

---

**Your Name**

# **Forms to Be Completed**

**Please complete these forms and bring them  
with you to New Employee Orientation.**

1. Acknowledgement of Policies
2. Suppression of Personal Data
3. UTHSCSA Occupational Health Program for Animal Handlers
4. Equal Employment Opportunity/Affirmative Action Information Request
5. Post-Employment Information on Veteran Status

February 2006

## Acknowledgement of Policies

**Please check the Policy Statements handout (blue cover) to make sure you have a copy of everything listed. If anything is missing, let us know. If everything is present, fill in the bottom part of the form (name, etc.)**

By my signature below, I acknowledge and understand that my employment is subject to all applicable state laws, the University of Texas Regents' Rules and Regulations, and the rules and policies of The University of Texas Health Science Center at San Antonio.

### **I have been furnished with the following documents.**

1. Probationary Period
2. Vacation or Annual Leave
3. Sick Leave
4. Request for Accommodation under the ADA (Disabilities)
5. Release of Records (Texas Public Information Act)
6. Excerpts from Current Appropriations Bill, Political Aid and Legislative Influence Prohibited
7. Standards of Conduct
8. State Property Accounting
9. Retaliation Prohibited by State Law (Whistleblower's Act)
10. Equal Employment Opportunity/Affirmative Action
11. Sexual Harassment and Sexual Misconduct
12. Your Rights Under the Family Medical and Leave Act (FMLA)
13. Information Security
14. Discipline and Dismissal
15. Alcohol, Drug, and Chemical Matters
16. Employee Notice for Request of Social Security Number for Employment Purposes
17. Intellectual Property

---

**Employee Signature**

---

**Date**

---

**Printed Name**

---

**Badge Number**

Information on the  
**SUPPRESSION OF PERSONAL DATA**  
(next form to be completed)

If you suppress your personal information (home address, home phone number, and spouse's name, if applicable), this information will not be published in the Health Science Center's phone book. You will also be taken off the list of people our official vendors can contact with offers. Your information will not be sold to any marketing firm.

Even if you suppress your personal information, you will still get the official documents you need, such as your W-2 at tax time.

Checking **YES** says it is okay to share your information.

Checking **NO** says it is not okay to share your information.

THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO  
OFFICE OF HUMAN RESOURCES

## SUPPRESSION OF PERSONAL DATA

Name: \_\_\_\_\_ Badge Number: \_\_\_\_\_  
(Print Last, First, Middle Name)

Job Title: \_\_\_\_\_

**By law** (State of Texas Government Code section 552.024), employees may choose whether to allow public access to their personal information that includes home address, home telephone number, and information that reveals whether the employee has family members.

**By law** (State of Texas Government Code section 552.117), commissioned peace officer employees **will** have their personal information suppressed that relates to the peace officer's home address, home telephone number, or that reveals whether the employee has family members.

**By law** (State of Texas Government Code section 552.021 and 552.023), employees are entitled upon their request, to be informed about the information The University of Texas Health Science Center at San Antonio collects about them. Under Texas Government Code section 559.004, employees are entitled to have The University of Texas Health Science Center at San Antonio correct information that is held and shown to be incorrect, in accordance with the procedures set forth in The University of Texas System Business Procedures Memorandum 32. The information that The University of Texas Health Science Center at San Antonio collects will be retained and maintained as required by Texas records retention laws and rules.

**Social security numbers** obtained by the Health Science Center are to remain confidential regardless of the employee's choice to allow public access to the other personal information mentioned above. Social security numbers are required by the Health Science Center and are used for verification of employment, payroll reporting, insurance administration, and other employment-related processes.

**In accordance with Texas Government Code 552.024, I hereby make the following selection (check one box below):**

- Yes, I wish to allow public access to my personal information that includes my home address, home phone number, and information that reveals whether I have family members.**
- No, I do not wish to allow public access to my personal information.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Information on

**UTHSCSA OCCUPATIONAL HEALTH PROGRAM  
FOR ANIMAL HANDLERS**

(next form to be completed)

1. In answering the question on the next form, please consider human tissue or blood the same as animal tissue or blood. If you could be exposed to any tissue or blood as part of your job, answer the question **YES**.
2. If you work in one of these departments, the answer is automatically "YES."
  - a. Laboratory Animal Resources
  - b. UT Police
  - c. Facilities Management
3. If you **could be exposed** to tissue or blood, the answer is YES, even if the exposure is not part of your regular job duties.
4. If the only reason the answer is YES is that you deal with human patients, please write the words "HUMAN ONLY" in the upper right hand corner of the YES box.
5. You do not need to write "animal only" or "animal and human."

# UTHSCSA OCCUPATIONAL HEALTH PROGRAM FOR ANIMAL HANDLERS

The University of Texas Health Science Center operates a medical program that is designed to protect Health Science Center personnel who work with animals, their blood, or tissue. It also protects laboratory animals that may be susceptible to certain human diseases.

**WILL YOU BE WORKING WITH ANIMALS, ANIMAL TISSUE, OR ANIMAL BLOOD AS PART OF YOUR JOB AT UTHSCSA?**

**NO** (File in employee records)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**YES** (Forward to Department of Academic Support)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Badge Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

## Information on the next form, the

### **Post Employment EEO/Affirmative Action Data Sheet**

**Please fill in these portions of the form:**

1. Name and badge number (top of form)
2. Signature and date (bottom of form)

Then answer all the questions you feel comfortable answering. The purpose is to create statistics for reports to the federal government.

***Your name and individual answers will not be reported or shared with anyone.***

We appreciate all the answers you can give us. It makes our reporting more accurate.



**Information on the next form, the**

## **POST-EMPLOYMENT INFORMATION ON VETERAN STATUS**

**1. Everyone must fill in these two portions of the form:**

- ▶ Name and badge number (top of form)
- ▶ Signature and date (bottom of form)

**If you are not a veteran,** answer questions 1(A) ,4, and 5.

**If you are a veteran,** please answer all the questions you feel comfortable answering. The purpose is to create statistics for reports to the state government.

***Your name and individual answers will not be reported or shared with anyone.***

We appreciate all the answers you can give us. It makes our reporting more accurate.

Question 1D refers to participation in campaigns or expeditions. A list of campaigns and expeditions is included just after the form to help veterans answer this question.

THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO  
**OFFICE OF HUMAN RESOURCES**  
**POST-EMPLOYMENT INFORMATION OF VETERAN STATUS**

Name: \_\_\_\_\_ Soc. Sec. No.: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
(Print Last, First, Middle Name)

Address (City, State, Zip): \_\_\_\_\_

Senate Bill 646, 74<sup>th</sup> Leg. R.S., requires all State agencies and higher education institutions to report veteran employment information to the State Comptroller's office. We ask that you assist us in complying with this law. Your response to the requested information is voluntary and refusal to provide the information will not affect your employment status. ***If you meet one or more of the criteria selections, please mark the appropriate boxes.***

**1. Date of Discharge**

Date of discharge as shown on your DD-214 \_\_\_\_\_

**2. Veteran:**

(A) A veteran is defined as an individual who served in the U.S. Army, Navy, Air Force, Marine Corps, Coast Guard, or a Guard or Reserve unit, or in an auxiliary service (WAVES, WAF's or WAC's) of one of these branches. Are you a veteran?

Yes  No

(B) As a veteran, were you discharged, retired, separated or released from active duty under Honorable conditions; and served in the armed forces for 90 consecutive days, or served less than 90 consecutive days and were discharged due to a service-connected disability?

Yes  No

**3. Vietnam Era-Veteran:**

A Vietnam Era Veteran is a person who served more than 180 days of active military, naval or air service, any part of which was during the period August 5, 1964 through May 7, 1975; and was discharged or released therefrom with other than a dishonorable discharge, or was discharged or released from active duty because of a service-connected disability. A veteran who served in the Republic of Vietnam between February 28, 1961 and May 7, 1975 is also protected under the Vietnam Era Veteran. Are you a Vietnam Era Veteran?

Yes  No

**4. Special Disabled Veteran:**

A special disabled veteran is a person who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veteran Affairs for a disability rated at 30 percent or more, or rated at 10 or 20 percent in the case of a veteran who has been determined under Section 1506 of Title 38, U.S.C., to have a serious employment disability; or a person who was discharged or released from active duty because of service-connected disability. Are you a special disabled veteran?

Yes  No

**5. Surviving Spouse of a Veteran (W)**

An individual who is the surviving spouse of a veteran who was killed on active duty and has not remarried. Are you a surviving spouse of a veteran?

Yes  No

**6. Orphan of a Veteran (O)**

An individual who is the natural or adopted son or daughter whose parent was a veteran killed while on active duty. Are you the orphan of a veteran?

Yes  No

**I hereby certify that the above information is true and correct to the best of my knowledge and ability.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CAMPAIGNS AND EXPEDITIONS THAT QUALIFY FOR VETERAN'S PREFERENCE

Campaign or Expedition	Inclusive Dates
<b>Armed Forces Expeditionary Medal (AFEM)</b> A veteran's DD Form 214 showing the award of any Armed Forces Expeditionary Medal is acceptable proof. The DD form 214 does not have to show the name of the theater or country of service for which that medal was awarded.	
<b>Afghanistan (operations Enduring Freedom (OEF) and Iraqi Freedom (OIF))</b>	<b>OEF October 24, 2001 to present; OIF March 19, 2003 to present</b>
<b>Berlin</b>	<b>August 14, 1961 to June 1, 1963</b>
<b>Bosnia (Operations Joint Endeavor, Joint Guard, and Joint Forge)</b>	<b>November 20, 1995 to December 20, 1996; December 20, 1996 to present; June 21, 1998 to present</b>
<b>Cambodia</b>	<b>March 29, 1973 to August 15, 1973</b>
<b>Cambodia Evacuation (Operation Eagle Pull)</b>	<b>April 11 – 13, 1975</b>
<b>Congo</b>	<b>July 14, 1960 to September 1, 1962 and November 23 – 27, 1964</b>
<b>Cuba</b>	<b>October 24, 1962 to June 1, 1963</b>
<b>Dominican Republic</b>	<b>April 28, 1965 to September 21, 1966</b>
<b>Global War on Terrorism</b>	<b>September 11, 2001 to present</b>
<b>El Salvador</b>	<b>January 1, 1981 to February 1, 1992</b>
<b>Grenada (Operation Urgent Fury)</b>	<b>October 23, 1983 to November 21, 1983</b>
<b>Haiti (Operation Uphold Democracy)</b>	<b>September 16, 1994 to March 31, 1995</b>
<b>Iraq (Operation Northern Watch, Desert Spring, Enduring Freedom (OEF), and Iraqi Freedom (OIF))</b>	<b>January 1, 1997 to present; December 31, 1998 to December 31, 2002 (projected); OEF October 24, 2001 to present; OIF March 19, 2003 to present</b>
<b>Korea</b>	<b>October 1, 1966 to June 30, 1974</b>
<b>Kosovo</b>	<b>March 24, 1999 to present</b>
<b>Laos</b>	<b>April 19, 1961 to October 7, 1962</b>
<b>Lebanon</b>	<b>July 1, 1958 to November 1, 1958, and June 1, 1983 to December 1, 1987</b>
<b>Mayaguez Operation</b>	<b>May 15, 1975</b>

Operations in the Libyan Area (Operation Eldorado Canyon)	April 12 – 17, 1986
Panama (Operation Just Cause)	December 20, 1989 to January 31, 1990
Persian Gulf Operation (Operation Earnest Will)	July 24, 1987 to August 1, 1990
Persian Gulf Operation (Operation Southern Watch)	December 1, 1995 to present
Persian Gulf Operation (Operation Vigilant Sentinel)	December 1, 1995 to February 1, 1997
Persian Gulf Operation (Operation Desert Thunder)	November 11, 1998 to December 22, 1998
Persian Gulf Operation (Operation Desert Fox)	December 16, 1998 to December 22, 1998
Persian Gulf Intercept Operation	December 1, 1995 to present
Quemoy and Matsu Islands	August 23, 1958 to June 1, 1963
Somalia (Operations Restore Hope and United Shield)	December 5, 1992 to March 31, 1995
Taiwan Straits	August 23, 1958 to January 1, 1959
Thailand	May 16, 1962 to August 10, 1962
Vietnam Evacuation (Operation Frequent Wind)	April 29, 1975 to April 30, 1975
Vietnam (including Thailand)	July 1, 1958 to July 3, 1965

## **NAVY EXPEDITIONARY MEDAL AND MARINE CORPS MEDAL FOR THESE OPERATIONS:**

<b>Campaign or Expedition</b>	<b>Inclusive Dates</b>
Cuba	January 3, 1961 to October 23, 1962
Indian Ocean/Iran	November 21, 1979 to October 20, 1981
Iranian/Yemen/Indian Ocean	December 8, 1978 to June 6, 1979
Lebanon	August 20, 1982 to May 31, 1983
Liberia (Operation Sharp Edge)	August 5, 1990 to February 21, 1991
Libyan Area	January 20, 1986 to June 27, 1986
Panama	April 1, 1980 to December 19, 1986 and February 1, 1987 to July 23, 1987
Persian Gulf	February 1, 1987 to July 23, 1987
Rwanda (Operation Distant runner)	April 7 – 18, 1994
Thailand	May 16 – August 10, 1962

## OTHER CAMPAIGN AND SERVICE MEDALS QUALIFYING FOR PREFERENCE:

Campaign or Expedition	Inclusive Dates
Army Occupation of Austria	May 9, 1945 to July 27, 1955
Army Occupation of Berlin	May 9, 1945 to October 2, 1990
Army Occupation of Germany (exclusive of Berlin)	May 9, 1945 to May 5, 1955
Army Occupation of Japan	September 3, 1945 to April 27, 1952
Chinese Service Medal Extended)	September 2, 1945 to April 1, 1957
<b>Korea Defense Service Medal</b>	<b>July 28, 1954 to (date to be determined)</b>
Korean Service	June 27, 1950 to July 27, 1954
<b>Kosovo Campaign Medal (KCM)</b> 1. Operation Allied Force 2. Operation Joint Guardian 3. Operation Allied Harbor 4. Operation Sustain Hope/Shining Hope 5. Operation Noble Anvil 6. Task Force Hawk 7. Task Force Saber 8. Task Force Falcon 9. Task Force Hunter	<b>March 24, 1999 to June 10, 1999</b> <b>June 11, 1999 to (date to be determined)</b> <b>April 4, 1999 to September 1, 1999</b> <b>April 4, 1999 to July 10, 1999</b> <b>March 24, 1999 to July 20, 1999</b> <b>April 5, 1999 to June 24, 1999</b> <b>March 31, 1999 to July 8, 1999</b> <b>June 11, 1999 to (date to be determined)</b> <b>April 1, 1999 to November 1, 1999</b>
Navy Occupation of Austria	May 8, 1945 to October 25, 1955
Navy Occupation of Trieste	May 8, 1945 to October 25, 1954
Southwest Asia Service Medal ( <b>SWASM</b> ) (Operations Desert Shield & Desert Storm)	August 2, 1990 to November 30, 1995
Units of the Sixth Fleet (Navy)	May 9, 1945 to October 25, 1955
Vietnam Service Medal (VSM)	July 4, 1965 to March 28, 1973
<b>Rwanda (Operation Distance runner)</b>	<b>April 7-18, 1994</b>
<b>Thailand</b>	<b>May 16 – August 10, 1962</b>