



Human Resources Department

3410 Taft Boulevard Wichita Falls, Texas 76308-2099

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Annual Notices

Ethics Notice

Ethics are moral values which affect personal and professional decisions and actions. Employees of the State of Texas are required to annually review the Standards of Conduct and Ethics contained in [Texas Government Code Subchapter 572.051](#) as well as be familiar with the [MSU Ethics Policy # 3.314](#) which is available online.

Employee Eligibility for Tax-Sheltered Savings

Any person employed by MSU for at least half-time in a non-student employment status is eligible to participate in the MSU Voluntary Tax-Sheltered Annuity Plan (TSA) within the limits established by the IRS 403(b) regulations. TSA accounts are viewed as long-term savings plans and penalties may apply for early distribution of funds. TSA contributions are payroll deducted and are invested in an insurance company annuity or a mutual fund custodial account chosen from a list of approved vendors. A list of approved company vendors is available on the HR website under Benefit Links. Information regarding enrollment is available upon request in Human Resources.

([MSU Policy #3.331](#))

Drug-Free Campus

In accordance with Drug-Free Schools and Campuses Regulations, MSU has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illegal drugs and alcohol by employees and students on school premises or at school activities. All employees and students are required to obey the law and to comply with MSU institutional rules. [Policy 3.316](#) and [Policy 4.176](#)

Important Reminders

EEO/Sexual Harassment/Discrimination/Ethics/Campus SaVE Awareness Training

Within thirty (30) calendar days of their respective dates of employment, ALL new employees must receive appropriate training in [EEO Discrimination](#), [Sexual Harassment/Discrimination](#), [Employee Ethics](#), [Child Protection and Clergy/Campus SaVE Act](#). All university employees must receive this training at least once every two (2) years and there must be a statement signed by the employee acknowledging completion in his or her personnel file.

Reporting Arrests, Charges or Convictions

Per [Policy 3.349](#) Current employees must report information to their supervisor within five (5) business days of any criminal arrests, criminal charges, or criminal convictions, excluding misdemeanor traffic offenses punishable only by fine. Failure to report shall constitute grounds for disciplinary action, up to and including termination. The employee's supervisor must report the arrest(s), criminal charge(s), or conviction(s) to the head of the employing department and to the Director of Human Resources.

Non-Discrimination Statement

Midwestern State University strives to create and actively promote a welcoming and supportive environment in order to recruit, hire, retain, and support a culturally diverse faculty, staff, and student body. Midwestern State University is committed to providing an environment of nondiscrimination and equal opportunity. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of race, age, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, veteran's status, disability, or citizenship. Retaliation against individuals who in good faith file a claim of discrimination or otherwise oppose discriminatory actions will not be tolerated.

Human Resources Department

Director of Human Resources

Hardin Administration Building, Room 210
(940)397-4221

Title IX Coordinator

Associate Vice President of Student Affairs/Dean of Students
Clark Student Center, Room 104
(940)397-7500

Disability Support Services

Director of Disability Support Services
Clark Student Center, Room 168
(940)397-4140