Employee Handbook

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The Houston Baptist University Employee Handbook is designed to be a practical resource reflecting the University's policies and procedures. The Handbook is for informational purposes only and provides a summary of many of the key policies, procedures, and benefits of the University. While an effort is made to maintain the accuracy of the Handbook, the University reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in this Handbook, with or without prior notice to employees. The contents of this handbook are not conditions of employment and do not constitute a contract between Houston Baptist University (HBU) and its employees. Nothing in this Handbook is intended to imply or create a continued expectation of employment. Nothing in this Handbook alters or restricts the University's option to end the employment of any employee at any time when that employee is hired by the University without a written contract.
Mission
The mission of Houston Baptist University is to provide a learning experience that instills in students a passion for academic, spiritual, and professional excellence as a result of our central confession, "Jesus Christ is Lord."

Vision The Ten Pillars: Faith & Reason in a Great City
At HBU, we believe that with the passing of the old institutions and the lack of ambition of the new, something important has been lost, something that the world desperately needs. We are in a defining period in the history of western civilization. We are witnesses to a global confrontation of ideologies that is not just on the battlefield or in the halls of government, but runs through our entire social fabric.

This is also a time when the frontiers of science are being pushed out into new territory. Half a century ago, the founders of HBU discussed the need for an institution that would do something even more important than instructing how to build an atomic bomb. Their university would provide the intellectual and spiritual wherewithal to determine if and when such a force might ever be used. Today, that insight remains relevant, not only for its application to warfare, but also for its need with regard to cloning, stem cell research, and a variety of other bioethical concerns.

The challenges of the future in a world like ours must be met by faithful young men and women of today who are equipped with a full education, who understand the nature of the world the Creator entrusted to us, in which we are called to be salt and light.

We seek nothing less than to guide and instruct the next generations of faithful artists, authors, actors, academics, business professionals, lawyers, musicians, doctors, teachers, scientists, and others – individuals who will understand the times we live in, and understand God’s calling for their lives. We seek to produce the future leaders of the world who also live as servants in the kingdom of God.

Houston Baptist University offers an ideal location for taking the next step in Christian higher education. We have the foundation in place. We are a substantial university with the best accreditation available. Our trustees, president, faculty, and staff are all Christians. We have the leadership and the vision necessary to grow into a truly influential, national Christian university.

Our founders had the vision to build HBU's campus directly in the path of Houston's growth. We are located in the fourth largest city in America. What happens at HBU will be covered by major media outlets. We have ready access to major airports and numerous hotel facilities for hosting conferences and symposia. There is a large pool of potential students immediately available. HBU will have an advantage in recruiting outstanding scholars who want to live in a major city rather than a small town. Our campus can become a major cultural center in the metropolis. We are poised to become the kind of institution that can be a leader for Christian higher education in America.

The opportunity is before us. The people who choose to fuel HBU’s mission will be instrumental in revolutionizing Christian higher education and in building the first in a new wave of great Christian universities in America.

HBU will fulfill its responsibility for the renewal of Christian higher education through a vision organized around Ten Pillars:
1. Build on the Classics
2. Recruit for National Influence
3. Embrace the Challenge of Christian Graduate Education
4. Establish a Residential Society of Learning
5. Increase our Cultural Impact through our Faculty
6. Renew our Campus, Renew our Community
7. Bring Athens and Jerusalem Together
8. Expand our Commitment to the Creative Arts: Visual, Musical, and Literary
9. Cultivate a Strong Global Focus
10. Move to the Next Level as an Institution

These Ten Pillars are the reflection of envisioning sessions and conversations held with HBU faculty, staff, students, trustees, alumni, and selected members of the community. The ideas and initiatives listed in this vision document all have their roots in those sessions. While the Ten Pillars do not exhaustively list all the suggestions, or all of our plans, they do capture the spirit and direction of our university family’s aspirations for HBU.
The Preamble to the University By-Laws as stated below describes the distinctive nature of the institution.

The Houston Baptist University is a Christian liberal arts university dedicated to the development of moral character, the enrichment of spiritual lives, and the perpetuation of growth in Christian ideals. Founded under the providence of God and with the conviction that there is a need for a university in this community that will train the minds, develop the moral character and enrich the spiritual lives of all people who may come within the ambit of its influence, HOUSTON BAPTIST UNIVERSITY shall stand as a witness for Jesus Christ expressed directly through its administration, faculty and students. To assure the perpetuation of these basic concepts of its founders, it is resolved that all those who become associated with Houston Baptist University as a trustee, officer, member of the faculty or of the staff, and who perform work connected with the educational activities of the University, must believe in the divine inspiration of the Bible, both the Old Testament and New Testament, that man was directly created by God, the virgin birth of Jesus Christ, our Lord and Savior, as the Son of God, that He died for the sins of all men and thereafter arose from the grave, that by repentance and the acceptance of and belief in Him, by the grace of God, the individual is saved from eternal damnation and receives eternal life in the presence of God; and it is further resolved that the ultimate teachings in this University shall never be inconsistent with the above principles.

Amended by the Board of Trustees
February 22, 1974
Board of Trustees
In actual practice, the primary responsibility of the Board of Trustees is the determination of policy within which the President and the President's co-workers on the campus may administer the affairs of the institution. All official communication between the campus community follows the same route in reverse. An important additional responsibility of the Board is to guide the direction of the University by policy decisions that are in keeping with the aims of those responsible for its founding and for its continuing existence. The Trustees likewise must be alert to protect the University from influences within or without that are not in accordance with the attainment of its established goals. Constant and aggressive attention to the financial needs of the University is a special responsibility of each person who agrees to become a member of the Board of Trustees.

The Board of Trustees currently consists of thirty-six (36) Trustees and a variable number of Advisory Trustees. Although Article Three of the original charter specified that the Board consists of twenty-one members, an amendment was passed on February 23, 1988 eliminating the number of Trustees to be set. This amendment was recommended by the Board of Trustees and was intended to give a broader range and depth in leadership, talents and resources to the University. In February, 1999, the Board of Trustees voted to add a total of nine additional members over the three year period, 1999-2001.

One fourth of the members of the Board are elected during the annual session of the Baptist General Convention of Texas; three fourths of the members of the Board are elected by the Board of Trustees itself. There are stipulations in Article Three, Section One of the By-Laws for filling vacancies on the Board.

Because the responsibilities of the Board of Trustees of Houston Baptist University include (1) establishing broad institutional policies, (2) securing financial resources to adequately support institutional goals, and (3) selecting the chief executive officer, it is hereby resolved:

“Broad institutional policies originate within the Board of Trustees or shall be approved upon recommendation of the administration. Once these have become official policies of the University, the administration shall implement them within a broad framework established by the board.”

President
The President is the chief executive officer of Houston Baptist University. The President is charged with the general supervision of the administration of the University and reports to the Board of Trustees. This person is responsible for all executive matters, whether academic, financial, operations, advancement, athletics or student related. Moreover, the President supervises the employment of all faculty members, administrative personnel, and staff and determines their compensation. The President oversees the development and implementation of the mission and vision of the University and supervises long-range/strategic planning and envisioning. The President generates the annual budget, which, after review by the Finance Committee of the Board of Trustees, is submitted to the Board for approval. This person is also responsible for the preparation and approval of all educational programs, for matters affecting student life, and for the continued development and maintenance of a Christian foundation on the campus. The President appoints members of the University community to standing committees as needed and serves as an ex-officio member of each of these committees.
Chief Administrators Reporting to the President

Provost
The Provost is responsible to the President for all policies and personnel relating to academic affairs, the library, information technology services, the registrar, institutional research and effectiveness, compliance, accreditation, on-line programs, HBU Academy, and The Learning Center. Academic responsibilities include administration of all degree programs, undergraduate and graduate; curriculum building and revision; supervision of instruction; and the oversight of relations with the various accrediting agencies. Other responsibilities include administration of the University museums.

Vice President for Advancement
The Vice President for Advancement serves as the executive advancement officer of the University. The Vice President for Advancement provides overall leadership for the administration, operation, and direction of the University’s fundraising program and works with the President, Trustees, volunteers, and academic and administrative leadership to frame appropriate strategies and implement fundraising initiatives. The Vice President also provides overall leadership for the alumni and church relations programs and is responsible for the work of the Senior Director of Advancement and Alumni Relations.

Vice President for Enrollment Management
The Vice President for Enrollment Management is responsible to the President for all activities related to administering the recruitment and admissions areas of the University. The Vice President for Enrollment Management is responsible for assuring that the quality and quantity of the inquiry pool are sufficient to meet the enrollment needs and goals of the institution. This person manages the communication flow to prospective students, represents the University at college fairs and other events around the state, and coordinates campus visits and orientation/registration events for prospective and incoming students.

Vice President for Financial Operations
The Vice President for Financial Operations is responsible to the President for the financial affairs and physical plant operations of the University. The Vice President is responsible for all funds, securities, and properties of the institution and is charged with the supervision of all business transactions and financial matters of the University and its various organizations and activities. The Vice President for Financial Operations supervises the budget planning process for the annual operating budget and all capital budgets and is responsible for long-term financial forecasting. The Vice President supervises collections, disbursements, accounting and investments, financial reporting, student financial services, auxiliary services, campus police and human resources and payroll. In addition, the Vice President oversees the operation and maintenance of the physical plant and other real estate properties owned by the University.

Vice President for University Communications
The Vice President for University Communications is the institution's chief marketing and communications officer and has overall responsibility for the successful planning, implementation, and evaluation of all brand and communication efforts. The Vice President for University Communications oversees the development of an integrated marketing plan and a clear and compelling brand for the institution to help shape and pursue the University's mission and vision. This person supports the integrated marketing and branding efforts of the institution by serving as the primary liaison between the Communications department and other constituents, collaborating with internal and external community members to implement the marketing plan.

Vice President for University Relations
The Vice President for University Relations is responsible to the President for the administration and supervision of the President's Office. The Vice President for University Relations represents the President with a number of publics, community friends, and organizations and serves as the liaison for the President on special projects and event planning. The Vice President oversees the Office of University Events and Conferences, with special emphasis on the Morris Cultural Arts Center. The Vice President also serves as executive director of The Guild, an organization of more than three hundred Christian women dedicated to the support of the University President and
Houston Baptist University. All projects of this organization reside in this office, including event planning, fundraising, and special projects. In addition, the Vice President serves on numerous University committees and community-related advisory boards and councils. The Vice President oversees the appointment schedules of the University President and First Lady and is responsible for coordinating all related activities.

**Director of Athletics**
The Director of Athletics is responsible for oversight of all areas of the Athletic Department. The Director provides vision and leadership to the department while maintaining a Christian, competitive NCAA Division I athletic program. This person is also responsible for fostering gender equality and diversity within the department, while continuing to develop an integrated role for intercollegiate athletics within the university structure. The Director of Athletics is responsible for oversight and development of the athletic budget and for oversight of all athletic facilities.

**Executive Council**
The Executive Council (EC) consists of the President and the chief administrators listed above. The role of the EC is to further the exchange of significant information between university divisions, to serve as an advisory board to the President, and to facilitate decisions on operational matters that impact multiple divisions.
Houston Baptist University complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, color, nationality or ethnic origin, sex, age, or disability in employment or the provision of services. However, the University does discriminate in employment on the basis of religion. The University is controlled by a Board of Trustees comprised of Christians and is operated within the Christian-oriented aims and ideals. Houston Baptist University is also affiliated with the Baptist General Convention of Texas, a cooperative association of autonomous Texas Baptist churches. As a religiously controlled institution of higher education, Houston Baptist University is exempted from compliance with some provision of certain civil right laws, including some provision of Title IX of the Education Amendments of 1972.

Employees normally may not work under the direct or indirect supervision of a relative. In addition, the administrators’ spouses are not eligible for employment under the direct or indirect supervision of the administrator. Houston Baptist University will seek to promote from within the University when deemed in the best interest of the University. Therefore, before requesting a replacement for a vacant or new position, all supervisory personnel are urged to consider individuals under their supervision who may be qualified for advancement.

All new staff employees and former employees must serve a probationary period of one hundred and eighty (180) calendar days. The purpose of the probationary period is to serve as a time of trial and adjustment between the employee and the University before the employee is afforded the benefits to those with full or part-time status. During this time, the probationary employee may be terminated at any time during the one-hundred eighty (180) day period. Once an employee has passed the probationary period, the employee is an at-will employee. An at-will employee is entitled to the applicable benefits of full or part-time status, but can be terminated for any reason or no reason so long as it is not an illegal reason.

Among the restrictions on employees during this time are:
1. The employee is not eligible for a leave of absence
2. Tuition discounts are not available during the probationary period.
3. While transfer to another position may be considered, it is not standard practice.
The University encourages supervisors to utilize students where necessary and applicable to a particular job. The Office of Financial Aid is the on campus student employment clearing house.

The following procedures are to be followed for the employment of all student workers:

1. The supervisor and departmental budget manager determines if their budget allows for the employment of the student worker. If the departmental budget allows and the position will only be paid minimum wage then the supervisor should send a current job description to the Office of Human Resources and the Office of Financial Aid before posting the position. If the position will be paid more than minimum wage the job description along with a payroll authorization form must be submitted to the Office of Financial Operations and approved before the position may be posted on “Hire-A-Husky”.

2. After all appropriate approvals and job descriptions have been submitted for the position the supervisor should post the position on “Hire-A-Husky”.

3. When the student worker is selected for hiring then the supervisor should e-mail the Senior Director of Financial Aid and Scholarships the name of the student and their ID number so that the “Student Employment Authorization “ form can be sent directly for the supervisor’s signature. The “Student Employment Authorization “ form along with all of the necessary payroll information must be submitted to the Office of Human Resources prior to beginning employment.

Only the student worker’s supervisor should submit time sheets to the Office of Human Resources on the 15th of the month and the last day of the month. Late submission of time sheets may result in the student worker not being paid until the following pay period. Any student who works for a department on a one-time basis (i.e. banquets, meetings, etc.) must turn in a time sheet and will be paid on a regular student payroll day.

In accordance with US Department of Labor rules for Student Employees, all student workers will be paid at least minimum wage and may work up to 20 hours per week during the semester. During the winter and summer breaks they may work up to 29 hours per week. Student workers are not permitted to work overtime and do not receive holiday pay. If it is necessary for a student to work on a holiday then the standard rate of pay will apply. Student workers are paid semi-monthly. Verification of the electronic deposit can be viewed on Husky Net.

Student workers, as all non-contracted employees, are considered to be at-will employees. Regardless of the number of hours worked per week, student workers do not qualify for benefits offered to full time employees. Full time students are not eligible for full time employment.
**ADA** -- Americans with Disabilities Act (ADA) – A federal law with provisions for reasonable accommodations to be made in the workplace to allow people with certain disabilities (as defined by the law) to be able to perform the essential functions of a job or to have access to participation in normal activities.

**AD&D** -- Accidental death and dismemberment.

**At-will Employee** -- An employee who may be terminated at any time with or without cause, for any reason so long as it is not an illegal reason.

**Administrative Employee** -- An employee who performs executive duties, supervises the duties of staff or faculty, and exercises managerial control. These positions consist of the President, Vice Presidents, Deans, Directors and other equivalent positions. Such employees are subject to the same policies and regulations as all other at-will employees.

**Base** -- The first step of a given grade or rank.

**Benefits** -- Payments or services provided to an employee by the University.

**Cause** -- A reason for an action or condition.

**Clerical Employee** -- A staff employee who handles correspondence, keeps records, carries out assigned office tasks and whose position is located on the Clerical Salary Scale.

**College** -- The two academic colleges headed by deans consist of the, Smith College of Liberal Arts and the College of Science and Math.

**Department** -- Group of related functional administrative offices. It is also a group of academic disciplines teaching in related subject areas.

**Division** -- Grouping of administrative departments based on functions that fall under one of seven categories: Provost, Financial Operations, University Communications, University Relations, Enrollment Management, University Advancement and Athletics.

**Emeritus Employee** -- A retired employee who holds an honorary title of the last position with Houston Baptist University. This honorary title is given by the Board of Trustees.

**Employee** -- An employee is one currently or formerly engaged in services for wage or salary and benefits that are paid by Houston Baptist University.

**Exempt Status** -- Staff performing “exempt” work are not eligible for overtime pay and are not covered by the overtime pay provisions of the federal Fair Labor Standards Act. Staff performing “exempt” work are compensated on a salary basis and are paid monthly. This term is used interchangeably with “salaried”.

**Faculty Member** -- An academic employee who has a written contractual academic teaching status at Houston Baptist University and whose position is on the faculty salary scale.

**Faculty Rank** -- A position held by a faculty member as a result of completion of specific criteria, including the positions of Professor, Associate Professor, Assistant Professor, Instructor, Visiting Professor, and Professional Librarian.
Fiscal Year-- An accounting period of twelve (12) months beginning June 1st and ending May 31st each year.


Full-time Employee -- A regular employee of the University who is employed thirty (30) or more hours per week and receives the full benefit package offered by the University.

Hourly Employee -- An employee who is paid an hourly wage and is not exempt from overtime.

Immediate Family -- A spouse, father, mother, brother, sister, child, grandmother, grandfather, grandchild, son-in-law or daughter-in-law, whether by blood, adoption or marriage.

Involuntary Termination -- A University action to dismiss an employee.

Non-exempt Status -- HBU is required by the Fair Labor Standards Act (FLSA) to pay staff performing “non-exempt” work a regular hourly wage. HBU is also required to pay staff performing “non-exempt” work overtime at the rate of one-and-one-half times his or her regular hourly rate based on a specified overtime method. Staff performing “non-exempt” work also fall under the minimum wage requirements of the law. Staff performing “non-exempt” work are required to account for all time worked as well as the use of sick, vacation and other leave time on an hourly basis and are paid twice a month on the 15th and final day of the month.

Office -- A location in which specific functions are carried out.

Organization -- An administrative and functional structure including its personnel.

Part-time Employee -- An employee of the University who is regularly scheduled to work less than thirty (30) hours per week and is eligible for vacation and sick leave accrual. An employee who has worked one-year of service in at least a part-time capacity, with a minimum of 1,000 hours during the previous 12 months, may be eligible for the University's retirement plan benefit subject to the terms, conditions and limitations of the plan. A part-time employee who may work more than 30 hours per week on a temporary basis, is still ineligible for the medical/dental/vision/life coverage and the tuition remission.

Policy -- A definite course or method of action selected by the University in light of given conditions to guide and determine present and future decisions.

Probationary Employee -- An at-will employee who is hired to fill a regular job but who is on probation for a specified period of time. If the employee's service is satisfactory after the completion of the probationary period, their status is changed to that of a regular employee.

Procedure -- A series of steps followed in a regular definite order.

Professional Employee -- An at-will staff employee whose primary responsibilities require advanced knowledge in a field of higher learning and whose position is on the Professional Salary Scale.

Regular Employee -- An at-will employee who has satisfactorily completed a probationary period and is performing the duties of a regular job at the University. Such an employee is considered to be at-will unless the employee has received a written contract.

Salaried Employee -- An employee who is paid an annual salary and who is exempt from overtime.

Salary -- A fixed compensation paid regularly for services rendered.
School – The six academic schools headed by deans consist of the School of Christian Thought, School of Fine Arts, School of Humanities, School of Education, School of Business, and School of Nursing and Allied Health.

Staff Employee -- An at-will employee, who performs support functions for the University.

Student Employee -- An at-will employee whose position is considered temporary and who is not eligible for any benefits offered to regular University employees.

Supervisor -- An employee who oversees, directs and inspects the work activities of subordinates.

Temporary Employee -- An at-will employee who works less than six (6) months and is not eligible for any benefits offered to regular University employees.

University -- A liberal arts institution of higher education, known as Houston Baptist University. It is located at 7502 Fondren Road, Houston, TX. It is made up of the 100-acre property, all assets on this property, its Board of Trustees, its employees and students.

Voluntary Termination -- An employee action to terminate employment with the University with or without cause.

Volunteer -- A person who offers services to Houston Baptist University of their own free will without monetary consideration, i.e., not an employee.

Wage -- A payment for labor or services rendered on an hourly basis.

Workday -- The number of hours of scheduled work in a day.
2.04 Staff Employment Procedures

Recruitment
Requests to recruit non-contract personnel should be made by the division vice president submitting an employment requisition and job description to the Budget and Personnel Committee (BPC).

The requisition and supporting documents will be forwarded to the Vice President for Financial Operations for salary approval. When approved, the requisition and supporting documents will be forwarded to the President for final approval.

After the final approval, the requisition and an electronic copy of the job description is forwarded to Office of Human Resources to post the open position on the University website and at other appropriate job posting sites.

Selection
The Office of Human Resources will receive all electronic applications which will be routed to the requesting supervisor, the division vice president, the BPC members and the Staff Search Committee (SSC).

The SSC will process applications for employment in accordance with both State and Federal law and will check employment history, educational background data, business and personal references as well as health requirements as mandated by law or any relevant test data for information purposes. The Office of Human Resources will contact successful applicants to arrange interviews in conjunction with the SSC. SSC will inform the Office of Human Resources and the department supervisor of the person who has been recommended for employment. The department vice president will then initiate a Payroll Authorization which will be signed off on by the Vice President for Financial Operations the SSC and the President. On receipt of the completed Payroll Authorization the Office of Human Resources will process background check, citizenship/immigration status and send offer letter to successful candidate and rejection letters to other interviewees.

Job Offer Extended
Offers and conditions of employment are extended only by the Office of Human Resources and will be extended to the applicant in writing. All offers for employment shall be approved by the Vice President for Financial Operations.

Orientation
Orientation for new staff members is the responsibility of the Office of Human Resources.

The supervisor is responsible for the new employee to report to the Office of Human Resources in order to complete all applicable employment forms on the first day of employment.
Promotion
It is the policy of the University to promote from within when it is deemed to be in the best interest of the University and the employee. Therefore, supervisors are encouraged to consider employees under their supervision who may be qualified for advancement. Potential for performance in the higher position, rather than time of employment in the present position or with the University, should be the primary criterion for promotion.

Transfer
When an interdepartmental transfer is contemplated, an employee shall discuss this matter with the supervisor. An employee may be permitted to transfer to another department, if the transfer is in the best interest of the University. An employee whose performance is unsatisfactory shall not be transferred unless there is good reason to believe that satisfactory performance is possible and probable in a new job. In case an employee's job is eliminated because of financial exigency or because the job is no longer needed by the institution, the University will attempt to assist the employee in making a transfer, but is not obligated to do so if a transfer cannot be made.

Discipline
It is the policy of the University that all employees be treated with consideration, respect and dignity in recognition that they are individuals who aspire to hold and do their jobs and to advance as opportunities permit. Therefore, it is necessary that the employees must respect the rights of other employees and the University. Employee job performance and personal conduct will meet the standards of the University, and therefore:

1. All employees are subject to disciplinary action or dismissal for failure to meet the standards as described in this handbook of the University or for the violation of university policies, rules and regulations governing personal conduct, job performance, care of the university's property and the rights of other employees; and
2. In all cases where dismissal of full or part-time employees is being considered, supervisors must consult with the Office of Human Resources and have the President or the President's designee approval before taking any action.

Causes for Discipline
All employees are expected to conduct themselves according to reasonable and safe standards at all times while on the job. Their conduct must be a credit to themselves and the University. All employees must perform the duties of their positions according to the high standards of the University, and failure to do so will be reason for discipline or dismissal. The following list does not necessarily include all causes for disciplinary action. Any violation of any other department or university rules and standards shall be considered a cause for discipline, which could include dismissal. Employees who do not have contracts are at-will employees and may be terminated with or without cause.

1. Safety and Security Causes:
   a. Willful or careless disregard for posted safety rules or engaging in unsafe conduct or acts;
   b. Failure to report an accident;
   c. Violation of the smoke-free policy;
   d. Failure or refusal to comply with assigned working hours (duties) and security regulations, and
   e. With the exception of campus police, the possession of firearms or other legal or illegal weapons which could cause bodily harm on university property. University property includes parking facilities.
2. Job Performance Causes:
   a. Unsatisfactory performance of assigned duties;
   b. Insubordination, or failure to perform work assigned, or the failure to comply with the directives of a supervisor;
   c. Tardiness or unauthorized absence from work or work station or an attendance record that does not meet the standards as described in this personnel manual;
   d. Peddling, soliciting or any other form of disturbing employees;
e. Posting circulars, publications or other written or printed matter of any kind on University property without the approval of the Director of Student Life, or distributing, disbursing or circulating same in working areas or on working time

3. Personal Conduct Causes:
   a. Gambling on University premises;
   b. Unauthorized use, sale, possession, consumption, or being under the influence of alcohol or a dangerous drug or controlled substance (as defined by state and/or federal law) on University property, at University events or during work hours.
   c. Fighting or intentionally causing bodily injury to another employee;
   d. Sabotage or intentional damage to University property or reputation or to the property of another employee;
   e. Falsification of information on the application for employment, medical forms or other documents;
   f. Vulgar or obscene language;
   g. Dishonesty;
   h. Theft of any property or removal of University property without written authorization by the Vice President for Financial Operations of the University;
   i. Defacing University property;
   j. Unauthorized or fraudulent signing another employee’s name to the payroll sheets;
   k. Fraudulent use of sick leaves;
   l. Language or behavior which intimidates or threatens other employees and/or supervision or undermines or challenges the authority of supervision;
   m. Sexual or other harassment of another employee or non-employee, including students; sexual relationship between a University employee and a current University student to whom the employee is not married.
   n. Unlawful discrimination against another employee or non-employee.
   o. Conviction of a felony or crime involving moral turpitude. Moral turpitude is defined as an act of baseness, vileness or depravity in the private or social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons. Examples, but not by way of limitation, are theft, attempted theft, conviction of a felony or crime involving moral turpitude. Moral turpitude is swindling, indecency with a minor, etc.
   p. Immorality which is conduct not in conformity with the accepted principles of right and wrong behavior and which is contrary to the moral and ethical standards of the University community.
   q. Failure to follow established policies and procedures of the University as outlined by the Board of Trustees.
   r. Necessary reduction of personnel resulting from a financial emergency. If more than one employee is involved in a program area that must be reduced because of a financial emergency, the President can evaluate the employees involved and, after consideration of the program area’s need, qualifications and length of service, may recommend to the Board of Trustees any reduction in contractual personnel.
   s. Any employee who is required to hold a state license, registry or certificate in order to be qualified as a faculty member, and lets the license, registry or certificate lapse or expire, will immediately become ineligible for employment and subject to immediate termination.
   t. Any actions by an employee that are so inconsistent with the aims and goals of the University so as to negatively affect the University's business interests, financial interests, academic goals, moral goals, and/or spiritual goals.
   u. For other good cause.

Types of Discipline
The extent of discipline will depend upon the circumstances of the particular case and the employee's past record. In some cases, discipline such as immediate dismissal may be appropriate. In other cases, discipline such as oral or written warnings may be appropriate before the dismissal stage is reached. It is left to the sole discretion of the University whether an employee is given a written or oral warning and is not to be construed as a requirement that the University be required to go through any disciplinary procedure before actual dismissal. The type of discipline which is most appropriate will depend on the facts of each case and rests with the discretion of the supervisor in consultation with the Director of Human Resources and the Vice President for Financial Operations.
Oral Warnings: An oral warning is generally given for minor infractions of rules.

Written Warnings: Written warnings are generally given in certain circumstances where behavior or performance has fallen below expected standards. Copies of any written warnings are to be given to the employee, the supervisor and the Office of Human Resource. The Personnel copy will become a part of the employee's record. A written warning may be in the form of a memorandum to the employee or to the file, and if the latter, it should be acknowledged by the employee signing the file copy. (The employee's signature does not imply agreement with the circumstances, only that the warning has been given and acknowledged). The employee will be given the right to voice disagreement with any written disciplinary action by submitting to the Office of Human Resources a written statement indicating the employee's position on the incident(s) that gave rise to the warning. This statement must be received by the Office of Human Resources within ten (10) working days of the date of the warning.

Due Process for Non-Contract Employees
An at-will employee who is disciplined or terminated may request the opportunity to discuss his or her discipline or termination with the employee’s immediate supervisor, the Vice President for Financial Operations, or the President (or his designee). At such meeting, the at-will employee may address the discipline or termination verbally and/or in writing. The supervisor shall consider the information received and take what action or no action the supervisor deems appropriate. This process does not create any contractual expectancy for at-will employees.

Termination
Employees may elect to resign in the face of a dismissal, but University records must nonetheless accurately reflect the facts. It is not required that the University go through a progressive step-by-step discipline procedure before reaching dismissal, but may in fact skip certain disciplinary steps. The University for example may go directly to disciplinary probation rather than requiring oral and/or written warning or may in fact go directly to dismissal rather than going through any of the progressive steps. Procedures in this Handbook do not create any contractual expectancy, and non-contractual employees serve at-will.
2-06 Drug-Free Workplace

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or other mind-altering substance (as defined in the Texas Controlled Substances Act and the Texas Dangerous Drug Act) is prohibited at the University. An employee who violates this prohibition will be subject to discipline by the University. Such discipline may include among other actions, termination from employment or successful participation in a drug rehabilitation program.

An employee has an obligation to notify the department head of any person arrested of a criminal drug statute offense for a violation occurring in the workplace, and further has obligation to notify the department head of any person convicted of a criminal drug statute offense for a violation occurring in the workplace no later than five days after such conviction is rendered. The University must notify the appropriate federal grant or contracting agency of a criminal drug statute conviction for a violation by an employee occurring in the workplace within ten days after receiving notice of such conviction.

The Office of Human Resources will comply with the above policy and make a good faith effort to maintain a drug-free workplace for all University employees by requiring each person employed as a condition of employment, to comply with the University's drug-free workplace policy. A copy of this statement will be provided to the employee during their orientation and a copy placed in the employee’s personnel file.
Policy Statement
It is the policy of Houston Baptist University to provide an environment that is free from sexual harassment because such conduct seriously undermines the atmosphere of trust and respect that is essential to a healthy work and academic environment.

This policy applies to all members of the university community, who are encouraged to report promptly complaints about sexual harassment. Persons found to be in violation of this sexual harassment policy shall be subject to disciplinary action that may include, but is not limited to, written warning, demotion, transfer, suspension or dismissal.

Legal Authority
Sexual harassment is a form of sex discrimination that is prohibited by Title VII of the Civil Rights Act of 1964, by Title IX of the Education Amendments of 1972, and by the Texas Commission on Human Rights Act.

Definition
Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual's welfare; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's welfare, academic or work performance, or creates an intimidating, hostile, offensive, or demeaning education or work environment.
4. A third party may also file a complaint under this policy if the sexual conduct of others in the education or work environment has the purpose or effect of substantially interfering with the third party's welfare, academic or work performance.

Examples
Examples of Prohibited Behavior Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
2. Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
3. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene phone calls.
4. Sexually suggestive objects, pictures, videotapes, audio recordings, or literature placed in the work or study area, which may embarrass or offend individuals. Such material if used in an educational setting should be related to educational purposes.
5. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
6. Consensual sexual relationships where such relationships lead to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.
Responsibility
Individuals who are aware of or have experienced an incident of sexual harassment should promptly report the matter to one of the officials designated to receive informal or formal complaints. These officials are listed in the paragraphs to follow.

Non-Reprisal
No faculty, administrator or staff, applicant for employment, student, or member of the public may be subjected to restraint, interference, coercion or reprisal for action taken in good faith to seek advice concerning a sexual harassment matter, to file a sexual harassment complaint, or to serve as a witness or a panel member in the investigation of a sexual harassment complaint.

Malicious, False Accusations
A complainant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action, which may include, but is not limited to, written warning, demotion, transfer, suspension, or dismissal.

Complaint Resolution Procedures
An initial course of action for any faculty, staff, or student who feels that he or she is being sexually harassed is for that person to tell or otherwise inform the harasser that the conduct is unwelcome and must stop. However, in some circumstances this course of action may not be feasible, may be unsuccessful, or the individual may be uncomfortable dealing with the matter in this way. To encourage persons experiencing alleged sexual harassment to come forward, the University provides several channels of communication and both informal and formal complaint resolution procedures.

Information, Counseling, and Informal Resolution
Anyone may seek advice, information or counseling on matters related to sexual harassment without having to lodge a formal complaint. Persons who feel they are being harassed or are uncertain as to whether what they are experiencing is sexual harassment, are encouraged to talk with whomever they feel comfortable. Such informal discussions can be handled by deans, department chairs, heads of administrative departments or by the Director for Human Resources.

At this stage of the informal resolution process, the person seeking information and advice will be counseled as to the options for action available under this policy. To the extent possible, information disclosed through this advising process will be held in confidence, unless and until the initiating individual agrees that additional people must be informed in order to facilitate a solution. The aim of informal complaint resolution is not to determine whether there was intent to harass but to ensure that the alleged offending behavior ceases and that the matter is resolved promptly at the lowest possible level. No disciplinary action is taken in resolving informal complaints.

Formal Complaint Resolution
The filing of a written complaint is required for a matter to be formally investigated and a determination made as to whether this University policy prohibiting sexual harassment has been violated.

1. Complaint Against a Student
   Those wishing to bring a formal complaint of sexual harassment against a student should inform the Director for Student Life. The procedures for handling a sexual harassment complaint against a student are described in and governed by the sexual harassment policy articulated in the Student Handbook. Anyone interested in these procedures should consult the document, which is available on the University website.

2. Complaints Against a Faculty or Staff Member
   Formal complaints of sexual harassment against a member of the faculty or staff are filed with the Provost (for faculty) or the Director for Human Resources (for staff). The appropriate Vice President will conduct a full, impartial, and timely investigation. The Vice President will provide the person against whom the complaint is made (the respondent) with a written statement of the allegations, to which that individual will be required to respond in a timely manner. During the course of the investigation the appropriate Vice
President will hear the complainant, the respondent, and witnesses identified by each party. To the extent possible, complaints will be handled confidentially, with the facts made available only to those who have a compelling need to know for purposes of investigation or resolution of the matter. If the complaint is against one of these Vice Presidents, the complaint should be filed with the President, who will appoint a panel of inquiry as described below and take action on the panel's report as necessary.

a. **Complaints Against a Faculty Member.** In a matter involving a complaint against a faculty member, the Provost will present a written report to the faculty member's Dean or the President, as appropriate. The report will include a discussion of the allegations, the investigatory process, the evidence in the case, the persuasiveness of the evidence, the consistency of the testimony, and the credibility of the witnesses. The President will determine whether to initiate proceedings to consider dismissal of or a severe sanction against the accused faculty member.

b. **Complaints Against a Staff Member.** At the conclusion of the Vice President's investigation of a complaint against a staff member, the Vice President will present to the appropriate administrative official(s) a written report which will include a discussion of the allegations, the investigatory process, the evidence in the case, the persuasiveness of the evidence, the consistency of the testimony, and the credibility of the witnesses. The administrative official(s) will determine whether the policy was violated, take necessary action, and inform the complainant and the respondent of the final disposition of the complaint. In matters involving investigation of a complaint against a staff member, either the complainant or respondent may request that the Director of EEO refer the matter to a panel of inquiry. This request must be made after the filing of the formal complaint and before the Director for Human Resources begins his or her formal investigation.

c. **Complaints Against the President.** Formal complaints of sexual harassment against the University President are filed with the Chair of the Board of Trustees. The Legal Committee of the Board will conduct a full, impartial, and timely investigation. The Committee will provide a written statement of the allegations, to which the President will be required to respond in a timely manner. A report will be made by the Legal Committee to the Executive Committee of the Board that includes a discussion of the allegations, the investigatory process, the evidence in the case, the persuasiveness of the evidence, the consistency of the testimony, and the credibility of the witnesses. The Executive Committee will determine what action is warranted, and will inform the President of the final disposition of the complaint.

**Panels of Inquiry for Complaints Against Staff Members**

The panels of inquiry are selected by the President, with each panel comprising a chair and four members, two male and two females. The chair will normally be non-voting, but will cast the tie-breaking vote when necessary. Panel membership will depend on the status of the parties involved in the complaint as follows:

1. When both parties are members of staff, the panel will be made up of members of staff.
2. When the complainant is not a staff member, the panel will have a faculty member plus two members from the staff, and two members from the complainant's constituency, e.g. students or faculty members.
3. When a complaint is brought by a third party, the panel will be made up of members of the staff.

The purpose of the panel of inquiry is to determine, to the best of its ability, the facts regarding the alleged sexual harassment. Prior to the hearing, the panel will meet to determine procedures for the conduct of the hearing in consultation with the parties involved. The panel will hear the complainant, the respondent, and witnesses identified by each party, and will examine all evidence it deems necessary. The rights of both parties will be observed and privacy and confidentiality will be protected to the extent possible.

At the conclusion of its investigation, the panel will issue a written report to the appropriate administrative official to whom the respondent reports. If the complainant is a student, the report will also be submitted to the Director for Student Life. If the complainant is a faculty member, the report will also be presented to the Provost. If the complainant is a staff member, the report will be delivered to the Director for Human Resources.
The panel's report will detail the allegations, the hearing process, the evidence in the case, the persuasiveness of the evidence, the consistency of the testimony, and the credibility of the witnesses. The administrative official receiving the report will determine whether there has been a violation of the University's policy prohibiting sexual harassment, and will take whatever disciplinary action is necessary and appropriate.
HBU is a smoke-free work environment. Smoking is prohibited anywhere on University premises except for the confines of private vehicles.
2-09 Staff Performance Reviews

The effectiveness of all members of the University staff, faculty, and administration is evaluated regularly. A committee of the Board of Trustees annually evaluates the President, and a formal presentation is made in executive session of the Board of Trustees. The President evaluates the effectiveness of the Vice Presidents annually in scheduled conferences. A written document summarizing the effectiveness of the Vice Presidents as a group is distributed by the President to those persons. The Provost formally evaluates the members of the university faculty, including deans, on the basis of a performance portfolio, an annual professional profile, and a set of self determined goals in prescribed areas of professional concern.

The Vice Presidents annually evaluate the effectiveness of each of the directly reporting staff personnel and submit an evaluation form signed by the staff member, to the Office of Human Resources for review by the Vice President for Financial Operations.

The respective supervisor will keep each employee informed regularly of his/her performance level. The performance review has been established as the formal means to insure this. The first review an employee will receive will be given at the end of a 180- day probationary period. The next and subsequent reviews will be given annually. These reviews are provided for both the benefit of the University and the employee so as to keep each employee apprised of their performance on the job. These are not in any manner to be construed as any form of an employment contract with the employee.

The following situations may be cause for an early review:

1. A significant change in performance - particularly a negative change;
2. Recommendation for promotion; and
3. Transfer to a new department.

All performance reviews will be held in strictest confidence and will be kept in the Office of Human Resources.

Effective Date: 05/01/1999
Revision Dates: 07/25/2008
11/01/2009
10/29/2012

This policy applies to:
Exempt Staff
Non-Exempt Staff
Faculty

Employee Handbook
The University has historically followed a plan of annual top-down evaluation beginning with the review of the President’s performance by an appointed committee of the Board of Trustees. The President meets annually with each of the Vice Presidents to review goals, performance, and concerns. Evaluations of each officer are maintained in confidential files in the President’s office.

The Vice Presidents annually evaluate each of the directly reporting staff personnel and submit an evaluation form to the Office of Human Resources for review by the Vice President for Financial Operations. The Provost annually evaluates the performance of the Deans in making recommendations for salary and contracts for the coming year. These evaluations are maintained in the files of the Provost.
Deans and Associate Deans on 12 month contracts will be granted 20 working days vacation annually, based upon an accrual of 13.33 hours per month.

Library professional personnel on faculty contracts will be granted 20 working days vacation annually, based upon an accrual of 13.33 hours per month. Faculty who teach both semesters must take vacation time between semesters.

Library support personnel will be granted vacation time as defined in this section under "Staff".

The following schedule is to be used in determining vacation time:

<table>
<thead>
<tr>
<th>STAFF:</th>
<th>1 - 10 years</th>
<th>10+ years and over</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10 working days (80 Hours)</td>
<td>15 working days (120 Hours)</td>
</tr>
<tr>
<td>ADMINISTRATORS:</td>
<td>1 - 10 years</td>
<td>10+ years and over</td>
</tr>
<tr>
<td></td>
<td>15 working days (120 Hours)</td>
<td>20 working days (160 Hours)</td>
</tr>
<tr>
<td>VICE PRESIDENTS:</td>
<td>1 year and over</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20 working days (160 Hours)</td>
<td></td>
</tr>
</tbody>
</table>

Employees with continuous employment of 1-10 years service will accrue vacation at the rate of 6.67 hours per month up to a maximum of 80 hours. Employees with continuous employment of ten (10) years or more of service will accrue vacation at the rate of 10 hours per month. Vacation time can be accrued up to a maximum of 150% of the employee's annual vacation earned. Any accrued vacation in excess of 150% of annual will be lost to the employee.

Whenever possible, vacation time preferences are given to employees according to seniority. Vacation time is to be planned in advance with the written approval of the supervisor. The coordinating and scheduling of all employee vacations is the responsibility of the area supervisors.

Accumulation of vacation time is spread over one year. A probationary period of six months must elapse before vacation time may be claimed.

Vacation begins to accrue from the first of month following hire date. Vacation time will be prorated based upon the time period actually worked. (Example: If a staff employee worked only six (6) months, the employee would be entitled to 40 hours of vacation. Vacation may be accumulated up to 150% of the annual hours earned for an employee. Therefore, the staff employee in this example could accrue up to 120 hours of vacation. Unused vacation above this level will be forfeited by the employee. Accumulated vacation may be taken after the employee has been employed six (6) months.)

Part-time employees, eligible for benefits, accrue vacation time on the same basis as full-time employees, except prorated for the proportion of time worked.

All accrued vacation time not to exceed 150% of annual accrual will be paid upon termination.

Temporary and student employees do not accrue vacation time.
All full-time staff employees will be given a paid holiday on their birthday or within 30 days of their birthday. This holiday selection must be coordinated with the immediate supervisor.
Full-time employees, not on a contract, will observe the following holidays:

- Martin Luther King's birthday
- Good Friday
- Memorial Day
- Independence Day when it falls on a workday
- Labor Day
- Thanksgiving & day after
- Christmas Holidays (10 days)

A schedule of the dates of observance of official holidays will be prepared by the President's office annually and distributed to all departments.

Exempt employees who work in offices that are required to be open during all or part of any holiday period, will receive an equal number of days off for the number of days worked during the holiday period. Hourly employees will be paid for the hours worked during the holiday period.

Employees are not eligible for holiday pay if they are:
1. on a leave of absence
2. absent from work on either the last scheduled workday before the holiday or the next scheduled workday after the holiday without an approved absence.

Part-time employees will be paid at their average hours worked per day. Example: If an employee works thirty (30) hours a week, the employee would receive six (6) hours of holiday pay.
2-14 Hours of Work

Work hours are assigned to meet the needs of the constituents. Normal work hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, with one (1) hour for lunch. Certain offices may be required to remain open during non-traditional hours. In such cases, office employees will be notified by their supervisor, and the work hours will be staggered.

Overtime
All work should be completed within regular working hours and overtime required should be scheduled only in special circumstances and with prior approval by the supervisor and the Vice President for Financial Operations. Overtime will be paid at one and one-half times the employee's normal hourly rate of pay beyond the forty (40) hour week.

Only time that is actually worked can be counted toward the forty (40) hour minimum for overtime computation. Paid holidays, sick leave, etc. cannot be counted toward the overtime computation.

Time Sheets And Absence Reports
All non-exempt (hourly) employees are to report their hours worked, vacation, sick time, and holidays on either a paper time sheet, which can be accessed from the Portal, or submitted online through HuskyNet. All exempt (salaried) employees are to report vacation or sick time by submitting a leave report online through HuskyNet. Time sheets and absence reports are completed for each payroll period, approved by the employee’s supervisor and then submitted to the Office of Human Resources. Failure to submit timely time sheets or absence reports may result in disciplinary action against the employee.
Leaves of absence without pay may be granted for illness, injury, pregnancy, adoption, or military service if an employee is going to be away from work for more than 14 calendar days. The employee is to submit to the Office of Human Resources a “Leave of Absence Form” specifying the reason for the request. The request will then be given to the Director of Human Resources for approval.

General Conditions:

1. Must be an employee who has passed the 180-day probationary period to be eligible for a leave.
2. All health care benefits continue through the duration of the employee's leave. If the employee wishes to continue benefits coverage for their dependents during their leave, they may arrange to pay the premiums on a month-to-month basis while they are out.
3. While on a leave, employees will continue to accumulate vacation and sick leave only through the end of the month in which the leave began.
4. If possible, the employee will return to the same position, but if not the employee will be assigned to a similar position on an as-available basis.
5. An employee's accrued vacation and sick time will be combined during the employee's leave and applied before utilizing any short-term disability policies.
6. The Family and Medical Leave Act:
   a. The Family and Medical Leave Act of 1993 (FMLA or Act) gives “eligible” employees of private sector employers of 50 or more employees, and public agencies, the right to take unpaid leave, or paid leave if it has been earned, for a period of up to 12 workweeks in any 12 months because of the birth of a child or the placement of a child for adoption or foster care, because the employee is needed to care for a family member (child, spouse, or parent) with a serious health condition, or because the employee's own serious health condition makes the employee unable to do his or her job. Under certain circumstances, this leave may be taken on an intermittent basis rather than all at once. The employee must have worked for the employer for a cumulative period of 12 months and worked at least 1,250 hours for the employer during the 12-month period before requesting the leave.
   b. An employee on FMLA leave is also entitled to have health benefits maintained while on leave. If an employee was paying all or part of the premium payments prior leave, the employee would continue to pay their share during the leave period. The employer can recover its share only if the employee does not return to work for a reason other than the serious health condition of the employee or the employee's immediate family member, or another reason beyond the employee's control.
   c. An employee ordinarily has a right to return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave.
   d. The employer has a right to 30 days advance notice from the employee where practicable. In addition, the employer may require an employee to submit certification from a health care provider to substantiate that the leave is due to the serious health condition of the employee or the employee's immediate family member. Failure to comply with these requirements may result in the denial of FMLA leave. Pursuant to a uniformly applied policy, the employer may also require that an employee present a certification of fitness to return to work when the absence was caused by the employee's serious health condition. The employer may deny restoration to employment without such certificate relating to the health condition that caused the employee's absence.
2-16 Sick Leave

Full-time employees, which include Deans, Associate Deans and Library professional personnel on faculty contracts, accrue sick leave at the rate of 6.67 hours per month up to ten (10) working days each service year. Sick leave is cumulative up to a maximum of thirty (30) working days.

Part-time employees working 30 hours per week accrue sick leave on the same basis as full-time employees, except prorated for the proportion of time worked.

Temporary employees do not accrue sick leave.

Notification that an employee will be absent on sick leave must be furnished to the respective supervisor as soon as possible. Failure to provide such notification may result in the absence being charged as leave without pay. The supervisor will be responsible for submitting absentee forms to the Office of Human Resources.

Any illness which requires the employee to be off work for four (4) days or longer will require a doctor's statement of release to return to work. The supervisor may require that the doctor's statement provide other job-related information. If the employee must be off work more than 14 days, the leave of absence policy must be followed to insure that the employee receives his Disability Insurance payments while away from work.

Sick leave is available for employees after the completion of thirty (30) days.

Unused sick leave will not be paid.
2-17 Disability Leave

This policy covers both employees who become temporarily disabled and employees who are pregnant. For this type of leave, the employee will need a doctor's statement, which describes the situation and notes the probable date of return.

The employee will need another statement from the doctor for any extensions, and another for return to work. Under no circumstances will an employee be allowed to return to work without the release from the employee's doctor.

An employee who is pregnant may work for as long as she is medically able to work. The University allows an employee to be on maternity leave under the Family Medical Leave Act policy without loss of seniority. If the employee must be on maternity leave for a longer period of time, the University will try to hold the position until the employee is able to return to work.

If the position of any person under temporary disability is no longer available the University will give the employee priority consideration for similar job opportunities which may be available.
Bereavement Leave

If a death occurs in an employee's immediate family, the employee is entitled to a maximum of three (3) working days off concurrent with the funeral or memorial service at their regular rate of pay. For the administration of this policy, the immediate family consists of the employee's spouse, child, parent, sister, brother, grandparent, and grandchild; and the sister, brother, parent of the employee's spouse and daughters-in-law and sons-in-law.

Military Leave

Full-time employees who serve in a reserve component of the United States Armed Forces are entitled to two (2) weeks' leave without pay to perform active duty requirements. The reserve member may use vacation time for military leave. Part-time employees may take leave without pay provided the supervisor can find a suitable replacement for the duration of the absence. All requests for military leave must be accompanied by a copy of the employee's official military orders.

Jury And Witness Duty – Staff

If a staff employee is required to serve on a jury or is subpoenaed for witness duty, the University will compensate the employee for his/her time when proof of service is submitted to the University as verification.
2-19 Administrative Leave (Inclement Weather)

In an effort to eliminate confusion and provide a routine mechanism for all employees of the University to have access to information relative to the official status of the institution in any future disaster or emergency situation, the following actions will be taken:

1. Arrangements have been made with the following radio and television stations to broadcast information relative to the official status of the institution during any future disaster or emergency situations including inclement weather conditions:
   - KPRC 950 AM
   - KTRH 740 AM
   - CHANNEL 2 KPRC TV
   - CHANNEL 11 KHOU TV
   - CHANNEL 13 KTRK TV

2. The University switchboard at (281) 649-3000 will instruct all students and employees of the official status of the institution. Unless specifically canceled, all classes will meet as scheduled.

3. The HBU Alerts website ([http://www.hbu.edu/alerts](http://www.hbu.edu/alerts)) offers the official status of the institution including weather-related and other emergency situations. You can also see a list of other "Communication Outlets" from this same website.

The policy with regard to attendance shall be as follows:

1. If the institution is officially closed, all employees, except certain essential employees or administrative personnel, will be granted administrative leave for that period of time.

2. If the institution is officially open, all employees will be expected to report to work. If the employee is unable to report for work, he should call his supervisor and advise him of his situation. Faculty personnel should cover all classes.

3. When the institution is officially closed, certain essential employees and administrative personnel may be required or asked to report to work in the best interest of the institution.

4. When the institution is officially closed, any employees who are scheduled to be on vacation, and who have received advanced approval for vacation leave, will be required to report their absence as vacation leave.

5. Decisions regarding the canceling of classes are coordinated and announced by the office of the Provost.
2-20 Emergency Plan

The Emergency Plans that have been established by the University include the following:

- Fire Safety Manual
- Hurricane Plan

These documents are located on the Portal.

For more information about emergency communications, helpful links, and the latest situation updates on campus, visit our Campus Alert webpage (http://www.hbu.edu/alerts).
2-21 Wage and Salary Administration

For the purpose of compliance with the Federal Wage and Hour Law, some employees are classified as administrators, professional, or faculty. These employees are paid on a salaried basis and considered exempt from the Federal Wage and Hour Law.

Employees who do not meet the above requirements are considered non-exempt. Their wages must be computed on an hourly basis as prescribed in federal labor laws.

All wage and salary items must have the approval of the area Vice President and the Vice President for Financial Operations.
Campus Events
All employees of the University are encouraged, when convenient, to attend and participate in campus events. The University policy is to provide tickets at no cost, or at a discount, where possible, to University employees for University-sponsored campus events.

Service Awards
Service awards are given to express the University’s appreciation and recognition of loyalty and continuous services of its employees. They are not to be construed as any form of an employment contract or commitment for continued employment. Employees are eligible for a service award after each increment of five (5) years of continuous service. Employees reaching their service anniversaries at any time during the University’s fiscal year (June 1st through May 31st) will be presented their appropriate award at the end of the year celebration towards the end of the school year.

University Store Discounts
The University Store is located in the Brown Administration Building. The University Store not only carries textbooks and school supplies, but also devotional and inspirational books, Bibles, music, stationery and other miscellaneous supplies. Check cashing is available for up to $20.00 cash.

The University Store operates on a cash basis. Any exception to this must be cleared through the Vice President for Financial Operations. Faculty and staff members receive a twenty percent discount on most merchandise. Some exceptions are as follows: required textbooks, computer software and computer supplies, candy, drugs and special orders.
Health Service
The Health Clinic is located in the Lake House, suite 102. There is more information about Health Services on the website, www.hbu.edu/studenthealth. Clinic hours and fees are posted on the Clinic door and on the website. The University has a service agreement with Memorial Hermann to provide the clinic staff during Clinic hours.

In case of emergencies requiring immediate attention, the facilities of Memorial Hermann Southwest Hospital located near the campus at 7600 Beechnut are available.

Identification Cards
Identification cards are issued by the Library to those listed on the regular University payroll. Identification cards are needed for checking books out of the library, for admission to sports events, and for use of campus facilities.

Maintenance
Maintenance of buildings and custodial services are under the direction of the Director of Maintenance and Operations. Requests for maintenance/custodial service should be made electronically using the Maintenance Request form located on the Portal home page. In an emergency you may call 281-649-3319 during business hours or 281-649-3314 after business hours. Requests for special room set-ups should be submitted to the Office of University Events and Conferences using a “Facility Setup Request” form. The form can be found by following the links on the Portal home page.

Parking Permits
Faculty and staff members may obtain a parking tag permit for each automobile to be brought on campus. Vehicle registration for a parking permit is done on-line through “Husky Net”. From the Portal home page, click on Husky Net, log in to your Husky Net account, click on “employee”, then click on “Faculty/Staff Decal Registration”, fill in the information requested and click “submit”. You can pick up the parking permit at the Office of Campus Police located in the Law Enforcement Center at 7104 Beechnut. There is no charge for parking on campus. The parking tag permit should be placed in the left hand corner of the rear window (driver’s side). A parking area is provided for the faculty and staff. The supervision of parking areas and the enforcement of parking regulations are under the direction of the Director of Police and Parking Services.

Campus Police
Campus Police officers are responsible for the protection of property and persons, for traffic and parking, and for the investigation of incidents of a police nature. Buildings and grounds are protected by the Campus Police twenty-four hours a day.

Schedule of Building Hours
Building areas including classrooms, laboratories and faculty and administrative offices are open 7:30 a.m. to 10:00 p.m. Monday through Friday. Faculty needing access outside these hours should contact the Office of Campus Police by calling 281-649-3000 and pressing “0” for the switchboard operator/dispatcher who will dispatch an officer to give access.
Keys
All University keys are issued through the Office of Financial Operations. Only keys necessary to the performance of an employee’s job will be issued and must be surrendered when employment is terminated. All employees issued keys to University facilities must abide by the following rules:
- Employee will not duplicate keys.
- Employee will promptly report the loss of any keys to their supervisor. Employees will not lend their keys to any person, including coworkers, for any reason.

Telephone Service
Telephone service is available through the Information Technology Services. Long distance calls cannot be made without a security code. Security codes and instructions for using may be secured from the Office of Financial Operations. Long distance calls are limited to University business and should be placed judiciously, as they are budgeted to the school, college or department making the calls. Reimbursement for University calls made from another number may be requisitioned through the supervisor or department head. Collect calls are not honored by the University.

University Post Office
Mailing services are provided through the University Post Office located in the Brown Administration Building. All University mail to be metered should be labeled with a “bar code” identifying the college, school or department so the postage can be charged to the appropriate budget. The deadline for depositing outgoing mail is 1:00 p.m. In the case of packages or letters needing special handling, instruction cards available in the mailroom are to be completed. Foreign mail should be identified by underlining the destination country in red and placing a large paper clip on the letter. Large mail-outs (200 or more) require five days advance notice.
Inventory of Property
A complete inventory of University property with an original cost value greater than $100.00 is maintained under
the direction of the Vice President for Financial Operations. The property inventory is to be updated every 18
months. Those responsible for the supervision of the various areas of the University are accountable for the care and
safe keeping of the property assigned to their area.

Transfer, Lending and Borrowing of Property
Transfer of property from one area to another or from one building to another must be authorized in writing by the
Vice President for Financial Operations. All property should be moved by the maintenance staff. An approved Work
Order is required to have furniture moved.

Requests to lend property for use off campus or to borrow from outside sources should also be authorized by the
Vice President for Financial Operations.

Disposal of University property must be approved by the Vice President for Financial Operations.
All contracts, leases, proposals, agreements, etc. (all documents that obligate the University in some capacity) must be submitted to the Vice President for Financial Operations for review and processing.

No employee has authority to sign on behalf of the University unless specifically designated to do so.
The purpose of the Houston Baptist University policy on intellectual property is to foster the free and creative expression and exchange of ideas and knowledge; to preserve traditional academic practices and academic freedom; and to establish principles and procedures for the ownership of copyrightable and patentable materials. Therefore, this policy covers all types of intellectual property. The following examples are not exhaustive: writings, art works, musical compositions and performances, software, literary works, trademarks, discoveries and inventions.

**Definition**
"Work for Hire" is defined as a work prepared by an employee within the scope of his or her employment. Such work is supported by a direct allocation of institutional resources such as time, facilities, and monies; or such work is commissioned by HBU.

**Policy**
Ownership of intellectual property will be deemed to be held by HBU when the
- property is created as a work for hire
- work is commissioned by HBU
- property results from research that is supported by a federal grant or third party
- work is created on HBU time with the use of HBU facilities or support

Intellectual property will be owned by the creator when:
- it is unrelated to the employee's job responsibilities
- incidental or insignificant use of college resources have been involved in the creation of the work
- the intellectual property has been developed outside the defined area of research or expertise of the creator
- the development has been made on the personal, unpaid time of the creator
- the intellectual property is embodied in a professional/scholarly, educational, literary, musical, or artistic work in the author's field of expertise. Notwithstanding the creator's ownership rights, HBU reserves the right to royalty-free use of textbooks, manuals, manuscripts, that have been published in the professional literature for use in the college's teaching, research and service programs

Joint ownership will likely occur when a work is created by multiple employees. Examples include such items as multimedia courseware and distance learning materials where various faculty and staff have contributed to the final product. In cases of joint ownership, the proceeds of any commercialization of the product will be shared by the parties pursuant to a formal agreement only after HBU has recouped any direct costs incurred for equipment and materials and costs paid to third parties.

**Courseware**
HBU will assert limited rights of ownership when the development of courseware is self initiated by faculty. That is, primary ownership will remain with the creator, however HBU will pay no royalty, rental fee, or other consideration when that courseware is used for instruction at HBU. Additionally, the creator is prohibited from using the courseware in a manner that competes in a substantial way with the for-credit offerings of HBU.

**Legal Protection**
If intellectual property belongs to HBU, the administration will secure the copyright, patent, or trademark. Individuals who own a created work must secure protection themselves, at their own expense.
Disputes
Any dispute that arises under this policy shall be reviewed by the Office of the Ombudsman. Their recommendation will be presented to the President of HBU, who will then make the final decisions on disputed matters.

This chart provides a listing of benefits available to full-time (over 30 hours) employees of the University. Specific explanations, restrictions, conditions, and eligibility are explained on the following pages. Additional information may be secured through the Office of Human Resources.

<table>
<thead>
<tr>
<th>Quick Reference Chart of Benefits</th>
<th>Who Pays</th>
<th>When Eligible</th>
<th>Booklet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accidental Death / Dismemberment Ins (AD&amp;D)</td>
<td>University</td>
<td>Immediately</td>
<td>Yes</td>
</tr>
<tr>
<td>Cancer / Intensive / Accident Insurance</td>
<td>Employee</td>
<td>On 1st of month following hire date</td>
<td>Yes</td>
</tr>
<tr>
<td>Dental Insurance</td>
<td>Employee</td>
<td>On 1st of month following hire date</td>
<td>Yes</td>
</tr>
<tr>
<td>Disability Insurance</td>
<td>University</td>
<td>Immediately</td>
<td>Yes</td>
</tr>
<tr>
<td>Discounts</td>
<td>University</td>
<td>Immediately</td>
<td>No</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>Both</td>
<td>On 1st of month following hire date</td>
<td>Yes</td>
</tr>
<tr>
<td>Leaves of Absence</td>
<td>Both</td>
<td>After 180 days</td>
<td>No</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>University</td>
<td>Immediately</td>
<td>Yes</td>
</tr>
<tr>
<td>Retirement – Annuity</td>
<td>Both</td>
<td>After 1 year</td>
<td>Yes</td>
</tr>
<tr>
<td>Service Awards</td>
<td>University</td>
<td>After each 5 years</td>
<td>Yes</td>
</tr>
<tr>
<td>Social Security</td>
<td>Both</td>
<td>Immediately</td>
<td>Yes</td>
</tr>
<tr>
<td>Tuition Discount</td>
<td>University</td>
<td>Employee after 1 year/dependent after 6 months</td>
<td>No</td>
</tr>
<tr>
<td>Unemployment Insurance</td>
<td>University</td>
<td>Immediately</td>
<td>Yes</td>
</tr>
<tr>
<td>Worker's Compensation</td>
<td>University</td>
<td>Immediately</td>
<td>Yes</td>
</tr>
<tr>
<td>University Store Discount</td>
<td>University</td>
<td>Immediately</td>
<td>No</td>
</tr>
</tbody>
</table>

Effective Date: 01/01/1998
Revision Dates: 10/29/2012
This policy applies to: Exempt Staff, Non-Exempt Staff, Faculty

Employee Handbook
All full-time employees of the University are eligible to participate in the group medical and hospitalization insurance program on the first of the month following hire date. The University health plans are reviewed frequently and are therefore subject to change. *Any dependent the employee wishes to be covered may be enrolled at the employee's expense. All insurance premiums are deducted monthly in the form of a payroll deduction.*

**Initial Enrollment**
The employee has 30 days from the date of hire to enroll in insurance plans.

**Open Enrollment**
The open enrollment period each year is for one week during the month of November. At this time, the employee may change insurance plans and coverage. This is the only time that changes can be made to insurance plans. Changes made during open enrollment become effective on January 1st. After the open enrollment period has ended no more changes to benefits will be permitted or processed other than for a qualifying event.

Change in Status - Qualifying Event
An employee may change enrollment within 30 days of any of the following qualifying events:
- Marriage or divorce
- Childbirth or adoption
- Death of a spouse or child
- Change in spouse’s employment
- Change in dependent’s eligibility

If documentation of the qualifying event is not provided to the Office of Human Resources within 30 days of the qualifying event, the employee will have to wait until open enrollment to make changes.

**Termination**
The University contribution to health coverage ends at termination. A terminating employee, however, has the opportunity for temporary extension of health coverage at the employee’s own expense through continuation coverage known as the Consolidated Omnibus Reconciliation Act (COBRA).

These plans are subject to change with or without notice.

Further information may be obtained in the Office of Human Resources.
The University provides life insurance on the employee commensurate with the employee's annual salary. If an employee dies while insured, the employee's designated beneficiary will receive the following proceeds based on the employee's salary. Life insurance and AD&D proceeds are calculated at one and one-half times an employee’s annual base salary with a minimum amount paid of $50,000 and a maximum amount paid of $250,000. Each amount paid is rounded to the closest thousand. In addition, the employee may elect to cover a spouse and dependent children when 14 days old for an additional charge through payroll deduction. The following are currently in effect:

<table>
<thead>
<tr>
<th></th>
<th>Proceeds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse</td>
<td>$10,000</td>
</tr>
<tr>
<td>Child (1 year - 21 years)</td>
<td>$5,000</td>
</tr>
<tr>
<td>Child (15 days - 1 year)</td>
<td>$500</td>
</tr>
</tbody>
</table>

These plans are reviewed annually and are subject to change with or without notice.
All full-time employees are covered by short term disability insurance that is provided by the University. This covers the employee in the event the employee is disabled or unable to perform the normal duties. This goes into effect after the employee has been disabled and is unable to work for 14 calendar days. The short term disability benefit, if one is eligible for disability, is 66.7% of basic monthly earnings with a maximum weekly benefit of $1,500.00.

All full-time employees are also covered by long term disability insurance that is provided by the University. This covers the employee in the event the employee is disabled or unable to perform the normal duties. This goes into effect after the employee has been disabled and is unable to work for 180 calendar days. The long term disability benefit, if one is eligible for disability, is 60% of basic monthly earnings with a maximum monthly benefit of $6,000.

These plans are subject to change with or without notice.

Further information may be obtained in the Office of Human Resources.
The following list of optional coverage is available for purchase by the employee through payroll deduction:

1. Dental Insurance
2. Supplemental – AFLAC
3. Supplemental Life – The Hartford
4. Vision Insurance
5. Dependent Life/AD&D
6. Retirement – Guidestone
7. Health Reimbursement Account
8. Dependent Care Reimbursement
9. Bradshaw Fitness Center Membership
10. LegalShield
Dental insurance is available to employees and their dependents. The University offers a choice of two plans. Premiums for each are paid fully by the employee through payroll deduction.

These plans are reviewed annually and are subject to change with or without notice.

More detailed information on these benefits may be obtained in the Office of Human Resources.
All employees of the University are covered by Worker's Compensation Insurance. This protects employees who have experienced on-the-job accidents. The protection includes payment of all medical expenses and partial remuneration for loss of time.

In the event of serious injury, the employee should be taken to the emergency room of Memorial Hermann Southwest Hospital, 7600 Beechnut, Houston, Texas 77074.

All accidents which may be covered by Worker’s Compensation Insurance should be reported to the Office of Human Resources immediately, no later than 5 days after the incident.

In order that the employee's sick leave benefits and Worker's Compensation claims are correctly coordinated, please refer to subject titled "Leaves of Absence". Detailed information may be obtained from the Office of Human Resources or from the local Workers' Compensation Office.

All University employees are covered by Unemployment Insurance of the State of Texas. This program does not apply to student workers. Detailed information may be obtained from the Office of Human Resources or from the State agency itself.
Houston Baptist University’s 403(b) Tax-Sheltered Annuity Plan
All employees are eligible to participate in the retirement plan except the following employees:
1. Employees who have not completed one year of eligible service;
2. Student employees enrolled and regularly attending classes offered through the employer and performing services described in section 3121(b)(10) of the Internal Revenue Code on behalf of the employer;
3. Employees who normally work less than 20 hours per week;
4. Employees who are non-resident aliens as described in section 410(b)(3)(C) of the Internal Revenue Code.

Each employee shall begin participation in the plan on the first day of the month following the month in which the employee meets the eligibility requirement. Any employee who does not meet the eligibility requirement may make voluntary tax sheltered contributions pursuant to a written salary reduction agreement but shall not be entitled to receive any additional contributions from the University.

Eligible Service
An employee shall be credited for eligible service for the initial 12 month period beginning on the employment date and ending on the first anniversary if the employee completes 1,000 or more hours of service during such period.

Employer Contributions
The employer contributions under the plan will be credited to each employee's account and shall be in accordance with the following schedule:

5% of the member's compensation

The amount contributed by the University is considered a non-taxable benefit to the employee. The employer contributions are taxed only when withdrawals begin.

Employee Contributions
The employee is not required to make any contributions under this plan. However, the employee may make voluntary contributions in accordance with the limits outlined in the law. The amount contributed to the program by the employee is also tax-sheltered except for FICA (Social Security/Medicare).

Compensation
An employee's compensation is based on salary or the amount specified as compensation in the contract. In addition, this also includes any overload, overtime or additional pay that the employee is paid during the year.

Excluded Employees
Any employee who has not reached the age of 21 will be excluded for the University's retirement plan. Student employees who are regularly attending classes are excluded, regardless of the number of hours worked by such students. Nonresident aliens will also be excluded.
**Vesting**
The balance in a member's employer contributions account shall vest in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Completed Years of Service</th>
<th>Employer Percentage Vested</th>
</tr>
</thead>
<tbody>
<tr>
<td>less than 1</td>
<td>0%</td>
</tr>
<tr>
<td>1</td>
<td>20%</td>
</tr>
<tr>
<td>2</td>
<td>40%</td>
</tr>
<tr>
<td>3</td>
<td>60%</td>
</tr>
<tr>
<td>4</td>
<td>80%</td>
</tr>
<tr>
<td>5 or more</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Withdrawals**
The employee's contributions are intended to stay in the plan until retirement, death, or the end of employment. However, a member may make an in-service withdrawal of a portion or all of the member's tax sheltered contributions account and/or a portion or all of the member's tax paid contributions account to the extent permitted by the provisions of subsections 6.6 and 6.7 of the Guidestone University Document.

**Allocation of Funds Election**
When one becomes eligible to participate in the retirement plan, one must decide how contributions are to be invested. There are a number of funds in which one can elect to invest. Please contact the Office of Human Resources for instructions and investment options.

**Payment of Benefits**
At retirement a variety of payment options are available. Guidestone will provide the employee with an estimate sheet showing what benefits would be under the various pay-out options. The various options available to the employee at retirement include the following:
1. Single Life Annuity
2. Joint Life Annuity
3. Lump Sum Payment

Each of these plans has unique options available and a more detailed explanation may be obtained from the Office of Human Resources.
3-9 Social Security

Employees are covered by benefits associated with the Federal Social Security system. Federal law requires that the employer and the employee each contribute to the Federal Social Security system. The employee's contribution is collected by the University through payroll deduction. See subject titled, “Housing Allowance” for employees declaring themselves to be self-employed. Detailed information can be obtained from the Human Resources/Payroll Office or your local Social Security Office.
All ordained ministers may elect to have a portion of their salary designated as housing allowance in accordance with the Internal Revenue Code. This request must be submitted in writing to the Office of Human Resources. The Board of Trustees has authorized the ordained minister to determine that portion of the monthly salary designated as housing allowance up to the limit allowed by law. All employer contributions will be based on the employee's salary agreement or his teaching contract agreement. Teaching overload, overtime, etc., is not considered when determining housing allowance. Employees making this election are responsible for all federal taxes that might be due.
Houston Baptist University offers a remission of tuition at Houston Baptist University to the spouse and children of eligible faculty and staff.

Eligibility
The faculty or staff member must have completed six (6) months of continuous fulltime employment at the University prior to the first day of the academic semester in which the spouse or child seeks to receive the tuition benefit.

Note: Employment at the University as a “temporary” employee does not count toward meeting the eligibility requirement.

The spouse or child applying for tuition remission must meet all of the usual requirements for admission to the University, maintain satisfactory scholastic standing, and comply with the policies and procedures outlined in both the HBU Catalog and the Student Handbook.

An eligible child must be under thirty (30) years of age as of the first day of each academic semester in which he/she intends to enroll. An eligible child is defined as:

- the natural child of the employee
- a legally adopted child
- the child of a current spouse
- a child for whom the employee is the court-appointed guardian

Benefit
A tuition remission benefit is available for up to one baccalaureate degree or 145 credit hours, whichever is attained first, to an eligible spouse or child who has not previously earned an undergraduate degree. Tuition remission for up to one graduate or professional degree or one special certification program is also available to an eligible spouse or child who has not previously earned a post baccalaureate diploma.

Note: A sufficient number of regular students must be enrolled in a class to justify the class being taught. In certain graduate and professional programs, class size may be limited. In such an event, if space is available, enrollment of an employee’s spouse or child will be based on the relative seniority of the employee to any other University employees whose family members also seek to enroll in that program. The dean of the respective college or school shall determine whether the class has sufficient enrollment to be taught and whether space is available in the program.

The tuition remission shall apply to the net tuition for courses taken. Net tuition is defined as the total tuition cost of the course or courses taken, less certain types of financial aid. The following forms of financial aid do not apply, and are not used to determine net tuition:

- Pell Grants
- Supplemental Educational Opportunity Grants
- Tuition Equalization Grant
- Military and/or Veterans’ Benefits
- Funds provided by a source outside the University

The benefit does not cover fees, books, class materials, supplies, or costs associated with studies abroad.

Beginning with the summer 2007 quarter, employees applying for tuition remission are required to complete the Free Application for Federal Student Aid (FAFSA) form to determine eligibility for federal, state, and/or institutional aid. In the event a FAFSA is not filed, the employee will not receive the tuition benefit.
Tuition Remission Schedule

Undergraduate – The eligible spouse or child will be provided a tuition discount to the net undergraduate tuition cost based upon the following schedule:

<table>
<thead>
<tr>
<th>Employee’s Months of Continuous Service</th>
<th>Discount Applied to Net Undergraduate Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 6 months</td>
<td>Not Available</td>
</tr>
<tr>
<td>6 months</td>
<td>50%</td>
</tr>
<tr>
<td>24 months</td>
<td>75%</td>
</tr>
<tr>
<td>36 months</td>
<td>100%</td>
</tr>
</tbody>
</table>

Note: The foregoing tuition remission schedule will also apply to a maximum of twelve (12) hours of prerequisite or “leveling” courses that an eligible spouse or child may need for acceptance into a graduate, professional, or certification program.

Graduate – The eligible spouse or child will be provided a 50% tuition discount to the net graduate, professional, or certification tuition cost.

Tuition Exchange and Council for Christian Colleges & Universities (CCCU) Benefits

When an employee’s spouse or children are eligible for a 100% tuition discount, the tuition benefits may be applied to a participating Tuition Exchange or CCCU institution if space is available.

Houston Baptist University is a member of The Tuition Exchange, Inc., a non-profit association, which manages a reciprocal scholarship program for the spouse and children of faculty and staff employed at more than 580 participating institutions. The availability of this program, however, is not guaranteed. For more information about Tuition Exchange, contact the office of Financial Aid or go to [http://www.tuitionexchange.org](http://www.tuitionexchange.org).

The University is also a member of the CCCU a non-profit association of intentionally Christian colleges and universities with 105 members in North America and 75 affiliate institutions in 24 countries. CCCU’s Tuition Waiver Exchange Program broadens a university’s tuition remission program by offering the opportunity to use the tuition benefit at numerous evangelical liberal arts colleges. Like the Tuition Exchange program, the availability of this program is not guaranteed. For more information about the CCCU Tuition Exchange Program, contact the Office of Financial Aid or go to [http://www.cccu.org](http://www.cccu.org).

Benefit for Longtime Employees

This benefit has been eliminated effective May 31, 2009. Any employee currently utilizing this benefit under the eligibility requirements stated in this section will remain in effect for anyone who is eligible and has a qualifying dependent child entering a qualifying institution in Fall 2009. This continuing benefit will be permitted only for those undergraduate students with continuous enrollment - fall and spring semester and will in no case extend beyond May 31, 2013.

In the event a child elects to attend an institution of higher education (a two-year community college or four-year college or university) other than HBU for his/her undergraduate degree, applies, and is accepted at the selected institution, an eligible faculty or staff member may receive up to 80% of the tuition remission amount he/she would have received if the child had attended HBU. Beginning with the summer 2007 quarter/semester, to be eligible to receive this benefit, a FAFSA must be completed and filed on behalf of the student. In the event a Free Application For Federal Student Aid (FAFSA) ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) is not filed, the employee will not receive the tuition benefit. If the sum of all the applicable scholarships and grants, and the available tuition benefit from HBU exceeds 100% of the selected school’s tuition, the University’s tuition benefit will be limited to the amount necessary to provide full tuition at the selected institution.
Note: This benefit applies only to an initial undergraduate degree.

**Procedure**
An employee applying for tuition remission for a spouse and/or child must obtain an application from the Office of Human Resources or online at [my.hbu.edu](http://my.hbu.edu), complete the application, and submit it to the Office of Human Resources 30 days prior to the first day of the academic semester for which tuition remission is requested. After verifying the employee’s eligibility, the Office of Human Resources will forward the application to the Office of Financial Aid and Scholarships.

**Leaves of Absence**
Tuition remission benefits continue to accrue and are available to an eligible spouse and/or child during an employee’s sabbatical, military, or medical leave of absence.

**Separation from Service**
In the event an employee resigns from the University during the first eight (8) weeks of a semester in which his/her spouse and/or child is receiving tuition remission, the employee will be responsible for payment of the full tuition for that semester at the applicable tuition rate.

In the event separation from employment is due to the employee’s total permanent disability or death:
1. If the spouse and/or child is already receiving the benefits, tuition remission will continue until the academic degree/certification program is completed unless the student fails to comply with requirements for maintaining the benefit or withdraws from HBU for more than one (1) academic semester.
2. If the spouse and/or child is not already receiving the tuition remission benefit, and, if the employee had been continuously employed at the University for one (1) or more years at the time of death or disability, the spouse and/or child may receive tuition remission at the rate which would have applied at the time of the employee’s separation from employment. The tuition remission will continue until the academic degree/certification program is completed unless the student fails to comply with requirements for maintaining the benefit or withdraws from HBU for more than one (1) academic semester.

Note: This benefit does not apply to the spouse or child of an employee who died or became permanently disabled and left the employment of the University prior to March 1, 2007.

In the event separation from service occurs for any reason other than those specified above, whether voluntarily or involuntarily, all tuition remission benefits of eligible spouses and children will cease at the end of the current semester.

**Rehire of an Employee**
In the event a former employee is rehired, the employee must once again complete six (6) months of continuous fulltime service to the University before becoming eligible for the tuition remission benefit unless the separation from the University was for less than six (6) months. If the break in service was less than six (6) months, the employee will be given credit for the years of service earned prior to the service interruption.

**Taxability**
According to Internal Revenue Service guidelines, undergraduate tuition remission provided to an employee's spouse or dependent children is excluded from the gross income of the employee, and the amount of such remission should not be reported as income on the employee's W-2. All graduate tuition benefits for spouses and children are taxable regardless of the tuition benefit value as there is no applicable IRS exemption. In other words, the benefit is not taxable unless the tuition remission is (a) provided to a child who no longer qualifies as a dependent, or (b) provided to a spouse or children enrolled in professional or graduate studies.
Although the provisions of the Internal Revenue Code govern, and should be consulted for final authority when determining whether a child qualifies as a “dependent”, each of the following tests must generally be satisfied:

1. **Age** – The child must be (a) under the age of nineteen (19) at the end of the year, (b) under the age of twenty-four (24) at the end of the year and a fulltime student, or (c) any age if permanently and totally disabled.

2. **Residence** – With exceptions due to special circumstances, the child must live with the employee for at least half of the calendar year.

3. **Support** – The child must not have provided more than half of his/her own support for the calendar year. In cases of divorce where legal custody is shared, the student must be claimed as the employee’s dependent on the employee’s most recent federal tax return.

4. **Joint Return** – The child may be married, but may not file a joint return for the calendar year unless the return is filed only to receive a refund, and no tax liability would exist for either spouse had they filed separate returns.

5. **Citizen or Resident** – The child must be a U.S. citizen, U.S. resident alien, U.S. national, or a resident of Canada or Mexico.

In the event a child no longer qualifies as a dependent, tuition remission benefits will be included in the employee’s gross income, and the amount of such remission is taxable. **The employee is required to notify the Office of Human Resources by written memorandum or email when his/her child marries or no longer qualifies as a dependent.** Unless the employee completes and submits the Tuition Remission Dependent Certification Form to the Office of Human Resources, the University will automatically treat the tuition remission as taxable income if any of the following apply:

1. the child is twenty-four (24) or older or will be turning twenty-four (24) during the calendar year;
2. the child is nineteen (19) to twenty-four (24) and is a part-time student; or
3. the child is married or marries during the calendar year. Tuition remission will be taxed beginning the semester following the date of marriage.

Requests for exceptions to the foregoing policy should be brought to the attention of the Executive Council.

This policy is subject to review and/or change at any time.
Houston Baptist University encourages the continued educational development of its employees, and offers a remission of undergraduate, graduate, and professional program tuition to eligible fulltime faculty and staff.

Eligibility
The employee must have completed one (1) year of continuous fulltime employment at the University prior to the first day of the academic semester in which he/she seeks to receive the tuition remission. Note: Employment at the University as a “temporary” employee does not count toward meeting the eligibility requirement.

If applying for tuition remission for courses toward a degree or special certification, he/she must also meet all of the usual requirements for admission to the University, maintain satisfactory scholastic standing, and comply with the policies and procedures outlined in both the HBU Catalog and the Student Handbook.

Benefit
The tuition remission extends to courses toward the following:

- Bachelor’s degree
- Master’s degree
- Special certification programs
- Personal and professional development courses

The benefit does not cover fees, books, class materials, supplies or costs associated with studies abroad.

Undergraduate – An eligible employee may receive a 100% tuition discount for undergraduate courses taken for personal and/or professional development (i.e. Undergraduate tuition costs are funded in full by the University.)

Graduate – An eligible employee will be provided a tuition discount based upon the following schedule:

<table>
<thead>
<tr>
<th>Employee’s Months of Continuous Service</th>
<th>Discount Applied to Graduate Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;12 months</td>
<td>Not Available</td>
</tr>
<tr>
<td>12 months</td>
<td>50%</td>
</tr>
<tr>
<td>24 months</td>
<td>75%</td>
</tr>
<tr>
<td>36 months</td>
<td>100%</td>
</tr>
</tbody>
</table>

Note: A sufficient number of regular students must be enrolled in an undergraduate or graduate class to justify the class being taught. In certain graduate and professional programs, class size may be limited. In such an event, if space is available, enrollment will be based on the relative seniority of the employee to any other University employees who also seek to enroll in that program. The dean of the respective college or school shall determine whether the class has sufficient enrollment to be taught and whether space is available in the program.

Tuition remission will apply to a maximum of two (2) courses per semester. Additional courses shall be paid for by the employee at the actual hourly rate.

It is preferred that courses be taken outside of the employee’s regular work schedule. The employee’s department head and the applicable Vice President, however, may allow the employee to take one of the courses during his/her work hours. If that occurs, the employee is expected to make up the hours during the same work week. In the event the time is not made up, the employee’s pay may be reduced by his/her hourly rate for any hours not worked. This applies to both exempt and non-exempt employees.
Procedure
An employee applying for tuition remission must obtain an application from the Office of Human Resources or online at the Office of Human Resources Portal Page (https://my.hbu.edu/group/mycampus/hr). Look for "Tuition Benefits" under "Human Resources Documents and Forms"), complete the application, and submit it to the Office of Human Resources 30 days prior to the first day of the academic semester for which tuition remission is requested. After verifying the employee's eligibility, the Office of Human Resources will forward the application to the Office of Financial Aid and Scholarships for processing.

Leaves of Absence
Tuition remission benefits continue to accrue, but will not be available during an employee’s sabbatical, military, or medical leave of absence.

Separation from Service
In the event the employee resigns from the University during the first eight (8) weeks of a semester in which he/she is receiving tuition remission, the employee will be responsible for payment of the full tuition for that semester at the applicable hourly tuition rate.

Rehire of an Employee
In the event a former employee is rehired, the employee must once again complete one (1) year of continuous fulltime service to the University before becoming eligible for the tuition remission benefit unless the separation from the University was for less than six (6) months. If the break in service was less than six (6) months, the employee will be given credit for the years of service earned prior to the service interruption.

Taxability
According to Internal Revenue Service (IRS) guidelines, undergraduate tuition remission provided to an employee is excluded from the gross income of the employee, and the amount of such remission should not be reported as income on the employee's W-2 form.

Tuition remission benefit for graduate courses is currently nontaxable up to an IRS annual limit of $5,250. Tuition remission benefits in excess of $5,250 can possibly qualify as nontaxable when the graduate-level coursework is required for and related to the employee’s job. In order to qualify graduate tuition as a nontaxable benefit, the employee must submit substantiating documentation to the Office of Human Resources for additional review and approval.

Requests for exceptions to the foregoing policy should be brought to the attention of the Executive Council.

This policy is subject to review and/or change at any time.