



# **Handbook of Operating Procedures**

**Section:** 7.6.9  
Originally Approved: 10/05/1990  
Last Amended: 06/27/2007  
Last Reviewed: 06/27/2007  
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## **CAMPUS SERVICES FOR EMPLOYEES**

### **A. Purpose**

The purpose of this policy is to notify The University of Texas-Pan American employees of various services available to them.

### **B. Persons Affected**

This policy applies to all employees of the University.

### **C. Policy**

The policy of the University is to provide the following services to employees of the University:

#### **1. Free Admission to Athletic Events**

Faculty and staff shall be admitted free to general admission seating, based on availability at on-campus University athletic events upon presentation of the employee identification card. Some exceptions may apply. The dependents of the faculty and staff will be admitted free of charge as long as they are accompanied by the University employee.

#### **2. Library Services**

The Library has extensive holdings in various formats that include books, periodicals, microforms, government documents, audio-visuals and online data bases. The Library provides services such as interlibrary loan, reserves, Media Lab, reference and instructional services that are available to employees in accordance with Library procedures found in the Library and at the Library website.

#### **3. Information Technology**

- a. **Material Development:** Information Technology assists faculty and staff in developing instructional and professional video and web pages. Video Resources also provides consultation service as requested concerning the usage and applicability of video materials and resources for research and classroom requirements.
- b. **Equipment Development:** Information Technology assists faculty in determining media and computer equipment requirements for classroom and research needs.



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This service includes, but is not limited to, systems design and planning, specific equipment model research and selection, and creating recommendations required for the acquisition of equipment.

- c. **Equipment Repair:** Information Technology maintains and repairs specific computer equipment and their peripherals. Additionally, consultation is provided concerning the economic feasibility of continuing repairs on existing equipment as well as planning for the maintenance needs of new acquisitions.
- d. **Computer Laboratory Staffing:** Information Technology staff computer labs with all possible consideration given to faculty and class load requirements. Consultation is available concerning the use and scheduling of labs and equipment.
- e. **Technical Support:** Information Technology provides technical assistance and support for hardware, software and University sponsored services such as email. Information Technology also provides consultation service as requested concerning the usage and applicability of new hardware and software for faculty and staff.

### **4. Lost and Found**

Employees wishing to recover items that have been lost on campus should check with the specific Building Supervisor in which the item was lost and the University Police Department's Lost and Found.

### **5. Operation Identification**

In order to deter theft and assist in the identification of stolen property, the University Police Department offers an Operation Identification engraving service. Employees may take portable items such as radios, CD players, and other small items to the University Police Department for engraving.

### **6. Fine Arts Events**

Fine arts presentations on the University campus are open to all University personnel without charge, with certain exceptions. Events run throughout the year and they include art exhibits, concerts by faculty artists, recitals by student performers, and dramas, operas, musical comedies, and lectures. Visiting artists in each of the above areas are brought to the campus from time to time by the appropriate academic departments and those presentations are also open to university personnel without charge.



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### 7. Recreational Facilities

#### a. Health and Physical Education Buildings I and II

i. Employees, with valid staff I.D. cards, are welcome to use the following facilities in the Health and Physical Education Buildings during scheduled recreational hours:

- a) Racquetball Courts
- b) Gymnasium
- c) Swimming Pool
- d) Playing Fields
- e) Weight Training Room

ii. Each employee is allowed to bring his or her immediate family and/or guest with the following restrictions:

- a) Only children ages four and older will be allowed in the swimming pool.
- b) The Weight Training Room is restricted to people 18 years of age and older.
- c) Children 14 years of age and under must be accompanied on a one adult to two children ratio at all times.

#### b. Wellness and Recreational Sports Complex

Faculty and staff, their spouses and their dependents, are eligible to purchase a Recreational Facilities Fee Membership at the Member Services Desk. Faculty and staff who have paid the Wellness and Recreational Sports membership fee are permitted to sponsor a guest(s) by paying the daily admission fee.

### 8. Student Health Services



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Student Health Services administers flu shots and a wide variety of other vaccines to University faculty and staff. While there are charges for all immunizations, they typically are below the prices charged in the community health care setting.

9. **The Child Development Center (CDC)**

The CDC provides University faculty and staff affordable child care and early education for children ages three months to four years. The CDC offers full-time, five-day care, with three and two day options also available.

### **D. Definitions**

Not applicable.

### **E. Responsibilities**

Employees are responsible for obtaining identification cards to use campus services in compliance with [Handbook of Operating Procedures 7.8.1](#), Identification Cards for Employees and Spouses.

### **F. Procedures**

Not applicable.

### **G. Review**

The Divisional Head for this policy is the Vice President for Business Affairs and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Director of Human Resources – Senior Reviewer
2. Director of Athletics
3. Director of the Library
4. Director of Academic Services
5. Chief of Police
6. Dean of Students
7. Director of the Wellness Center
8. Council of Deans
9. Faculty Senate Chair
10. Staff Senate Chair