

BAYLOR BOWL

WORKSHEET

Congratulations on completing The Bear Essentials! To prepare for the next step in your onboarding program, Essentials for Success, please complete this worksheet. This activity will the opportunity to become familiar with Baylor’s website, compliance policies, and resources available to you.

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Please read this worksheet thoroughly, answer the questions, and fill in the blanks using the links provided in each section. Bring this completed worksheet with you to Essentials for Success to be used in one of the activities. Good luck! 😊

SAFETY

Department of Public Safety (DPS)/Baylor Police: [Baylor DPS Website](#)

Baylor University Department of Public Safety has three main areas of responsibility:

1. **Law Enforcement:** Baylor police department is responsible for all law enforcement related categories throughout the campus.
2. **Fire:** All fire related categories, including drills, alarms, sprinkler systems, testing of systems, and education programs.
3. **Emergency Management:** all preparations and execution of emergency management and crisis response.

What is Baylor police's jurisdiction?

DPS Contact Information

- Dispatchers are available 24/7 at phone #: _____.
- Baylor Police Department is located in which building? _____.

If you suspect a fire, experience a theft, see something suspicious, or need immediate assistance call Baylor police. The Baylor University police department website connects you to each of the three categories (police, fire, and emergency management).

Baylor Alert: [Baylor DPS Emergency Alerts Website](#)

Baylor Alert is Baylor's system for alerting students, staff, and faculty in the event of a natural disaster or other emergency on campus. What methods of communication are used for Baylor Alert?

Environmental Health & Safety (EHS): [Baylor Environmental Health & Safety Website](#)

How does the EHS serve Baylor?

What programs and services does EHS provide?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Recommendation: [Faculty & Staff Page](#)

Set your web browser homepage to the Baylor Faculty and Staff page at www.baylor.edu/_____. It provides common links, protected sites, announcements, and the directory.

Dress Code/Standards of Personal Conduct: [Dress Code/Standards of Personal Conduct Personnel Policy](#)

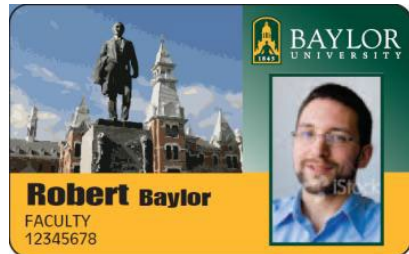
What are the two ways employees are permitted to dress in *most* offices at Baylor?

1. Most areas expect _____ attire.
2. Fridays are designated _____, so most areas allow for _____. (*Hint: type of pants*).

ID Information: [ID Information Website](#)

What is a Baylor ID # and where is it printed?

Baylor ID cards are also used for access into facilities, events, and payroll deduction for goods & services (discounts available only with ID card – spouse card available).



The Bear ID is a login for secured Baylor sites. What format is the Bear ID generally in?

The Bear ID is used for:

- Email
- Baylor Compass
- Online Directory
- Web-time entry

Set up instructions are available on the Bear ID webpage.



Parking: [Parking Website](#)

Faculty and Staff parking spots are marked with _____. Do not park in reserved spots such as those designated maintenance, visitor, handicapped, etc.

Time Off: [Vacation Time Personnel Policy](#)

Baylor offers employees vacation time, sick time, personal time, paid holidays, and other types of leave. The holiday schedule is posted on the Human Resources – Benefits site. Most of the University closes the Friday before - Monday after Easter, Wednesday-Sunday of Thanksgiving, and Christmas Eve through _____. The University remains open for Spring Break, though classes do not meet.

Vacation, sick, and personal time are earned based on years of service and hours of work. Accrual charts are available on the Human Resources – Benefits site.

Activity: If you are a monthly employee, work 40 hours per week, and have 12 years of service, you earn _____ vacation hours per pay period.

HUMAN RESOURCES

HR Contacts: [Human Resources Website](#) & [HR Consultants Website](#)

If you have questions or need assistance, you may contact Human Resources through two avenues.

1. askHR Customer Service Center
 - a. Phone: _____
 - b. Email: _____
 2. HR Consultants (HRCs)
 - a. HR Consultants partner with _____, _____, _____, and _____.
 - b. Your HR Consultant can be found in your profile on BaylorCompass. Who is your HRC?

-

HR Communications: [Human Resources Website](#)

Where can you find HR News?

People Matters – HR Newsletter:

People Matters serves as HR's primary method of communication and includes insurance, the latest HR news, and information including important notices, benefits and wellness updates, and useful information such as timely reminders, the next month's learning & development opportunities, Leadership Lessons, etc.

Personnel Policies: [Faculty & Staff Page](#)

Where is the policies tab located on the Faculty/Staff homepage?

Click on: _____

What is the direct link to Baylor's Personnel Policies?

www.baylor.edu/_____

All employees should familiarize themselves with all policies, especially the following five. Fill in the policy name next to the policy number:

023: _____

024: _____

028: _____

029: _____

037: _____

COMPLIANCE & POLICIES

Enterprise Risk Management: [Baylor University Compliance and Risk Management Website](#)

Identifying risks in your area of responsibility of the University and ensuring procedures are in place and followed to reduce the likelihood and impact of those risks.

Risk Management protects Baylor's _____, which include Baylor's faculty, staff, students, and visitors through _____, _____, and _____ processes.

EthicsPoint: [EthicsPoint Website](#)

What is EthicsPoint?

EthicsPoint is accessible through the link above and the Personnel Policies site.

Conflict of Interest: [Baylor Internal Audit Website](#)

Annually and per university policy, Internal Audit requests that each member of regents, faculty, and staff submit a statement regarding any potential conflicts with their position at Baylor and outside entities. You will receive your first conflict of interest statement request in a couple of weeks after your hire date, and then you will receive an annual request for completion. You do not need to wait for the annual request; you should submit disclosures as often as necessary.

To which office/department should you submit a Conflict of Interest form?

Affirmative Action Plan

Baylor University is an Equal Opportunity/Affirmative Action employer, and will not unlawfully discriminate in recruiting, hiring, training, promoting, or in any other personnel actions related to persons subject to EEO/AA laws and regulations. Baylor maintains an Affirmative Action Plan, which is available for inspection pursuant to Executive Order 13465 and 13469, in Human Resources, located in Clifton Robinson Tower, Suite #200, during the hours of 8:00 a.m. - 5:00 p.m., Monday through Friday.

Americans with Disabilities Act (ADA): [Americans with Disabilities Act Website](#)

Federal law prohibits Baylor University from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training and other terms, conditions and privileges of employment. Baylor is required to make a reasonable accommodation to the known disability of a qualified applicant or employee if it would not impose an "undue hardship" on the operation of the employer's business. To request an accommodation, please contact askHR at phone # _____.

Family & Medical Leave Act (FMLA): [Family & Medical Leave Act Website](#)

Baylor University faculty and staff are eligible for FMLA leave if they:

- Have been employed for at least _____ months
- Have worked at least 1,250 hours during the previous twelve (12) month period

Subject to the requirements of this policy, FMLA entitles eligible faculty and staff to take paid or unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the faculty or staff member had not taken leave. *A faculty or staff member's serious health condition is based on more than _____ consecutive calendar days of incapacity plus two (2) visits to a health care provider.* If you are absent for more than _____ consecutive days, then you should review the details of the FMLA policy. For more information, visit the Human Resources – Benefits site or review policy BU-PP 408.

Exempt/Non-Exempt Employment Status: [Exempt/Non-Exempt Status Document](#)

- _____ employees are considered to be hourly and must record actual hours worked on a time card (electronic in BearWeb or hard copy). They are paid bi-weekly and are subject to the Fair Labor Standards Act (FLSA), meaning they are eligible for overtime pay. Voluntary (unpaid) work is not permissible for this type of employee.
- _____ employees are exempt from the Fair Labor Standards Act, which means they are not eligible for overtime pay. They are considered salaried and are paid on a monthly basis.

COMMITTEES, COUNCILS, & SERVICES

Staff Council: [Staff Council Website](#)

Mission: To advance the exchange of information among the staff of Baylor University by providing a forum for the expression and exchange of staff ideas and concerns

Membership: Comprised of representatives from each division of the University and a variety of campus departments. Membership is determined by a nomination process in the spring. The Staff Council shall be composed of _____

_____. (Hint: the answer is in the Staff Council Constitution & Bylaws)

Meetings: Once a month during the academic year.

Activities

- Shares information and gathers feedback on staff ideas and University matters through Staff Council committee and University committee participation
- Supports University initiatives, and reviews/makes recommendations regarding staff-related policy/procedural revisions as requested by University administrators
- Plans and implements a fall and spring _____ to benefit Baylor and Waco communities
- Coordinates spirit shirt sales; organizes _____ luncheons - to provide staff with the tools and encouragement that stimulate personal and professional growth and development; assists with campus events

Diversity at Baylor: [Diversity Website](#)

Campus Diversity Committee will:

- _____ diversity by encouraging and promoting policies and programs that recognize, respect and celebrate diversity and community campus-wide throughout the year
- _____ existing venues and create new venues to hear from students, faculty and staff
- _____ and request the assessment strategies of the campus climate for diversity
- _____ annually to the President through the Chief of Staff

The committee hosts two events every year:

- Cultural Connection Celebration (Spring)
- New Faculty and Staff Reception (Fall)

Diversity Enhancement Grants: [Campus Diversity Committee Website](#)

Individuals (students, staff and faculty), organizations and programs are _____ through innovative leadership and service, or policies, practices, events and programs designed to enhance a climate of understanding and respect throughout the campus community.

Want more info? Explore the Baylor diversity website, accessible in the link above.