



## Department of Human Resources

**Employee Information****Mission Statement and History of the College**

"Texarkana College is a publicly supported, two-year community college dedicated to serving the educational needs of diverse individuals, businesses and the community through Relevant programs and services that are high quality, affordable and accessible. These programs are offered in an Environment of Excellence supported by a highly qualified, engaged and informed faculty and staff committed to promoting and increasing student Achievement and success in the development of knowledge and skills necessary for a rapidly changing world. Measurable student learning and institutional outcomes provide a culture of continuous improvement and data-driven decision making. In fulfillment of this mission, Texarkana College prepares individuals for Success in life and HOPE for a better tomorrow."

Texarkana College was established in 1927 as a public junior college under the Texarkana, Texas Public School System. Initially located at 16th and Pine Streets, it began with 109 students. Post-World War II enrollment growth prompted a 1948 bond issue for a new campus, leading to the purchase of 20 acres and construction of facilities in 1950. The college relocated to its current site on Robison Road in 1953, with 589 students enrolled.

In 1957, it gained independence from the school district, forming a separate Board of Trustees. In 1971, Texarkana College partnered with East Texas State University (now Texas A&M University-Texarkana) to enhance access to higher education. The college continues to expand with new programs and partnerships in the community.

**Texas Public Information Act**

Texarkana College, as a state organization, is subject to the Texas Public Information Act, which allows employees and public officials to choose confidentiality for certain personal information. Unless confidentiality is requested, the following may be publicly released: home address, home telephone number, Social Security Number (SSN)\*, and family member information.

*\* SSNs are used for identity verification and benefits maintenance and will not be disclosed without employee consent, except as required by law.*

The College must comply with requests under the Texas Open Records Act, and to deny a request, a signed form from the employee is needed. Employees can authorize or deny the release of their information on the Personnel Data Information form. For any privacy concerns, please contact the Office of Human Resources.

**Your Identification Badge**

To have your identification badge made, please go to the Office of Admissions on the first floor of the Nelson Administration Building. No appointment is necessary. All employees shall wear their badge while on campus. You are required to submit your badge to your Supervisor, Human Resources or any TC Police Officer if requested. When you leave TC employment, you must turn in your badge to your immediate supervisor.

**Keys**

Keys are typically issued to full-time employees only and must be authorized by your supervisor. Keys must be obtained and signed for at the Facilities Services office, located at 898 Martine Street. Upon ending your TC employment, keys must be returned to Human Resources or Facilities Services.

**Underpayment or Overpayment of Wages**

The U.S. Fair Labor Standards Act treats wage overpayments similarly to payday loans, allowing employers to deduct overpayments from future wages. This holds true even if the deduction temporarily lowers an employee's effective wage below the minimum wage, as long as they are paid at least minimum wage for hours worked. Texas law aligns with this federal perspective.

Texarkana College strives to ensure accurate and timely payroll. If an employee notices a pay error, they should promptly inform their supervisor or payroll for resolution. Underpayments will be corrected quickly, while overpayments must be returned to the College. Overpaid amounts will be deducted from future paychecks until fully repaid, unless alternative arrangements are made with the President or Chief Financial Officer approval.

Employees are encouraged to understand that pay errors are unintentional and to remain patient if they occur.

### **Participation in a 403(b) Retirement Program**

Texarkana College offers a 403(b)-retirement program as one of its benefits. This tax-deferred plan allows you to contribute to your retirement on a pre-tax basis, with contributions deducted directly from your paycheck, making saving for retirement more convenient.

To obtain a current list of approved 403(b) investment providers, please contact the Benefits Coordinator in the Human Resources Office. We encourage you to reach out to each vendor for details about their products and services to find the best fit for your needs.

If you decide to participate in this retirement savings opportunity, you will need to complete enrollment paperwork from the investment provider and a salary reduction agreement, which authorizes us to deduct contributions from your paycheck. This agreement is available in the Human Resources Office.

### **Workers' Compensation**

Texarkana College provides workers' compensation insurance to protect you in the event of a work-related injury. For more information about your rights under workers' compensation, you can contact any office of the Texas Workers' Compensation Commission or call 1-800-252-7031.

You have the option to retain your common law right to sue for personal injury. To do this, you must notify your employer in writing within five days of starting your employment or within five days of receiving written notice of the employer's coverage. If you choose to retain this right, you will not be eligible for workers' compensation income or medical benefits if injured.

This notice serves to inform you of your right to reject workers' compensation coverage and outlines the procedure for notifying Texarkana College of your decision if you choose to do so.

### **Injury Reporting**

Texarkana College provides Workers Compensation coverage for employees injured on the job. I understand that I am enrolled in this coverage unless I have waived it and retained my common law rights.

I recognize the importance of safe work practices and must ensure my mental, physical, and emotional well-being to perform my duties effectively.

I am required to report any work-related injury to my supervisor immediately, regardless of its severity. I will not attempt tasks I am not trained to perform and will consult my supervisor with any safety concerns.

I acknowledge that Texarkana College does not offer light or restricted duty assignments and that I must be able to perform all job functions before returning to work after an injury. I am responsible for seeking clarification from my supervisor regarding workers' compensation or safety issues.