

**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. As employees at-will either Baylor or the employee may terminate employment at any time with or without cause.
2. Contract employees 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 at orientation; however, employees who do not attend the orientation session shall contact Human Resource Services immediately to complete them.
  - Federal Employee Withholding Form (W-4)
  - Immigration & Naturalization Service Form (INS I-9)
  - Personnel Information Form (PIF)
  - Social Security Card (need to provide)
4. All employees are expected to comply with the law, as well as with the policies, procedures and practices of Baylor.
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. Newly hired staff or transfers are placed on a 180-day orientation at the beginning of his/her employment/or transfer.
9. Smoking is prohibited in all University facilities.
10. Possession of any weapon, as defined by the Texas Penal Code and of licensed handgun or firearms is prohibited on all University property.