November 6, 2006

HUMAN RESOURCES MEMORANDUM 07-03

TO: All TTI Employees

FROM: Gregory Richmond
       Human Resources Officer

SUBJECT: HIV/AIDS Information

In accordance with Texas A&M University System Regulation 34.04.03 HIV/AIDS in the Workplace and Learning Environment, each System employee must receive educational information on HIV/AIDS on an annual basis. To comply with state law, a web brochure entitled “AIDS and the Workplace” has been placed under “Rules, Regulations, Notices & Policies, TTI Brochures” in the Benefits/Employment section of TTINet.

The web brochure provides information about:

* HIV/AIDS.
* How HIV infection may be transmitted from one person to another,
* How HIV/AIDS affects you at your workplace,
* Effective Precautions to avoid exposure to HIV infection,
* How to reduce your risk for HIV infection in your personal life, and

Printed copies of this information may be obtained through the TTI Human Resources Office.

If you have questions concerning this information, please contact the TTI Human Resources Office at ttihr@ttimail.tamu.edu or by telephone at (979)845-9538.