



**BETHANY THEOLOGICAL SEMINARY**

**EMPLOYEE HANDBOOK**

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**EMPLOYEE ACKNOWLEDGMENT FORM**

I have received the Bethany Theological Seminary Employee Handbook posted on the employee Moodle site, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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The Bethany Employee Handbook contains a wealth of information that helps to clarify and guide employment practices at Bethany. Adjunct Faculty and Work-study students (limited part-time employees) will find that many of the sections do not directly apply to their positions. Therefore, we wish to point Adjunct Faculty and students engaged in Work-study positions to the following chart, which outlines the relevant sections of this policy manual. Please focus on these section numbers as you familiarize yourself with these policies at Bethany.

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# INTRODUCTION

## 040 Introductory Statement

For purposes of these work guidelines, all employees shall be referred to as "employee(s)." The locations where employees work will be referred to as "Bethany Theological Seminary."

These work guidelines have been designed to acquaint employees with Bethany Theological Seminary and provide them with information about working conditions, employee benefits, and some of the policies affecting their employment. Employees have the responsibility to read, understand, and comply with all provisions of the handbook. It describes many of their responsibilities as employees and outlines the programs developed by Bethany Theological Seminary to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Bethany Theological Seminary continues to grow, the need may arise and Bethany Theological Seminary reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate and in its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur, and employees may be expected to acknowledge in writing they have received those changes. Every attempt will be made to notify employees about major changes, but only email will be sent to notify employees of minor insignificant changes. The Employee Handbook is not intended to be a contract of employment, express or implied, between the employee and Bethany Theological Seminary. Indiana is an "at will" employment state. This means that either the employee or the seminary may end the employment relationship without cause at any time. (Employment "at will" does not apply to tenured employees.)

## 045 Mission Statement

Bethany Theological Seminary equips spiritual and intellectual leaders with an Incarnational education for ministering, proclaiming, and living out God's *shalom* and Christ's peace in the church and the world.

### **Our Vision:**

Incarnational education at Bethany Theological Seminary is:

- Grounded in Jesus Christ, as the Incarnation of God's reconciling love
- Founded on Scripture, read in community, guided by the Spirit, for discerning wisdom, ethics, and theology
- Rooted in distinctive Anabaptist and Pietist traditions of the Church of the Brethren
- Experienced in a curriculum that explores the comprehensive gospel of Christ's salvation using multiple communication formats
- Practiced in spiritual disciplines, intellectual inquiry, Christian discipleship, and cross-cultural engagements that bear fruit where God is working toward *shalom*
- Committed to preparation for ministry in a variety of models and settings: congregational life, pastoral leadership, theological education, each engaged locally and globally at the intersections of the church and the world

- Embodied in transformed and joyful service that integrates the values of simplicity, community, reconciliation, and care for creation

**Our Mission and Vision** are enhanced by partnerships with the Earlham School of Religion and those that make educational opportunities accessible in other locations: graduate courses through the Susquehanna Valley Ministry Center and non-graduate study and continuing education through the Brethren Academy for Ministerial Leadership and SVMC.

[Adopted by the Bethany Board of Trustees, October 2009]

## 050 The Bethany Story

Bethany Theological Seminary is one of seven institutions of higher education affiliated with the Church of the Brethren. Albert E. Wieand founded it in October 1905 in association with Emmanuel B. Hoff. Known initially as the Bethany Bible School, the venture began with 12 residents who met in the Hoff home on Hastings Street in the near-south side of Chicago.

In 1909 the first building was erected on the school's second campus at 3435 West Van Buren Street. Rapidly expanding enrollment necessitated further construction, which was achieved through much prayer and sacrifice. The first Bachelor of Divinity degree was granted in 1913.

Recognition by the Church of the Brethren Annual Conference came in 1909, followed by an action in 1925 to establish a more direct affiliation with the conference. The name of the school was officially changed in 1931 to Bethany Biblical Seminary. As declared in the articles of incorporation, the objective of the Seminary was "to promote the spread and deepen the influence of Christianity by the thorough training of men and women for the various forms of Christian service, in harmony with the principles and practices of the Church of the Brethren."

In 1940 the Seminary was fully accredited by the American Association of Theological Schools (now called the Association of Theological Schools in the United States and Canada) and through the years has maintained this accreditation. Accreditation by the North Central Association of Colleges and Secondary Schools through its Higher Learning Commission was granted in 1971 and continues.

In 1957 the Board of Trustees approved the relocation of the Seminary to a site near Oak Brook, Ill. In June 1963 the official name of the school was changed to Bethany Theological Seminary. The Seminary commenced its life on its new and third campus in the fall of that year.

In 1992 the Bethany Board approved the relocation of the Seminary to Richmond, Ind., for affiliation with the Earlham School of Religion and in partnership with the congregations of the Church of the Brethren. That relocation was completed in August of 1994 in time for the opening of that school year. In October 1993 Bethany began its first ongoing off-site extension program with the Susquehanna Valley Ministry Center, located on the campus of Elizabethtown College in Elizabethtown, Pa.

## 055 Partnership with Earlham College and Earlham School of Religion

Bethany Theological Seminary is an independent graduate school with its central campus in Richmond, Ind. However, Bethany works in partnership with different agencies in the Church of the Brethren and with Earlham College and the Earlham School of Religion. While maintaining



its own personnel policies, Bethany seeks to keep those policies related to those of the Earlham community.

The Earlham School of Religion is the graduate seminary of Earlham College. The two seminaries share facilities, faculties, and other resources. Bethany purchases certain services of Earlham College, e.g., library resources and telephone and computer networking. The intention is that all of Bethany's employees will become acquainted with their colleagues at Earlham School of Religion and Earlham College.

## 056 Partnership with Susquehanna Valley Ministry Center (SVMC)

Bethany offers graduate courses off-site through the SVMC with offices on the campus of Elizabethtown College, Elizabethtown, Pa. Many campus events are open to Bethany employees. Information about those opportunities is available from the Seminary or SVMC.

## **EMPLOYMENT**

### 101 Nature of Employment

Employment with Bethany Theological Seminary is voluntarily entered into, and the employee is free to resign at any time with or without cause.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Bethany Theological Seminary and any of its employees. The provisions of the handbook have been developed at the discretion of management and may be amended or cancelled at any time at Bethany Theological Seminary's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the president of Bethany Theological Seminary.

### 103 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Bethany Theological Seminary will be based on merit, qualifications, and abilities. Bethany Theological Seminary's policy prohibits discrimination in employment opportunities or practices with regard to race, gender, age, disability, marital status, sexual orientation, national or ethnic origin, or religion.

Bethany Theological Seminary will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Business Services Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination might be subject to disciplinary action, up to and including termination of employment.

## 104 Whistleblowing

The successful business operation and reputation of Bethany Theological Seminary is built upon the principles of professional treatment and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations as well as a scrupulous regard for the highest standards of conduct and personal integrity. Bethany Theological Seminary will not encourage, tolerate, or allow illegal or unethical actions or behavior.

Employees who discover behavior not in compliance with applicable laws and regulations have the right and the responsibility to report this conduct without facing retaliation or punitive action of any kind. Persons who attempt to retaliate against an employee for reporting non-compliant behaviors are subject to disciplinary action up to and including termination of employment.

Employees should report any non-compliant behaviors to his or her immediate supervisor, the Business Services Department, or if necessary, to the president of Bethany Theological Seminary. The Business Services Department will be the primary party responsible for investigating complaints. However, and depending on the circumstances, the president of Bethany may make the determination as to the appropriate person(s) to investigate a complaint.

## 105 Personal Relationships in the Workplace

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For the purposes of this policy, a relative is any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to a consensual romantic or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position in the same line of supervision as their relative. Individuals involved in a dating relationship with a current employee also may not occupy a position that works directly for or supervises the employee. Bethany Theological Seminary also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative or dating relationship between employees in the same line of authority is established when both are already employed, the supervisor involved in the relationship has the responsibility and obligation to disclose the existence of the relationship to his or her supervisor. The individuals concerned will be given 30 calendar days to decide who is to be transferred to another available position with the approval of the Administrative Team. If no position is available, and the employee must be terminated, the notice period in section 708 will apply.

In other cases when a conflict or the potential for conflict arises because of an aforementioned relationship, even if no line of authority or reporting is involved, the employees may be separated

by reassignment or terminated from employment. The grievance procedure in section 717 will apply in any cases if an employee wishes to dispute a reassignment or termination. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

## 107 Immigration Law Compliance

Bethany Theological Seminary is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Bethany Theological Seminary within the past three years or if their previous I-9 is no longer retained or valid.

The employee can complete the I-9 prior to his/her first day of work, but federal law requires that this form be completed no more than three days after the employee starts his/her employment. Failure to complete this form will prevent the individual from becoming an established employee of Bethany Theological Seminary, and he/she will not be paid through the payroll system until the form is properly completed.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Business Services Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

## 108 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Bethany Theological Seminary wishes the business to operate. The purpose of these guidelines is to provide general direction for employees to seek further clarification on issues related to the acceptable standards of operation. Employees may contact the Business Services Department for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of Bethany Theological Seminary. Business dealings with outside firms should not result in unusual gain for those firms. Unusual gain refers to a bribe, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Bethany Theological Seminary's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No presumption of guilt is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of Bethany Theological Seminary as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases when an employee or relative has a significant ownership in a firm with which Bethany Theological Seminary does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Bethany Theological Seminary.

## 110 Outside Employment

Bethany Theological Seminary does not require full-time employees to obtain approval to work a second job. It is expected that employees will fulfill obligations to the seminary and not allow outside work to interfere with the discharge of those obligations. Bethany Theological Seminary has traditionally expected employees to exercise their own good judgment about accepting outside consulting assignments, lecturing elsewhere, and teaching elsewhere, without detailed guidelines.

Our practice has been to not expect faculty members who teach a single course at another college in the community to inform the Academic Dean or administrative supervisor. However, the Academic Dean or supervisor should be consulted in the event that an employee anticipates outside assignments to be more time-consuming than teaching a single course. This should help to prevent potential misunderstandings or differing expectations.

## 112 Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and success of Bethany Theological Seminary. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Computer processes
- Computer programs and codes
- Customer lists
- Customer preferences
- Donor lists
- Financial information
- Marketing strategies
- New materials research
- Pending projects and proposals
- Proprietary production processes
- Research and development strategies
- Technological data
- Technological prototypes

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets

or confidential business information may be subject to disciplinary action, up to and including termination of employment, and legal action, even if they do not actually benefit from the disclosed information.

## 114 Disability Accommodation

Bethany Theological Seminary is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities that Bethany Theological Seminary engages in are conducted on a non-discriminatory basis.

Hiring procedures are reviewed when necessary with the goal of providing persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation may be available to qualified employees when their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equality with regard to pay and other forms of compensation (or changes in compensation), job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Bethany Theological Seminary will not discriminate against employees based on disability.

Bethany Theological Seminary is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Bethany Theological Seminary will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Bethany Theological Seminary is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Employees with questions or seeking more information on the Americans with Disabilities Act are encouraged to contact the Business Services Department. Employees may raise questions or complaints about compliance with the Americans with Disabilities Act without fear of reprisal.

## **EMPLOYMENT STATUS & RECORDS**

### 201 Employment Categories

It is the intent of Bethany Theological Seminary to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at any time is retained by both the employee and Bethany Theological Seminary.

**REGULAR FULL-TIME** employees are those who are not in a temporary or probationary status, whose position is budgeted for 32 or more hours per week, for 36 or more weeks per year. Generally, regular full-time employees are eligible for Bethany Theological Seminary's benefit

package, subject to the terms, conditions, and limitations of each benefit program. Non-exempt employees who have completed their probationary status are then classified as regular full-time employees. Exempt employees are not required to complete a probationary period. Please refer to the section in this handbook on the probationary period that may be required to receive benefits provided by Bethany Theological Seminary, the Seminary contribution toward benefits, and other paid benefits such as holiday pay, sick days, or vacation time.

**REGULAR PART-TIME** employees are those who are not assigned to a temporary or probationary status, whose position is budgeted for no more than 32 hours per week, for 36 or more weeks per year. Regular part-time employees who work at least 20 hours per week are eligible for some benefits sponsored by Bethany Theological Seminary, subject to the terms, conditions, and limitations of each benefit program, unless otherwise defined by Bethany Theological Seminary.

**LIMITED PART-TIME** employees are those who are not assigned to a regular full-time or part-time status, whose position is budgeted for less than 20 hours per week. Limited part-time employees are not eligible for benefits sponsored by Bethany Theological Seminary.

**PROBATIONARY** employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Bethany Theological Seminary is appropriate. Employees who satisfactorily complete the probationary period will be notified of their new employment classification. The probationary period will be 90 days of continuous service as determined by the employee's work site location. (See Probationary Period - Policy 205 in this handbook.)

**TEMPORARY** employees are those who are hired as interim replacements to temporarily supplement the work force or to assist in the completion of a specific project. The position is budgeted for a specific task or project scheduled to last less than one year. Employment beyond the initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change in employment status. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Bethany Theological Seminary's other benefit programs.

In addition to the above categories, each employee will belong to one other employment category:

Each employee is designated as either **NONEXEMPT** or **EXEMPT** from federal and state wage and hour laws. **NONEXEMPT** employees are entitled to overtime pay under the specific provisions of federal and state laws. **EXEMPT** employees who meet federal requirements are excluded from specific provisions of federal and state wage and hour laws. Exempt employees are paid on a salary basis that does not vary from week to week based upon the quality or quantity of work performed. In other words, exempt employees are paid to get the job done. Thus, an exempt employee's pay will not be reduced in any fashion for partial day absences except in circumstances that are permitted by law. Any deductions from an exempt employee's salary will be in compliance with acceptable parameters for such deductions.

For example, the following types of deductions are permissible with regard to exempt employees' pay:

1. No work is performed in a workweek

2. Absences of one or more full days for personal reasons other than sickness or disability if all accrued vacation or sick time has been exhausted
3. Fees received by the employee for jury or witness duty or military leave may be applied to offset the pay otherwise due to the employee for the week
4. Penalties imposed by infractions of safety rules of major significance
5. Unpaid disciplinary suspensions of one or more full days in accordance with the company's disciplinary policy
6. Deductions for the first and last week of employment, when only part of the week is worked by the employee

An employee's **EXEMPT** or **NONEXEMPT** classification may be changed only upon written notification by Bethany Theological Seminary's management.

Bethany Theological Seminary's exempt and nonexempt position designations include:

- Exempt Administrative Faculty
- Non-exempt Administrative Faculty
- Exempt Teaching Faculty
- Exempt Staff
- Non-exempt staff

### **Complaint Procedure**

An employee who believes his/her pay has been improperly reduced should immediately contact the Payroll Department.

The Payroll Department will investigate the employee's concern and determine whether an inadvertent improper deduction has been made. If the deduction was in fact improper, the company will reimburse the employee as promptly as possible. The company complies with all applicable laws concerning the payment of wages and will thus correct any inadvertent improper deduction that may occur and monitor the situation to ensure that no further issues arise.

## 202 Access to Personnel Files

Bethany Theological Seminary maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, and other employment records.

Personnel files are the property of Bethany Theological Seminary, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Bethany Theological Seminary who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the President's Office at Bethany Theological Seminary. With reasonable advance notice, employees may review their own personnel file in Bethany Theological Seminary's offices and in the presence of an individual appointed by Bethany Theological Seminary to maintain the files.

## 203 Employment Reference Checks/Background Checks

To ensure that individuals who join Bethany's employment are well qualified and have a strong potential to be productive and successful, it is the policy of Bethany Theological Seminary to

check the employment references of all applicants. In addition, a criminal background check will be completed for all new employees. Background check results for students beginning employment may be used within three years of matriculation.

The following items on a background screen would immediately disqualify a candidate from employment with Bethany Theological Seminary:

1. Any felony conviction. However, those more than ten years old may be reviewed for approval by the Business Services department
2. Any misdemeanor conviction for theft, battery, or a crime against person/property/health, within the last five years
3. Any misdemeanor conviction older than five years that would impact the specific job (for example, a financial position would not be filled with a person convicted of embezzlement even if the conviction was older than five years)
4. Any drug possession conviction within the last three years
5. Any conviction as a registered sex offender.

The Business Office will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

## 204 Personnel Information Changes

It is the responsibility of each employee to promptly notify the Business Services Department and the President's Office at Bethany Theological Seminary of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

## 205 Probationary Period

The probationary period is not applicable for exempt employees.

The probationary period (90 days) is intended to give new non-exempt employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Bethany Theological Seminary at their sole discretion may extend the probationary period by 30, 60 or 90 days. Bethany Theological Seminary uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Bethany Theological Seminary may end the employment relationship at any time during or after the probationary period, with or without cause or advance notice. Upon satisfactory completion of the probationary period, non-exempt employees enter the "regular" employment classification.

During the probationary period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. Employees may also be eligible for other Bethany Theological Seminary-provided benefits, subject to the terms and conditions of each benefit program and their employment classification. Employees should read the information for each specific benefit program for details on eligibility requirements.



## 208 Employment Applications/Résumés/Vitas

Bethany Theological Seminary relies upon the accuracy of information contained in the employment application, résumé, and vitae (when applicable), as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsification, or material omission in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

## 209 Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted at the end of an employee's initial period of hire in any new position. For non-exempt employees, this period is known as the probationary period and allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations will be conducted periodically (at least annually) for both exempt and non-exempt employees to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

## 211 Promotion/Transfer

Promotion is defined as movement from a position with a given classification level to another position with a higher classification level. Transfer is defined as movement from a position with a given classification level to another position with an equal or lower classification level.

When a position vacancy is posted, current employees who want to be considered for promotion/transfer to the posted position should complete a new application and submit it to the President's Office. The employee seeking a promotion or transfer is encouraged to notify his or her supervisor when applying for a promotion or transfer.

Non-exempt employees who have been employed by Earlham College or the Earlham School of Religion and become a Bethany Theological Seminary employee as advancement or for any other reason, retain their length of service so long as the employment is continuous, and it is reasonably possible within the budget of Bethany to do so.

Normally, an individual must have been in his/her current position for at least six months in order to be considered for promotion/transfer.

## **EMPLOYEE COMPENSATION AND BENEFIT PROGRAMS**

### 300 Compensation Philosophy

Drawing upon data gathered on compensation standards and practices from the Association of Theological Schools in the United States and Canada (ATS) and the Institutional Peer Profile Reports (IPPR) of non-embedded schools similar in size to Bethany, the Bethany Theological Seminary Board of Trustees affirms the importance of the Brethren core values of equity,

simplicity, justice, and community as basic principles for the compensation policy and practices of Bethany Theological Seminary. Toward that end, the following principles will guide compensation for teaching faculty, administrative faculty, staff, and the Administrative Team.

--Ranges for teaching faculty salaries will meet or exceed IPPR averages plus or minus 5%. The Administrative Team will annually compare the IPPR averages, plus or minus 5%, to our teaching faculty salary ranges to be sure we are meeting or exceeding the IPPR averages.

--Administrative faculty salary ranges will be based on length of service categories and will be 15% less than the teaching faculty salary ranges. Administrative faculty salaries will be reviewed with promotions or times of significant changes in assignment.

--Support staff compensation will be guided by the Richmond, Indiana market.

--Administrative Team salaries will be determined individually due to the nature of the positions which include legal responsibility, supervision, and the long-term health of the institution. They will be determined by consulting the IPPR average salaries for the chief executive officer, the academic dean, the chief financial officer, the chief advancement (development) officer and the chief student services officer. The chief executive officer's salary is set by the Board of Trustees. The chief executive officer will consult with the chief financial officer for the other four administrative positions.

--Compensation when employees begin at Bethany will recognize transferable skills from previous employment.

### 300.1 Wage Rate Reviews

Compensation to employees includes not only wages paid for work performed but also the value associated with sick, vacation, and holiday time provided, as well as other employee benefits such as health insurance, life insurance, and pension contributions.

Annual wage rate reviews normally occur in the spring of each year, with approved wage rate adjustments effective the first day of the pay period of the new fiscal year beginning July 1. The size of an employee's wage rate increase will depend primarily upon the availability of funds and length of service at the seminary.

Employees who join the seminary between April 1 and June 30 of a given year are normally not given a wage rate increase at the beginning of the new fiscal year on July 1. Housing allowances for licensed or ordained administrative or teaching faculty employees may be claimed in an amount approved by, and in accordance with, Internal Revenue Service regulations in effect.

### 303 Vacation Benefits

Regular full-time and part-time employees other than teaching faculty are eligible for vacation time as described in this policy, section 303. Teaching faculty should refer to the Teaching Faculty Addendum, section 920. Probationary employees receive vacation benefits only after successfully completing the probationary period. At that time, vacation time will be credited to the employee's account according to the appropriate schedule below.

**Vacation days will be credited to each employee's vacation day account at the beginning of the fiscal year, July 1. A new employee joining Bethany in the middle of a fiscal year, or employees changing classifications, shall be allocated a pro-rated account of vacation days, based on the number of full months s/he is employed during the fiscal year, or worked in each classification. For example, an employee joining Bethany in mid-August will have 10 full months remaining in the fiscal year, so vacation would be credited at the rate of 10/12ths of a full account for the balance of that fiscal year.**

**Full-time and part-time Non-exempt Employees Vacation Allocation:**

<u>Length of Service</u>	<u>Vacation days per year</u>
Years 1 through 5	10
Years 6 through 10	15
Years 11 and beyond	20

For employees working at less than 100% FTE, vacation days shall be prorated accordingly. Years of service shall be calculated based on the employee's anniversary date. When a non-exempt employee is in a transition year from one level of vacation to another, the number of days will be prorated. For example, the employee with a mid-August anniversary date moving from his/her 5<sup>th</sup> to 6<sup>th</sup> year, would have 2 months at the 10-day rate, and 10 months at the 15 day rate, or a blended total of 14.17 days. An employee with a mid-December anniversary date would have 12.5 days, with a February 1<sup>st</sup> anniversary date would have 12.1 days, and so on.

**Full-time and part-time Exempt Employees Vacation Allocation:**

Exempt employees are allocated 20 vacation days per year for full-time work, or a pro-rata fraction thereof for part-time employees or portions of a year worked

**Vacation Guidelines:  
Requests for use of vacation**

When any employee wishes to use vacation s/he should get prior consent for use of the time from her/his supervisor by requesting the time via the Paycor Time & Attendance system.

**Accumulation and use of vacation days**

Vacation policy is designed to encourage periodic rest or diversion from regular work. Accordingly, it is expected that employees will normally not carry more than one-half of a year's accumulation of vacation time. In support of that objective, the following guidelines will apply:

For convenience in tracking vacation day accounts, August 31 will be regarded as the date beyond which vacation days from a prior year may not be carried.

In the event that schedules do not permit this, up to one-half of a year's accumulation of vacation days may be carried over. The request to do this must be made in writing to the employee's supervisor by August 1<sup>st</sup> and should be accompanied by a proposed plan of how vacation days will be used during that next year.

In the case of non-exempt personnel, the balance of earned vacation that is unused beyond the maximum accumulation and cannot be carried over will be paid out in September. The request to do this must be made in writing to the employee's supervisor by September 1<sup>st</sup>.

Exempt employees will not be paid for the balance of earned vacation that is unused and cannot be carried over.

### **Other**

Vacation time available through length of service accompanies the employee in any transfer or promotion within the Bethany/Earlham educational community. This applies to both full-time and part-time positions.

Vacation time is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation.

Hourly non-exempt employees may be paid for unused pro-rated accrued/earned vacation time upon termination of employment or retirement provided they have provided at least two (2) weeks written notice of the termination in advance. Non-exempt employees who meet this requirement will receive the cash equivalent of any unused pro-rated vacation time. Unused accrued/earned vacation time will not be paid if the two-week notice requirement is not met. Salaried non-exempt and exempt employees may be paid for unused pro-rated vacation time upon termination of employment or retirement provided they have provided at least a thirty-day (30) written notice in advance. Salaried employees who meet this requirement will receive the cash equivalent of any pro-rated unused vacation time. Unused accrued/earned vacation time will not be paid if the thirty-day (30) notice requirement is not met.

Employees who resign or are terminated with a negative prorated amount of vacation time will be required to return the used but unearned vacation earnings.

### **305 Holidays**

Regular full-time employees and full-time probationary employees will be paid for holidays which fall during their normal employment period. Regular part-time employees and part-time probationary employees will receive holiday pay for the number of hours normally worked if they are working during the period in which the holiday occurs. Non-exempt employees on approved paid vacation, personal leave, and/or sick time will be compensated for holidays falling during such periods of absence. Employees on unpaid leave will not receive holiday pay.

For non-exempt employees with work schedules that vary from the normal five-day work week with a consistent number of hours per day, hours paid for a given holiday are calculated by dividing an employee's budgeted hours per week by five. For example, an employee working 8 hours per day for 4 days per week would receive 6.4 hours of holiday pay for a given holiday (i.e. 32 divided by 5 = 6.4).

The following days are considered to be paid holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day

- Independence Day
- Labor Day
- Thanksgiving Day and the Friday following
- Christmas Day and the workday before or after

In the event that one of the above holidays falls on a Saturday or Sunday, Bethany will determine which particular workday(s) the seminary will observe as the paid holiday.

### 306 Worker's Compensation Insurance

Bethany Theological Seminary provides a comprehensive worker's compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, worker's compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses must inform their supervisor or the Business Services Department immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. At the time the injury occurs, the need for medical treatment will be determined. In all states where worker's compensation laws or procedures allow, a physician designated by the insurance company will see workplace injuries.

Bethany employees seeking medical treatment for a non-life threatening, work-related injury sustained at the Richmond, Ind. location should consult the Business Services Department for the preferred location to seek treatment.

Bethany Theological Seminary employees who are located in different states or who are injured while traveling and are in need of medical treatment should report the injury to their supervisor and seek treatment at the nearest medical facility.

Reports of injury are necessary to comply with the laws and initiate insurance and worker's compensation benefits. Failure to notify a supervisor about a work-related injury or illness immediately may result in the loss of worker's compensation benefits with regard to that particular injury or illness. In addition, failure to report an injury may also result in disciplinary action.

Any employee injured on the job who must leave the worksite may be subject to an alcohol and drug screening. Refusal to submit to this screening may result in disciplinary action, up to and including termination. Positive drug and alcohol test results may also result in disciplinary action, up to and including termination.

Bethany Theological Seminary maintains an aggressive return-to-work program. Following an appointment with a physician, the Executive Director of Business Services will immediately convene a committee of relevant parties to determine what accommodations can be made to assign the employee to restricted work duty. If no work is available, Bethany Theological Seminary will maintain close communication between the Business Services Department at Bethany Theological Seminary, the employee, and the physician to ensure proper and timely treatment for the injury or illness. Bethany Theological Seminary will return the employee to work as soon as he/she is either released with restrictions that can be accommodated by Bethany

Theological Seminary or fully released, whichever comes first. The employee must be accompanied by a physician's release upon return to work.

### 307 Sick Time

Regular full-time exempt employees will begin accruing sick leave with the first full month following their hire date. Full-time non-exempt probationary employees begin accruing sick leave on the date of hire, but the accrued leave is not available for use until their classification has changed to the regular full-time non-exempt status. At that time, any accrued sick leave is available for future sick leave needs. If date of hire is the first day of the month, accrual will begin immediately. Sick leave will accrue at the rate of one day per successive month of employment and will be prorated based on the percent of regular work schedule.

There is no limit with regard to the number of sick days that may be accumulated. Regular full-time employees must assist the Business Office with maintaining accurate records of sick leave to make long-term disability benefits available should that be necessary. Sick leave should be requested via the Paycor Time and Attendance system. Hours paid for a sick day will be based on the hours in a normal workday for that employee. If employees are ill and unable to report for work at the required time, they are to notify their supervisor prior to their start time so that the necessary arrangements can be made to cover their work while they are out. In cases when the absence is expected to last more than one day, employees are to notify their supervisor as soon as it is practical to do so. Bethany Theological Seminary reserves the right to request confirmation from a physician if the employee is out more than three days.

After an employee has been employed at the seminary for one year, sick time may be used for certain approved reasons other than personal illness or injury with supervisor approval. Requests will be evaluated on a case-by-case basis. Examples of approved reasons include medical or dental appointments that cannot be scheduled outside the normal workweek and maternity/paternity leave (please see "609 Maternity/Paternity Leave on page 34). The employee also has the option of working at times other than those scheduled in a normal workweek in order to compensate for lost time.

Non-exempt and exempt employees may use days to provide care for an immediate family member suffering from a health related, medical, or psychological issue rather than being required to use a vacation day for this purpose. The immediate family member does not necessarily have to be living in the same household as the employee. Bethany Theological Seminary defines "immediate family members" as the employee's spouse, child, parent, stepparent, sibling, or grandchild, or the employee's spouse's child, parent, stepparent, sibling, or grandchild.

There is no payment for accrued or accumulated and unused sick leave upon termination or departure from the Seminary.

### 309 Bereavement Leave

Employees who wish to take time off work due to the death of a family member or acquaintance should notify their supervisor immediately.

Employees in the following classifications are eligible for paid bereavement leave: (1) regular full-time employees, (2) regular part-time employees, and (3) full-time or part-time probationary employees.

Paid bereavement leave will be provided as follows:

- In the case of an immediate family member, up to three days of paid bereavement leave will be provided for time lost from the employee's normal schedule.
- In the case of family members other than immediate family members, up to one day of paid bereavement leave will be provided for time lost from the employee's normal schedule.

Bethany Theological Seminary's defines "immediate family members" as the employee's spouse, child, parent, step-parent, sibling, or grandchild, or the employee's spouse's child, parent, step-parent, sibling, or grandchild.

Bethany Theological Seminary defines "family members other than immediate family members" as the employee's aunts, uncles, grandparents, or cousins.

Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary. Employees may, with their supervisors' approval, request unpaid leave in the event that paid bereavement leave or additional paid leave is not available.

Bereavement pay is calculated based on the regular base pay rate at the time of absence. One day of bereavement is equivalent to the number of hours the employee is scheduled to work on the day the bereavement leave is taken.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements.

### 310 Relocation Policy

Bethany provides a moving expenses allowance to full-time exempt employees who must move to Richmond, Ind. to fulfill the requirements of their job. The moving allowance reimbursement follows the guidelines outlined in IRS Publication 521. The not-to-exceed allowance is currently \$6,000 but may be reviewed annually.

### 314 Health Insurance

Bethany Theological Seminary's health insurance plan provides regular full-time and full-time probationary employees and their dependents access to medical, dental, and vision care insurance benefits.

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between Bethany Theological Seminary and the insurance carrier.

Details of the health insurance plan are described in the Summary Plan Description (SPD). The SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees.

Bethany Theological Seminary provides eligible employees a valuable benefit by making a substantial contribution toward the health insurance premiums of eligible employees and their dependents. Contact the Business Services Department for more information about health insurance benefits.

### 315 Retiree Supplement/Medical Insurance Waiver

Bethany Theological Seminary's employees who retired before 1994 will receive an annual Medicare supplement to be distributed in equal monthly payments. Dependents of the same retirees are also eligible for an annual Medicare supplement to be distributed in equal monthly payments. The Medicare supplement will be increased annually at the level of the Consumer Price Index (CPI).

If an eligible employee declines medical coverage in writing through Bethany's program, a medical waiver payment defined on a calendar year basis will be issued. Full-time employees that choose not to participate in Bethany's medical plan can choose one of the following options to receive the medical waiver payment:

- A monthly cash payment included in their regular paycheck which is considered taxable income.
- A monthly pre-tax payment into a Health Savings Account (HSA). This is available to employees on a High Deductible Health Plan (HDHP) elsewhere.
- A monthly pre-tax contribution to a Flexible Spending Account (FSA).

Through this program the Board seeks, in small measure, to address the disparity in total compensation between those covered by Bethany's medical insurance program and those who decline such coverage. There must be a waiver in the employee's file that they have refused insurance to receive this waiver payment.

### 317 Life/Accidental Death & Dismemberment Insurance

Life/Accidental Death & Dismemberment (Life/AD&D) insurance offers employees under the age of 65 and their family important financial protection. Bethany Theological Seminary pays for a total of \$50,000 in life insurance for each regular full-time employee under the age of 65. Fifteen thousand dollars of this life insurance policy is provided through the seminary's insurance carrier and the remaining \$35,000 is provided through Bethany Theological Seminary. For employees 65 and over, Bethany Theological Seminary will provide \$35,000 plus a reduced basic life insurance benefit based on age. Bethany Theological Seminary provides all eligible employees access to additional Life/AD&D insurance. Additional dependent life insurance coverage may also be purchased.

Eligible employees may participate in the Life/AD&D plan subject to all terms and conditions of the agreement between Bethany Theological Seminary and the insurance carrier.

Details of the Life/AD&D insurance plan including benefit amounts are described in the Summary Plan Description. The \$35,000 life insurance policy will be administered in the same manner as the \$15,000 policy purchased through the carrier is administered. Contact the Executive Director of Finance and Administration at Bethany Theological Seminary for more information on the \$35,000 life insurance policy and the insurer for more information about all other life insurance benefits.



## 318 Short-Term Disability

Bethany Theological Seminary provides access to a short-term disability (STD) benefit plan to eligible employees who are unable to work because of a qualifying disability due to an injury or illness.

Eligible employees may participate in the STD plan at their own cost and subject to all terms and conditions of the agreement between Bethany Theological Seminary and the insurance carrier.

Disabilities arising from pregnancy or pregnancy-related illness are treated the same as any other illness that prevents an employee from working. Disabilities covered by workers' compensation are excluded from STD coverage. Contact the Business Services Department for more information about STD benefits.

## 319 Long-Term Disability

Bethany Theological Seminary provides a long-term disability (LTD) benefit plan to help eligible employees cope with an illness or injury resulting in a long-term absence from employment.

All regular full-time, regular part-time and full-time and part-time probationary employees are eligible to participate in the Bethany Theological Seminary paid LTD plan subject to all terms and conditions of the agreement between Bethany Theological Seminary and the insurance carrier. The Seminary provides total disability insurance that becomes effective after 90 working days of disability.

### **Benefits & Job Availability While Utilizing Long-Term Disability:**

The maximum length the seminary will hold a job for a person who moved from active employment to disability is 12 months. Continuing benefits and job availability will be negotiated with an employee and based on the assessment of two medical professionals that the employee will be able to return to work in the position they held before the disability within a year. During the 12-month period, a limited number of benefits will continue. Those who have been enrolled in the seminary's medical insurance plan can receive the seminary's medical insurance contribution paid towards the cost of medical continuation coverage (or COBRA). Those who waived medical insurance coverage will receive the waiver payment monthly. When a disability claim is approved, basic life insurance may be provided by the disability carrier per the disability policy guidelines. All other benefits, including other life insurance, pension benefits and vacation and sick time accrual, will discontinue at the end of active employment, or the point at which the employee is no longer paid by Bethany, whichever is later.

The 12-month period will begin at the start of the 90 day elimination period. After 12 months, whether working intermittently or on disability, the employee may be considered terminated if they are unable to return to work on a regular and routine basis and carry out the work of the position held before the disability began.

Employees may purchase additional coverage at their expense. Details of the LTD benefits plan including benefit amounts, limitations, and restrictions are described in the Summary Plan Description. Contact the Business Services Department for more information about LTD benefits.

## 320 Pension Plan

All regular full-time employees and full-time probationary employees are automatically enrolled in one of two Bethany Theological Seminary pension plans upon employment. The two plans are the TIAA Plan and the Brethren Benefit Trust plan. Each employee must complete an application upon enrollment into the pension plan, so as to designate his/her beneficiary and indicate which investment options are desired.

Contributions are made at least monthly by the seminary, are calculated on the base wages paid to an employee during the pay period and are immediately vested at 100%. The level of the seminary's contribution is altered at the discretion of the Board of Trustees. The seminary currently contributes an amount equal to 10% of the employee's standard wages

The pension-plan company issues quarterly reports to each participant in the plan.

Employees may elect to designate a portion of their wages to be paid into the pension plan on a pre-tax basis. Contact the Business Services Department for more information.

## 322 Housing Allowance

Bethany licensed or ordained administrative or teaching faculty employees are considered ministers and participate in Social Security as self-employed persons. This makes them eligible for a ministerial housing allowance. The Board of Trustees will establish the maximum amount each year. Eligible employees complete a form each calendar year designating their housing allowance. Contact the Business Services Department for more information.

## 324 Employee Assistance Program

Bethany has access to an Employee Assistance Program through Reliance Standard Life Insurance Company as a result of our association with BBT for our long-term disability insurance. The Employee Assistance Program (EAP) provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial troubles, work related concerns, and emotional distress. The EAP is available to all regular full-time and regular part-time employees and offers problem assessment, short-term counseling, and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard the employee's privacy and rights. Information given to the EAP counselor may be released only if requested by the employee in writing. A professional Code of Ethics guides all counselors.

Personal information concerning employee participation in the EAP is maintained in a confidential manner. No information related to an employee's participation in the program is entered into the personnel file.

There is no cost for employees to consult with an EAP counselor.

Minor concerns can become major problems if ignored. No issue is too small or too large, and a professional counselor is available to help employees when they need it. Please refer to the EAP

brochure or contact the toll-free access line at 1-800-767-5320 for information on participation requirements.

## 326 Flexible Spending Account

Bethany Theological Seminary provides a Flexible Spending Account (FSA) program that allows regular full-time and regular part-time employees and full-time and part-time probationary employees to have pre-tax dollars deducted from their salaries to pay for eligible out-of-pocket expenses. The pre-tax contributions made to the FSA can be used to pay for predictable non-reimbursed health care expenses and dependent care expenses during the plan year. Through the FSA program, employees can reduce their taxable income without reducing their real income, so they can keep more of the money they earn.

Participation in the Health Care and/or Dependent Care FSA is optional and determined on an annual basis for the plan year. Employees must enroll each plan year. Employees determine how much to contribute to the account up to a specified maximum, based on anticipated expenses during the plan year. Employees should refer to the Flexible Spending Account Summary Plan Description (SPD) for the maximum annual contributions allowed for both the Health Care and Dependent Care plans. Contributions are directed to the account through salary reduction on a pre-tax basis. This tax-free money is then available to employees for reimbursement of out-of-pocket expenses. Since the amounts that remain in the account at the end of the plan year are forfeited, employees should take care not to over-fund their accounts.

Details of the Flexible Spending Account program are described in the Summary Plan Description. Contact the Business Services Department for more information.

## 327 Health Savings Account

Bethany Theological Seminary provides a Health Savings Account (HSA) option for employees. An HSA is a tax-favored savings account combined with a qualifying high deductible health insurance plan. By allowing regular full-time employees and full-time probationary employees to deposit tax-deductible funds into an account that they can use to cover medical costs, the HSA enables employees to take control of their own health care decisions. Contact the Business Services Department for more information on the Health Savings Account program.

## **TIMEKEEPING/PAYROLL**

### 401 Timekeeping

Accurately recording time worked through the Paycor Time and Attendance system is the responsibility of every non-exempt employee. Federal and state laws require Bethany Theological Seminary to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Hourly non-exempt employees should accurately record the time they begin and end their work through the Paycor Time and Attendance system, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Salaried, non-exempt employees should track their hours on a weekly basis and report any overtime worked to their supervisor. All overtime work

must receive the supervisor's authorization before it is performed. Overtime is defined as the hours worked beyond 40 in a week. For timekeeping and overtime purposes, the seven-calendar day work week is from Sunday through Saturday.

Altering, falsifying, or tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Supervisors are responsible for reviewing and then approving the time record at the end of each pay period.

## 403 Paydays/Direct Deposit

All employees are paid twice a month, on the 10<sup>th</sup> and the 25<sup>th</sup> of each month or the last working day prior to the 10<sup>th</sup> or the 25<sup>th</sup> if either of those days falls on the weekend or on a holiday.

Employees must have their pay directly deposited into their bank account. Access to pay records is available on the Paycor Time and Attendance system.

## 405 Employment Termination

- Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. This policy is applicable to all employees with the exception of those defined in their employment letter as teaching faculty, who should refer to the Teaching Faculty Addendum for termination of employment information as it specifically relates to their situation. Below are examples of some of the most common circumstances under which employment is terminated:
- Resignation - voluntary employment termination initiated by an employee
- Discharge - involuntary employment termination initiated by the organization
- Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization

Bethany Theological Seminary may schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, and repayment of outstanding debts to Bethany Theological Seminary. Suggestions, complaints, and questions can also be voiced.

Employee benefits will be affected by employment termination in the following manner:

- All accrued, vested benefits that are due and payable at termination will be paid as outlined in this handbook.
- Some benefits may be continued at the employee's expense if the employee so chooses. Inquiries about such benefits should be made to the Business Services Department.
- Individuals on the seminary's health insurance plan may be eligible to continue health insurance benefits for an 18-month period. Contact the Business Services Department for provider contact information to get further details.

## 407 Employer Initiated Termination

Bethany Theological Seminary does not participate in the federal unemployment program or non-mandated state unemployment programs.

This policy is applicable to all full-time and part-time (as defined as working a minimum of 20 hours per week) employees with the exception of those defined in their employment letter as teaching faculty, who should refer to the Teaching Faculty Addendum for termination of employment information as it specifically relates to their situation.

In recognition of the financial hardship that results from termination of employment, the following compensation is offered to employees terminated by the employer:

- Probationary employees (as defined under section 201 Employment Categories): all salary and benefits cease on the date the employee is terminated.
- Discharge for disciplinary reasons (employee is terminated for an illegal or immoral action): all salary and benefits cease on the date the employee is terminated.
- Discharge for performance reasons (employee is terminated for not meeting performance standards after the probationary period): The employee's salary and benefits will be continued for two (2) months, up to a maximum of 62 days. The salary will be paid at the employee's regular base rate and in the case of non-exempt employees, for the number of hours normally worked in a week. Benefits, which the employee was previously enrolled in, will continue unless the employee chooses to opt out of them.
- Layoff (employee is terminated for reasons other than the three named above): The employee's salary and benefits will be continued for three (3) months, up to a maximum of 92 days. The salary will be paid at the employee's regular base rate and in the case of non-exempt employees, for the number of hours normally worked in a week. Benefits, which the employee was previously enrolled in, will continue unless the employee chooses to opt out of them.

All employees will be required to sign a release from all claims in order to receive severance pay as outlined in this policy.

Exclusion: If an employee's official office is in a state that mandates participation in a state unemployment program, the state's coverage will apply, rather than this policy.

## 409 Administrative Pay Corrections

Bethany Theological Seminary takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in an employee's paycheck, the employee should promptly bring the discrepancy to the attention of the Accounting Assistant. Corrections will be made as quickly as possible.

## 410 Pay Deductions and Setoffs

The law requires that Bethany Theological Seminary make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Bethany Theological Seminary must also deduct Social Security taxes from some employee's earnings up to a specified limit that is called the Social Security wage base. Bethany Theological Seminary matches the amount of Social Security taxes paid by each employee. Exceptions pertain to licensed or ordained administrative or teaching faculty employees. Employees who are licensed or ordained should contact the Business Services Department for clarification.

Bethany Theological Seminary offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paycheck to cover the cost of participation in these programs.

Pay setoffs are pay deductions taken by Bethany Theological Seminary, usually to help pay off a debt or obligation to Bethany Theological Seminary or others.

Employees who have questions concerning deductions made from their paycheck or how they were calculated should contact the Business Services Department.

## **WORK CONDITIONS & HOURS**

### **501 Safety**

To assist in providing a safe and healthful work environment for employees, students, and visitors, Bethany Theological Seminary has established a workplace safety program. This program is a top priority for Bethany Theological Seminary. The Business Services Department at Bethany is responsible for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all employees, students, and visitors.

Each employee is expected to comply with occupational safety and health standards and all rules, regulations, and orders issued in accordance with the Occupational Safety and Health Act (OSHA).

All employees must wear the appropriate safety equipment required to perform their job safely or while in certain designated areas of the work environment. If employees are unsure what safety equipment they are required to wear at any given time, they should refer to their immediate supervisor or the Business Services Department.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to talk with their supervisor, with another supervisor or manager, or with the Business Services Department. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, when appropriate, remedy such situations may be subject to disciplinary action up to and including termination of employment.

Employees who sustain work-related injuries or illnesses should refer to Section 306, Worker's Compensation Insurance.

## 502 Work Schedules

The usual workweek for most non-exempt employees is 40 hours, Monday through Friday. Normal building hours are from 8:00 a.m. to 5:00 p.m. Hourly non-exempt employees report all hours worked on the Paycor Time and Attendance system. Hours on the time system shall reflect the specific arrival and departure times and will be used to calculate total hours worked. Hourly non-exempt employees are allowed and encouraged to take an on campus fifteen-minute rest break for every four-hour period worked. Exceptions to the normal work schedule may be arranged for non-exempt employees on a case-by-case basis with approval by the appropriate supervisor in consultation with others impacted by the change. Changes should be communicated to others impacted by the change. Hourly non-exempt employees are expected to be at work on time and to notify the appropriate supervisor if they expect to be delayed in arriving to work or absent.

Salaried non-exempt and exempt employees are expected to be on time to work their assigned schedules and to carry out their responsibilities. Salaried non-exempt and exempt employees are also expected to notify the appropriate supervisor if they expect to be delayed in arriving to work or absent. Salaried non-exempt and exempt employees are expected to work the hours necessary to complete their jobs, and thus normal working hours listed above may not always apply.

## 507 Overtime

All overtime work must receive the supervisor's prior authorization. Overtime assignments will occur when business requirements dictate. Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for the purposes of performing overtime calculations.

## 510 Weather-Related Class Cancellations

Bethany Theological Seminary and Earlham School of Religion jointly adopted the following policy regarding winter weather closure.

1. The schools will cancel or delay classes in accordance with Earlham College cancellations or delays.
2. The schools will also cancel classes in the event of a declared "snow emergency" by the City of Richmond, even if Earlham College classes are not canceled. Classes will remain canceled until the snow emergency is lifted.
3. The schools may cancel classes on other occasions as determined by the Dean of Bethany (or the President or Executive Director of Finance and Administration, if the Dean is not available), and the Dean of ESR or the Dean's designee. No classes will meet during a cancellation. Decisions to cancel classes will be made by 6:30 a.m. Cancellation announcements will be made by phone and email using the Earlham Urgency notification system. It is the responsibility of students, faculty, and staff to keep contact information

current in Banner. Notice of the cancellation will also be available by recorded phone message at (765) 983-1423 and (765) 983-1800.

4. On occasions of bad weather when the schools remain open, individual faculty members may choose to cancel their own classes when that is the appropriate decision for their particular classes. Notification of persons involved in these classes will be the responsibility of the faculty member.

5. On occasions of campus closure, individual faculty members may choose to hold classes by video conference with the understanding that IT support will not be available. Notification of persons involved in these classes will be the responsibility of the faculty member. Students, faculty, and staff shall not travel to campus and students who elect not to attend will not be penalized if class is held during a campus closure.

6. Individual faculty members may adjust their course calendars to account for class cancellations due to campus closures. Notification of student will be the responsibility of the faculty member.

7. Graduate courses taught at SVMC are canceled no later than 2:00 p.m. on the day of the course (Friday). The SVMC Program Coordinator then contacts all students who are affected by the cancellation. Students should always be aware of weather conditions before they set out for a lengthy drive to class.

#### **Pay if Facility is Closed Due to Weather**

If the facility is closed on a regular workday, all exempt-level staff will receive their regular pay for the day of closure. Hourly non-exempt employees will receive an amount of pay equivalent to the number of hours that they had originally been scheduled to work on the day the facility was closed due to weather.

#### **Pay if Facility is Open Due to Weather**

If the facility remains open on an adverse weather day, employees who report to work will receive their normal pay for the day, i.e., exempt staff will receive their regular salary and hourly employees will be paid at their base rate for all hours worked. If an employee elects not to report to work on a day that the facility is open, the employee can elect to: 1) use any accrued paid time off for the missed day; or 2) not be paid for the day.

#### **Employees Living in Other Areas**

For purposes of pay during weather emergencies, Bethany Theological Seminary will apply the level of alerts issued in the Richmond Area. If employees live in other areas affected by weather emergencies, they would not be expected to put themselves in danger by attempting to report to the facility for work; however, they would not receive pay as a result of their failure to report to work.

#### **511 Off-site Work**

If an hourly non-exempt employee is unable to travel to and from the work site or stay at the work site due to circumstances beyond the employee's control, the employee may talk with his or her supervisor to determine if the workload necessitates working at home. The supervisor's decision to approve a work-at-home arrangement will be justified on a case-by-case basis. Factors to be considered by the supervisor include:



- Will work slowdowns that may result from the absence create crisis or significant inconvenience for the department or its clientele?
- Can the employee or the work team catch up within a reasonable time frame after the employee's return?
- Can the work be done efficiently with resources available at the offsite location?
- Will working at home be a burden to the employee in light of their circumstances?

Approval to work at home must be received before the work is done. Hours worked at home will conform to a schedule agreed upon by the employee and his or her supervisor.

## 512 Workplace Violence Prevention

Bethany Theological Seminary is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Bethany Theological Seminary has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on Seminary premises. This policy applies to any location where Bethany conducts business-related functions.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, horseplay, or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Bethany Theological Seminary without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, student, constituent, or member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law. Earlham College provides security at Bethany Theological Seminary in Richmond, Ind. Employees are encouraged to call Earlham College Public Safety at extension 1400 or 765-983-1400 when needed. For locations other than Bethany Theological Seminary in Richmond, Ind, employees are encouraged to contact the pertinent local authorities.

Employees should report all threat of or actual violence, both direct and indirect, to their immediate supervisor or any other member of management. This includes threats by employees as well as threats by customers, vendors, solicitors, or other members of the public. These reports should be made as soon as possible and should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to Earlham College Public Safety or a supervisor. Employees should not place themselves in peril. If an employee sees or hears a commotion or disturbance, he/she should not try to intercede or see what is happening.

Bethany Theological Seminary will promptly and thoroughly investigate all reports of threat of or actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Bethany Theological Seminary may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threat of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Bethany Theological Seminary encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Business Services Department before the situation escalates into potential violence. Bethany Theological Seminary is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

In recognition of the fact that Bethany conducts business and classes at locations other than the Seminary, employees at each location are encouraged to become familiar with the pertinent procedure for reporting disputes or differences.

## 516 Computer and E-mail Usage

While using the seminary computing systems and resources, you must:

- Obey all federal and state laws, as well as seminary policies and procedures.
- Protect your user accounts from unauthorized use (do not share your password).
- Report attempted breaches of IT security systems to your immediate supervisor, the seminary dean, or Seminary Computing Services.
- Use your seminary-issued email address for seminary-related email communication.
- Log off your computer account prior to leaving a computer unattended.

And you must not:

- Use another person's system or data without authorization.
- Use another person's username and/or password.
- Attempt to bypass security software or settings in place, or otherwise attempt to gain access to resources or data to which you have no legitimate rights.
- Leave a seminary-owned portable device unattended or unsecured.
- Allow non-employees to access seminary-owned equipment, with the exception of work study students for the performance of their duties.
- Do anything to negatively affect the equipment's performance capabilities.
- Install software for which you do not have a legitimate license.
- Use seminary systems for commercial or political purposes without the express authorization of the seminary dean.
- Directly store personal documents on seminary servers.

Though the seminary and SCS do not actively monitor behavior, we do reserve the right to inspect and log running processes and files saved on seminary-owned equipment. Backup copies of all documents are regularly made, so any personal documents saved to a seminary-owned device will have copies on our backup servers. By using seminary-owned equipment, you are providing the seminary permission to copy and view any such personal documents.

The seminary is not responsible for the security and preservation of personal data or possessions. We do not ensure your personal possessions, and no support for personal equipment will be given except at the request of the seminary dean or the generous benevolence of SCS.

Problems that seriously impede your work should be reported to SCS by telephone as soon as feasible; all other problems must be reported to SCS via email to support@scs.asliconnect.com. Personal computers must have a functioning and up-to-date antivirus software installed prior to connecting to the seminary network.

## 517 Email User Accounts Retention and Maintenance

Alumni/ae will be allowed to keep their accounts for one year after their graduation date. Students who are dismissed will have their accounts immediately suspended and removed. Students who withdraw will be allowed to keep their account for six months at which time it will be removed.

Upon an employee's termination, Bethany will revoke access to the employee's email account and will set an auto-reply message to another employee. Employees that would like to leave a forwarding address for personal communications should notify SCS to have it appended to the message prior to the termination date. If an employee is also an alum, the employee policy will be followed rather than the alumni/ae policy.

Emeriti Faculty and retirees may request access to their email addresses after a period of three months, and may retain that access for as long as they wish.

## 524 Smoking Policy

All Bethany-owned facilities and the Earlham College campus are smoke-free. This includes both the interior and surrounding premises of the facilities. Members of the seminary community are expected to refrain from smoking as a discipline they assume either for the sake of conscience or out of respect for the tradition of the Church of the Brethren.

## 526 Telephone and Cell Phone Usage Policy

Personal telephone calls during work hours, regardless of which phone is used, can interfere with employee productivity and distract others. Employees are requested to keep personal phone calls to a minimum. While at work, employees are expected to exercise the same discretion in using personal cellular phones. Employees are also encouraged not to talk and required not to text on cell phones while driving a vehicle for business reasons and should be aware that in some states it is illegal to talk or text on a cell phone while driving unless it is a hands-free receiver.

## **LEAVES OF ABSENCE**

### 601 General Family and Medical Leave

Regular full-time and regular part-time employees who have been employed for at least one year and worked at least 1,250 hours during the preceding 12-month period may be eligible for general family and medical leave. For employees who are not considered eligible for general family and medical leave, Bethany Theological Seminary will review business considerations and the individual circumstances involved as the need arises.

General family or medical leave will consist of appropriate accrued paid leave and unpaid leave. Under this policy, accrued paid leave must be taken and exhausted before taking additional unpaid leave. Accrued paid leave will run concurrent with unpaid general family and medical leave.

### **REASONS FOR LEAVE**

Regular full-time and regular part-time employees who meet the applicable time of service requirements may be granted general family or medical leave, which consists of appropriate accrued paid leave and unpaid leave for a period of 12 weeks during any 12-month period for the following reasons:

1. The birth of and subsequent care for the employee's child
2. The placement of a child with the employee for adoption or foster care
3. The care of the employee's spouse, child or parent who has a serious health condition
4. A serious health condition that renders the employee unable to perform functions of his/her job.

The entitlement to leave for the birth or placement of a child for adoption or foster care will expire 12 months from the date of the birth or placement.

### **PROCEDURE FOR REQUESTING LEAVE**

In all cases an employee requesting leave must complete the "Application for General Family and Medical Leave" and return it to his or her immediate supervisor at Bethany and the Business Services Department. The completed application must state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave.

An employee intending to take general family or medical leave because of an expected birth or placement or because of a planned medical treatment must submit an application for leave at least 30 days before the leave is to begin. If the leave is to begin within 30 days, the employee must give notice to his or her supervisor as soon as the necessity for the leave arises.

### **MEDICAL CERTIFICATION**

A "Medical Certification Statement" completed by a health care provider must accompany an application for leave based on a serious health condition of the employee or the employee's spouse, child, or parent. The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition.

If the employee is needed to care for a spouse, child, or parent, the certification must so indicate, along with an estimate of the amount of time the employee will need to be off work. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his or her job.

### **BENEFITS COVERAGE DURING LEAVE**

During a period of general family or medical leave, an employee will be retained on the Bethany Theological Seminary's health care plan under the same conditions that applied before leave commenced. To continue health coverage, the employee must continue to make any contributions that he or she made to the plan before taking leave. Bethany Theological Seminary will continue to share a portion of the employee's health insurance coverage if the employee is taking a medical

leave of absence; however, if the employee has been designated as “inactive” and are receiving disability benefits, they are not able to remain on Bethany’s medical plan.

Seniority and employment benefits do not accrue while an employee is on general family and medical leave. An employee who takes general family or medical leave will not lose any employment benefits that accrued before the date his or her leave began.

### **RESTORATION TO EMPLOYMENT FOLLOWING LEAVE**

Employees eligible for general family and medical leave will be restored to the old position or to a position with equivalent pay, benefits, and other terms and conditions of employment. Bethany Theological Seminary’s cannot guarantee that an employee will be returned to his or her original job. Bethany Theological Seminary will determine whether or not a position is an equivalent position.

It is important to note that although this policy includes many of the same principles associated with the Family Medical Leave Act (FMLA) it is not intended to invoke compliance with the FMLA.

## **603 Personal Leave**

Bethany Theological Seminary will at its sole discretion consider requests for personal leaves of absence when submitted by eligible employees who wish to take time off from work duties to fulfill major personal obligations or attend to major events not covered in other leave policies. Regular full-time and regular part-time employees who have completed at least one year of continuous employment are eligible to request personal leave as described in this policy.

Requests from employees in other classifications will be considered unless prohibited in accordance with terms of the employment agreement.

As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave in writing from their supervisor. The request must include the exact dates and reasons for the absence and be made far enough in advance of the proposed leave that a reasonable assessment can be made about whether or not coverage of work responsibilities can be managed.

Personal leave may be granted for a period of up to four weeks every twenty-four months. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension. Personal leave will consist of appropriate accrued paid leave and unpaid leave. Employees who have accrued paid leave such as vacation are required to substitute the paid leave for personal leave. Substitute means that both types of leave run simultaneously. Employees must use all of their accrued paid leave. The remaining time of the up to four-week leave period will then consist of unpaid leave.

Requests for personal leave will be evaluated on a case-by-case basis and will be based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

During any unpaid portion of an approved personal leave of absence, employees covered by the Seminary’s group health insurance will be responsible for paying the total premiums for coverage

(including dependent coverage) during the leave period, unless otherwise required by law. Failure to pay the required premiums will result in a loss of coverage.

Benefit accruals, such as vacation and sick time will be suspended during the leave and will resume upon return to active employment. Payment for a holiday falling in the middle of, or immediately adjacent to, an unpaid personal leave will not be allowed.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position if it is available, or to a similar available position for which the employee is qualified. However, Bethany Theological Seminary cannot guarantee reinstatement in all cases. If an employee fails to report to work promptly at the expiration of the approved leave period, Bethany Theological Seminary will assume the employee has voluntarily terminated his/her employment.

## 605 National Service Leave

As an agency of the Church of the Brethren, Bethany Theological Seminary affirms Annual Conference position statements on war and peace. Bethany therefore encourages anyone facing a call to military service to consider taking a position of conscientious objection.

The following paragraphs in this section are standard policy established for employees who are called to enter military service, a policy governed by the Uniformed Services Employment and Reemployment Rights Act (USERRA). Bethany Theological Seminary also extends these or analogous rights to any employee who enters conscripted alternative national service.

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with USERRA. Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.

Military leave is unpaid. Employees may use accumulated paid leave but are not required to.

Continuation of health insurance benefits at the employee's cost is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.

In general, benefits do not continue to accrue while an employee is on military leave. The rate of pay for returning employees includes any non-discretionary or discretionary compensation—including step increases, periodic increases, or merit increases—if in fact the employer were to offer such pay increases to employees and they would have occurred with reasonable certainty if the employee had not been away on military service.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled workday after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or in a comparable position, depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Business Services Department for more information or questions about military leave.

## 607 Sabbatical Leave

The Board has made provision for periodic leaves of absence with pay for members of the administrative faculty. (Teaching faculty should refer to Teaching Faculty Addendum.)

### Purpose:

- The leave will provide an opportunity to develop a knowledge base or specialized skill central to the employee's administrative position.
- The leave will contribute to the position as currently defined or a new or expanded job description to which the person has been called by Bethany.

### Eligibility:

- An eligible employee may apply for such a leave after seven years of service at Bethany as a member of the administrative faculty.
- The employee will return to the assigned position for no less than two years after taking the leave or reimburse Bethany for the direct and indirect costs of the leave.

### Time allocation:

- The eligible employee must submit an appropriate application in writing to his/her supervisor, normally six months before the beginning of the proposed sabbatical
- The eligible employee may apply for a leave of two months
- The leave may be scheduled for a single two-month period or distributed over a longer time span, depending on the leave activities and Bethany's work needs.
- The leave must be scheduled so that the employee's work can be covered without significant additional expense to Bethany (e.g. requiring the employment of a full-time temporary employee).
- The leave must be appropriate to the learning goals and activities of the proposed leave.

### The leave proposal will define:

- The learning goal/s for the leave of absence
- The proposed activities to accomplish the learning goals
- The proposed time schedules
- The work coverage during absence
- The nature of a concluding report

### Approval:

- The leave of absence proposal will be formulated with and recommended by the employee's supervisor.
- The employee will bring the proposal to the Administrative Team, if recommended.
- The president will recommend the proposal to the Board of Trustees for final approval.

## 609 Maternity/Paternity Leave

Maternity/paternity leave is a paid leave associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption or foster care. The amount of paid days received is two weeks.

Regular full-time employees who have completed at least one year of continuous employment are eligible to request maternity/paternity leave as described in this policy.

Two weeks of leave shall be paid with benefits for the care of a newly born or adopted child. The employee must provide 30 days' notice or as much notice as practicable if the leave is not foreseeable. Documentation of the request, work plan, and the days used should be provided to the supervisor and forwarded to the Business Services Department.

Since actual maternity/paternity leave begins on the day of birth, the Business Services Department must be notified as soon as possible regarding the exact start date of leave. After the two weeks of maternity/paternity leave has concluded, subsequent leave shall be covered under appropriate policies. The General Family and Medical Leave Policy allows employees up to three months of leave in total. Maternity/paternity leave is considered time used against the maximum 12 weeks of general family and medical leave and runs concurrently with general family and medical leave or any other related leaves for which the employee is eligible.

After the paid maternity/paternity leave is exhausted, the employee may be eligible to use up to four weeks of additional paid sick time, paid vacation time as negotiated with individual supervisors, unpaid general family and medical leave, or personal leave in accordance with company policy concerning such leaves.

After the two weeks of paid maternity/paternity leave is completed, employees not eligible for general family and medical leave will refer to the appropriate sick time, vacation, or personal leave policies regarding continuation of insurance coverage. An employee receiving full pay while on maternity/paternity leave would not be eligible to draw short- or long-term disability insurance payments if the employee would otherwise be eligible for this benefit.

If both parents are employees, only one may access the paid benefits of this policy. Both, however, continue to be entitled to general family and medical leave if eligible. Seniority and employment benefits do not accrue while an employee is on maternity/paternity leave.

There is no payment for maternity/paternity leave upon termination or departure from the Seminary.

## 610 Special Medical Leave

This policy is to be used only on a one-time basis per employee, and is intended for the rare case when an employee encounters a catastrophic or exceptional medical condition, has responsibly managed his/her available vacation and sick leave in the past, has now exhausted those forms of paid leave, and is completely disabled and unable to work. This leave will be available only for the illness of the employee not for other kinds of leave that may occasionally be permitted under sick leave policy. This policy is applicable at initial employment to all regular full-time employees (as stipulated in the initial employment letter). Salary or wage under this policy will be at seventy percent of the employee's normal rate.

The employee must make application in writing for approval of special medical leave which must be supported by a letter from his/her doctor indicating the estimated duration of absenteeism from work. Either at this time or at a medically appropriate later time, the employee must also submit



a release to return to work from the doctor. The Administrative Team will consider applications on a case-by-case basis, given the facts and circumstances at the time.

Approved paid leave under this policy will be commenced, subject to the above conditions, when the employee's medical diagnosis prevents work, but s/he has not yet reached the point at which long-term disability coverage has been activated. Coverage under this policy will end at such time as long-term disability coverage is activated or at ninety calendar days from the initial time of disability, whichever comes first.

In the event the employee is not completely disabled, but medical treatments require some absenteeism (including but not limited to chemotherapy and radiation treatments) and other conditions of this policy are met, paid leave for such intermittent absenteeism will be allowed for as long as treatment for that diagnosis continues, up to the total number of work days that would have been logged had the employee been totally disabled and utilizing this policy for up to 90 calendar days.

This policy is to be construed as running concurrently, not consecutively, with any form of paid leave that may be available to the employee under policies 601 through 609.

If a non-exempt employee engages in light duty work during the disability period as may be authorized by his/her physician, Bethany will make reasonable accommodation in the workplace for performance of duties. Wages due for such light duty work will be set off against pay received under this special medical leave policy.

During the period of time an employee is receiving support under this special medical leave policy, Bethany's share of medical premiums will continue to be paid for employees on Bethany's plan, and vacation and sick leave time will continue to accrue.

## 612 Jury Duty or Court-Related Leave

Bethany Theological Seminary encourages employees to fulfill their civic responsibilities by reporting for jury duty or appearing in court as subpoenaed witnesses when called. In the event an employee is required by an Officer of the Court to serve on jury duty or act as a witness in court, the employee will have the choice between receiving pay provided by the court or continue pay at his/her regular rate and scheduled hours. To receive regular pay from Bethany, the employee must advise their supervisor of this choice and provide to Bethany any compensation received for jury/witness duty, less any monies received for travel and lodging from the Court. Meals and transportation during jury or witness service are not covered by Bethany; this is the employee's contribution as an American citizen to the court system. If an employee is reimbursed by the courts for meals and/or transportation, that money is theirs to keep. The subpoena or jury duty summons should be shown to the employee's supervisor immediately after it is received so that arrangements can be made to cover work responsibilities during their absence. When serving jury or witness duty, employees are expected to report for work whenever the court schedule permits.

This policy described in this section of the Handbook does not apply to employees who are named as defendants, plaintiffs, or party to a case in litigation (speeding tickets, etcetera). In these cases, employees will be required to use vacation time or unpaid leave for such absences.

## **EMPLOYEE CONDUCT & DISCIPLINARY ACTION**

### **701 Employee Conduct and Work Rules**

To ensure orderly operations and provide the best possible work environment, Bethany Theological Seminary expects all employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Participating in fraudulent actions
- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment or discrimination
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- No Call/No Show from assigned schedule (see Section 502 – Work schedules)
- Unauthorized use of telephones, mail system, or other employer owned equipment
- Unauthorized disclosure of business secrets or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

### **702 Drug and Alcohol Use**

It is Bethany Theological Seminary's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work, on or off-campus in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

No alcohol will be served or imbibed on the campus of Bethany Theological Seminary. Corporate credit cards may not be used to purchase alcohol. Expenses submitted for alcoholic beverages will not be reimbursed.

At no time may Bethany employees use, possess, distribute, sell, or be under the influence of illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of his or her job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action up to and including immediate termination of employment and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Business Services Department to receive assistance or referrals to appropriate resources in the community.

Employees are required to notify Bethany Theological Seminary of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Business Services Department without fear of reprisal.

### **Substance Abuse Testing**

To support Bethany Theological Seminary's objectives of a Drug- and Alcohol-Free Workplace, testing for substances may be done under the following circumstances:

- **Post-Accident**  
Bethany Theological Seminary will make every effort to ensure that all persons involved in any work-related accident that results in medical treatment at a medical treatment facility be tested for use of illicit substances and alcohol.
- **Reasonable Suspicion**  
Any employee will be required to submit to a drug and/or alcohol test when at least one supervisor or manager has reasonable suspicion to believe that an employee is under the influence of drugs and/or alcohol. These beliefs will be based upon specific physical, behavioral, or performance indicators. A second witness, who is preferably (but not required to be) a supervisor or manager, must observe and/or concur to make the decision to test.
- **Testing Procedures**  
The actual analysis of all samples will be conducted by Reid Health whenever possible. All individuals who are required to be tested under the conditions of this policy will report to a designated collection site whenever possible, and at the requested time. Employees being tested due to reasonable suspicion are not permitted to drive themselves to the testing facility. Bethany Theological Seminary will provide transportation, such as a taxi, from the worksite to the testing facility at company expense.

Any time spent for employee drug and/or alcohol testing shall be considered work time. In the case of post-accident testing, employees may return to work upon being released to return to work by the medical treatment provider. In the case of reasonable suspicion testing, employees will not be authorized to return to work until test results are received.

An employee does have the right to refuse to be tested; however, refusal to submit to a test is grounds for discipline up to and including termination.

## 703 Sexual and Other Unlawful Harassment

Note: This policy is currently under review.

Bethany Theological Seminary is committed to developing a work environment free of unlawful discrimination and harassment. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Bethany Theological Seminary expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment.

### **Equal Employment Opportunity**

It is the policy of Bethany Theological Seminary to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law. Bethany Theological Seminary prohibits any such discrimination or harassment.

### **Definitions of Harassment**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined by the Equal Employment Opportunity Commission Guidelines as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; improper use of e-mail or voice mail; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures, including screen savers or improper e-mails or attachments; and other physical, verbal, or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that derogates or shows hostility or aversion toward an individual or his/her relatives, friends, or associates because of race, color, religion, sex, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs, negative stereotyping; threatening, intimidating or hostile acts; derogatory jokes; and written or graphic material that derogates or shows hostility or aversion toward an individual or group or that is placed on walls or elsewhere on the employer's premises or circulated in the workplace.

Individuals found to be performing such harassing conduct will be subject to disciplinary action, up to and including termination.

### **Individuals and Conduct Covered**

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to Bethany Theological Seminary such as an outside vendor, consultant, or customer.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

### **Retaliation Is Prohibited**

Bethany Theological Seminary encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Bethany Theological Seminary to investigate such reports. Bethany Theological Seminary prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

### **Reporting an Incident of Harassment, Discrimination, or Retaliation**

Bethany Theological Seminary encourages reporting of all perceived incidents of harassment, discrimination, or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victims of harassing conduct should discuss their concerns with their immediate supervisor or any member of Bethany Theological Seminary's Business Services Department.

In addition, Bethany Theological Seminary encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Bethany Theological Seminary recognizes, however, that an individual may prefer to pursue the matter through informal or formal complaint procedures.

### **Complaint Procedures**

If for any reason an individual does not wish to address the offender directly, or if addressing the offender does not successfully end the offensive conduct, the individual should notify his/her immediate supervisor or a member of Bethany Theological Seminary's Business Services Department. In addition, there may be instances in which an individual seeks only to discuss matters with one of the Business Services designated representatives.

An individual reporting harassment, discrimination or retaliation should be aware however, that the Business Services Department might find it necessary to take action to address such conduct beyond an informal discussion. This decision will be discussed with the individual.

As noted above, individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their supervisor or any member of the Bethany Theological Seminary's Business Services Department.

Bethany Theological Seminary encourages the prompt reporting of complaints or concerns so that rapid and corrective action can be taken before relationships become irreparably damaged. Therefore, while no fixed reporting period has been established, early reporting and intervention

have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, when necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Retaliation against an individual for reporting harassment or discrimination or for participation in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination. Acts of retaliation should be reported immediately and will be investigated and corrective action taken promptly. Corrective action may include retraining, referral to counseling, and/or disciplinary action up to and including termination, withholding of a promotion or pay increase, reassignment, or temporary suspension without pay as deemed appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to Bethany Theological Seminary's President.

#### **Confidentiality**

Bethany Theological Seminary will make all reasonable efforts to maintain the confidentiality of all parties involved in a harassment investigation; however, confidentiality cannot be guaranteed. For example, some details or identities may need to be revealed in order to fully investigate the harassment complaint.

#### **False Claims of Sexual Harassment, Retaliation, and/or Discrimination**

In order to cover all possibilities of misconduct, Bethany Theological Seminary reserves the right to discipline employees who have falsely accused another of sexual harassment, retaliation, and/or discrimination. This does not mean that a complaint will be considered false solely because it cannot be corroborated.

#### **Conclusion**

Bethany Theological Seminary has developed this policy to ensure that all its employees can work in an environment free from harassment, discrimination, and retaliation. Bethany Theological Seminary will make every reasonable effort to ensure that all necessary persons are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has any questions or concerns about these policies should talk with the Business Services Department.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of any protected characteristic from participating in business- or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of Bethany Theological Seminary prohibit disparate treatment on the basis of gender or any other protected characteristic with regard to terms, conditions, privileges, and prerequisites of employment. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

## 704 Attendance and Punctuality

To maintain a safe and productive work environment, Bethany Theological Seminary expects all employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Bethany Theological Seminary. In rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

## 705 Professional Appearance

All employees are representatives of the seminary and the impressions they make on students and visitors affect their perception of the School. During working hours, all employees are expected to present a professional appearance, appropriate for their position. Fridays will be observed as “Casual Fridays,” when employees who wish to do so may wear jeans coupled with Bethany apparel. Please consult your supervisor if you have any questions about appropriate clothing or grooming for your job.

## 706 Return of Property

Employees are responsible for all Bethany Theological Seminary’s property, materials, or written information issued to them or in their possession or control. This includes but is not limited to items such as ID cards, keys, computers, files, policy manuals, resource books, and parking passes.

Employees must return all Bethany Theological Seminary property immediately upon request or upon termination of employment. When permitted by applicable laws, Bethany Theological Seminary may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Bethany Theological Seminary may also take all action deemed appropriate to recover or protect its property.

## 708 Resignation/Retirement

Resignation and retirement are two voluntary acts initiated by the employee to terminate employment with Bethany Theological Seminary. Bethany Theological Seminary requests all hourly non-exempt employees to give at least two weeks written notice through his/her supervisor. Non-teaching salaried non-exempt and exempt employees are to provide 30 days written notice of termination; 90 days’ notice is preferred. Teaching faculty should refer to the Teaching Faculty Addendum.

Failure to provide the appropriate notice will result in forfeiture of any accrued and/or accumulated vacation time.

Prior to an employee's departure, an exit interview may be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

If an employee does not provide advance notice as requested, the employee may be considered ineligible for rehire.

Bethany Theological Seminary will not make an institutional contribution to supplemental medical benefits for any retirement occurring after January 1, 1994.

## 710 Security Inspections

Bethany Theological Seminary wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Bethany Theological Seminary prohibits the possession, transfer, sale, or use of such materials on its premises. Bethany Theological Seminary requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees, but remain the sole property of Bethany Theological Seminary. Accordingly, any agent or representative of Bethany Theological Seminary can inspect them at any time, along with any articles found within them, either with or without prior notice. Keys and all combinations to lockers, etc. should be shared with management and there is no employee expectation of privacy in regard to desks, lockers or storage devices.

Likewise, Bethany Theological Seminary wishes to discourage theft or unauthorized possession of the property of employees, Bethany Theological Seminary, visitors, and customers. To facilitate enforcement of this policy, Bethany Theological Seminary or its representative may inspect desks and lockers, packages and other belongings, and persons entering and/or leaving the premises. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto Bethany Theological Seminary's premises.

## 712 Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by Bethany Theological Seminary may not solicit or distribute literature in the workplace at any time for any purpose.

Bethany Theological Seminary recognizes that employees may have interests in events and organizations outside the workplace. Employees may not, however, solicit or distribute literature concerning these activities during working time. Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.

The student leadership team maintains some bulletin boards; however, other bulletin boards are reserved for official organization communications. An employee's supervisor must approve the posting of notices on those bulletin boards reserved for official use. Examples of official organization communications includes:

- Employee announcements
- Internal memoranda
- Job openings
- Organization announcements
- Payday notice
- Workers' compensation insurance information



- State disability insurance/unemployment insurance information

An employee who has a message that he or she believes may be of interest to the workplace should contact his or her supervisor to request approval to post the notice.

Bethany Theological Seminary will not display merchandise for sale or sell any items on behalf of its employees, students, or any outside group, not-for-profit, business, charity, organization, religious institution, or school; exceptions can be made on a case-by-case basis by the president. Examples of exceptions include selling the following items during Bethany's special events: Bethany merchandise, books written by keynote presenters, or promotional merchandise belonging to musical groups, etc.

## 716 Progressive Discipline

The purpose of this policy is to state Bethany Theological Seminary's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Bethany Theological Seminary's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of four steps, depending on the severity of the problem and the number of occurrences: verbal warning, written warning, suspension with or without pay, or termination of employment. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and still another offense may then lead to termination of employment.

Bethany Theological Seminary recognizes that there are certain types of employee problems that are serious enough to justify a suspension or, in extreme situations, termination of employment without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. While the problems listed are not all necessarily serious offenses, they may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Bethany Theological Seminary.

## 717 Grievance Procedure

Bethany affirms the right of each employee to work free from exploitation and mistreatment by a supervisor or fellow employee. Employees should note that unresolved differences of opinion

over policy, job performance evaluations, or disciplinary actions are not grounds for appeal to the next level of responsibility and authority. An employee who believes mistreatment has occurred may file a grievance under the following guidelines:

- The two parties shall make every effort to resolve the issue directly, with the help of a third person acceptable to both if necessary.
- If the issue remains unresolved, the employee will file a written grievance with his/her supervisor. [If the supervisor is involved as respondent, the grievance letter may be taken to another Administrative Team Member or the Business Services Department.] The supervisor will try to resolve the dispute. After hearing both sides and considering other material deemed necessary, the supervisor will answer orally and in writing.
- If the issue remains unresolved, the supervisor will ask the President of the Seminary to appoint a grievance committee and, will pass on to the grievance committee a file containing the grievance letter along with a written answer by the respondent. After formally hearing both sides and considering other material as deemed necessary, the Committee will answer orally and in writing.
- If the Committee's answer is not acceptable to either party, either may appeal to the President of the Seminary. The answer of the President will be final. If the President is involved as respondent, the final appeal will go to the Chair of the Board of Trustees.
- The process should be handled as expeditiously as possible, normally within 60 days.

## **MISCELLANEOUS**

### **801 Identification Cards**

All full-time and part-time employees are provided with Bethany Theological Seminary identification cards at the time of employment. This card allows employees to access the ESR Center and the Earlham College Lilly Library.

### **803 Parking Tags**

All employee cars parked on the Earlham College campus must be registered for identification purposes. Employee parking tags may be obtained at no cost at the Earlham College Safety and Security Office. These tags enable Earlham Security to identify a car's owner in times of emergency, as well as to generally distinguish cars of non-student College personnel. Employees may not use visitor parking spaces or 30-minute parking lots.

### **805 Chapel and Common Meal**

Regular full-time and regular part-time employees are encouraged but not required to attend Bethany's Chapel, Joint Chapel and/or Common Meal. The lunch period is normally from 12:00 to 1:00 pm and is unpaid. On days when Chapel or Common Meal is held, the lunch period is changed to 11:20 to 1:00 p.m. and regularly scheduled hourly non-exempt employees attending Chapel and/or Common Meal do not need to make up the extra time spent at these events.

### **806 Dining Facilities**

The Earlham College dining room, located in Earlham Hall, is available to Bethany employees for lunch. Lunch may be purchased daily at the door. In addition, The Earlham College Coffee Shop, located in Runyan Center, is also available for lunch.

## 807 Library Facilities

The facilities of Lilly Library are available to all Bethany employees. Throughout the school year, the library is open until late in the evening. Scheduled hours change during holiday and vacation periods.

## 808 Postal Services

A branch of the U. S. Post Office is located on the lower level of Runyan Center and is open Monday through Friday from 9:00 a.m. to 4:00 p.m. during the academic year. Special hours will be posted during periods when classes are not in session.

## 809 Bookstore Discounts and Wellness Center

The Earlham College Bookstore exists for the convenience of the entire college and seminary communities. In addition to textbooks for courses offered by the College, a variety of scholarly and general interest books can be found there. Office supplies, gift items, and a variety of other College-related items are also available for sale. Full-time and part-time employees of Bethany receive a 10% discount on all purchases, except items already reduced for sale or certain special orders for which the Bookstore is unable to obtain a discount. Individuals should identify themselves as an employee by presenting their identification card when making a purchase, prior to the cashier ringing up the sale.

Employees of Bethany Theological Seminary also have access to the Earlham Wellness Center. Bethany Theological Seminary pays for a portion of the membership fees to this facility for all regular full-time employees. See the Business Services Department for details.

## 810 Professional Growth

Bethany provides financial support and release time for employees to pursue professional growth experiences. The level of funding for professional growth is established as part of the budgeting process each year. Some events are justifiably covered from institutional budget lines; others are supported in the form of an allocation for each employee, which is normally a fixed maximum amount for exempt employees and nonexempt employees respectively. If not used in a given fiscal year, allocations may be carried over to the next fiscal year if the employee never has more than two years' accumulation available. Professional growth is pro-rated upon hire and termination.

Hourly non-exempt employees will receive one-half the amount of professional growth funds that are allocated to salaried non-exempt and exempt employees.

There are several circumstances in which professional growth may be either required or optional for employees. The table below provides a summary by type and purpose, and indicates both the funding and time allocations that are regarded by policy as appropriate for each.

Description of the educational activity	Funding	Time allocated
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	source	
1. "Compliance" training, updates required by the institution in order to maintain our accreditation with ATS or HLC or to meet legal requirements. Examples: Conferences requiring our attendance for updates on accreditation standards, or conferences for updates in ADA or federal standards for financial aid.	Institutional budget line as available	Whatever is reasonably required
2. Initial training for a new job or new elements of a former job. Examples:  a. Seminar for new employee on use of donor record-keeping, accounting, or admissions database. b. Seminar for employees that need training for new technology or newly assigned responsibilities at the direct request of Bethany.	Institutional budget line as available	Whatever is reasonably required
3. Seminars, conferences, courses that help the employee keep current with present job. Examples: various guild conferences faculty attend, annual conferences of various professional membership organizations to which other staff may belong, topical seminars directly related to the employee's job responsibilities.	Employee's professional growth allocation	One such conference per year, normally not more than a week
4. Education that goes beyond just "updates" or "keeping current" on the present job. Includes seminars, conferences, undergraduate or graduate courses on an occasional basis in applicable subject matter, or formalized degree-seeking programs. All undertaken with the purpose of preparing the employee to be more proficient in his/her general job area at the Seminary,	Employee's professional growth allocation	Not more than one week per year
5. Similar events to #4 except they are largely unrelated to the employee's present job, applicable only if the employee were to change basic type of work, or applicable primarily to personal exploration or growth not directly job-related. Examples: a resume-building enterprise in an unrelated field.	Not covered	Employee vacation time with supervisor approval
6. Professional growth funds may be used to purchase books that are relevant to the employee's job responsibilities at the Seminary and are purchased for the employee's use. Professional growth funds may not be used to purchase books for employees to give as gifts to anyone.	Employee's professional growth allocation	Quantity determined by funds available and at supervisor's discretion

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### 810.1 Annual Conference

As financial resources permit, the Seminary also provides funding to enable some employees to attend the Annual Conference of the Church of the Brethren. The employee and his/her supervisor will negotiate attendance. Expense reimbursement allowances are shared each year by memo from the Administrative Team.

When an employee attending Annual Conference carries other official responsibilities such as membership on the Church of the Brethren Mission and Ministry Board, Standing Committee, church agency or institution, or serving as a local church delegate, and at the same time represents the Seminary, the expenses will be divided between the two or more agencies.

### 811 Tuition Costs for Employees and Family Members

Qualified employees, spouses and children of regular full-time and regular part-time employees are eligible for total tuition cost remission for enrollment at Bethany Theological Seminary. Such remission applies both to enrollment as an occasional student and to enrollment as a degree or certificate student in the M.Div., M.A., and graduate certificate programs. If the employee elects for himself, herself, his or her spouse or dependent(s) to receive tuition remission in a graduate program, the tuition may be considered taxable income. If this is the case, the additional income will be processed through payroll at the time the tuition remission is granted, and the appropriate taxes will be withheld.

By agreement with the colleges related to the Committee on Higher Education of the Church of the Brethren, qualified sons and daughters of Seminary exempt employees are eligible as students for tuition assistance provided by the college. To qualify, the son or daughter must be admitted to the college and be dependent on parental financial support as defined by the Internal Revenue Service. The tuition grant will include various fellowships and grants from the college and total at least one-half of the tuition charges. The tuition grant can be renewed for four years and may exceed one-half tuition depending on available college resources and the eligibility of the student. Spouses and children of faculty members are eligible for tuition grants from the Seminary on the same basis, except the Seminary will waive the requirement for dependent status.

### 813 Verification of Education and Certifications

Bethany Theological Seminary will require documented evidence that teaching faculty have completed educational requirements, that they have met certification requirements, and that they have received certifications. This also applies to administrative staff and faculty when applicable.