

Policies of the University of North Texas Health Science Center	Chapter 05 Human Resources
05.502 EMPLOYEE AFFIDAVIT/CERTIFICATION & OTHER REQUIREMENTS	

Policy Statement.

All new faculty and staff members are required to sign, as a condition of employment, forms set out by Federal and State statute or institutional policy.

Application of Policy.

Faculty and Staff

Definitions.

None

Procedures and Responsibilities.

Procedure / Duty

Responsible Party

1. All new faculty and staff members are required to sign, as a condition of employment, the Employee Affidavit/Certification which includes the Oath of State Office, State Constitutional Requirement, Nepotism Requirement, and acknowledges receipt of the State Property Accounting Responsibility,¹ Political Aid, Standards of Conduct for State Employees, and Legislative Influence Prohibited.² New employees also receive the UNTHSC-FW Drug Free Workplace Policy³ (see Policy 05.508), Illicit Drugs and Alcohol Abuse, AIDS Education Pamphlet, Sexual Harassment Policy, Records Management Pamphlet, Occupational Protection from HBV Infection, the EEO Policy, Whistle Blower Act (see Policy 05.206), the Mission Statement of the health science center, a summary of the institution's ethics policy, and a policy statement concerning confidentiality of records. All benefits eligible employees must, on an annual basis, confirm in writing they understand and will abide by the center's Code of Ethics / Standards of Conduct.

New Employee

2. All new faculty and staff will complete the Biographical Data Form, the Disability Information Form, and the Internal Revenue Service Withholding Form W-4 during the initial orientation. Employees must also provide documentation proving eligibility to work in the United States and fill out the form I-9 within their first three days of employment (required by Immigration and Naturalization).⁴ All new employees who are required to register for the Selective Service must show proof that they have registered or that they are exempt.⁵

Employee

3. **Retirement Plan Requirements:** All new regular faculty and staff members must supply information required for the Teachers Retirement System of Texas.⁶ Faculty members and eligible non-classified staff must supply information for an Optional Retirement Plan if they have selected this plan rather than Teachers Retirement.⁷ This information is obtained during New Faculty and Staff Orientation which all new regular employees must attend. Employee

4. **Social Security Number:** All individuals must have a social security card and number before they can be employed. Human Resource Services is responsible for insuring that all new employees have a social security card and number, and that the number placed on the UNTHSC-FW Employee Biographical Data Form described in item 1 above is correct. Employee/ Human Resource Services

5. **Nursing Licenses:** All employees filling positions requiring a valid nursing license (LVN or RN) issued from the State of Texas will be asked to provide their current nursing license to a representative of Human Resource Services for inspection. The Human Resource Services representative will inspect the license to ensure its validity and current date. The Texas Board of Nursing Examiners will be called to verify the validity of the license and the absence of any restrictions noted with their agency. Employee/Human Resource Services

6. **Drivers Licenses:** Positions requiring employees to drive vehicles which are the property of the State of Texas will be required to provide a valid Texas Driver's License to a representative of Human Resource Services. A copy of this license will be maintained in the employee's file. Employee/ Human Resource Services

7. **Medical Assistants:** All employees filling medical assistant positions must be able to provide documentation prior to their employment with the health science center. Employee/ Human Resource Services

8. **Other Licenses:** All employees filling positions calling for certain licenses, i.e., EMT, technologists, etc., must present evidence of their licensure prior to employment. Employee

9. No faculty or staff member of the health science center may receive any compensation for his/her services until these affidavits and other requirements have been executed. Employee

References and Cross-References.

¹ Texas Government Code, § 403.272

² Texas Government Code, § 556

³ Drug Free Schools and Communities Act of 1989

⁴ Immigration Reform and Control Act of 1986

⁵ Texas Government Code, § 651.005

⁶ Texas Government Code, § 822

⁷ Texas Government Code, § 830

Policy 05.508

Policy 05.206

Forms and Tools. (optional)

None

Approved: 9/1/2006

Effective: 9/1/2006

Revised: