BAYLOR UNIVERSITY

MEMORANDUM OF UNDERSTANDING REGARDING NATURE OF EMPLOYMENT OF NON-CONTRACT EMPLOYEES

NOTE: Baylor University is an At-Will-Employer; therefore, either Baylor or the employee may terminate employment at any time.

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Na	ame:
	U ID#: Date Employed:
As	an employee of Baylor University, I acknowledge and agree to the following:
	My employment is at-will, and either the University or I may terminate employment at anytime. I will abide by the policies and procedures of Baylor University. I accept the salary and personnel benefits authorized for the position as indicated in the offer letter for the start date above. I understand that Baylor uses direct deposit as its primary source of payment for all employees. I also certify to the best of my knowledge I am physically qualified to perform the tasks and responsibilities of the position for which I am being employed. Upon separation from service or request, I will turn in to Human Resources my: ID card(s), credit card, keys, uniforms, equipment, and any other property of the University that I have in my possession. I will return any library books in my possession to the appropriate library. I understand that as a service to employees, purchases and other University services may be charged with my Baylor ID card and such charges will be deducted from my paycheck. I authorize Baylor to deduct from my paycheck any amount owed to the University such as fines, fees, outstanding travel advances, dining services, health center, outstanding checks, student loans, etc. The University's Employee Policies are located on the University's webpage, and this is the University's sole means of publishing its policies. Additionally I acknowledge that the policy manual does not form the basis of a contractual relationship between the University and me regarding termination or otherwise. I acknowledge the University's prerogative of revising its policies and procedures at anytime without notice, and I agree to abide by and be governed by such versions. http://www.baylor.edu/BUPP The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or other mind-altering substance is prohibited at Baylor University. A Baylor employee who violates this prohibition is subject to discipline by the University has workers' compensation information is posted in the lobby of the Hum
•	injured. If the position is funded by grant money, I understand that my employment is at will and is also contingent on continued funding.

Human Resources

Date

Date

Employee's Signature