

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 2	General Policies and Procedures	Effective:	April 2000
Section 2.1	Official Publications	Revised:	February 2008
<b>Policy 2.1.2</b>	<b><i>Handbook of Operating Procedures</i></b>	Responsibility:	Assistant Vice President for Regulatory Affairs & Compliance

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## ***HANDBOOK OF OPERATING PROCEDURES***

### **Policy**

The *Handbook of Operating Procedures* (HOP) of The University of Texas Health Science Center at San Antonio contains policies, regulations, and procedures that apply to all employees. The University and all of its activities are subject to the *Rules and Regulations* of the Board of Regents of The University of Texas System. In the event of any conflict between the Regents' *Rules and Regulations* and this HOP, the Regents' *Rules and Regulations* shall govern.

This HOP does not constitute a contract between the University and the employees, and is subject to change by the University at any time. Such changes are effective whenever the proper authorities so determine. Although the University will attempt to update the HOP to reflect change in policies and/or change in state or federal laws or the Regents' *Rules and Regulations* upon which these policies are based, because of publishing, editing, and review schedules, the HOP may from time to time contain information that is outdated or no longer applicable.

Amendments to the *HOP* may be made by the President after consultation with the Executive Committee and any other members of the faculty, staff, or administration the President deems appropriate.

Any policies impacting faculty will be provided to a group of faculty consisting of the Chair and Vice Chair of the Faculty Senate, and two at-large faculty members designated by the President. The term of the at-large faculty members will be two years. In addition, the Faculty Senate will be given opportunities to provide input on all proposed new policies and amendments to policies, prior to their final approval, that have direct impact on faculty. New policies and amendments will be issued by the Office of Regulatory Affairs & Compliance.

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### **Updating Policies and Procedures**

Each area responsible for the sections of the HOP will be asked to update their appropriate section(s) and submit revisions to the Office of Regulatory Affairs & Compliance as needed. Any revisions that are required should be submitted in writing to the Office of Regulatory Affairs & Compliance with the necessary support documentation, and approvals by Executive Committee members and Office of Legal Affairs, if necessary.

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**Significant Changes to Policies and Procedures**

The Assistant Vice President for Regulatory Affairs & Compliance, in consultation with the President and Office of Legal Affairs, will determine which policies have significant changes that require approval by The University of Texas System's Office of General Counsel.

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**Notification of Changes to Policies**

Once a policy has been approved and posted to the HOP, the Office of Regulatory Affairs & Compliance will send an e-mail to the Assistants of the Executive Committee members and the Chair of the Faculty Senate notifying them of the changes. Any changes to an existing policy will be provided in congressional style as an attachment to the e-mail. Also, a link will be provided to the policy posting in the HOP.

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**New Policies and Procedures**

As new policies and procedures are developed and approved, the documentation should be submitted to the Office of Regulatory Affairs & Compliance. The Office of Regulatory Affairs & Compliance will be responsible for updating the HOP.

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**Disciplinary Action**

Any employee who violates University policies and procedures is subject to disciplinary action. The specific discipline administered will depend on the nature and severity of the violation, as well as the consequences to the University of individual violations.

Disciplinary action may include any of the following actions: verbal warnings, written warnings, fines, suspension, and termination. Actions that constitute an intentional violation of reckless disregard of criminal, civil, or administrative law may result in disciplinary action and possible criminal prosecution by the appropriate federal, state, and/or local agencies. Penalties upon conviction may include fines and imprisonment.

Termination proceedings will be initiated by the appropriate Executive Committee member in accordance with existing policies and procedures.

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