



**Policy Title: Benefit Eligibility Classifications**

**Policy Number: BU-PP 400**

**Date Issued: Updated January 15, 2007**

**Responsible Executive: Vice President & Chief  
Human Resources Officer**

**Date Last Revised: October 16, 2020**

**Responsible Office: Human Resources**

## **Benefit Eligibility Classifications BU-PP 400**

---

### **Policy Statement**

The intent of this policy is to provide guidance on eligibility requirements for employee benefits.

---

### **Reason for the Policy**

Baylor employee benefits are established by policy, contracts, law, and/or Baylor's benefit plan documents. This information is provided for reference only. In the event of conflict between a policy statement and the law or plan documents, the law or the plan documents control. Policies and plan documents do not extend additional legal rights or causes of actions to any individual, to include those with contracts. Policies and plan documents may be changed at any time by Baylor University without notice, unless notice is required to comply with the law. Thus, benefits may be changed for those with and without contracts in the sole discretion of Baylor unless otherwise mandated by law. Noncompliance by an employee with any policy may result in revocation of benefits not otherwise mandated by law. *This policy does not alter the at-will relationship of non-contracted employees with the University, nor does it create a contractual obligation on behalf of the University toward any individual or entity, including without limitation contractors, faculty, or contracted staff.*

---

### **Individuals/Entities Affected by this Policy**

Faculty and Staff  
Part-time and/or temporary post-doctoral fellows

---

## Exclusions

---

Employment and other classifications not identified within the scope of this policy are ineligible for benefits, for example: student-employees and graduate assistants (research and teaching) are ineligible for benefits.

---

## Related Documents and Forms

---

---

### University Policies and Documents

---

[Employee Assistance Program](#)  
[Bereavement Time](#)  
[Vacation Time](#)  
[Sick Time](#)  
[Court Leave](#)  
[Non-Compensated Leaves of Absences](#)  
[Holidays](#)  
[Family and Medical Leave \(FMLA\)](#)  
[Military Leave](#)  
[Paid Military Leave / Emergency Responder Leave](#)  
[Group Insurance](#)  
[Group Life and Dependent Life Insurance](#)  
[Group Long-Term Disability](#)  
[Group Medical Insurance](#)  
[Group Dental Plans](#)  
[Americans with Disability](#)  
[Lactation Accommodation](#)  
[Maternity Leave and Primary Caregiver Leave](#)  
[Flexible Benefit Plan \(Cafeteria Plan\)](#)  
[Paid Parental Leave](#)  
[Paid Caregiver Leave](#)  
[Adoption Assistance](#)  
[Workers' Compensation Insurance](#)  
[Unemployment Compensation](#)  
[Employee Tuition Remission and Educational Assistance](#)  
[Spouse and Children Tuition Remission](#)  
[Job-Related Tuition Reimbursement Program](#)  
[Baylor Retirement Plan \(BRP\)](#)  
Baylor University Retirement Income Plan (BURIP)  
Baylor 457b Plan  
[Campus Parking](#)  
[Admission to Campus Events and Certain University Facilities](#)  
[Retirement Benefits](#)  
[Taxable Benefits](#)  
[Technology Systems Usage](#)  
[Traffic, Transportation, and Parking](#)  
[Campus Facilities Use and Campus Solicitation](#)

---

### Forms and Tools

---

The following forms and tools are available at [baylor.edu/hr](http://baylor.edu/hr)

[Employee Request for Family Medical Leave \(FMLA\)](#)  
[Certification of Health Care Provider for Employee's Serious Health Condition](#)  
[Certification of Health Care Provider for Family Member's Serious Health Condition](#)

2. Benefit Eligibility Classifications (BU-PP 400)

- [FMLA Fitness for Duty Certification](#)
- [ADA Accommodation Request Form](#)
- [ADA Medical Certification Form](#)
- [Request for Paid Parental Leave](#)
- [Request for Paid Caregiver Leave](#)
- [Adoption Assistance Request Form](#)
- [Tuition Remission Application](#)
- [Application for Job-Related Tuition Reimbursement](#)

## Definitions

These definitions apply to terms as they are used in this policy.

<b>FTE</b>	One Full-Time Equivalency is equal to one employee working 40 hours per week. (.75 FTE = 30 hours per week; .5 FTE = 20 hours per week)
<b>Full-Time Employee</b>	Full-time faculty and post-doctoral fellows appointed at .75 FTE or more per semester, full-time regular staff working 30 or more scheduled hours per week, and full-time temporary staff working 30 or more scheduled hours per week for a minimum of 90 days.
<b>Part-Time Employee</b>	Part-time faculty appointed at less than .75 FTE per semester and part-time regular staff scheduled to work fewer than 30 hours per week.

## Contacts

Subject	Contact	Telephone	Office email/web site
Policy Questions	Human Resources	254-710-2000	<a href="mailto:askHR@baylor.edu">askHR@baylor.edu</a> <a href="http://www.baylor.edu/hr">www.baylor.edu/hr</a>

## Principles

Baylor University provides employees benefits according to the various classifications detailed below.

### Full-Time Employees

Full-time employees, as defined above, are eligible to receive the following benefits:

- Employee Assistance Program
- Paid time off (staff)
- Enrollment in group insurance products immediately upon employment
- Enrollment in the Baylor Retirement Plan after meeting the qualification requirements stated in the [Baylor Retirement Plan Policy](#)

### 3. Benefit Eligibility Classifications (BU-PP 400)

- Tuition remission for employees after meeting the qualification requirement stated in the [Employee Tuition Remission and Educational Assistance Policy](#)
- Tuition remission for spouse and children after meeting the qualification requirement stated in the [Spouse and Children Tuition Remission Policy](#)
- Baylor University identification card
- Use of campus facilities
- Admission to certain campus events
- Option to purchase tickets to specified athletic events at reduced rate
- Use of dining facilities
- Free parking
- Other Benefits as identified in individual policies and/or contracts

---

### **Part-Time Employees**

---

Part-time employees, as defined above, are eligible to receive the following benefits:

- Baylor University identification card
- Use of campus facilities
- Admission to certain campus events
- Option to purchase tickets to 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 contractual personnel action document.

---

### **Part-Time and/or Temporary Post-Doctoral Fellows**

---

Part-time and/or temporary post-doctoral fellows appointed at less than .75 FTE and/or less than a full semester are eligible to receive the following benefits:

- Baylor University identification card, when requested