

## SUMMARY OF POLICY CHANGES

BU-PP	Title of BU-PP	Changes made to policies
Disclaimer	General	Revised format
002	General Employment Policies	No revisions
023	Standards of Personal Conduct	<ol style="list-style-type: none"> <li>1. Clarified “Inappropriate Dress” and “Spirit Day Dress.”</li> <li>2. Defined “Business Casual Dress.”</li> </ol>
025	Technology Systems Usage Policy	Updated minor content.
026	Directory Information Use	<ol style="list-style-type: none"> <li>1. Under related policies: added BU-PP 705 – “Faculty Dismissal.”</li> <li>2. Accessing directory information: deleted “Payroll Office.”</li> </ol>
027	Employee Personnel Information	Added “Compensation & Benefits” under Access to Employee Records.
028	Civil Rights Policy	<ol style="list-style-type: none"> <li>1. Deleted language “See BU-EP 10xx” from explanation of policy in first paragraph.</li> <li>2. Modified title for person responsible for coordination of policy: Associate Vice President for Budget &amp; Human Resources.</li> <li>3. Removed “Human Relations Office” and replaced with “Human Resources.”</li> </ol>
029	Handling of Confidential Information	<ol style="list-style-type: none"> <li>1. Under Financial Records: added language “see below for definition” to describe “covered data.”</li> <li>2. Under Employee Records: added explanation of retaining applications, resumes, and search materials for staff and faculty searches.</li> </ol>
030	Drug-Free Workplace	No revisions
030A	Drug-Free Workplace Notice to Employees	No revisions
030B	Drug-free Workplace-Legal Sanctions	<ol style="list-style-type: none"> <li>1. Under Texas Revised Civil Statutes article 67011-1: corrected amount to read “\$2,000.00.”</li> <li>2. Under Texas Health &amp; Safety Code- Section 481.112: corrected amount to read “\$100,000.00.”</li> </ol>

031	Sexual Misconduct	No revisions
031A	Questions for Redemptive Consideration Sexual Misconduct	No revisions
032	Nepotism	<ol style="list-style-type: none"> <li>1. Under Supervisory Relationships: added “either directly or indirectly.”</li> <li>2. Under Employment in the Same Department: added example of “reporting down the line.”</li> </ol>
033	Workplace Orientation Period	Under Transfer & Promotion: after orientation period, added “180 days.”
034**	Staff Teaching Baylor Courses	<ol style="list-style-type: none"> <li>1. Modified language for allowing staff members to teach.</li> <li>2. Language changed to read “up to two courses per academic year, one three credit hour course per semester.”</li> <li>3. Under procedures for authorization, modified language to read “overload pay” instead of “supplemental pay.”</li> <li>4. Added explanation of additional pay for a non-exempt (hourly) employee.</li> </ol>
034A	Teaching Request & Authorization Form	Modified form to include BU I.D. #, instead of SS #.
035	Appropriate Use of University Funds	No revision
120**	Staff Recruitment Policy	<ol style="list-style-type: none"> <li>1. Under Additional Information: added #6, “background check consent form as appropriate.”</li> <li>2. Under Recruitment: modified language to read “Project Office Notice,” instead of “PAF.”</li> <li>3. Deleted “Affirmative Action Summary to be completed.”</li> <li>4. Added “as appropriate” regarding other employment agencies.</li> <li>5. Deleted “New Driver Information” statement.</li> <li>6. Deleted “request completion of a Drug Free Workplace Form.”</li> <li>7. Modified language to read: “destroy all applications,” instead of “return all applications.”</li> <li>8. Added language about</li> </ol>

		<p>completing information in the EMS system.</p> <p>9. Added explanation of what is required for W-4 form.</p> <p>10. Explanation of Employment Eligibility &amp; Verification form.</p> <p>11. Added “invite new hire to attend WOW” – deleted POD’s involvement.</p> <p>12. Modified language regarding Affirmative Action Summary.</p> <p>13. Modified how applicants are notified for employment.</p>
120B	Memorandum of Understanding	No revisions
120C	Personnel Information Form	No revisions
121	Student Employment	New policy
220	Personnel Classification	No revisions
304	Supplemental Pay	Added new topic: “Grant funded positions” and included link to “Office of Sponsored Programs.”
305	Overtime	No revisions
800	Conflict of Interest	<ol style="list-style-type: none"> <li>Under “Method of Disclosure,” review committee modified title to read: “Associate Vice President for Budget &amp; Human Resources and Assistant Vice President for Human Resource Services.” Deleted “AA/EEO Officer.”</li> <li>Added BU-PP 800 Addendum-revised March 2006.</li> </ol>
801	Inclement Weather	Modified title to read: “Executive Vice President and Provost and V.P. for Marketing & Communications” and deleted “University Relations.”
802	Work Hours/Schedules	<ol style="list-style-type: none"> <li>Under additional information: added “Monthly Absence Record.”</li> <li>Deleted “total hours reported must be rounded to the nearest quarter hour.”</li> <li>Under Absences: added phrase “vacation, sick and personal time accrual for monthly staff should be maintained by the department using the monthly absence record” (inserted link).</li> </ol>
804	Performance Evaluation	Updated Human Resource Services address.
805	Staff Observation Process	Under placement in observation status: third

		bullet – language changed from “three copies” to “one copy” and language changed from “all copies of” to “the form.”
805A	Employee Observation Evaluation Form	No revisions
806	Promotions/Transfers	<ol style="list-style-type: none"> <li>1. Under Topics: added – “Impact on staff compensation.”</li> <li>2. Under Related policies: added “Staff Compensation Plan.”</li> <li>3. Under Contact: added Compensation &amp; Benefits (x8571)</li> <li>4. Under after a transfer is approved: deleted language referring to PAF form and added EMS.</li> <li>5. Added link for Staff Employment Action Guide under last bullet point.</li> <li>6. Added language on “Impact on Staff Compensation.”</li> </ol>
807	Staff Disciplinary Policy	Corrected punctuation
809	New-Employee Orientation	Under Contact: deleted POD and added Human Resource Services Office (x2219).
810	Professional Development Grant	Under Contact: changed phone # for POD to (x6726)
811	On-Site Professional Development	Under Contact: changed phone # for POD to (x6726)
822	University Grievance Policy	Added “Associate Vice President for Budget and Human Resources” as the final approval.
831	Position Action Form (PAF) Policy	Under revision
831A	Position Action Form (PAF)	No longer in use.
832	Position Action Request (PAR) Policy	No longer in use.
832A	Position Action Request (PAR) Form	No longer in use.
833**	Staff Separation Policy	<ol style="list-style-type: none"> <li>1. Under Voluntary Separation: modified language to read “accrued vacation.”</li> <li>2. Under Involuntary separation: modified language to read “up to the maximum of the employee’s vacation.”</li> <li>3. Corrected capitalization of “retirement.” Changed second bullet point to read “a maximum of the accrual vacation entitlement.”</li> <li>4. Under Death: modified language to read “of the employee’s vacation.”</li> </ol>

		<ol style="list-style-type: none"> <li>5. Under Final Paycheck: added "Payroll will also deduct outstanding debts" phrase.</li> <li>6. Under Procedures: replaced "terminating employee," with "separating employee."</li> <li>7. Under procedures: changed language on last bullet to read "receiving tuition remission benefits."</li> <li>8. Under Final Work Day: changed language to read "return completed SP form, ID cards, parking decals, &amp; exit interview form to the HR Svcs. Office."</li> <li>9. Removed statement regarding contacting DPS for removal &amp; return of parking decals.</li> <li>10. Deleted "if desired" and "return of Prescription Drug Program cards."</li> </ol>
834**	Temporary Personnel & Budget (TPBA) Policy	<ol style="list-style-type: none"> <li>1. Under Topics: added "Reasons for hiring temporary employees."</li> <li>2. Added bullet points.</li> <li>3. Under Note: added "full-time."</li> <li>4. Under "The Requesting Department will," last bullet – added "or department head" and deleted "or the divisional vice president."</li> <li>5. Under the "academic dean," added "department head." Also deleted "forward approved TPBA to the divisional vice president" and added "HR Services Office for processing."</li> <li>6. Deleted "the divisional vice president will" statement.</li> <li>7. Replaced "Vice President for Human Resources &amp; Enrollment Management" with "Vice President for Finance &amp; Administration."</li> <li>8. Replaced "Fiscal Planning" with the "Budget Office."</li> </ol>
834A	Temporary Personnel & Budget (TPBA) Form	No revisions.
835	Workplace Violence Policy	Under contact: added "Risk Management." (x8990)

	BENEFITS POLICIES	
400	Benefits Eligibility Classification	<ol style="list-style-type: none"> <li>1. Removed 90 day wait period.</li> <li>2. Corrected tuition remission information.</li> </ol>
402	Vacation	Inserted link for Monthly Absence Record.
403**	Sick Leave	<ol style="list-style-type: none"> <li>1. Inserted link for Monthly Absence Record.</li> <li>2. Under sharing sick leave: changed language from “is experiencing” to “has experienced a qualifying illness.”</li> <li>3. Under Recipients: added list of procedures for FMLA.</li> <li>4. Clarified rolling calendar (52 week period)</li> <li>5. Language changed to read “will cause” rather than “causes.”</li> <li>6. Under Recipients: On bullet #9, language changed to read “must deplete”, added “shared leave,” and distinguishes to a maximum of two months “or 320 hours.”</li> <li>7. Under Recipients: added “or FMLA Certification of Health Care Provider Form.”</li> <li>8. Under Donors: clarified maximum time donated per calendar year.</li> </ol>
404	Personal Leave	Under Approval and Tracking: added link for “monthly absence record.”
405	Court Leave	No revisions made.
406	Non-Compensated Leave of Absence	<ol style="list-style-type: none"> <li>1. Removed “staff only” on links page under Faculty &amp; Staff Benefits.</li> <li>2. Under Policy: added “University” and replaced employee with “eligible faculty and staff.”</li> </ol>
407	Holidays	<ol style="list-style-type: none"> <li>1. Under Additional Information: added “Holiday Schedule.”</li> <li>2. Under Holidays Observed: added “Labor Day.”</li> <li>3. Clarified Thanksgiving Holidays.</li> <li>4. Designated “December 24<sup>th</sup> – 31<sup>st</sup>” as the Christmas Holidays.</li> </ol>

		<ol style="list-style-type: none"> <li>5. Under bullet #2, added “full time” after eligible and before staff.</li> <li>6. Added language regarding biweekly employees working on observed holidays.</li> </ol>
408	Family and Medical Leave Act (FMLA)	Under policy: replaced “employees” with “faculty and staff.”
408A	FMLA Request/Action Form	No revisions made.
408B	FMLA Certification of Health Care Provider Form	No revisions made.
408C	Employer Response to Employee Request for FMLA Form	No revisions made.
409	Military Leave	<ol style="list-style-type: none"> <li>1. Under policy: replaced “employees,” with “faculty &amp; staff.”</li> <li>2. Under #3: corrected punctuation error under letter “a.”</li> </ol>
410**	Group Insurance - General	<ol style="list-style-type: none"> <li>1. Under Policy: replaced “employees,” with “faculty and staff.”</li> <li>2. Deleted all references to 90 day wait period since approval to provide the same benefit for all employment categories.</li> <li>3. Added bullet point under Eligible Dependents which reads “An employee’s child who is 19-26 and is not eligible for their own employer group insurance/benefit plan.”</li> </ol>
411**	Group Life and Dependent Life Insurance	<ol style="list-style-type: none"> <li>1. Under Policy: replaced “employees” with “faculty and staff.”</li> <li>2. Added link to C&amp;B website under “additional information”</li> <li>3. Deleted all references to 90 day wait period since approval to provide the same benefit for all employment categories.</li> <li>4. Under Eligible Dependent Coverage: added “or as ordered by court.”</li> </ol>
412	Group Long-Term Disability	<ol style="list-style-type: none"> <li>1. Under Policy: replaced “employees,” with “faculty and staff.”</li> <li>2. Added link to C&amp;B website under “additional information”</li> <li>3. Deleted all references to 90 day wait period since approval to provide the same benefit for all employment categories.</li> </ol>

		4. Clarified when LTD begins
413**	Group Medical Insurance	<ol style="list-style-type: none"> <li>1. Under Policy: deleted “employees,” and added “faculty and staff.”</li> <li>2. Added link to C&amp;B website under “additional information.”</li> <li>3. Deleted all references to 90 day wait period since approval to provide the same benefit for all employment categories</li> <li>4. Under Eligible Dependents: added additional bullet point that reads “an employee’s child who is 19-26 and is not eligible for their own employer group medical insurance.”</li> <li>5. Under “The following definitions apply,” added additional bullet point “or as ordered by court.”</li> </ol>
414**	Dental Plans	<ol style="list-style-type: none"> <li>1. Under Policy: deleted “employees,” and added “faculty and staff” after “eligible.”</li> <li>2. Added link to C&amp;B website under “Additional Information.”</li> <li>3. Corrected name of dental plan administrator.</li> <li>4. Clarified that open enrollment occurs each calendar year.</li> <li>5. Clarified when faculty and staff are eligible for enrollment into the dental plan.</li> <li>6. Clarified when faculty and staff may cancel enrollment in the dental plan.</li> </ol>
420	Flexible Benefit Plan (Cafeteria Plan)	<ol style="list-style-type: none"> <li>1. Replaced words “change of status” to “qualifying event” throughout policy.</li> <li>2. Added link to C&amp;B Website under “Additional Information.”</li> <li>3. Added link to “salary redirection agreement.”</li> </ol>
446	Workers' Compensation Insurance	<ol style="list-style-type: none"> <li>1. Added statement “must notify Payroll Office when income benefits are received” under “employee responsibilities” and “income benefits.”</li> <li>2. Added link to C&amp;B website under additional information.</li> </ol>
448	Unemployment Compensation	No revisions

450A	Employee Tuition Remission and Educational Assistance	Several wording clarifications/additions in policy to provide more helpful information (programs of study, course limit and taxability).
450B	Spouse and Children Tuition Remission Program	<ol style="list-style-type: none"> <li>1. Multiple clarifications and additions throughout policy to enhance communication and provide more helpful information.</li> <li>2. Only policy change was to base benefit off of “net tuition.” (tuition less merit scholarship)</li> <li>3. Added information about and link to “tuition exchange” and taxability of EMBA program.</li> </ol>
451	Job- Related Tuition Reimbursement Program	No revisions made
461	Baylor Retirement Income Plan	<ol style="list-style-type: none"> <li>1. Added link to C&amp;B website under “Additional Information.”</li> <li>2. Changed “Annuity Board...to Guide Stone Financial...” under “Plan Vendors.”</li> </ol>
471	Tax-Deferred Annuities (TDA)	Revised link to C&B website under “Additional Information.”
472	Deferred Compensation Plan	<ol style="list-style-type: none"> <li>1. Changed “Annuity Board...to Guide Stone Financial...” under “Additional Information”</li> <li>2. Added link to 457(b) form under “Additional Information.”</li> </ol>
481	University Parking	No revisions
483	Admission to Campus Events and Certain University Facilities	No revisions
491	Payroll Deduction Service	Addition of payroll deduction form.
492	Taxable Benefits	New Policy
600**	Retirement	<ol style="list-style-type: none"> <li>1. Redefined retirees as “Retiree I, Grandfathered Retiree I, Retiree II and Retiree III.” This was done to minimize the caste system if you are not an “official” retiree. The idea is that all can “retire” from Baylor, some just have more benefits than others.</li> <li>2. Also identified that those on MediGap are paying a portion of the cost.</li> <li>3. No other change in benefits,</li> </ol>

		just an attempt to clarify and redefine.
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