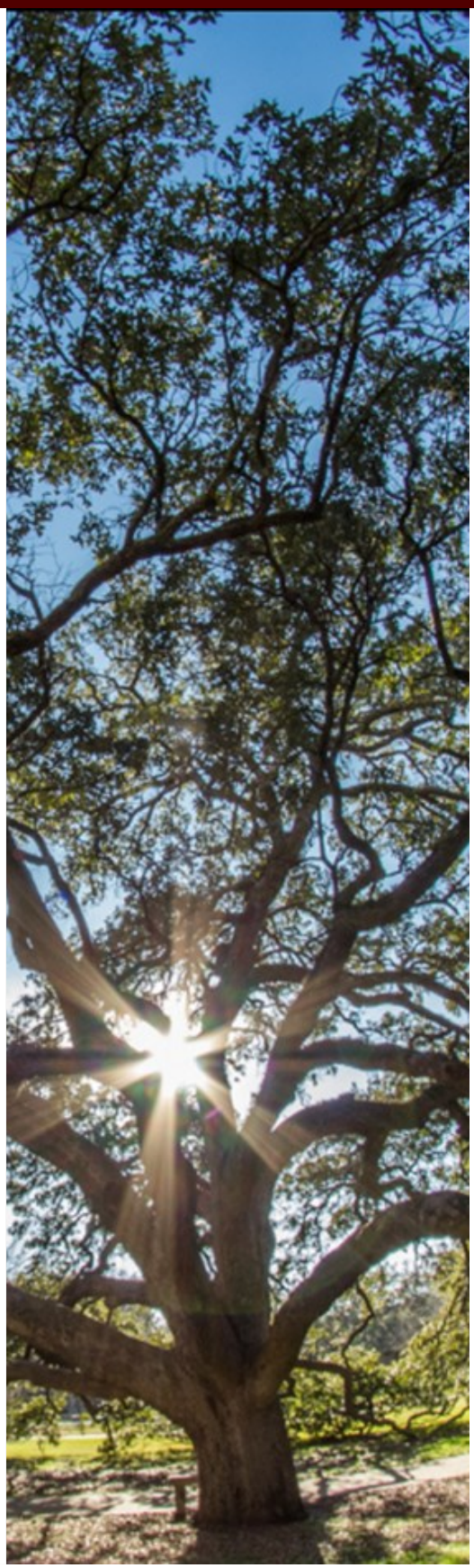
TEXAS A&M UNIVERSITY

New Employee Onboarding

The System Network

TEXAS A&M UNIVERSITY

The Texas A&M University System



Universities

- **Texas A&M University**
  - Texas A&M University at Galveston
  - Texas A&M University at Qatar
  - Texas A&M Health
- Prairie View A&M University
- Tarleton State University
- Texas A&M International University
- Texas A&M University-Corpus Christi
- Texas A&M University-Kingsville
- West Texas A&M University
- Texas A&M University-Commerce
- Texas A&M University-Texarkana
- Texas A&M University-Central Texas
- Texas A&M University-San Antonio

State Agencies

- Texas A&M Agrilife Research
- Texas A&M Engineering Experiment Station
- Texas A&M Forest Service
- Texas A&M Agrilife Extension Service
- Texas A&M Engineering Extension Service
- Texas A&M Veterinary Medical Diagnostic Laboratory
- Texas A&M Transportation Institute
- Texas Division of Emergency Management

Other Member Institution

- The RELLIS Campus

General Information

Opened: 1876

Colors: Maroon & White

Nickname: Aggies

Mascot: Reveille, the first lady of Aggieland

College Station Campus: 5,200 acres

Rank: Among nation's five largest universities

Purpose: To develop leaders of character dedicated to serving the greater good

Core Values: Integrity, Loyalty, Respect, Excellence, Leadership, Selfless Service

Aggie Code of Honor

An Aggie does not lie, cheat, or steal or tolerate those who do.

Texas A&M Facts:

One of a select few academic institutions in the nation to hold triple federal designations as a land-grant, sea-grant, and space-grant university.

Holds membership in the prestigious Association of American Universities—one of only 62 institutions with this distinction.

Has an research and education center in Costa Rica, facilities in Italy and Mexico, and branch campuses in Galveston and in Doha, Qatar—fully funded by Qatar Foundation.

Home of the George Bush Presidential Library and Museum.

Has the only College of Veterinary Medicine & Biomedical Sciences in Texas, one of the largest veterinary colleges in the nation.

Texas A&M Traditions:

12th Man
In the spirit of E. King Gill, who was called to suit up during the 1922 Dixie Classic in case his team needed him, students stand during football games to support their team.

Yell Leaders
Instead of cheerleaders, yell leaders are on the sidelines. Yell leaders are a team of upperclassmen elected each year by the student body.

Yell Practice
The night before each home football game, students gather at midnight to practice yells and listen to fables from the yell leaders.

Silver Taps
Silver Taps serves as one of the final tributes held for any current graduate or undergraduate student who has passed during the year. This sacred tradition is held the first Tuesday of the month following a student's death.

Muster
Every April 21, Muster brings Aggies together worldwide every. This ceremony is dedicated to Aggies who have gone before us but are forever united in spirit.

Aggie Ring
The Aggie Ring is most recognizable symbol of the Aggie Network. It is a unique representation of achievement, as it can only be ordered when an Aggie completes specific academic requirements.

Gig'em
In 1930, the Aggies started the tradition of school hand signs in the Southwest Conference.

"Howdy!"
Aggieland has gained a reputation of being the friendliest campus in the world.

For more campus facts and traditions, visit tamu.edu/traditions/

General Information

TEXAS A&M UNIVERSITY

Corps of Cadets

It is among the nation's largest uniformed student bodies and commissions more officers than any other institution except for the nation's service academies; more than 2,300 men and women participate on a voluntary basis.

The Corps of Cadets develops well-educated leaders of character who embody the core values of the University and are academically successful, highly sought-after, and prepared for the global leadership challenges of the 21st century.

To learn more about the Corps of Cadets, Corps Values, the Fightin' Texas Aggie Band, Ross Volunteers and more, visit corps.tamu.edu.

Athletics

Texas A&M athletics is committed to academic achievement, athletic excellence, and national recognition of student-athletes, teams, and programs.

The University officially became a member of the Southeastern Conference (SEC) on July 1, 2012, to increase Texas A&M's national visibility, provide greater financial opportunity, and maintain conference stability. There are more than 650 student-athletes competing at the NCAA Division 1 -A level in 20 varsity sports.

To learn more about Texas A&M athletics, athletic schedules, ticket information, local programs and more, visit tamu.edu/athletics

The System

Texas A&M is the flagship University of The Texas A&M University System—one of the largest systems of higher education in the nation. More than 153,000 students are educated through a statewide network of 11 universities, a comprehensive health center, eight state agencies, and the RELLIS Campus.

Academic Colleges

With 17 academic colleges and schools and 2 branch campuses, Texas A&M is one of the most diversified and comprehensive public research universities in the nation.

Research

Texas A&M stands today as one of the largest research universities in the United States. Faculty-researchers at A&M have generated expenditures of more than $1.131 billion in FY 2020, all while enhancing undergraduate and graduate education by providing hands-on research.

Faculty

Texas A&M seeks to attract the best and brightest faculty who exemplify the highest standards in teaching, research, and scholarship. Almost 90 percent of Texas A&M's more than 3,500 faculty members hold doctoral degrees or terminal degrees in their field and 330 hold endowed professorships or chairs.

Texas A&M's faculty includes winners of the Nobel Prize recipients, Wolf Prize, and National Medal of Science. Twenty-two faculty are members of the National Academy of Sciences, National Academy of Engineering, or Institute of Medicine.

For more Texas A&M University tidbits and facts, visit tamu.edu/about

Required Employee Notices and Important Reminders

Required Employee Notices

Employees should be aware of federal and state laws, University Rules and Standard Administrative Procedures, and The Texas A&M University System Policies & Regulations that affect them in the workplace. Employees should reference these important required notices on a regular basis. Please visit this website for additional information. If you have questions, please speak with your supervisor or the indicated responsible office or agency, or email HR-feedback@tamu.edu.

Requirements for Reporting Arrests, Charges or Convictions

In accordance with ***University Rule 33.99.14.M1 Criminal History Record Information – Employees and Candidates for Employment***, all active employees, including student employees , must inform **Employee Relations** or their supervisor within 24 hours of any criminal arrests, criminal charges, or criminal convictions, excluding misdemeanor traffic offenses punishable only by fine that occur after the approval of this rule. If circumstances prevent this, as soon as the situation allows notification the student employee must provide both explanation for the delay as well as notification of the criminal arrest or charge or criminal conviction to either the **Employee Relations** or their supervisor.

Required Trainings for Texas A&M University Employees

In accordance with Texas A&M System Regulation 33.05.02, all Texas A&M employees are required to take the courses listed below. Employees may also be required by their department heads and supervisors to complete training based on their job duties. Unless otherwise noted, required courses can be taken online using TrainTraq, which is accessed through the Single Sign On system.

Required training must be completed at your workstation during your normal working hours unless prior arrangements have been made with your supervisor or Department Head.

Please visit this website for more information.

Compensation

Employees who are **paid monthly** will receive their pay on the first working day of the month. As a state employee, payment will not be rendered until the actual work is performed; therefore, the pay you receive at the beginning of the month is compensation for the previous month.

Employees who are **paid biweekly** must submit a timesheet to be paid for hours worked. At certain times during the year, timesheets may have to be submitted early, before the pay period has ended. During these times, submitting estimated hours is not recommended unless the employee has accrued leave available to cover the time, and estimating overtime will not be allowed. Employees can later correct a timesheet, to include those unreported or corrected hours, which will pay on the next available biweekly pay date.

Insurance premiums deducted from an employee's pay will be for the previous month's benefits. If an employee resigns anytime during the month, the full premiums will be deducted from their final check and insurance will be covered for the entire month.

Insurance

Texas A&M has a variety of coverage options available. Employees will have the opportunity to enroll in the following types of coverage:

- Health
- Dental
- Long-term disability
- Accidental death & dismemberment
- Identity Theft Protection
- Vision
- Flexible spending accounts
- Long-term care
- Life
- 2nd MD

Employees can expect Texas A&M to cover a portion of the cost for insurance coverage, but these contributions do not start until the first of the month after your 60th day of employment, unless you are transferring from another Texas state agency or institute of higher education without a break in service. New employees, to avoid paying the full premium for three months, may choose to delay coverage or continue their existing coverage until they qualify for employer contributions.

IMPORTANT

Hard stop days to remember for insurance enrollment:

- If you want immediate insurance coverage, employees must enroll and inform their HR Professional within their first 7 days of employment.
- Otherwise, new employees must make their benefit elections within 30 days of employment (before the 31th day), or the system will automatically default to basic coverage, for employee only. Changes will not be allowed until annual enrollment during July.

To learn more about insurance benefits and coverage, we encourage you to attend a Benefits Orientation presented by Human Resources, or you can view The Texas A&M University System Benefits brochures at https://www.tamus.edu/business/benefits-administration/booklets-brochures.

Retirement

Employees are automatically enrolled in the Teacher Retirement System of Texas (TRS) on their first day of work. Some employees (full-time faculty, librarians, and certain professionals and administrators) will be eligible to choose the Optional Retirement Program (ORP) as an alternative to the TRS plan.

In both TRS and ORP, you and the state will make contributions toward your retirement. The contribution amount is based on a percentage of your salary. You may also enroll in the Tax-Deferred Account (TDA) and/or the Texa$aver Deferred Compensation Plan (DCP), both of which are in addition to your TRS or ORP participation. Learn more at https://employees.tamu.edu/benefits/retirement.

Monthly Pay Schedule

TEXAS A&M UNIVERSITY

Division of Human Resources
& Organizational Effectiveness

MONTHLY PAY SCHEDULE
FISCAL YEAR 2024: (Sept 2023 - Aug 2024)

MONTH	TAMU DAYS	TAMU HOURS	TAMUQ DAYS	TAMUQ HOURS	Report Available	BP's Due	PAYDATE
September	21	168	20	160	9/19/23	9/22/23	10/02/23
October	22	176	23	184	10/19/23	10/24/23	11/01/23
November	22	176	22	176	11/14/23	11/17/23	12/01/23
December	21	168	21	168	12/12/23	12/18/23	01/02/24
January	23	184	23	184	1/18/24	1/23/24	02/01/24
February	21	168	21	168	2/15/24	2/20/24	03/01/24
March	21	168	21	168	3/19/24	3/22/24	04/01/24
April	22	176	22	176	4/18/24	4/23/24	05/01/24
May	23	184	22	176	5/16/24	5/21/24	06/03/24
June	20	160	21	168	6/17/24	6/21/24	07/01/24
July	23	184	23	184	7/18/24	7/23/24	08/01/24
August	22	176	21	168	8/20/24	8/23/24	09/03/24

Updated 7.14.2023

Note: The above schedule is subject to updates based on processing requirement changes. Please refer to our website and monthly processing calendar for routinely updates.

For More information, visit:
https://employees.tamu.edu/payroll/calendars.html

Biweekly Pay Schedule

TEXAS A&M UNIVERSITY

Division of Human Resources
& Organizational Effectiveness

BIWEEKLY PAY SCHEDULE: FISCAL YEAR 2024 (Sept 2023 - Aug 2024)

PAY PERIOD NO.	FROM	THRU	Time Sheets Due	PAY DATE	LONGEVITY PAY DATE	WORKING DAYS	WORKING HOURS IN FY AFTER PAY PERIOD
					Working hours in FY24		2088
E 1	Aug 20	Sep 02	Sep 01	Sep 08	L	10	2080
* 2	Sep 03	Sep 16	Sep 18	Sep 22		10	2000
3	Sep 17	Sep 30	Oct 02	Oct 06		10	1920
4	Oct 01	Oct 14	Oct 16	Oct 20	L	10	1840
5	Oct 15	Oct 28	Oct 30	Nov 03		10	1760
6	Oct 29	Nov 11	Nov 13	Nov 17	L	10	1680
* 7	Nov 12	Nov 25	Nov 27	Dec 01		10	1600
8	Nov 26	Dec 09	Dec 11	Dec 15	L	10	1520
*E 9	Dec 10	Dec 23	Dec 15	Dec 29	(No Ins)	10	1440
* 10	Dec 24	Jan 06	Jan 08	Jan 12	L	10	1360
* 11	Jan 07	Jan 20	Jan 22	Jan 26		10	1280
12	Jan 21	Feb 03	Feb 05	Feb 09	L	10	1200
13	Feb 04	Feb 17	Feb 19	Feb 23		10	1120
14	Feb 18	Mar 02	Mar 04	Mar 08	L	10	1040
15	Mar 03	Mar 16	Mar 18	Mar 22		10	960
16	Mar 17	Mar 30	Apr 01	Apr 05		10	880
17	Mar 31	Apr 13	Apr 15	Apr 19	L	10	800
18	Apr 14	Apr 27	Apr 29	May 03		10	720
19	Apr 28	May 11	May 13	May 17	L	10	640
E 20	May 12	May 25	May 24	May 31	(No Ins)	10	560
* 21	May 26	Jun 08	Jun 10	Jun 14	L	10	480
* 22	Jun 09	Jun 22	Jun 24	Jun 28		10	400
* 23	Jun 23	Jul 06	Jul 08	Jul 12	L	10	320
24	Jul 07	Jul 20	Jul 22	Jul 26		10	240
25	Jul 21	Aug 03	Aug 05	Aug 09	L	10	160
26	Aug 04	Aug 17	Aug 19	Aug 23		10	80

E= Estimated Time *** Holiday Adjustments** **L= Longevity Paid**

Holiday Schedule

Labor Day	Sep 04	Memorial Day	May 27
Thanksgiving	Nov 23 - 24	Emancipation Day	June 19
Winter Break	Dec 25 - Jan 1	Independence Day	July 4
Martin Luther King, Jr. Day	Jan 15		

FISCAL YEAR 2025 (Sept 2024- Aug 2025)

					Working hours in FY25	2088
1	Aug 18	Aug 31	Sep 03	Sep 06		0

Updated 7.14.2023

Note: The above schedule is subject to updates based on processing requirement changes .
Please refer to our website routinely for updates and our monthly calendar.

Timesheets: The due date includes that all approvals must be completed by 11 AM to be added with the corresponding pay day. Timesheets are locked at 5 PM on the due date. Employees should contact Timekeepers for updates after the due date.

Overtime for Non-Exempt Employees

TEXAS A&M UNIVERSITY

Overtime Restrictions

Employees must obtain prior approval from their supervisor before working overtime. Employees cannot volunteer to work overtime without pay; they must be compensated for their work. When banked overtime is used as leave, as with any other type of leave, employees should obtain prior approval from their supervisor before taking time off.

Overtime

Non-exempt (biweekly paid) employees earn overtime when they exceed 40 hours in a work week (Sunday - Saturday). Overtime (also known as compensatory time or comp time) will be classified as either state overtime or as federal overtime. Federal overtime is provided under the Fair Labor Standards Act (FLSA) and is often referred to as FLSA overtime.

FLSA overtime is earned at a rate of 1 ½ times the number of hours worked, and it occurs when an employee works more than 40 hours in a work week.

- Employees can choose to be paid for the FLSA overtime or to bank their hours to be used for time off or to be paid at a later date. Employees can bank up to 240 FLSA overtime hours (160 hours worked). Banked FLSA overtime that exceeds these limits will be paid out.
- The Texas A&M University System requires payout of FLSA overtime that is banked for more than 12 months.
- Upon termination, employees will be paid for any remaining FLSA overtime.

State overtime is earned when an employee works no more than 40 hours in a work week, but their time worked plus paid leave/holiday leave total more than 40 hours.

- Employees may have the option to be paid State overtime (with approval) at their normal hourly rate or bank their hours to be used for time off or (with approval) to be paid at a later date.
- State overtime that has been banked must be used within 12 months from the date it was earned, or it will be forfeited.
- State law prohibits the payment of accrued State overtime when an employee terminates.

Taking Time Off

Howdy! As a new employee to Texas A&M University, we welcome you with the official Aggie greeting. Aggieland is a friendly place.

Even with a student population of more than 74,000 and thousands more faculty and staff on campus, the Spirit of Aggieland is unmistakable.

A unique history and rich traditions make Texas A&M University a special place to work. We hope you agree.

The entire Aggie community wishes you great success in your career at Texas A&M!

Time Off

Budgeted employees accrue vacation and sick leave hours on a monthly basis. These hours are added to your leave balance on the first working day of every month. If an employee is on leave on the first working day of the month, the employee will not be able to use the leave accrued for that month until he or she returns to work.

Vacation Leave

New full-time employees earn eight hours of vacation leave each month. This rate will increase the longer you work at Texas A&M.

Years of State Employment	Hours Accrued Per Month*
Less than 2 years	8
2 years but less than 5	9
5 years but less than 10	10

*Hours are based on full-time employment. For more information about vacation leave and for more of this chart, and to view the maximum leave you can carry forward to the next fiscal year.

Waiting Period

New employees cannot use vacation leave until they have six months of continuous state employment, but will continue to earn vacation leave during this waiting period.

This does not apply to employees who have already established six months of continuous state employment with another state agency.

Sick Leave

Employees receive eight hours of sick leave, with pay, each month. There is no waiting period to use sick leave, and there is no maximum carry forward.

Sick leave can be used anytime sickness, injury, or pregnancy prevents you from doing your job. Sick leave can also be used when a member of your immediate family is ill or needs your care and assistance.

An employee may also use up to 8 hours of eligible sick leave each fiscal year to attend parent-teacher conferences and/or meetings for the employee's children in pre-kindergarten through 12th grade.

Leave Benefits

University Holidays

Texas A&M Employees generally receive 12 to 15 holidays each fiscal year. This is determined annually by the state legislature, The Texas A&M University System Board of Regents, and the University president. Below are the University holidays for fiscal year 2024:

September 4, 2023	Labor Day
Nov. 23-24, 2023	Thanksgiving
Dec. 25, 2023—Jan 1., 2024	Winter Break
Jan. 15, 2024	Martin Luther King, Jr. day
May 27, 2024	Memorial Day
June 19, 2024	Emancipation Day
July 4, 2024	Independence Day

To be eligible for holiday pay, an employee must work (or be in a paid leave status) for any portion of the last scheduled working day before a holiday and be in a paid leave status (or work) for any portion of the next scheduled day after a holiday. A "portion" of a scheduled work day, for holiday pay eligibility purposes, is defined to be at least 15 minutes.

Other Leave

There are many other types of leave available, depending on the employee's circumstances. Eligible employees may use various types of paid and unpaid leave. Leave eligibility and approval will vary, depending on the employee's circumstances and needs.

Paid Leaves

Vacation/annual leave
Sick leave
Sick leave pool
Emergency leave
- Death of family member
- Other circumstances

University holidays
Educational release time
Administrative leave with pay
Jury duty
Other paid leaves
- Volunteer firefighter
- Organ, bone marrow, or blood donors
- Personal crisis or catastrophic situations
- Voting leave
- Court Appointed Special Advocates (CASA)

Other Leaves

Parental leave
Family and Medical Leave Act (FMLA)
Military leave
Leave without pay

Scan Me For More Information!
https://employees.tamu.edu/

Required Trainings for Texas A&M University Employees

The University requires all employees to complete training on certain topics to comply with the Federal Government, State of Texas, The Texas A&M University System, and Texas A&M University laws, policies, regulations, rules, and procedures. Employees may also be required by their department heads and supervisors to complete training based on their job duties. Unless otherwise noted, required courses can be taken online using TrainTraq, which is accessed through the Single Sign On System (SSO) .

New employees, including student workers, are required to complete the following courses within 30 days of being hired and then repeated as indicated :

- Orientation to the A&M System
- Creating a Discrimination Free Workplace/EEO (Repeated every two years)
- Ethics & Fraud (Repeated every two years)
- Information Security Awareness (Repeated every year)

Training and Development

The Human Resources Office of Organizational Development offers a variety of workshops, programs, and consulting services designed to enhance personal and professional growth and effectiveness of Texas A&M employees. Organizational Development is in the process of revamping their programs and offerings, but have recently introduced a new progressive leadership development framework. Each level was specifically designed based on Texas A&M's unique needs to help one learn what they need to know and do in their leadership role. The leadership development program is currently offering or developing:

- Leading Self
- Leading Others
- Leading the Function
- Leading the Organization

To learn more about this program and others being developed, visit https://employees.tamu.edu/orgdev/development-resources

LinkedIn Learning is a great resource with over 13,000 courses available to Texas A&M employees. Log in with your NetID and Password here: https://www.linkedin.com/learning

Parking and Transportation

Parking

Parking permits are required to park on campus and must be renewed annually.

New employees needing to obtain a parking permit can go to transport.tamu.edu, click on "My Account" and request a parking permit in a desired campus parking lot. Transportation Services will do their best to put you in the lot of your choice. As of fall 2021, Transportation Services has transitioned to virtual permit parking and eliminated hang tag permits. **Your license plate is now your permit; it is very important to always keep your license plate up-to-date.** If your parking assignment is in a garage or behind a gate, you will be issued an access device. You may also submit a request on your Transportation Services account to add an alternative method of access to the garage or gated lot, such as a registered toll tag or hands-free device. Employees may link up to three license plates to their permit, however only one of these vehicles can be parked on campus at any given time. For more questions on virtual permit parking, visit transport.tamu.edu/Parking/faqpermit/change.aspx.

Employees should also be aware of any parking restrictions during sporting events or other special events on campus. Depending on where you park on campus, you may be required to adhere to certain parking restrictions during home football games and other events. You can visit the Transportation website to see if there are any special restrictions in your assigned lot.

Shuttle Services

Campus buses provide shuttle services to students, faculty, and staff by shuttling them around campus and various off-campus locations. There is no charge to ride a campus bus, and Transportation Services provides real-time maps and schedules on their website at transport.tamu.edu/busroutes. Visit the website to determine which bus route you would need for your pick-up and destination, and leave times.

Business Parking

Your position may require that you travel across campus for meetings, inspections, or other reasons. Your individual parking permit will allow you only to park in your specified lot; therefore, you may need to check out a departmental business permit that will allow you to park at other campus locations. These can be checked out from your Departmental Parking Representative (DPR). Please advise your DPR where you will be parking and ask if there or any restrictions for using a business permit in that area. When a business permit is linked to your name, it will use the license plate provided on your Transportation Services account. Continue to keep your plate up-to-date to avoid parking tickets. If you frequently and regularly travel across campus for business purposes, you can ask your supervisor to request an individual business permit for you.

Transportation Services Has Moved

Now located in the Polo Rd. Building, adjacent to Polo Rd. Garage, at 322 Polo Rd, Suite 350

1250 TAMU

862-7275 (PARK)

Code Maroon is Texas A&M University's emergency notification system that gives the University the ability to communicate health and safety information in an emergency. The new Code Maroon Mobile app instantly alerts you of campus emergencies or warnings and features a number of new safety tools, including:

Friend Walk
Send your location to a friend or family member so they can follow your progress until you reach your destination. Friend Walk works wherever you are, as long as you have a data connection and your location services are turned on.

Mobile Blue Light
Works anywhere and contacts the nearest 911 dispatch in your area. If you are on campus, the call will be transferred to University Police.

Emergency Procedures
Quickly review University procedures for many emergency situations, including an active shooter, bomb threat, suspicious behavior, receipt of a suspicious letter or package, severe weather, fire, airborne and foodborne illnesses, and gas leaks.

Emergency Contacts
Direct links to 911, University, Bryan and College Station police departments, and Texas A&M EMS.

Safety Toolbox
Send an email with a map of your exact location, or send an "I'm OK" message to friends or family members. A flashlight is also included in the toolbox.

Campus Map Library
Provides immediate access to the official Texas A&M University campus, transit and parking maps.

To learn more about Code Maroon and the new mobile app, visit codemaroon.tamu.edu

Download the Code Maroon Mobile App

GET IT ON Google Play | Download on the App Store

Campus Emergency Information

TEXAS A&M UNIVERSITY

12TH MAN CAMPUS EMERGENCY INFORMATION

EMERGENCY PHONE NUMBERS

POLICE/FIRE/MEDICAL EMERGENCY:

DIAL 911 EMERGENCY

UNIVERSITY POLICE NON-EMERGENCY:
(979) 845-2345

POISON CONTROL:
1-800-222-1222

REPORTING

REPORT CONCERNING BEHAVIOR AT
tellsomebody.tamu.edu

emergency.tamu.edu

CAMPUS EMERGENCY

LISTEN to TV, radio, website, emergency e-mail, and Code Maroon message.
EDUCATE others when you know information. Pass it on.
ACT according to information and directions you have received.
DIAL 911 for fire, medical or police emergencies as needed.
SEEK help and/or shelter.

WHEN DIALING 911:
- Stay calm.
- Tell dispatcher your location.
- Answer the questions.
- Don't hang up until told.
- Follow all directions given.

MEDICAL EMERGENCY

Medical emergency → DIAL 911 EMERGENCY → If trained, begin first aid or follow dispatcher's directions. → Have another person meet police and EMS at designated area.

FIRE ALARM OR ACTUAL FIRE

Fire in building → Pull fire alarm and evacuate area.

Fire alarm – or – strobes → Evacuate area.

HAVE AN EXIT STRATEGY™

Use nearest exit – or – alternate safe route.

Do NOT use elevators.

Individuals needing assistance during an evacuation should call 911.

DIAL 911 EMERGENCY

Stay a safe distance away from the building.

Do NOT return until building is cleared by the fire department.

NATURAL DISASTER/INCLEMENT WEATHER

Natural disaster – or – inclement weather (examples: tornado, ice storm, hurricane)

WARNING: Severe weather sighted in the area

WATCH: Conditions favorable for development of severe weather

SEEK APPROPRIATE SHELTER: Areas such as small interior rooms, interior hallways or basements

- Stay away from windows.
- Avoid large rooms.
- Do NOT use elevators.
- Monitor news and weather.

ACTIVE SHOOTER/ARMED SUBJECT

RUN WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY.
- Attempt to evacuate.
- Leave your belongings behind.
- Help others escape, if possible.
- Call 911 when you are safe.

HIDE IF EVACUATION IS NOT POSSIBLE FIND A PLACE TO HIDE.
- Lock and/or blockade the door.
- Silence your cell phone.
- Hide behind large objects.
- Remain very quiet.

FIGHT AS A LAST RESORT AND ONLY IF YOUR LIFE IS IN DANGER.
- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.

WHERE TO FIND INFORMATION DURING AN EMERGENCY

LOCAL TELEVISION AND RADIO	OFFICIAL TEXAS A&M UNIVERSITY E-MAIL
CODE MAROON: Check cell phones for Code Maroon text messages. Sign up at codemaroon.tamu.edu.	**EMERGENCY WEBSITE:** Check emergency.tamu.edu for additional emergency information.

AUGUST 2019

TEXAS A&M UNIVERSITY.

Download a copy at http://studentaffairs.tamu.edu/emergency/.
Full procedures are at http://www.tamu.edu/emergency/procedures/.

Wellness at Texas A&M

TEXAS A&M UNIVERSITY

LIVING WELL
AT TEXAS A&M

Living Well is designed to ensure Texas A&M employees are living their best lives by aligning their time at work with their overall wellbeing by offering opportunities to explore employee interests, build community, and be in services to others.

To learn more, visit livingwell.tamu.edu.

PHYSICAL Resources

2nd MD
- Free, confidential second opinions by world renown doctors

Wellness Exam Incentive Program
- Individuals completing an annual wellness exam qualify for lower monthly premiums

On-site Fitness Sessions
- Free classes offered in various locations around campus

Wellness Release Time
- Employees can use 30 minutes, three days a week for physical fitness

Wondr Health
- A program helping employees learn how to lose weight and improve their health

FINANCIAL Resources

PerksConnect
- Discounts on local services

Flexible Spending Account
- Allows pre-tax dollars to be used on medical, dental, hearing or vision expenses for you and your eligible dependents

Voluntary Retirement Plans
- Tax Deferred Account (TDA)
- Deferred Compensation Plan (DCP)

Staff Tuition Assistance Program
- Attend Texas A&M University in a degree-seeking program

Financial Advisors
- ORP/TDA vendors available for financial advising

INTERPERSONAL Resources

Parenting Resources
- Parent-related information and resources to assist in meeting the needs of your family.

Employee Assistance Program
- Free confidential counseling services for employees and their eligible dependents

Employee Organizational Development
- Free personal and professional development courses (online & in classroom)

wellness at work