

**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.**

Name: \_\_\_\_\_

BU ID#: \_\_\_\_\_ Date Employed: \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_

Salary: \_\_\_\_\_ Per Mo. Wage: \_\_\_\_\_ Per Hr.

**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 indicated 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 the Human Resource Services office my: I.D. card(s), credit card, keys, uniforms, equipment, and any other property of the University which 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 I.D. card and such charges will be deducted from my paycheck. I authorize Baylor to deduct from my pay check 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 it's 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. Such discipline may include required participation in a drug rehabilitation program or termination from employment.
- I am aware that Baylor University has workers' compensation insurance coverage through Employer's Casualty Insurance Company for my protection. Workers' compensation information is posted in the lobby of the Human Resource Services Office. For additional information about your workers' compensation rights, please call 1-800-252-7031 or contact the nearest Texas Workers' Compensation Commission Office or you may contact Baylor's Compensation & Benefits Office at (254) 710-2218 for more details.
- I may elect to retain my common law right of action if, no later than 5 days after beginning employment, I will notify Baylor University in writing that I wish to retain my common law right to recover damages for personal injury. If I elect my common law right of action, I cannot obtain workers' compensation or medical benefits if I am injured.
- If the position is funded by grant money, I understand that my employment is at will and is also contingent on continued funding.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource Services

\_\_\_\_\_  
Date