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
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)
Definitions

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

<table>
<thead>
<tr>
<th>FTE</th>
<th>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)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Employee</td>
<td>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.</td>
</tr>
<tr>
<td>Part-Time Employee</td>
<td>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.</td>
</tr>
</tbody>
</table>

Contacts

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

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