES	YES	YES
UT - El Paso	<u>No</u>	<u>Yes</u>	Yes	No	No
UT SWMC	no	<u>pending</u>	yes	no	no
UT - San Antonio	No	<u>Yes</u>	Yes, the same as Years of Service Awards	No	No
UT Pan American	No	Yes	Yes	No	No

Recruitment and Retention Committee	Do you have Suggestion Programs?	Employee Advisory Councils?	Staff Councils?	Breakfast or lunch with an Executive?	Do you offer On-Line Training?
	Employee Engagement				Employee Development
UT System	no	yes	yes	no	yes
UT Permian Basin	no	no	yes	no	yes
UT Austin*	yes; Ideas of Texas. URL is https://ideas.utexas.edu/welcome	no	yes	yes; newly appointed Faculty invited to a dinner with University President (scheduled monthly)- staff not included	yes
UT Arlington	Ask HR	No	Yes	No	No
UT Brownsville	Yes	Yes	Yes	No	Yes
UT Tyler	yes	yes	yes	yes	yes
UT MDACC	Not a formal suggestion program; but have many other avenues for employee input, (i.e. Inside Line, Inside Line Live, etc)	Yes	Yes- Diversity Council; and Diversity Networks	No	Yes
UT Dallas	Yes	Staff Council	Yes	Coffee with the President	Yes
UTMB - Galveston	No	Yes	Yes	No	Yes
HSC - San Antonio	Not formal	Yes	Yes	Departmental	Yes
HSC - Houston	Not a formal campus-wide program	Yes.	Yes	No	Yes.
HSC - Tyler	YES	YES	YES	YES	YES
UT - El Paso	Yes	Yes	Yes	No	Yes
UT SWMC	no	pending	no	yes	yes
UT - San Antonio	Yes	No	Yes	Yes	Yes
UT Pan American	Outstanding Suggestion Award	Yes	Yes	No formal program	Limited

Recruitment and Retention Committee	Tuition Reimbursement?	Certificate Programs?	Software Training?	Interpersonal Skills Training?	
UT System	yes	no	yes	yes	
UT Permian Basin	yes	no	no	no	
UT Austin*	yes	yes	yes	yes	
UT Arlington	No	Yes	Yes	Yes	
UT Brownsville	Yes	Yes	Yes	Yes	
UT Tyler	yes	yes	yes	no	
UT MDACC	Yes	Yes	Yes	Yes	
UT Dallas	Tuition Waiver	Yes	Yes	Yes	
UTMB - Galveston	Yes	No	No	Yes	
HSC - San Antonio	Departmental	Yes	Yes	Yes	
HSC - Houston	Yes.	Limited.	Yes.	Yes.	
HSC - Tyler	YES	YES	YES	YES	
UT - El Paso	No	Yes	Yes	Yes	
UT SWMC	yes	yes	yes	yes	
UT - San Antonio	Yes	No	Yes	Yes	
UT Pan American	Yes	No	Limited	Yes	

Policies and Procedures Committee	Are performance evaluations mandatory?	What is the required frequency of performance evaluations?	Do you perform a 360 degree evaluation?	What are the consequences of not completing an evaluation?
Performance Evaluations				
UT System	yes	1 time year, and 90 days after hire	no	
Permian Basin	yes	annual	no	written discipline
UT Austin	yes	annual	no	none
UT Arlington	Yes	New employees receive an informal review at 3 months and a formal review at 6 months. All employees are reviewed annually.	No	HR monitors the completion of reviews and works with supervisors on an individual basis until completion.
UT Brownsville	Proposed Policy in progress for approval. Performance appraisals will be mandated under the new policy being proposed.	Proposed Policy in progress. Annual for Employees who already met probation. Employees on Probation will have a 1, 3, and 5 month review.	No	N/A
UT Tyler	yes	yearly	no	could show up on a performance review by superior and influence merit increase
UT MDACC	Yes	at 6 months from hire; then 12 months from hire and annually thereafter (*guidelines not to exceed 18 months if transitioning to a single point review period)	Yes	Primary evaluator is listed on noncompliance report; Employee is ineligible for merit increase; Primary evaluator does not receive their full incentive pay
UT Dallas	Yes	Annual	That's an option	ineligible for a merit increase
UTMB - Galveston	Yes	Annual	Available	Disciplinary action for supervisor
HSC - San Antonio	Yes	Annual	Departmental	None
HSC - Houston	Yes.	After the probationary period, annual.	No.	None.
HSC - Tyler	YES	ANNUALLY	NO	DISCIPLINARIAN ACTION
UT - El Paso	Yes	Annual	No	N/A
SWMC	yes	annual	yes, as needed	report to EVP, Business Affairs
UT - San Antonio	Yes, HOP Chapter 3.01	Annual for employees and for probationary employees at 30, 90, 160 days	No	Forfeiture of merit/VP notification
UT Pan American	YES	90 day, 150 day, Annual	Not Multi-rater	Reporting to administration

Policies and Procedures Committee	Are you using a pen and paper evaluation tool or electronic version?	How frequently is your evaluation tool reviewed/updated/changed?	What are your institutions criteria for approval of sick leave pool time?	What is your institutions definition of catastrophic illness?
Sick Leave Pool				
UT System	electronic	yearly	must go through application & approval process	A severe condition or combination of conditions affecting the mental or physical health of the employee or the employee's immediate family member that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and for the employee to lose compensation from the State.
Permian Basin	yes	na	based on policy	See above
UT Austin	either	revised two years ago	catastrophic	life threatening
UT Arlington	Electronic forms that are modifiable, hard copies sent to HR.	Just finished redesigning the program and tool and implemented last year. Will be continuing to evaluate over the next couple of years and modify as needed.	Physician's certification.	A severe condition or combination of conditions affecting the mental or physical health of an employee or the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that requires the employee to exhaust accrued leave and to lose compensation from the State.
UT Brownsville	Electronic	N/A	http://www.utb.edu/ba/hoop/Policy/8-3-3.pdf	http://www.utb.edu/ba/hr/benefits/sickleavepool/Pages/default.aspx
UT Tyler	electronic	yearly	documentation from physician and review and approval from HR team	a life threatening situation
UT MDACC	Electronic	every ten years; updated in 2009; prior update was 2001	N/A - No Sick Leave Pool Program - Utilize an alternative leave program	N/A
UT Dallas	paper	as needed	We follow Texas Government Code § 661.001	We follow Texas Government Code § 661.001
UTMB - Galveston	Electronic	Every 2-3 years for form; performance elements changed annually	Benefit eligible employees appointed half time (20 hrs/wk) or more for at least 4.5 months and not employed is required to be a student	A severe condition or combination of conditions affecting the mental or physical health of an employee or the employee's immediate family that requires the services of a licensed practitioner for a prolonged period; and exhausted accrued leave
HSC - San Antonio	P&P	Planning to redesign performance management within the next 12-18 months	State of Texas and Regental Rule Compliance as applied by the VP for HR	As stated in the State of Texas Regulations
HSC - Houston	Pen and paper.	No required review cycle.	Regular employees must have exhausted their sick leave balance because of catastrophic illness or injury suffered by either the employee or a member of the employee's immediate family. The employee must be appointed for a period of at least 4 ½ consecutive months with a job assignment at least 50% time.	A severe condition or combination of conditions affecting the mental or physical health of the employee or the employee's immediate family that requires the services of a licensed healthcare practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by the employee and to lose compensation from the state.
HSC - Tyler	ELECTRONIC	Annually, as needed	out of work 90 days; fill out application; committee reviews	severe condition effecting mental or physical health of an employee or the employees immediate family
UT - El Paso	Both	Annually	Reviewed by EE's Dr., UTEP SHC Director, & AD Ben.	As defined by Handbook policy
SWMC	electronic	annually	poor prognosis from treating physician, class of impairment	Life threatening to terminal
UT - San Antonio	Pen & Paper, but we are in the process of adopting an electronic version	Annually	An employee is eligible to withdraw sick leave from the pool if the pool administrator finds that the employee has exhausted all accrued sick leave because of a catastrophic illness or injury or because of a previous donation of sick leave to the pool. HOP 4.26 http://www.utsa.edu/hop/chapter4/4-26.html	Catastrophic illness or injury" means a severe condition or combination of conditions affecting the mental or physical health of an employee or the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that requires the employee to exhaust accrued leave and to lose compensation from the State;
UT Pan American	YES	Every 5 years as per policy or upon legislation change	Catastrophic	[C] As per UTPA Sick Leave HOP

Policies and Procedures Committee	Who can you use sick leave pool time for? i.e. spouse, children, parents	Who approves SLP time and what are their credentials? i.e. panel vs individual, if panel, what is composition?	Do you have an appeal process? If yes, please explain what is involved	Does your institution have a hazard pay policy?
				Hazard Pay
UT System	immediate family	committee	no	yes
Permian Basin	Those individuals related by kinship, adoption, marriage or foster children who are living in the same household or if not in the same household are totally dependent upon the employee for personal care or services on a continuing basis.	committee; director, vp, medical professional	no	yes
UT Austin	immediate family defined by state law for sick leave	registered nurse after panel review	no	state hazzardous duty pay
UT Arlington	All employees eligible to accrue sick leave may apply to use sick leave from the sick leave pool.	HR	No	Yes
UT Brownsville	Immediate Family Member - http://www.utb.edu/ba/hoop/Policy/8-3-3.pdf	Pool Administrator - HR Manager, Benefits & Compensation	No	Yes
UT Tyler	self, spouse, children	HR director and benefits manager	yes, the employee can come and present case to HR	yes
UT MDACC	N/A	N/A	N/A	Hazardous duty pay is administered per statute, no separate institutional policy.
UT Dallas	We follow Texas Government Code § 661.001	We follow Texas Government Code § 661.001	We follow Texas Government Code § 661.001	We follow the Texas Government Code, Section 659.125 (a); and Comptroller Payroll Policy and Procedure Guide, Chapter 3. for Hazardous Duty Pay
UTMB - Galveston	Self. Immediate family who reside in the same household with employees and are related by kinship adoption or marriage; if not living in the same household, are totally dependent upon the employee for personal care on a continuing basis.	Centrally managed by HR Employee Leave Management. Reviewed by a RN nurse panel. If granted, follow ODG (Office of Disability Guidelines) on timing. If denied, and employee wishes to appeal, reviewed by a physician. If denied, no further appeals.	Initial application reviewed by a RN nurse panel. If granted, follow ODG (Office of Disability Guidelines) on timing. If denied, and employee wishes to appeal, reviewed by a physician. If denied, no further appeals.	We default to UT System policies
HSC - San Antonio	Per policy includes family members	VP for HR. Advanced Counseling Psychology degree with healthcare background	No. State of Texas regulations prohibit appeal processes.	No
HSC - Houston	Employee or any person living in the same household who is related by kinship, adoption, foster children or marriage. Minor children of the employee, whether or not living in the same household are also covered. Use of sick leave for family members not residing in the employee's household is strictly limited to the time necessary to provide care and assistance to a spouse, child or parent of the employee who needs that care and assistance as a direct result of a documented medical condition.	The Pool Administrator will refer employee's completed sick leave pool application and licensed healthcare practitioner statement for review by a medical authority before making a determination of whether or not a condition qualifies as a catastrophic condition.	Yes. There is one appeal process and the decision of the appeal is final. The appeal is reviewed by another medical authority to determine a separate independent ruling. If necessary, there would be a third medical authority's review before the appeal decision was made.	N/A (see MDACC)
HSC - Tyler	employee and immediate family	committee of 3 people; physician, VP of HR, and Benefits Analyst	Yes, employee must appeal in writing to President within 5 days	YES
UT - El Paso	EE's Only, but elig. depts. may qual.	AD for Benefits, SHC Director, and EE's Dr.	Yes	Yes, as defined by State
SWMC	employee, employee's immediate family	Leave Administration Manager	No	yes
UT - San Antonio	Immediate family* means an individual related by kinship, adoption, or marriage that lives in the same household, a foster child of the employee who resides in the employee's household and is under the conservatorship of the Texas Department of Protective and Regulatory Services, and a minor child of the employee regardless of whether the child lives in the same household;	Individual, Assistant VP HR, BSN MA	No	No administered under the Texas Government Code, Section 659.301 http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.659.htm#659.301 /UT System INT 139 http://www.utsystem.edu/policy/policies/int139.html#Definitions
UT Pan American	Self/Imm Family	Asst VP/HR Dir	No	YES

Policies and Procedures Committee	What is your definition of hazard pay?	Who is eligible for hazard pay?	
UT System	A position in the service of the state that requires the performance of hazardous duty.	Law enforcement personnel who have completed at least 12 months of lifetime service credit as of the last day of the preceding month and is employed for any portion of the first workday of the month.	
Permian Basin	dangerous, could be life threatening	An employee of the University of Texas System who is a commissioned peace officer and holds a hazardous duty position.	
UT Austin	defined by state	peace officers	
UT Arlington	Hazard duty pay shall be in the amount of \$10.00 per month for each year of eligible service, up to and including 30 years of service. Payment of hazardous duty pay and changes in entitlement shall be based upon 12-month increments of service. Payment shall not be prorated. After the completion of 12 months of service, hazardous duty pay commences on the first day of the next month at the specified rate and continues at that rate until the completion of another 12-month increment. A change in status occurring during the month will be effective the first day of the following month	All full-time commissioned law enforcement personnel are eligible for hazardous duty pay.	
UT Brownsville	Full-commissioned law enforcement personnel of an institution of higher education.	Campus Police and Chief of Police	
UT Tyler	potentially dangerous situations	police officers	
UT MDACC	Position-based as defined by statute	Commissioned Police Officers as defined by statute	
UT Dallas	We follow the Texas Government Code, Section 659.125 (a); and Comptroller Payroll Policy and Procedure Guide, Chapter 3. for Hazardous Duty Pay	We follow the Texas Government Code, Section 659.125 (a); and Comptroller Payroll Policy and Procedure Guide, Chapter 3. for Hazardous Duty Pay	
UTMB - Galveston	We default to UT System policies	We default to UT System policies	
HSC - San Antonio	N/A	N/A	
HSC - Houston	N/A (see MDACC)	N/A (see MDACC)	
HSC - Tyler	Hazard pay means additional pay for performing work involving physical hardship.	Only University Police	
UT - El Paso	Add'l pay intended for hazardous duty	Law Enforcement EE's	
SWMC	As defined by Texas Government Code	University Police	
UT - San Antonio	Compensation administered to positions that qualify due to the performance of hazardous duty.	Police Officers	
UT Pan American	As per definition of Texas Government Code 659; subchapters D&L	Peace Officers	