

**General Employment Policies  
BU-PP 002**

1. In the absence of a written contract of employment signed by the president or appropriate vice president, employees are employed at-will. Either Baylor or the employee may terminate employment at any time with or without cause.
2. Employee contracts are administered in accordance with the provisions outlined in their contracts.
3. The documents below must be completed by all new employees on their hire dates in order to avoid delayed paychecks and further problems with employment. These forms are normally completed during the Human Resources (HR) new employee orientation; however, employees who do not attend the orientation session shall contact HR immediately to complete them.
  - Form W-4 Employee Withholding Allowance Certificate
  - Electronic Employment Eligibility Verification (USCIS Form I-9)
  - Personnel Information Form (PIF)
  - Voluntary Self-Identification Disclosure
4. All employees are expected to comply with the law, as well as the policies, procedures and practices of Baylor. Violation of any policy may result in disciplinary action up to and including dismissal.
5. Baylor University reserves the right to change at any time, and without prior notice, its policies and procedures.
6. Baylor University will seek to fill each vacancy with the best available qualified candidate. Baylor does, however, retain its right to establish religious preference as a qualification for employment and in employment decisions. Current employees may be considered for existing vacancies along with outside applicants.
7. Employment in a temporary assignment, in an observation period, in a probationary status, or in any other capacity reflecting a temporal limitation does not imply any right of continuation of employment and may be terminated at any time.
8. Each newly hired or transferred staff member is placed on a 180-day observation at the beginning of his or her employment transfer.
9. Smoking is prohibited in all University facilities.
10. To the fullest extent of Federal and Texas law, Baylor prohibits possession of any weapon (as defined by the Texas Penal Code) on all University property, athletic venues, passenger transportation vehicles, and any grounds or building on which Baylor activities are conducted. Pursuant to Texas law, Baylor employees who hold valid concealed handgun licenses may store a concealed firearm in a locked, privately owned motor vehicle parked in a Baylor parking lot or parking garage.