Benefit Eligibility Classifications
BU-PP 400

Policy:
Baylor University provides employee benefits according to various classifications detailed below.

Topics:
- Full-time faculty, staff, and post-doctoral fellows
- Part-time faculty and staff
- Visiting faculty and staff
- Part-time and/or temporary post-doctoral fellows

Related policies:
- BU-PP 402 — Vacation
- BU-PP 403 — Sick Leave
- BU-PP 404 — Personal Leave
- BU-PP 405 — Court Leave
- BU-PP 406 — Non-Compensated Leaves & Absences
- BU-PP 407 — Holidays
- BU-PP 408 — Family and Medical Leave Act (FMLA)
- BU-PP 409 — Military Leave
- BU-PP 410 — Group Insurance – General
- BU-PP 411 — Group Life and Dependent Life Insurance
- BU-PP 412 — Group Long-Term Disability
- BU-PP 413 — Group Health/Major Medical Insurance
- BU-PP 414 — Group Dental Plans
- BU-PP 420 — Flexible Spending Accounts
- BU-PP 446 — Workers’ Compensation Insurance
- BU-PP 450A—Employee Tuition Remission and Educational Assistance
- BU-PP 450B—Spouse and Children Tuition Remission
- BU-PP 451 — Job-Related Tuition Reimbursement Program
- BU-PP 461 — Baylor Retirement Income Plans
- BU-PP 471 — Tax-deferred Annuities (TDA)
- BU-PP 472 — Deferred Compensation Plan
- BU-PP 481 — Campus Parking
- BU-PP 483 — Admission to Campus Events
- BU-PP 491 — Payroll Deduction Service
- BU-PP 600 — Retirement Benefits

Additional information:
Baylor benefits are established by policy, law or by Baylor’s benefit plan documents. This information is provided for reference only. In the event of conflict between the policy statement and the law or plan documents, the law or the plan documents control. The policy statements, as well as the plan document, may be changed at any time by Baylor University without notice, unless notice is required to comply with the law.

Contact:
Human Resource Services Office (x2219)
Compensation & Benefits Department (x2218)
Payroll Office (x2217)

Full-time faculty, staff, and post-doctoral fellows — (appointed at .75 FTE or more per semester), full-time regular staff (30 or more scheduled hours per week), and full-time temporary staff (30 or more scheduled hours per week for a minimum of 90 days):
• Enrollment in group insurance products immediately upon employment;
• Enrollment in the Baylor University Retirement Income Plan after meeting qualification requirements stated in BU-PP 461;
• Tuition remission for employees after meeting the qualification requirement stated in BU-PP 450A;
• Tuition remission for spouse/children after meeting the qualification requirement stated in BU-PP 450B;
• Baylor University identification card;
• Use of campus facilities;
• Admission to certain campus events;
• Option to purchase specified athletic events at reduced rate;
• Use of dining facilities;
• Free parking.

**Part-time faculty** (appointed at less than .75 FTE per semester), and **part-time staff** (fewer than 30 scheduled hours per week):
• Baylor University identification card
• Use of campus facilities
• Admission to certain campus events
• Option to purchase specified athletic events at reduced rate
• Use of dining facilities
• Free parking

**Visiting faculty and staff —**
Benefits are determined on an individual basis as authorized in the letter of appointment or other personnel action document.

**Part-time and/or temporary post-doctoral fellows —**
Benefits for **part-time and/or temporary post-doctoral fellows** (appointed at less than .75 FTE and/or less than a full semester) include a Baylor University identification card, when requested.