

# **SOUTHERN REFORMED COLLEGE & SEMINARY**



## **EMPLOYEE HANDBOOK**

Adopted November 2017



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## WELCOME

On behalf of the Southern Reformed College & Seminary community, welcome! We are happy to have you as a new member of our team!

Southern Reformed has earned an outstanding reputation in seminary education. We are successful because of the individual contributions made by each of our employees. You were selected to join Southern Reformed because we feel you have the skills, ability and commitment needed to help us deliver the finest education possible.

We hope you will find your job challenging and rewarding and will enjoy with us the special feelings of satisfaction that come from performing our tasks well.

This handbook explains many of the benefits you will enjoy as a Southern Reformed employee and some of the rules and regulations that enable our school to run smoothly. If you have any questions, or if there is something we can do to help you succeed and grow with us, please see your supervisor.

We extend to you our personal best wishes for your success and career development as a member of Southern Reformed!

Sincerely,

Dr. James A. Lee, President

## EMPLOYMENT POLICIES

### EQUAL EMPLOYMENT OPPORTUNITY

Southern Reformed's continuing policy is to afford Equal Employment Opportunity to qualified individuals regardless of their age, sex, color, race, creed, national origin, marital status, citizenship status, ancestry, veteran status, or any other classification protected by law. This policy of equal opportunity encompasses all aspects of employment relationships, including recruiting, applications, hiring, initial employment, promotion, selection for training opportunities, wage/salary administration, reassignments, compensation, benefits, layoff and rehires, termination of employment, and the application of services, retirement, seniority, benefit plan policies and other terms and conditions of employment as provided by law.

Southern Reformed, as part of its commitment to Equal Employment Opportunity, adheres to all city, state and federal laws with respect to Equal Employment Opportunity. All members of Administration are primarily responsible for seeing that the school's Equal Employment policies are implemented, but all staff shares in the responsibility for assuring that, by their personal actions, the policies are effective and uniformly applied.

### AUTHORIZATION OF STAFF POSITIONS

All appointments, be they replacements or new positions, must be approved by the President in accordance with the general policies of the Board of Trustees. When a position is declared open and approved by the President to be filled, a Position Description indicating the specific responsibilities, qualifications, and supervisory relationship shall be prepared and approved by the President.

### SEARCH PROCESS

1. When vacancies occur, the search process for any position shall be directed by the supervisor of the position and approved by the President. A decision may be made to include students, administrative and support staff, faculty, and trustees in the search process.
2. All staff must be alerted to an open position prior to public advertisement, preferably using email.
3. The President's office shall be responsible for advertising the open position, receiving resumes, employment application forms, and assisting in the scheduling of interviews.
4. A candidate shall be recommended to the President for appointment. The President shall review the recommendation and take appropriate action. If approved, the President will send to the prospective employee an employment letter and a copy of the position description. The employment letter shall include information regarding compensation and benefits, title and responsibilities, supervisor, and the duration of any probationary period. The Business Office will ensure that the benefits detailed in the letter are current and correct. The original employment letter will be filed in the Business Office with the official employee file. The letter must be counter signed by the employee.

## IMMIGRATION LAW COMPLIANCE

All offers of employment are contingent on verification of your right to work in the United States. The employment letter sent to you by the President will include a form that shall be completed and returned with the signed employment letter. On your first day of work you will be asked to provide original documents verifying your right to work and, as required by federal law, to sign a Federal Form I-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, Southern Reformed may be required to terminate your employment and take such other action as required by law.

## EMPLOYEE RECORDS

Your official employee records are maintained by the Business Office. It is important that the following information be kept up-to-date.

- Legal name
- Home address
- Home or other primary telephone number
- Person to contact in case of emergency and medical conditions
- Beneficiary for pension information
- Social security number
- Copy of current driver's license if requesting mileage reimbursement.
- Exemptions on your W-4 tax form
- Training certificates or licenses

Employee record files are considered confidential information and they are kept in a locked file cabinet. All material contained in the personnel file is considered private property of Southern Reformed and may not be removed or copied by the employee. However, employees may take notes. If the employee wishes to add pertinent material, he or she may do so.

## CONFIDENTIAL INFORMATION

In the course of daily operations, you may come in contact with information that is considered confidential. This information may be related to, but not limited to, student financial records and grade reports, donor names and amounts, Business Office records, disciplinary information, etc.

Note that the Seminary does not sell, trade or give its mailing and phone lists to any organization, nor does the Seminary allow this information to be used in any manner that is not directly related to the activities of the school.

The seminary complies with The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

## ANTI-HARASSMENT POLICY

Southern Reformed is committed to maintaining a work environment free of unlawful discrimination, and therefore, has a zero tolerance for workplace harassment. The Seminary will not tolerate actions, words, jokes, or comments based on an individual's age, sex, color, race, creed, national origin, marital status, citizenship status, ancestry, physical or mental disability, veteran status, or any other classification protected by law, if such misconduct would be offensive to a reasonable person. In addition, sexual conduct (both overt and subtle) can serve to create an offensive work environment and therefore is prohibited.

### Scope

The prohibition against harassment applies to everyone - Trustees or subcommittees thereof, Administration, supervisors, faculty, students, salary and hourly employees, temporary employees, contractors, vendors and visitors.

### Purpose

To maintain a working environment free of sexual and other harassment.

### Definition

For the purposes of this policy we define sexual harassment, as follows: (1) sexual flirtations, touching, advances, etc.; (2) verbal abuse of a sexual nature; (3) graphic or suggestive comments about an individual's dress or body; (4) sexually degrading words to describe an individual; (5) displaying sexually suggestive objects or pictures, including nude photographs in the workplace; (6) posting derogatory content about another employee in an email, social media or website.

Sexual harassment also includes: (1) explicitly or implicitly suggesting that submission to sexual conduct is a term or condition of an individual's employment; (2) using submission or rejection of the conduct as a basis for employment decisions; (3) substantially interfering with the individual's work performance or creating an intimidating, hostile or offensive work environment.

No member of the Board of Trustees or Administration, supervisor, faculty, employee or other individual has the authority to condition an employee's job or job benefits on the exchange of sexual favors.

### Procedure

If you believe you are the victim of impermissible harassment, sexual or otherwise, or you observe another person subject to such harassment, you are required to report promptly the facts of the incident to your supervisor or, if your supervisor is implicated, to the President. If the President is implicated, the Chairperson of the Board must be notified. An investigation will be promptly conducted. To the extent possible the investigation will be conducted in a confidential manner and information will be communicated only to those persons who have a need to know. In all cases, an



investigation will be conducted and the employee advised of the conclusions.

Retaliation against any person who files a complaint or cooperates in an investigation is prohibited.

Employees and supervisors must report any incident of harassment they may observe, even if they are not the target or victim of such harassment. Such reports will be handled in the same fashion as complaints by victims of harassment.

After appropriate investigation, any employee who is found to have engaged in harassment of another employee, will be subject to appropriate disciplinary action and may be subject to immediate discharge. Additional action may include: referral to counseling, withholding of a promotion, reassignment, and/or temporary suspension without pay or financial penalties. Any employee who makes an intentional or reckless false complaint will also be subject to the same disciplinary action as outlined above.

Employees are apprised that if they believe that they are the victim of impermissible harassment, they also have the right under state and federal law to file a complaint with the Texas Commission on Human Rights (TCHR) and the federal Equal Employment Opportunity Commission (EEOC). Such a complaint must be filed with the TCHR within 180 days of the last date of unlawful harassment and with the EEOC within 300 days of the last incident of unlawful harassment.

#### EMPLOYEE ABSENTEEISM POLICY

You are expected to report to work on time daily. Unnecessary absenteeism and lateness is expensive, disruptive, and places an unfair burden on other employees and your supervisor. Unsatisfactory attendance could also result in disciplinary action, including suspension and discharge. It will also have an adverse effect on any promotion considerations.

If you are going to be late or absent for any reason, you are required to notify your supervisor as far in advance as possible, explain why you are going to be absent and when you expect to return to work.

If you are absent because of an illness for five or more successive days, you must supply your supervisor with written documentation from your doctor stating that you are able to resume normal work duties before you will be allowed to return to work.

#### SMOKING POLICY

As you are aware, in a majority of states, employers are required to comply with the Clean Air Act, as well as with other city, state and federal laws governing smoking in the workplace. As such, Southern Reformed policy is designed to provide a smoke-free environment for employees.

#### ALCOHOL & SUBSTANCE ABUSE/DRUG-FREE WORKPLACE

In accordance with the laws of the United States under the Drug Free Schools and Communities Act, Amendments of 1989, Public Law 101-226, Section 22, Southern Reformed has adopted the following policy and hereby constitutes itself as a drug-free workplace.

Southern Reformed prohibits the unlawful manufacture, sale, distribution, use, dispensation, receipt, transportation or possession of illegal drugs or unauthorized controlled substances on the school's premises or while engaged in business for the school off the premises. Southern Reformed also prohibits the unauthorized use of alcoholic beverages on the premises. Further, it is a violation Southern Reformed policy for anyone to engage in work for the school or to report to work in any impaired or intoxicated condition or under the influence of alcohol, drugs, or illegal substances.

This policy applies to all full-time and part-time employees, temporary workers and volunteers of Southern Reformed as well as to all students, consultants, vendors, and other individuals providing services to the school on the premises at any time or while engaged in business for the school.

Violation of prohibition against the unlawful possession, use or distribution of illicit drugs brings with it strict disciplinary sanctions. For students, those sanctions will be executed by the Standards Committee and may include expulsion from the Seminary. For employees, the oversight of disciplinary actions will be addressed first by the immediate supervisor and then the President, and may include termination of employment.

The unlawful possession of illicit drugs and alcohol brings with it strict legal sanctions under local, state and federal laws.

## HOURS OF WORK & COMPENSATION POLICY

### EMPLOYMENT CLASSIFICATION

#### Full-Time Employees

An employee who has successfully completed the initial employment period of employment and who works at least 37.0 hours per week is considered a full-time employee. Full-time employees are eligible to receive fringe benefits as specified in the Employment Letter.

#### Part-Time Employees

An employee who works less than a regular 37.0 hour work week is considered a part-time employee. Part-time employees are eligible to receive fringe benefits as specified in the Employment Letter.

#### “Non-Exempt” and “Exempt” Employees

At the time they are hired, all employees are classified as either “exempt” or “non-exempt,” as noted on the Job Description. This is necessary because, by law, employees in certain types of jobs are entitled to overtime compensation for hours worked in excess of 40 hours per work week, not including vacation, sick, or holiday hours. These employees are referred to as “non-exempt” in this employee handbook.

Exempt employees are supervisors, executives, administrators, directors, and others whose duties and responsibilities allow them to be “exempt” from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

### PERFORMANCE EVALUATIONS

While you are urged to discuss your performance and goals with your supervisor informally on a regular basis, your supervisor will schedule a formal performance evaluation with you at least once a year. Performance also may be reviewed for a variety of reasons at other times to be determined by your supervisor.

All new employees receive a performance evaluation with their immediate supervisor on completion of their first three months of service. As noted below, under Initial Employment – 90 Day Introductory Period, unsatisfactory performance at the 90 day review can result in immediate dismissal.

All employees are reviewed annually prior to the end of the fiscal year using a standard performance evaluation tool approved by the president.

All original performance evaluations shall be filed in the President's Office in a locked file cabinet.

## SEVERANCE

Persons released from employment may be eligible for severance compensation at the President's discretion at the time of dismissal: for support staff the compensation shall be one week's salary per year of employment, up to 12 weeks; for administrative staff, compensation shall be one month's salary per year of employment, up to three months.

## PAY DAY AND YOUR CHECK

The pay period at Southern Reformed is monthly, and begins the first working day of the month and ends the last working day of the month. Pay, either by check or automatic credit to your bank account, is scheduled to occur on the 30<sup>th</sup> of the month. If the 30<sup>th</sup> falls on a holiday or weekend, the date of pay will be the last workday occurring prior to the 30<sup>th</sup>.

Your paycheck will include earnings for all work performed through the end of the month. Your pay is subject to all deductions required by law including federal taxes, social security and state and local taxes, as applicable. The deduction amounts will depend on your earnings and on the information you furnish on your W-4 form regarding the number of tax exemptions you claim. If you wish to modify this number, please request a new W-4 form from the Business Office. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances.

The W-2 form you receive annually states the amounts deducted from your earnings for these purposes. You will be informed if any other mandatory deductions are made from your paycheck, such as court-ordered garnishments for child support, back taxes, etc. Questions about your pay and your deductions shall be directed to your supervisor or the Business Office.

Should there be an underpayment of any kind, we will make every effort to repay you as quickly as possible. In the event that there is an overpayment of any kind, it is your responsibility to bring this to the attention of the Business Office so that remuneration to the seminary can be made as quickly as practical.

## TIME OFF & LEAVES OF ABSENCE

### INITIAL EMPLOYMENT - 90 DAY INTRODUCTORY PERIOD

Your first 90 days of employment are considered your 90 Day Introductory Period and your supervisor and co-workers will make every effort to help you achieve a satisfactory job performance. During this time, employees may terminate their employment for cause or no cause at any time, and Southern Reformed reserves the same right. Even after the 90 Day Introductory Period, employment continues to be governed by the employment at-will principle and no specific period of employment is guaranteed. Southern Reformed reserves the right to extend the introductory employment period at its discretion. If job performance does not meet expectations at the end of this period, immediate dismissal may be warranted.

### HOLIDAYS

Southern Reformed pays full-time employees for the following holidays.

- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Friday following
- Christmas Holiday as determined by President

### VACATION

Full-time are granted compensated vacation days according to the following schedule:

<u>Fiscal Years Worked*</u>	<u>Vacation Period</u>
Year 1-4	10 working days prorated by months worked over the fiscal year
Years 5-9	15 working days
Years 10+	20 working days

### Personal Absences

It is understood that medical, dental, and other personal appointments are difficult to schedule outside of regular working hours. Such appointments must be cleared with your supervisor. Sick leave, comp time or vacation time must be used for time taken off for medical and dental appointments, while time taken off for personal appointments must be made up. The above shall be documented on monthly time sheets.

## YOUR BENEFITS PACKAGE

Southern Reformed benefits related to Medical/Dental Insurance, Pension, and Social Security are distributed to employees at the time of their hire. Southern Reformed will periodically review its benefits program. The school reserves the right to modify, add or delete the benefits it offers. Where a description of benefits in this handbook conflicts with the plan document of the insurance program, the terms of the plan document shall prevail.

### AMERICANS WITH DISABILITIES ACT POLICY

Southern Reformed complies with the Americans with Disabilities Act and each job description includes a statement that the seminary complies with applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. The school also provides reasonable accommodation for such individuals in accordance with these laws. It is the policy of Southern Reformed to:

1. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.
2. Keep all medical related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files.
3. Provide applicants and employees with reasonable accommodation, except where such accommodation would create an undue hardship on the school.

### Procedure for Requesting an Accommodation

Qualified individuals with disabilities may make requests for reasonable accommodations to their supervisor. Upon receipt of an accommodation request, the supervisor will meet with the individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the school might make to help overcome those limitations. The supervisor, in conjunction with other individuals who have a need to know information and who assist in the process, will determine the feasibility of the requested accommodation. The school will engage in a good faith interactive process with the employee to decide on an appropriate and effective accommodation.

### GOVERNMENT REQUIRED COVERAGE

#### Workers' Compensation

Qualified employees are entitled to workers' compensation benefits. This coverage is automatic and immediate and protects you from an on-the-job injury. An on-the-job injury is defined as an accidental injury suffered in the course of your work, or an illness which is directly related to

performing your assigned job duties. This job-injury insurance is paid for by Southern Reformed. If you cannot work due to a job-related injury or illness, workers' compensation insurance pays your medical bills and provides a portion of your income until you can return to work.

All injuries or illnesses arising out of the scope of your employment must be reported to your supervisor immediately. Prompt reporting is the key to prompt benefits. Benefits are automatic, but nothing can happen until Southern Reformed knows about the injury. Please have your supervisor inform the Business Office so they can report the incident to our insurance company.

### Social Security

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your wages to the trust fund from which benefits are paid. As your employer, Southern Reformed is required to deduct this amount from each paycheck you receive. In addition, Southern Reformed matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits unless you are an ordained clergy filing as self-employed.

Your social security number is used to record your earnings. You are encouraged to protect your social security record by ensuring your name and Social Security number on your pay stub and W-2 form are correct. You may also want to make sure your earnings statement is accurate each year by requesting a Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration by calling 1-800-772-1213, or you may access them on-line at [www.ssa.gov](http://www.ssa.gov).

## RULE & REGULATIONS

### ETHICAL STANDARDS

Southern Reformed strives to maintain a high standard of personal, communal and business ethics and corporate conduct. As an employee, you are required to do the same. Your daily activities on behalf of Southern Reformed shall always be carried out in an ethical and legal manner, and conflicts of interest shall be avoided.

Please direct any questions about real or potential ethical violations to your supervisor or the President.

The following values reflect the school's general expectations for the performance of its employees. Your supervisor will be considering these values as an integral part of your evaluation.

- x **Cost Consciousness:** Demonstrates critical awareness of departmental and organizational costs and expenses; takes initiative to identify opportunities to streamline processes, eliminate waste, and realize cost reductions wherever possible.
- x **Customer Service:** Quality of work or service to customers, i.e., students, fellow employees, trustees, alumni, visitors, and the general public.
- x **Ethics/Integrity:** Acts in accordance with accepted professional standards and code of ethics. Demonstrates trustworthiness, honesty, and dedication.
- x **Flexibility/Adaptability:** Ability to adjust to changes in policies, procedures or situations.
- x **Initiative:** Extent to which an employee seeks out new assignments and expands capabilities, personally and professionally. Ability to begin or follow through energetically with a plan or task.
- x **Professionalism:** Demonstrates emotional maturity, courtesy, appropriate appearance, and exercises flexibility and sound judgment. Meets attendance, punctuality requirements.
- x **Team Player:** Demonstrates willingness to contribute to the success of team and organizational goals within department and through service on organization-wide project teams.
- x **Quality/Productivity:** Accuracy, thoroughness and acceptability of work performed. Efficiency of work performed in a specified period of time.
- x **Leadership:** Motivates, challenges and develops co-workers/employees by establishing high standards and encourages the meeting of those standards by clear and effective communication.

### GUIDELINES FOR CONDUCT

Every organization requires a set of rules so that the group as a whole may operate smoothly and safely to accomplish its goals. This is particularly so at Southern Reformed, where any failure to adhere to high standards of conduct may affect the well-being of constituents. Because the safety and comfort of everyone depends on these rules, violators may be subject to discipline up to and



including discharge. The Seminary is an at-will employer. We ask the cooperation of all employees in following these policies.

Since it is not possible to list every type of conduct which may result in disciplinary action, you should talk to your supervisor if you are unsure of what to do in a given situation. The following kinds of conduct are absolutely prohibited:

1. Abuse, mistreatment, or threatening of another employee, student or constituent (physical, verbal, or psychological).
2. Falsification of employment application or other employee records.
3. Falsification of Seminary records.
4. Insubordination. Poor attitude or disrespect to administration, your supervisor, fellow employees or any other constituent of Southern Reformed.
5. Using foul and/or abusive language.
6. Gambling on Southern Reformed's premises.
7. Smoking.
8. Loafing or sleeping on the job during the employee's working hours.
9. Unauthorized posting or removal of bulletins or notices, either in paper or electronic format.
10. Disregard of one's appearance, dress or personal hygiene.
11. Dishonesty.
12. Commission of a crime.
13. Violation of any and all safety rules.
14. Tardiness or absenteeism or unauthorized absence by an employee from his or her work station during his/her working time.
15. Interfering with the work of other employees.
16. Immoral, indecent or disorderly conduct of any nature on Southern Reformed's premises.
17. Unauthorized use and/or possession of narcotics, dangerous drugs, intoxicating beverages or substances, or being under the influence of intoxicants or drugs on premises or during working hours.
18. Threatening, intimidating, coercing or fighting with a constituent by word or deed, whether on or off the Seminary's premises, whether in person or on-line.
19. Any discourtesy, unkindness or impatience with constituents.
20. Possession of firearms or any other type of weapon while on Southern Reformed's property.
21. Creating or contributing to unsafe or unsanitary conditions by act or omission.
22. Unauthorized possession of property belonging to Southern Reformed or a constituent.
23. Negligent or deliberate destruction of or misuse of property belonging to Southern Reformed or to a constituent.
24. Failure to follow the rules concerning solicitation and/or distribution of literature.
25. Unauthorized possession, use, copying or reading of Southern Reformed's records, or disclosure of information contained in such records to unauthorized persons; disclosure of confidential information in violation of FERPA regulations.
26. Any act of misconduct, incompetence, or any violation of this Employee Handbook which may, in the Administration's sole discretion, be grounds for disciplinary action and/or termination of employment.

27. Violation of confidentiality of protected information.

#### ATTENDANCE AND PUNCTUALITY

Since working as a team is an effective way to conduct our business, we feel that absenteeism and tardiness adversely affect our collective performance and place a burden on co-workers.

You should be at work promptly every workday. If you cannot avoid being late to work or are unable to work as scheduled, you must notify your supervisor as soon as possible of your starting time (e.g., delayed on public transportation). Excessive absenteeism and/or tardiness may be grounds for disciplinary action, up to and including termination.

#### SOLICITATION OR DISTRIBUTION OF LITERATURE

Southern Reformed prohibits both employees and others from soliciting and/or distributing unrelated literature on Southern Reformed premises during business hours. Southern Reformed has established specific policies on solicitation for employees and for non-employees:

##### EMPLOYEES:

- May neither engage in solicitation of any kind, nor allow themselves to be solicited during their work time;
- May not distribute or post any kind of literature unrelated to Seminary activities in work areas or on bulletin boards

##### NON-EMPLOYEES:

- May not solicit and/or distribute literature of any kind anywhere on Southern Reformed premises including bulletin boards

#### DRESS CODE

Please understand that you are expected to dress and groom in accordance with accepted social and business standards, particularly if your job involves dealing with constituents or visitors in person.

A neat, tasteful appearance contributes to the positive impression you make on our constituents. You are expected to be suitably attired and well-groomed during working hours and when representing the Seminary.

#### WHISTLEBLOWER

The Seminary policy protects employees who report suspicious behavior or misuse of seminary property, equipment, data, or funds. Every employee is expected to report real or suspected violations of seminary rules and policies. If you have reported such information and believe that you may be subjected to retribution of any kind, speak to your supervisor immediately.

## ELECTRONIC COMMUNICATIONS POLICY

Southern Reformed is committed to providing an environment that encourages the use of computers and electronic communications as essential tools to support the instructional, research, administrative, and other work or mission related activities of the Seminary.

In utilizing the Seminary's computers and electronic communications systems, such as electronic mail and access to the Internet, it is important for all users to be aware of the Seminary's policy regarding responsible use. It is the responsibility of each user to ensure that this technology is used for proper and lawful purposes and in a manner that is responsible and does not compromise the confidentiality of sensitive information, the security of the Seminary's systems, or the reputation, policies or mission of the Seminary.

### Computer Systems in General

#### Systems Security

Computer resources are property of the Seminary and are to be protected from unauthorized access, use, modification, destruction, or disclosure. An active terminal should not be left unattended for any extended period of time, such as, for example, overnight or while the user is otherwise away from the office for several hours. Individual passwords for computers are confidential and may not be shared or posted. If someone else learns a user's password, the password should be changed immediately. Each user is responsible for activity performed using the user's password with such user's knowledge and consent. No user should attempt to obtain access to another user's documents.

#### No Privacy

Users do not have any expectation of privacy or a personal privacy right in any matter created, received, sent, or stored on a Seminary computer, whether or not the matter is designated as private or confidential. The Seminary reserves the right to access all files or data contained on any Seminary computer, including but not limited to e-mail messages, personal file directories and Internet usage and material at any time and without prior notice. For example, the Seminary may access any and all computer systems for the purpose of assuring compliance with statutory requirements and internal policies, supporting the performance of internal investigations, and assisting with the maintenance and management of the Seminary's information systems. Computer files may also be subject to search under Court order.

#### Software License Restrictions and Copyright Laws

Most proprietary software licenses have legal restrictions prohibiting unauthorized use and copying. It is the responsibility of each user to ensure compliance with all copyright and other laws and license restrictions before downloading or receiving software from any source. In addition, software may not be downloaded or received on a Seminary computer, including software available on the Internet, unless it is approved in advance by Computer Services. Only personnel authorized by Computer Services may load software onto any Seminary computer, connect any hardware or other equipment to any Seminary computer, or move or change any Seminary

computer equipment.

In addition, information posted, viewed or downloaded from the Internet may be protected by copyright, trademark, piracy or other laws. Reproduction of protected information is permitted only if such reproduction is (1) a fair use or (2) based on express permission given by the copyright owner or authorized agent that is on file with Computer Services at the Seminary or (3) in compliance with use or permission guidelines posted by the owner or authorized agent of the information. It is each user's responsibility to comply with applicable copyright and other legal restrictions and posted use or permission guidelines.

#### Virus Protection

All files originating from a source outside of the Seminary, including files obtained over the Internet must be checked for possible computer viruses before being downloaded onto a Seminary computer. The virus-checking software on each Seminary computer will ordinarily perform this check automatically. All users should contact Computer Services before downloading a file that may pose a particular risk for any reason. All users must follow any other policies or notices with respect to viruses or other security measures that the Seminary may adopt or post from time to time.

#### Compliance Required

All users must comply with the Seminary's Information Security Policy. Violation of the policy may result in discipline, up to and including termination of employment or dismissal from the Seminary.

#### RESPONSIBLE USE OF EMAIL

##### **E-mail should be used for work-related purposes**

The principal purpose of electronic mail (e-mail) is to facilitate instructional, research, administrative, and other work or mission related communications by and among Seminary employees and students. While the Seminary permits reasonable personal use of e-mail (subject to the "No Privacy" policy noted above), such use must not interfere with an employee's work responsibilities or disrupt the work of other users. Users should not use e-mail to broadcast widely "chain letters", "bulk" email (or "spam"), or other non-work related messages. E-mail should not be used for personal monetary gain, outside commercial purposes, or for any political purpose, unless approved by the Seminary.

##### **E-mail correspondence is the property of the Seminary**

All e-mail correspondence is the property of the Seminary, whether or not related to personal or confidential matters. The Seminary reserves the right to monitor its e-mail system, including a user's mailbox, at its discretion in the ordinary course of business. The existence of passwords and "message delete" functions do not restrict or eliminate the Seminary's ability or right to access electronic communications. Please note that in certain situations, the Seminary may be compelled to access and disclose messages that were sent over its e-mail system.

### **Standards of confidentiality and security must be observed**

E-mail, which contains confidential information, must be treated as confidential. Users may not share e-mail passwords, provide e-mail access to an unauthorized person, or access another user's e-mail without authorization.

### **Offensive, demeaning, harassing, defamatory or disruptive e-mail are prohibited**

E-mail should conform to the same standards of propriety and respect as any other verbal or written communication at the Seminary. Offensive, demeaning, harassing, defamatory or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with the Seminary's Faculty, Staff and Student Handbook guidelines and "Sexual Harassment Policy". Users who become aware of or receive prohibited e-mail should notify Computer Services. Inappropriate use of e-mail may be grounds for discipline, up to and including termination of employment or dismissal from the Seminary, an at-will employer.

### **Users are responsible for eliminating inappropriate e-mail sent into the Seminary from an outside source**

All e-mail sent or received on a Seminary computer is subject to the same standards of propriety and respect. This includes e-mail sent to the Seminary over the Internet from a source outside of the Seminary. When receiving e-mail from outside sources, users have the responsibility of immediately deleting all e-mail that falls below the Seminary's standards as articulated above, including all pornographic, obscene, and sexually explicit communications. The prohibited e-mail should be deleted before the content of the e-mail is viewed, if possible. Users also have the responsibility of ensuring that others do not see the prohibited e-mail.

## **RESPONSIBLE USE OF THE INTERNET**

### **The Internet is for work-related purposes**

The Seminary's connection to the Internet is principally for instructional, research, administrative, and other work or mission-related purposes. Any unauthorized use of the Internet is prohibited. Unauthorized uses include, but are not limited to, posting, viewing, downloading, or otherwise transmitting or receiving offensive, defamatory, pornographic or sexually explicit material; engaging in computer "hacking" or other related activities; or attempting to disable or compromise the security of information on any computer. While the Seminary permits reasonable use of its Internet connection for personal reasons (subject to the "No Privacy" policy noted above), such use should not interfere with an employee's work responsibilities, diminish an employee's work efforts, or disrupt the work of other users. For this reason, use of the Internet for personal reasons during an employee's work hours is generally inappropriate.

### **Participation in work-related Internet discussion groups is permitted with certain restrictions**

Users may participate in work or mission-related Internet discussion groups using the Seminary's computers and electronic communications systems, but only to the extent that such participation (1) does not reflect adversely on the Seminary, (2) is consistent with all the Seminary's standards

and policies, including those regarding confidential information and public statements, and (3) does not express any position that is, or may be interpreted as, inconsistent with any position taken by the Seminary or that purports to be, or may be interpreted to be the official position of the Seminary. Users who participate in work-related Internet discussion groups are responsible for ensuring that all information provided by them is accurate and that any personal opinions expressed are clearly identified as “personal” and not the opinion of the Seminary. Defamatory statements or personal attacks are strictly prohibited. Any other posting using the Seminary’s name or otherwise identifying the Seminary must be approved in advance by the Academic Dean, the Dean of Students, or the President.

### **Work-related Internet subscriptions are allowed**

A subscription through a Seminary computer or electronic communications system to an Internet mailing list is permitted only if the subscription is (1) work or mission-related or (2) does not generate numerous messages.

### **Take precautions when providing or receiving information over the Internet**

A user should never provide confidential, proprietary or restricted information about the Seminary over the Internet without the Seminary’s prior written consent. This includes but is not limited to information about employees, students, organizational structure, strategic plans, and financial data. Because it is possible for users to hide their true identity on the Internet, contacts made over the Internet should not be trusted with any Seminary information, whether confidential or not, unless a due diligence process has first been performed.

Information obtained from the Internet is not subject to quality controls and should be verified by an independent source before being relied upon. Not all sources on the Internet provide information that is accurate, complete, current or even legal. The Seminary neither monitors nor controls information accessible through the Internet and cannot be held responsible for its content or use.

### **Users may not establish external network connections**

Only authorized personnel may establish Internet or other external network connections. Because other connections may cause unauthorized access to the Seminary’s systems and information, they are strictly prohibited. Prohibited connections include but are not limited to the establishment of hosts with public modem dial-ins, World Wide Web home pages and File Transfer Protocol (FTP).

### **The Seminary may monitor Internet usage**

The Seminary reserves the right to monitor Internet usage at its discretion.

### **USE OF PHONE AND MAIL SYSTEMS**

When employees answer the telephone, he or she represents Southern Reformed to the caller. It is important to present a courteous and professional disposition. Therefore, please make every effort to assist the caller or refer the caller to the appropriate individual for assistance.

When you are out of the office for more than one day, leave a voice message on your telephone

and on your email to alert colleagues and others. Employees are expected to reply to telephone and email messages within 24 hours during the work week unless an out of office message or voice mail message was sent. If an answer is not possible within 24 hours, reply with the time when it can be expected.

Personal use of the telephone or personal cell phone should be of short duration, i.e., 2 or 3 minutes. Personal telephone call privileges are subject to change or termination at any time. Long distance personal calls, employer paid postage for personal correspondence and non-business fax and copier usage are strongly discouraged. Employees are responsible for reimbursing the Seminary for such usage.

## USE OF SEMINARY EQUIPMENT

The equipment used in accomplishing your work is expensive and may be difficult to replace. Exercise care when using tools and equipment and follow all operating instructions, maintenance requirements and safety guidelines. Damage or deterioration of equipment shall be reported immediately to your supervisor and the Business Office.

You are responsible for all property, materials or equipment issued to you or in your control during your employment with Southern Reformed. Should you leave Southern Reformed for any reason, you are required to return such property, material or equipment to your supervisor before your last day of work.

## SAFETY

### **General Employee Safety**

Southern Reformed is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

Southern Reformed will maintain safety and health practices consistent with the needs of an institution of higher education. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately your supervisor and the Business Office. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each supervisor make the safety of employees an integral part of her or his regular administrative functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

### **Reporting Safety Issues**

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor. If you or another employee is injured, you shall contact outside emergency response agencies, if needed

Federal law (Occupational Safety and Health Administration) requires that we keep records of all illnesses and accidents which occur during the workday. The State Workers' Compensation Act may also require that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards which might be present on the job. Should you have any questions or concerns, contact your supervisor for more information.

## GENERAL HOUSEKEEPING

Southern Reformed provides safe and suitable working conditions for all employees. You are urged to cooperate in every way to maintain this environment. Work stations and desks shall be left in an orderly condition at the close of the day; equipment, lights, coffee makers, copy machines and computers shall be turned off prior to leaving the building; windows should be closed. All areas of Southern Reformed shall be free of litter.

## SEPARATION FROM EMPLOYMENT

### **Resignation or Termination of Employment**

Southern Reformed operates under the principle of employment at-will. This means that neither you nor Southern Reformed has entered into a contract regarding the duration of your employment. You are free to resign from your position at Southern Reformed at any time, with or without reason. Likewise, Southern Reformed has the right to terminate your employment, or otherwise discipline, transfer, or change your position at any time, with or without reason, consistent with applicable state and federal law.

Southern Reformed expects that support staff will give at least two weeks' notice in the event of your resignation, unless otherwise designated in your employment contract, although four weeks' notice is encouraged.

### **Insurance Conversion Privileges (COBRA)**

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, described above, in the event of termination of employment, or loss of eligibility to remain covered under Southern Reformed's health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense.

### **Exit Interviews**

At termination, the President may request an exit interview to discuss your reasons for leaving and any other impressions that you may have. Your insights will be helpful. Every attempt will be made to keep all information confidential.



### **Return of Seminary Property**

Any property issued to you, such as computer equipment, keys, Southern Reformed credit cards or Southern Reformed petty cash accounts is the property of Southern Reformed and must be returned at the time of your termination.



## RECEIPT AND ACKNOWLEDGMENT

I, \_\_\_\_\_, have received the Handbook of the Southern Reformed College & Seminary and I understand that I should review its terms and consult with my supervisor regarding any questions not answered in the handbook. Since provisions of this handbook are subject to change, I further understand that revisions to the handbook may supersede or eliminate one or more existing policies.

I have entered into my employment relationship with Southern Reformed College & Seminary voluntarily and acknowledge that there is no specific length of employment. Accordingly, either I or the organization can terminate the relationship at-will, for any reason, or for no reason, at any time. I acknowledge that this personnel manual is not a contract of employment. I have received the manual, and I understand that it is my responsibility to read and comply with the policies contained in this manual and any revisions made to it. I understand that the Southern Reformed reserves the right to interpret the provisions of this manual and any policies. I acknowledge that Southern Reformed has a policy prohibiting sexual harassment and other forms of harassment. I agree to follow the established complaint procedure in the event I am subject to harassment.

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Employee's Printed Name

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Employee's Signature

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Date

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Signature of Supervisor or Business Office Staff