

BAYLOR UNIVERSITY PERSONNEL POLICIES

INTRODUCTION AND IMPORTANT NOTICE

I. University Policies: Baylor University publishes a number of University policies and procedures to support the mission and vision of Baylor University *to educate men and women for worldwide leadership and service by integrating academic excellence and Christian commitment within a caring community* by illuminating Baylor's expectations, mitigating institutional risks, and supporting the institution's compliance with laws and regulations.

The University was founded by the Texas Baptist Education Society, is controlled by a predominantly Baptist Board of Regents, and is operated within the Christian-oriented aims and ideals of Baptists. Baylor is also affiliated with the Baptist General Convention of Texas, a cooperative association of autonomous Texas Baptist churches.

The University policies and procedures are designed to comply with the University's obligations toward its employees and students under all applicable federal, state, and local laws and to be interpreted in a manner consistent with Baylor's religious liberties.

II. Personnel Policies:

A. General Policy: Baylor University is committed to the success of its faculty and staff, and thereby our students. Every day, the University works to foster a caring community in which faculty, staff, and student-employees have the opportunity to excel, the support to succeed, and the inspiration to excel. Baylor University Personnel Policies (BU-PPs) support Baylor's mission and its care for faculty, staff, and student-employees by providing employment policies and procedures and an overview of Baylor's employee benefits.

Baylor is committed to compliance with all applicable anti-discrimination laws, including those regarding age, race, color, sex, national origin, pregnancy status, veteran status, genetic information, and disability.

As a religiously controlled institution of higher education, Baylor is exempt from compliance with select provisions of certain civil rights laws, and Baylor is also exempt from prohibitions against discrimination based on religion. As such, the University prescribes standards of personal conduct that are consistent with its religious mission and values and lawfully considers a person's religion and conduct in the employment context. While the University seeks to fill vacancies with the best available qualified candidate, Baylor retains its right to continue its long standing practice to utilize religious preference as a qualification for employment and in employment decisions.

B. Employee Obligations: Each faculty and staff employee and student-employee has an obligation to review University policies and procedures, including the BU-PPs, on an ongoing basis. Employees working outside of Waco, Texas should contact the Office of Human Resources for policy appendices relevant to work in their particular state. Baylor employees are obligated to comply with all University policies and procedures, and applicable law. Non-compliance by an employee may result in discipline, up to and including termination and / or revocation of benefits not otherwise mandated by law.

C. University Guidance: BU-PPs, procedures, and plan documents reflect University guidance. Unless expressly incorporated into an employment contract, they do not create any legal obligation, contractual rights, express or implied, regarding duration of employment, terms and conditions of employment, or otherwise for the University, nor do they extend additional legal rights or causes of actions against the University. Declination of the University to follow its policies,

procedures, or plan documents does not invalidate any Baylor action(s), nor does declination give rise to any cause of action not otherwise existing in law.

D. Employment Relationship:

- ***At-Will Employment:*** In the absence of a written contract of employment signed by the President or appropriate Vice President, employment at Baylor University is an "at will" relationship; either the employee or the employer may dissolve the employment relationship at any time, with or without cause and with or without prior notice. Likewise, Baylor may alter the conditions or terms of employment with or without cause and with or without prior notice. Nothing in any communication by a University representative or any other employee, whether oral or written, other than an authorized written employment contract, is intended or can be construed to contradict, limit, or otherwise affect the at-will relationship.
- ***Faculty Specific:*** Faculty members normally receive written letters of appointment signed by the President of Baylor University. It is only the Letter of Appointment that creates and expresses any contractual obligation between the faculty member and the University. If any BU-PP is incorporated into the Letter of Appointment, that fact is expressly stated in the Letter of Appointment. Otherwise, the policies, procedures, and plan documents do not create any contractual terms for Baylor not otherwise existent in law. No Baylor policies are incorporated other than those expressly identified.

Because Baylor reserves the right to change the BU-PPs, unless expressly stated otherwise in an applicable BU-PP, the BU-PP to be applied to any given situation is the one current as of the date the University is taking action. For example, the policy on promotion in effect at the time a faculty member comes up for promotion will apply, rather than the one issued at initial hire. As another example, the Faculty Dismissal Policy in effect at the start of processing a faculty dismissal will be applied, rather than the policy at date of hire.

The Faculty Handbook complements the BU-PPs as a useful reference guide but is not a contractual official policy and procedures manual or a contractual document. It is thus not a part of any contractual commitment (expressed or implied), nor is it intended to create any legally enforceable obligations.

- ***Staff with Contracts:*** Due to the nature of a limited number of highly-specialized employee positions, such as coaching staff, a very small number of staff employees are issued written employment contracts signed by the President or appropriate Vice President. Unless such a contract expressly indicates a Baylor policy, procedure, or plan creates a contractual term of employment, no document creates such a term or condition.

E. Conflicts: For specific information about employee benefits, employees should refer to the plan documents, which are controlling. For those employees who have a written employment contract signed by the President or a Vice President, and a provision of the University Policies conflicts with the terms of that contract, the terms of the contract will prevail.

F. Change and Supersession: As any University must adjust policies, procedures, and plans based on mission and personnel needs, legal changes, or other reasons, and because no set of documents can address every fact situation that may arise, the University has the sole discretion permitted by law to replace, change, modify, interpret, administer, rescind, delete, and / or deviate from any provision in all policies, procedures, forms, and plan documents at any time, with or without notice. This includes BU-PPs incorporated into Letters of Appointment. Employees may not rely on oral statements or representations to supplement, change, or modify the provisions in the policies. When University policies, including the BU-PPs, are issued, they supersede all prior versions published or distributed by the University and all inconsistent oral or written statements.

Should you have questions, please direct them to the Human Resources Department or your manager.

POLICY ACKNOWLEDGMENT

I have read the [Baylor University Policies](#) including the [Employee Personnel Policies](#) (“BU-PPs”) (collectively “Baylor Policies”) and have had the opportunity to have any question about the Baylor Policies answered by one or more Baylor University personnel in the Department of Human Resources and / or other appropriate offices. I agree to comply with the law and Baylor Policies. I acknowledge, understand, and further agree that I have read and agree to the information in the document entitled *Personnel Polices, Introduction and Important Notice*.

Employee Signature

Date

Employee’s Printed Name