

HOP Style Guide

- Font: Calibri 11 pt.
- Each policy must include the policy title in ALL CAPS using **Boldface Type**.
- Insert page numbers on bottom right of document.
- Margins should be set to normal.

Each HOP policy shall have the following sections:

A. Purpose

A brief description of the rationale for the policy should be stated here. A rationale need not be elaborate; rather, it should be a one or two sentence statement explaining how the policy supports the strategic goals of The University of Texas Rio Grande Valley (UTRGV), or how the policy will ensure those within its scope will be in compliance with applicable laws or regulations.

B. Persons Affected

Identify all groups or individuals the policy will cover, e.g., students, employees, faculty, and so forth.

If a policy is meant to apply universally, the following language should be used: “This policy applies to all individuals associated with or on the premises of UTRGV, including without limitation employees, faculty, students, visitors, volunteers, contractors, or vendors.”

C. Definitions

This section defines key terms used within the policy to ensure that all readers of the policy interpret its meaning using the same criteria. Unfamiliar or technical terms, acronyms, or initials should be defined if used in the policy. The term should be underlined and definitions should be ordered alphabetically. If there are no applicable definitions at this time please write not applicable. NOTE: If three policies use the same term and define that term, the use and definitions need to be the same.

D. Policy

The section contains the full text of the policy, and should provide a clear statement of the rule(s) or requirement(s) the policy seeks to implement. When appropriate, it also includes instructions for reporting and resolving noncompliance with the policy.

E. Procedures

A well-drafted policy document will identify who is responsible for each key action of a policy, e.g., “Employees are responsible for establishing WCI claims in a timely fashion” or “Supervisors

are responsible for facilitating, monitoring, and ensuring employee compliance with training requirements.” Responsibilities can be listed in a user-friendly fashion in this section.

If applicable, this section also provides the persons affected by the policy with a sequential, step-by-step guide of all actions required for implementation of or compliance with the policy. The procedures should be clear and concise.

F. Related Statutes or Regulations, Rules, Policies, or Standards

This section includes hyperlinks to any related federal or state laws, Regent’s rules and UT System Policies.

G. Dates Reviewed or Amended

Specify dates policy was reviewed or amended.

H. Header

The header will contain the policy number, responsible executive, and origination date.

General Editorial Standards:

1. **UT System References:** <https://www.utsystem.edu/sites/branding/writing-style-guide>
 - Use "The University of Texas System" on first reference and "the UT System" on second reference.
 - “The” is capitalized in “The University of Texas System,” but is not capitalized when the reference is to “the UT System.”
2. **The Board of Regents:** <http://www.utsystem.edu/sites/branding/writing-style-guide>
 - On first reference, use “The University of Texas System Board of Regents,” and on second reference use “The UT System Board of Regents.”
 - Avoid using UT Board of Regents.
 - Only "Rules and Regulations" are italicized in Regents' *Rules and Regulations*. Regents' *Rules* is acceptable on the second reference.
3. **Texas Education or Government Code:**
<http://www.utsystem.edu/sites/branding/writing-style-guide>
 - Refer to bills as House Bill 1 or Senate Bill 1, or as H.B. 1 or S.B. 1 (periods but no space between the letters, then a space between the letters and the number).
 - Use a comma when referring to a chapter of the code but not when referring to a section of the code.
 - Use codifications after the legislative session, e.g., Texas Government Code Section 41.44 or Texas Education Code, Chapter 79.
4. **UTRGV Naming:**
<http://www.utrgv.edu/umc/creative-services/graphic-identity-guidelines/editorial/>
 - On first reference, use “The University of Texas Rio Grande Valley.”
 - Second references may be to “UTRGV” or “UT Rio Grande Valley.”

- Avoid using “the University” or “the institution.”

5. Capitalization:

- Official names are capitalized; unofficial, informal, shortened or generic names are not. This rule applies to committees, offices, buildings, schools, departments, programs, centers, etc.
- Phrases such as the center, the institute, or the new museum are not capitalized.
- Examples:
 - The Office of Admissions and Registrar, the registrar's office, the registrar.
 - The College of Business, the business college, all colleges.
 - The UTRGV Library, the library.
 - The Conflict of Interest Committee, the Academic Affairs Committee, each committee.

6. Titles:

- Capitalize a position title when it is used specifically, e.g., Dean of the College of Business; Chief Human Resources Officer.
- Do not capitalize a title when it is used generically, e.g., each department chair, all managers and supervisors.

7. Numbers:

- In most cases, use numerals for numbers equal to or greater than 10, but spell out numbers one through nine and numbers the beginning of a sentence.
- Example:
 - He has finished six of his 14 tasks.
 - Exceptions: Use numerals with the words “million,” “billion,” (The city has 3 million people) and “percent” (there was a 3 percent reduction in the budget).

8. Additional tips:

- Check spelling and punctuation.
- Avoid using “he/she” or “his/her.” Use “he or she” or rewrite to the plural.
- If you mean “and/or,” just use “or.”
- Separate each element of a series with commas: x, y, and z; x, y, or z.
- Check hyperlinks to make sure they are current and work
- Include white space in lists to make reading easier

9. HOP Sections:

ADM 01 series: General HOP related policies
 ADM 02 series: Administration policies
 ADM 03 series: Institutional Compliance policies
 ADM 04 series: General Personnel policies
 ADM 05 series: Faculty and Staff Senates
 ADM 06 series: Faculty and Academic policies
 ADM 07 series: Research and other Sponsored Projects policies
 ADM 10 series: Business / Fiscal / Facilities policies
 STU 01 series: Student Policies – General
 STU 02 series: Student Policies – Compliance
 STU 03 series: Student Policies – Student Records / Federal / State Mandate
 STU 05 series: Student Policies – Academic

10. HOP Review Process:

1. HOP Review Process

a. Policies Not Related to Educational Matters

- i. A stakeholder proposing a new policy or amendment to a policy will draft the policy or amendment in correct HOP format based on the HOP Style Guide, and will prepare a Policy Impact Statement. (The Policy Coordinator or designee will provide assistance upon request.) The proposing stakeholder will route the documents through the appropriate dean, director, or administrative equivalent to the Responsible Executive.
- ii. The Responsible Executive will submit the proposal to the Policy Coordinator who will distribute it to the HOP Committee for initial review and to confirm the Stakeholder Review Plan. The Stakeholder Review Plans for policies not related to educational matters requires review by all stakeholders within 30 calendar days. Educational matters require a review by all stakeholders within 60 calendar days.
- iii. The Policy Coordinator will distribute the proposed HOP policy in accordance with the Stakeholder Review Plan and timelines.
- iv. Advisory input from stakeholders returned timely to the Policy Coordinator will be provided to the Responsible Executive for consideration.
- v. The Responsible Executive will resubmit the proposed HOP policy with any incorporated changes to the HOP Committee for final consideration and action within 15 calendar days.
- vi. Once the HOP Committee has approved the proposed HOP policy, it will be submitted to the Chief Legal Officer for consideration and action within 30 calendar days.

b. Educational Policy

- i. New or amended Educational Policies will be reviewed in accordance with Section E.1.a. (i.)-(vi.).
- ii. The Stakeholder Review Plan must include review by the faculty advisory body.
- iii. The faculty advisory review timeline will be reasonable (60 calendar days or less).

c. HOP Policies with No Significant Changes

Proposed changes to a HOP policy that are not significant do not need to be approved in accordance with this policy or reviewed by the Chief Legal Officer. The Policy Coordinator, in consultation with the Chief Legal Officer, shall determine whether the change is significant.

2. The Policy Coordinator will submit the proposed HOP policy to the Chief Legal Officer (or designee) for review and approval. The Chief Legal Officer has the discretion to refer any proposed HOP Policy to the Vice Chancellor and General Counsel of the UT System (or designee) for review and approval.
3. The Policy Coordinator will notify the HOP Committee and Responsible Executive regarding the resolution of any comments received from the Chief Legal Officer or Vice Chancellor and General Counsel of the UT System and make conforming changes as needed. Recommendations and comments from UTRGV or UT System attorneys are legal advice provided to university administration and are to be treated as privileged and confidential attorney-client communications.
4. The Chief Legal Officer (or designee) will then submit the policy to the President for final approval. The submission should include track changes and a brief background and rationale for the proposed policy.
5. The Policy Coordinator will be responsible for the notification of the UTRGV community regarding approved HOP amendments as well as place them in the HOP.
6. All policies shall be subject to periodic review.

*An example template can be found on the next page.

EMERGENCY LEAVE

A. Purpose

The purpose of this policy is to comply with the emergency leave provisions required by applicable law.

B. Persons Affected

This policy applies to all employees of The University of Texas Rio Grande Valley (UTRGV), regardless of status.

C. Definitions

1. Employee's Family - the employee's spouse, or the parent, brother, sister, grandparent, grandchild, or child of the employee or the employee's spouse.

D. Policy

1. *Eligibility:*

Employees are eligible if currently appointed at least 20 hours per week for a period of at least four and one-half (4.5) months, in a position that does not require student status as a condition of employment.

2. *Military Leave :*

- a. An employee called to State active duty as a member of the State military forces by the Governor because of an emergency is entitled to paid emergency leave for the time during which the employee is on active duty. This time is not limited and does not count against the employee's military leave or vacation leave.
- b. An employee on unpaid military leave while called to active duty in support of a national emergency or Homeland Security mission will be granted sufficient emergency leave to provide a pay differential if the employee's military pay is less than the employee's State gross pay. For the purpose of differential pay, military pay does not include money the employee receives for service in a combat zone, as hardship pay, or for being separated from the employee's family. The combination of emergency leave and military pay may not exceed the employee's actual State gross pay.

3. *Funeral Leave:*

- a. Emergency leave for a death in an employee's family may be approved by the department head for a period not to exceed 24 work hours. Hours used for this purpose are not required to be consecutive.
- b. The Chief Human Resources Officer may approve emergency leave for extenuating circumstances related to death.

4. *Other Emergency Leave:*

The President or the President's designee may issue a determination on other reasons for emergency leave, such as official closings or situations in which an employee shows good cause for such leave.

E. Procedures

An employee who wishes to take emergency leave should submit a leave request form to the employee's supervisor.

F. Related Statutes or Regulations, Rules, Policies, or Standards

[Texas Government Code Sections 661.901, Applicability and 661.902, Emergency Leave](#)

[Texas Government Code Section 661.9041, Military Leave during National Emergency](#)

[Texas Government Code Section 431.0825, State Militia](#)

[State Auditor's Office Leave Interpretation 98-06](#)

[University of Texas System Board of Regents' Rules and Regulations Rule 30301, Employment of Retirees*](#)

(*this rule is only inserted in this template as an example. It does not apply to this HOP)

G. Dates Reviewed or Amended

Not applicable.