



Employee Handbook

ROOTED IN GRACE FOR A LIFETIME OF MINISTRY

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Presbyterian Church in America

Revised 2/14

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INTRODUCTION

This manual has been prepared to help you understand the employment policies of Covenant Theological Seminary (hereafter called the Seminary), and acquaint you with your benefits, rights, privileges, and responsibilities as a member of the Seminary community. The policy statements contained in this manual are intended to outline the program of employment and provide information about the benefits available to all “staff.” The basic information contained herein may be supplemented by additional material, such as a job description, relating to your particular position or other special policy statements from time to time. Please feel free to discuss them with your supervisor. All of us at the Seminary are eager to make your work pleasant and fulfilling.

ABOUT THE SEMINARY

MISSION STATEMENT

The purpose of Covenant Theological Seminary is to glorify the triune God by training his servants to walk in God’s grace, minister God’s Word, and equip God’s people—all for God’s mission.

CORE VALUES

The following core values amplify, clarify and protect the Seminary’s understanding of its purpose.

Christ-Centered Ministry: We believe that a Seminary education is successful only if—at its end—the student knows Jesus Christ more intimately than at its beginning.

Biblical Authority: We believe that the Bible is the Word of God and thus it is our only infallible rule of faith and practice. We believe in the plenary, verbal inspiration of the Scriptures by the Holy Spirit and, thus, we affirm the inerrancy of the original manuscripts whose objective truth it is our responsibility to interpret in accord with the principles of Scripture and to proclaim in accord with the imperatives of the Gospel.

Grace Foundation: We believe that the foundation for all that we do must be the gospel of grace—our absolute confidence in God’s acceptance provided through his redemptive work as the supreme motivation and enablement for love and holiness.

Relational Emphasis: We believe that the relationship between students and professors must take a meaningful place alongside teaching content, so that we may affect the entire character of the student for ministry. Therefore, we seek to develop a faculty of pastor-scholars and a staff which both individually and as a community effectively model what it means to walk with God, interpret and communicate God’s Word, and lead God’s people.

Pastoral Training: We believe that our primary task is to train students for pastoral ministry (including church planting, campus ministry, chaplaincy, and missionary service). To accomplish this task, we have gathered a faculty of pastor-scholars experienced in ministry (as understood by our denominational standards and institutional history), as well as other educational resources. These enable us to serve other students and the broader Christian community, while continuing to enhance

pastoral training. To strengthen pastoral training and all of our educational programs, we continually seek to assess and improve student learning and development.

Church Leadership: We believe that, as the national Seminary of the Presbyterian Church in America (PCA), it is our responsibility to provide intellectual training and ministry models that are true to the Westminster Standards and the historic distinctives of Presbyterian orthodoxy, while equipping the next generation of Christian servants for effective church leadership in a changing world. At the same time, because we recognize that a Seminary alone can never fully equip students for these tasks, we seek to work in partnership with local churches to accomplish our purpose.

Kingdom Perspective: We believe that God's purpose is the gathering of his people from every nation and the renewal of all things. He calls his church to active involvement with the world's peoples and cultures, carrying out the mission of bringing the Gospel to those who do not believe and expressing Christ's lordship in every area of life. In order to train students to make disciples of the nations, our faculty, staff, and students must increasingly reflect the ethnic and cultural richness of God's worldwide church.

COMPETENCIES

In fulfilling this purpose, Covenant seeks to develop the following competencies in its graduates. We believe that each of these competencies is intimately and necessarily related to the others. Effective ministry requires spiritually sensitive application and integration of all of these competencies.

Grace: Understands and is personally committed to the Gospel of grace as understood in our standards.

Lifestyle: Exhibits spiritual maturity and Christ-like character growing out of the love of Christ.

Servanthood: Demonstrates a heart to serve God and others in one's family, church, and world.

Knowledge: Understands and clearly explains key biblical and theological facts and concepts in historical perspective.

Theological skills: Demonstrates ability to interpret and thoughtfully apply the Bible (in the original languages where appropriate) to issues of doctrine, life, and ministry.

Conviction: Holds and articulates a coherent Christian theology and worldview informed by our doctrinal standards, and interacts critically and respectfully with other approaches.

Communication: Communicates effectively both orally and in writing.

Relational skills: Relates to others with evident respect, sensitivity, and concern to serve, even when there are differences of culture, belief, or values.

Leadership: Leads others in walking with God in accordance with gifts and callings (e.g., preaching, teaching, counseling, evangelizing, mercy ministry)—modeling Christ's courage, love and humility.

Christ's Lordship: Seeks to bring Christ's lordship to bear in all areas of life and culture—individual and corporate, private and public.

World Vision: Seeks to advance the cause of Christ among diverse peoples and cultures within North America and throughout the world.

STATEMENT OF FAITH

Covenant Seminary upholds two doctrinal standards, to which each member of the President's Cabinet, Faculty and Board of Trustees annually subscribes in writing.

The first is an unqualified commitment to the Bible as God's Word, immediately inspired and inerrant in its original writings. This doctrine is the basis for instruction throughout the curriculum, and students are well trained to defend its truth against modern attempts to discredit Scripture.

Second, Covenant fully subscribes to the Westminster Confession of Faith and Catechisms, which, though subordinate to the Bible, set forth our understanding of biblical faith in consistent and reliable form.

These standards clearly affirm the tradition of the Reformed faith as well as Covenant's status as the denominational Seminary of the Presbyterian Church in America (PCA).

HISTORY

Covenant Theological Seminary was established in 1956 as an agency of the Evangelical Presbyterian Church. That church, through ecclesiastical union, became the Reformed Presbyterian Church, Evangelical Synod. As the result of a further church union, the Seminary has been owned and operated since 1982 by the Presbyterian Church in America. The Presbyterian Church in America elects the Seminary's Board of Trustees and oversees its work. Though the Seminary first serves the needs of its sponsoring denomination, it also welcomes evangelical students from other church bodies, who are well represented among our campus population.

The Seminary's "sister" institution, Covenant College, began in 1955 in Pasadena, California, and moved to St. Louis the year the Seminary began. Both schools were led by the same president but had virtually separate faculty. In 1964, after outgrowing the facilities, the college moved to Lookout Mountain, Georgia, leaving the Seminary in St. Louis. The present campus on Conway Road in Creve Coeur has served as its location since it began.

FACULTY

All faculty members of Covenant Theological Seminary demonstrate a remarkable combination of scholarship and churchmanship. Nearly all have earned doctorates or are doctoral candidates, and most have served the church as pastors, missionaries, and Christian counselors. In addition to their priority ministry of Seminary teaching, faculty members are engaged in both scholarly writings and congregational ministries. That combination makes their academic pursuits relevant to the church's needs.

Our faculty mixes a healthy diversity of younger theologians of vigor and new ideas, with experienced theologians of honed talents and experience. Professors give personal attention and make themselves readily accessible for students' needs. In addition to these policies, faculty members have a Faculty Manual that supersedes specific areas related to these Seminary contract employees.

EDUCATIONAL PROGRAMS

Covenant Seminary seeks to fulfill its purpose primarily by preparing students for pastoral ministry in accordance with the standards of the PCA. As the national Seminary of the PCA, Covenant seeks particularly to prepare students for the pastoral ministry of that denomination. At the same time, Covenant actively seeks to serve students preparing for ministry in a variety of other denominational and non-denominational contexts. Covenant Seminary also seeks to fulfill its purpose by preparing students for other non-vocational and vocational roles in churches and other Christian ministries while also providing opportunities for life-long learning and personal growth.

The Seminary seeks to fulfill its purpose through the following educational and auxiliary programs.

MASTER OF DIVINITY (MDIV)

The Master of Divinity (MDiv) degree program is the primary pastoral degree we offer, and this degree accounts for approximately 45% of our student population. The MDiv degree requires satisfactory completion of a total of 103 semester units as outlined in the curriculum with a cumulative GPA of at least 2.25/4.0 plus 300 hours of supervised field education.

MASTER OF ARTS (BY CONCENTRATION)

The Master of Arts degree program provides biblical and theological training that equips lay people to bring an informed Christian perspective to non-ordained ministries and a variety of secular occupations. The MA degree requires satisfactory completion of 48 semester units as outlined in the curriculum with a cumulative GPA of at least 2.25/4.0. MA students account for approximately 20% of our student population. Students are required to take 24 credit hours of the approved core competency requirements, and then take another 24 credit hours of degree-specific content courses.

- *MASTER OF ARTS IN COUNSELING (MAC)*: This degree program prepares students for state licensure as counselors and to work as counselors in church-related settings and in other agencies. The MAC requires satisfactory completion of 60 semester units as outlined in the curriculum with a cumulative GPA of at least 3.0/4.0. To facilitate professional development during the second year of the program, students must be enrolled in certain required daytime courses concurrently and in sequence. The MAC students account for 10% of the Seminary student population.
- *MASTER OF ARTS IN EDUCATIONAL MINISTRIES (MAEM)*: Students in the MAEM program must successfully complete 50 semester units of study as outlined in the curriculum (including a Capstone Project which helps students synthesize their course work and field education experiences) with a cumulative GPA of at least 2.25/4.0 plus 150 hours of supervised field education.
- *MASTER OF ARTS IN EXEGETICAL THEOLOGY (MAET)*: Requires satisfactory completion of 60 semester units as outlined in the curriculum with a cumulative GPA of at least 3.0/4.0. Writing a thesis is included as part of the MAET degrees requirements.

- *MASTER OF ARTS IN RELIGION AND CULTURES (MARC)*: Designed to provide advanced training in the areas of global religions and cultures, the MARC has an additional requirement of 150 hours of supervised field service and must complete a Capstone Project before graduation.
- *MASTER OF ARTS IN WORSHIP AND MUSIC (MAWM)*: Designed to provide advanced training in the areas of worship and music, the MAWM has an additional requirement of 150 hours of supervised field service and must complete a Capstone Project before graduation.
- *MASTER OF ARTS (THEOLOGICAL STUDIES)(MATS)*: Designed especially for lay leaders and others seeking a deeper understanding of their faith, the MATS helps students increase their knowledge of the Bible and bring an informed Christian perspective to a variety of callings both inside and outside the church. The program requires 150 hours of supervised field service and the completion of a Capstone project before graduation. The degree may be pursued through several options: on-campus full- or part-time study (day or evening), or through our fully online option.

MASTER OF THEOLOGY (THM)

The Master of Theology (ThM) degree requires satisfactory completion of 30 semester units as outlined in the curriculum with grades of A or B and a cumulative GPA of at least 3.1/4.0. Since this degree is designed to teach students advanced study skills, students are strongly encouraged to complete up to 6 units of coursework by independent reading and research under faculty supervision. A maximum combined total of 12 units may be transferred from another institution or taken by independent study for the ThM.

DOCTOR OF MINISTRY (DMIN)

The Doctor of Ministry (DMin) program further equips pastors and other ministry leaders for service using a group-based model in which students learn with and from other seasoned ministry practitioners under the guidance of experienced faculty mentors. Offering thought-provoking, in-depth exploration of real-life ministry issues and challenges, the program helps participants fully integrate learning with practice. The DMin program is open to ministry leaders possessing a Master of Divinity (MDiv) or other master's-level degree; those without an MDiv may apply through our MDiv Equivalency Provision. Grades of A or B and a cumulative GPA of at least 3.1/4.0 are required.

DMin courses are offered in intensive five-day sessions over the course of three years, resulting in a practically oriented DMin dissertation to be completed during the fourth year. This intensive format allows ministry practitioners to participate in the program without lengthy absences from their ministries. The DMin incorporates research into the means of sustaining pastoral excellence as developed by the Seminary's Center for Ministry Leadership. DMin students account for approximately 10% of our student population.

GRADUATE CERTIFICATE (GC)

Each Graduate Certificate (GC) requires satisfactory completion of 30 semester units as outlined in the curriculum with a cumulative GPA of at least 2.25/4.0. Since the certificate is not a degree, all certificate credits subsequently may be applied to one of Covenant Seminary's degree programs.

ONLINE EDUCATION

The Seminary also offers courses for credit to students through online education. The purpose of the online education program is to provide theologically Reformed education through regular Seminary curriculum to the church at large, for academic credit or personal enrichment. Our online education program is accredited by ATS and NCA and enables students who plan to attend Seminary at a later time to maintain their ministry involvement and jobs while starting on a Seminary degree, or finish their degree in a flexible fashion that includes both on-campus and off-campus experiences.

CENTER FOR MINISTRY LEADERSHIP

Covenant Seminary is vitally concerned not only with finding the best ways to train pastors for future ministry, but also with how to sustain them for long-term service to the Church. In 2004, the Seminary began the Center for Ministry Leadership, an educational and research initiative focused on changing lives and transforming churches through engagement with effective ministry leaders.

The Center explores issues related to pastoral ministry and seeks to develop principles and practices that will enhance the Seminary's ability to prepare church leaders who will remain rooted in grace for a lifetime of effective ministry. The center achieves its goals through four primary emphases: the Pastor in Residence program, the Pastors Summit, and the *Intersect* Forum.

FRANCIS A. SCHAEFFER INSTITUTE

As a part of the Seminary's commitment to life-long learning, the Francis A. Schaeffer Institute exists to train God's servants to demonstrate compassionately and defend reasonably the claims of Christ upon the whole of life. The Institute serves as a resource for the worldwide church. In the midst of contemporary challenges to faith such as those brought about by secularism, postmodernism, New Age spirituality, and science and technology, the Institute helps Christians reach their local cultures with the truth claims of Christ and how those claims affect everything from race and gender to singleness/dating/ marriage, the power of words, liberation theology, Christian citizenship and social responsibility.

AUDIT COURSES AT REDUCED FEES

As part of our commitment to the church, we offer many opportunities and avenues for continuing education to vocational ministers as well as lay people. Now, Covenant Seminary alumni and their spouses—and anyone else—may audit any approved seminary course at the new low audit rate of \$48 per credit hour. This is an amazing savings over the previous rate of \$240 per credit hour and gives you access to a broader array of classes than before. To audit classes, you first need to apply to the Seminary through our online application process, and our Admissions staff will contact you with more information.

ACCREDITATION

Covenant Theological Seminary is incorporated in the state of Missouri with full authority to grant academic degrees. The Seminary is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (30 N. LaSalle St., Suite 2400, Chicago, IL 60602-2504; tel. 800-621-7440; www.ncahigherlearningcommission.org) and by the Association of Theological Schools (10 Summit Drive, Pittsburgh, PA 15275-1103; tel. 412-788-6505; www.ats.edu). The Seminary's accreditation status helps students qualify for military chaplaincy upon graduation, transfer credits to other institutions, gain acceptance to graduate programs for more advanced study, and qualify for student loans.

SEMINARY FACILITIES AND ACTIVITIES

BUILDING FACILITIES

Prior to the Seminary's purchase, the property had been owned by a monastic order of the Roman Catholic Church. The men occupied their spare time with gardening, having a special emphasis on the exotic trees planted by the first owner. Based on estimates from blueprints and perceptions of older community members there were previously groves of trees throughout the campus property. (Many of the trees have since died from disease and old age or were removed with the addition of new facilities.)

The 1956 campus facilities for the Seminary and College included the original Sydney M. Shoenberg estate buildings built in 1938. These are Edwards Hall (the original family residence), Edwards Annex (the garage and apartments), the Grounds Shop (the workshop), the Archaeology building, and the Log Cabin.

PUBLIC ACCESS TO CAMPUS

1. The general public is defined as all those who are not currently students, employees, or residents.
2. The general public is allowed access to the campus of Covenant Theological Seminary in the following ways:
 - The library during the hours of operation
 - The bookstore during the hours of operation
 - Meetings on campus to which the general public is invited (e.g. chapel, lecture series, etc.)
 - Specific inquiries or official business to department offices (e.g., One-Stop Student Services area, Admissions, Development Office, etc.)
 - Specific personal invitation by a student, employee, or resident
 - Occasional driving or walking through to observe campus improvements or activities (e.g., look at Founders Hall, the Library, Archeology Institute, etc.)
3. The use of the Covenant Theological Seminary facilities for any other purposes than listed in #2 is limited to current students, employees, residents, and those with special needs as determined by the Administration.

4. Any member of the general public who does not qualify for campus access under the definitions of #2 or #3 above or who is present on campus under #2 and is assessed by the security department to be a threat to the general safety of the community will be asked to leave the campus and not come back. If necessary the Creve Coeur Police will be called in to assist in removing the person from the Seminary property.

EMPLOYEE USE OF FACILITIES

Seminary facilities are available on a limited basis for outside use by staff. See the Receptionist or Associate Director of Campus Assimilation for details on how to reserve rooms on campus. Non-scheduled, non-business use of Seminary buildings or grounds by anyone is prohibited and any facility on campus may not be used for fund raising purposes.

LIBRARY PRIVILEGES

The library resources and lending privileges are available to Seminary employees. Please see library personnel for details on obtaining a card or for further information.

CHAPEL

Every employee is invited to attend the Seminary Chapel services twice a week while “on the clock.”

DAY OF PRAYER

Each semester, one day is set aside as Day of Prayer. On this day, all daytime classes are cancelled so that the Seminary community can come together for a time of corporate worship and prayer. There is also time set aside for individual prayer and devotions. All employees are encouraged to attend one or more segments of Day of Prayer each semester.

CAMPUS DAY

One day in the spring semester classes are suspended for the Seminary community to join together to help in enhancing the beauty and enjoyment of the buildings and campus. Many projects accomplished on this day would not be possible if it were not for Campus Day. Lunch is provided on these days for all workers. Please read the Campus Day Statement of Purpose in the Student Handbook, (available in the Registrar’s Office).

Whether you are working in your office or on campus projects, as a staff member you are part of Campus Day. You are encouraged to come to the morning devotion and enjoy the lunch provided with the rest of the Seminary community. Project participation should be coordinated with your supervisor.

ABOUT YOU

WORK AND PAY

WORK HOURS

The normal Seminary workweek for permanent full-time staff employees is 40 hours, Monday through Friday. Full-time classified employees are usually expected to work from 8:00 a.m. until 4:30 p.m. with one-half hour lunch. Where compensation is adjusted accordingly, as little as a 35-hour workweek may be arranged by the department head to meet special requirements and will be considered full-time. Starting time, lunchtime, or quitting time may be altered by mutual agreement with your supervisor. In those departments requiring weekend work, the department head should arrange, wherever possible, to schedule weekend duties equally among employees and to arrange for equivalent time off on some other day in order not to exceed the 40-hour week and require overtime compensation.

GENERAL WORK PATTERN

Since the Seminary is an academic institution, it is natural that students and teaching faculty share common holidays and vacation periods. In addition, teaching faculty schedules are arranged to allow for considerable course preparation, homework correction, counseling activities and off-campus work. However, most of the functions handled by the administration, staff and office personnel will not necessarily correspond (in timing or duration) to those of students and teaching faculty. Department supervisors may find it necessary to alter holiday and vacation schedules to maintain continuity in their operations. This may be done providing for substitute days or altering hours. Additional compensation will not normally be paid if substitute days are not used, unless approved by your supervisor.

TIME CLOCK/TIMECARDS

By Federal law, the Seminary is required to have a record of hours worked for all non-exempt (hourly-paid) employees. Time clocks are located in the main work areas on campus. Weekly time cards are reviewed by supervisors and turned-in to the Business Office on the following Monday morning. Time turned-in late will appear on the next monthly pay check.

REST PERIODS

For all staff employees, the Seminary grants the privilege of two 15-minute breaks. One of these is in the middle of the morning, and one is in the middle of the afternoon, i.e., one break for each four-hour period. The actual time depends upon the needs of the department. It is important that offices be staffed adequately at all times and, therefore, it is desirable that a minimum number of employees be absent at the same time. Breaks should not be extended beyond the 15 minutes and employees still working should not be disturbed. No overtime compensation will be given if breaks are not taken. Breaks cannot be accumulated. If a full-time staff employee desires to have a one-hour lunch break rather than 30 minutes, and the departmental supervisor agrees, the employee's normal ending time will be extended 30 minutes.

OVERTIME

Occasional overtime (more than 40 hours in a week) may be required to meet the specific task or deadline. If overtime is specifically arranged by your supervisor, compensation at the employee's equivalent hourly rate times 1.5 will be made for the full amount of the overtime. Only hourly (non-exempt) employees qualify for overtime pay.

PAYCHECKS

All employees will be paid monthly on the last day of the month or the last Friday, if the last day falls on Saturday or Sunday. On this day, paychecks or paystubs (if direct deposit is chosen) can be picked up in the Business Office.

Hourly employee time cards should be submitted to the Business Office on a weekly basis, according to the current schedule determined by our payroll processing service. The schedule is updated periodically and distributed to hourly employees by the Controller. All time cards submitted to the Business Office after the monthly payroll is processed will be included on the subsequent month's paycheck. The monthly processing of payroll is normally begun approximately one week prior to the end of each month.

Withholding and FICA (Social Security) taxes will be deducted, except as noted below, on the basis of the most recent state and federal W-4 forms completed by the employee and the then effective laws. To increase or decrease tax deductions, complete new W-4 forms and submit them to the Business Office. Staff should notify the Controller of any changes to their address, telephone number, or marital or dependent status so their records may be kept up to date.

No federal, state or FICA taxes are withheld from paychecks of qualifying ordained ministers. Full-time ordained ministers are entitled to a housing exclusion of a reasonable amount up to full gross pay. The information declaring this exclusion (for a one-year period) should be in the Business Office by November 20 prior to the year the declaration is effective. Ordained ministers may have federal income tax withheld from each paycheck and sent to the Internal Revenue Service at their option. A form authorizing the Seminary to make such deductions and stating the amount must be signed and on file in the Business Office by the beginning of each calendar year.

Certain payroll deductions are permitted, such as donations to the Seminary approved by the Administration, etc., and may be arranged with the Business Office. Other possible deductions, depending on your authorization, include: health, life and dental coverage, pension contributions and extra voluntary pension contributions.

One pay advance between pay periods will be permitted in hardship cases, if approved by your supervisor. The amount of the advance is limited to what would have been earned, less deductions, and may not exceed one-half of a month's net pay. Pay advances should only be requested in emergencies.

GARNISHMENTS, LEVIES, AND WAGE ASSIGNMENTS

Garnishments, levies and wage assignments are both costly and embarrassing to the Seminary and to the employee. The Seminary is bound to honor such legal actions and must remit all or part of an

employee's wages to the appropriate authority. All employees are expected to maintain their personal financial affairs and debts in such condition that any of the above actions are not necessary. All such orders will be discussed confidentially with the employee prior to processing and the employees will be given a reasonable time in which to satisfy the judgment.

ADDITIONS OR CHANGES TO PAYROLL

Notice of monthly payroll changes, including new employee paperwork, should be forwarded to the Business Office as soon as possible during each month, and preferably no later than the 15th of that month in order to be included on the monthly paycheck.

DIRECT DEPOSIT

You are strongly encouraged to have your pay directly deposited into your bank account. This transfer of funds from bank to bank is done electronically at no cost to you, and the funds are guaranteed to be on deposit in your bank the morning of each payday. You continue to receive a statement of earnings and deductions each payday. If you have not already done so and are interested in signing up for direct deposit, contact the Business Office.

EMPLOYEE REVIEWS

Following General Assembly of each year (occurs in June), all staff employees will have a scheduled meeting with his or her supervisor during which they will review the employee's job performance and progress over the past year. There will be another meeting between employee and supervisor in the fall semester before budget planning for the coming year begins to ensure that forecasted monies, ideas for consideration and implementation, staffing, and related topics are reviewed. These interviews are also a good time for the employee and supervisor to set goals and objectives which the employee can achieve during the coming year. Employees, of course, are also encouraged to visit with his or her supervisor whenever he or she has a question, suggestion, or problem.

PAY SCHEDULES AND INCREASES

Your beginning salary will be discussed with you at the time you are employed. A subsequent salary adjustment may be made effective the first of the month following 90 days of probationary employment. After this, salary adjustments are generally made effective July 1 each year, if a raise is agreed to, based on merit, regional salary scales and budget limitations.

CHANGE NOTIFICATIONS

Please notify the Controller in the Business Office if you change your address, telephone number, marital or dependent status so that your records will be kept up-to-date.

WORK ATTIRE

All Employees are expected to wear clothes that are appropriate to the job being performed. Office attire appropriate for the office is casual business attire; Shorts, tennis shoes, beach sandals, or similar

attire are not appropriate. All Employees are expected to be neat and modest at all times when on the job.

OUTSIDE EMPLOYMENT

The Seminary does not restrict staff employees from seeking or holding employment elsewhere while an active employee of the Seminary.

Outside employment will be prohibited, however, if the outside job interferes with the employee's attendance, hours of work, ability to perform the job, or in any way infringes on the employee's responsibilities at the Seminary. Outside employment may also be prohibited if the employment creates a conflict of interest. Employees considering outside employment must discuss the matter with their supervisor before accepting such employment.

VISITORS TO THE SEMINARY

Hundreds of visitors come to the campus each year, some for strictly social reasons and others for business purposes. To a large extent the impression of Covenant Seminary gained by parents, trustees, prospective students, church leaders, sales representatives and others is determined by their contacts with you or through their observation of your department. Please give personal and courteous attention to visitors.

BENEFITS

EMPLOYEE DEFINITIONS AND CLASSIFICATIONS

For purposes of this manual, the “staff” are all those employees including administrators working for and on the payroll of the Seminary, who do not have faculty status. Student workers are not included.

FULL-TIME OR PART-TIME EMPLOYMENT

The status of a staff employee falls under one of the following definitions:

- A full-time staff employee is one who works at least 35 hours per week.
- A part-time staff employee is one who works less than 35 hours per week.

PERMANENT OR TEMPORARY

Additionally, each staff employee falls under one of the following definitions:

- A permanent staff employee is one who is hired for an unspecified period of time.
- A temporary staff employee is one who is hired for a specified period of time less than one year, either part or full-time.

STUDENT WORKERS

Any worker whose first relationship with the Seminary was as a student and not as an employee is considered a student worker. Students hired full-time for an unspecified period of time are considered permanent staff.

Student workers are not eligible for employment benefits, even during summer periods when they may work full time, except that overtime pay shall be paid for hours worked in excess of 40 in a week, in accordance with standard Seminary policy.

STUDENT SPOUSE EMPLOYED FULL TIME

The purpose of this statement is to clarify the status and benefits of student spouses employed full-time. Such employees are not “full-time staff” employees as referenced in the Seminary Staff Policy Manual.

In the process of hiring a student spouse to any full-time position, they are to be advised that as an employee of this classification, he or she is entitled to all benefits available to full-time classified personnel except tuition reduction for spouses or children.

The Seminary will provide medical insurance for the employee provided that the spouse and children are covered at their cost under the Seminary Medical Insurance Plan or other available medical insurance plans.

ADMINISTRATOR

An administrator is a full-time employee who reports directly to the President, or is one who is defined as an administrator by his or her immediate supervisor who reports to the President.

EXEMPTION STATUS (SALARIED EMPLOYEES)

An exempt staff employee is one working in a 'bona fide administrative or professional capacity,' as such description is currently defined in the Fair Labor Standards Act of 1938, 29 U.S. C. part 213 (1997). This act requires that all employees conform to certain standards. Among these is the requirement to maintain record of hours worked. The Seminary is required to compensate non-exempt employees at the rate of time and one-half for each hour worked over the prescribed maximum hours set by law. Presently, this is 40 hours per week.

The law prescribes that certain positions, because of the nature of the duties and the wages paid, are on an exempt status. This means that they are not required to keep record of their time, and they are not paid for overtime work. However, a record of absences due to vacation, illness, etc. is required. Forms are available from the Business Office and should be returned to that office when completed.

PAID LEAVE

VACATION/PERSONAL LEAVE

All full-time and part-time permanent employees are entitled to vacation. The amount of vacation earned will depend upon the length of employment as follows:

<u>Length of Employment</u>	<u>Vacation days per year</u>
1 – 5 years	10
6 – 15	10, plus 1 day per year beyond 5 years (max. of 20 days)
15+	20 days

The time of vacation is to be chosen by mutual agreement with the department supervisor. Service time is determined by the number of full months of full-time employment. Part-time service is accumulated in proportion to the ratio of time worked per week to 40 hours; i.e., if an employee works 20 hours per week his vacation is based on four hours of pay for each day of vacation due.

An effort is made to give you the vacation period wanted, but the employees who have worked the longest will normally have first preference. Although an annual summer vacation is encouraged for all employees, there will be occasions when, by mutual agreement, it will be desirable for an employee to work part of his or her vacation time and to receive compensation rather than accrue the time for later use. Compensation for worked vacation may be arranged only if approved in advance by the Business Office.

All administrators (reporting directly to the President) are entitled to four weeks (20 working days) paid vacation: 10 days after 5 months of employment and the additional 10 days after 10 months of employment.

If a person terminates, compensation for any vacation time due is paid at the time of termination.

HOLIDAYS

The Seminary recognizes seven paid days as holidays for full-time and part-time permanent personnel, as well as a paid break at Christmas, during which time the Seminary is closed. The following seven days are observed on the day on which they fall, unless they fall on a Saturday or a Sunday. For the Christmas Break, no additional days are added should the break begin or end on a weekend. When a legal holiday falls on a Saturday, the preceding Friday is normally observed, and when the holiday falls on a Sunday, the following Monday is normally observed. The federally designated day for a holiday will be observed where this date is different from the historical date.

Permanent part-time employees' holiday hours will be prorated. If they are normally scheduled to work on a holiday they will receive pay for the normal hours worked. If they normally do not work on the day on which the holiday occurs, they do not receive pay.

The seven days of holidays and dates for the Christmas Break are:

New Year's Day	Independence Day
Good Friday	Labor Day
Memorial Day	Thanksgiving Day (2)
Christmas Break (December 24 – 31)	

The Seminary does not observe any other holidays.

If a holiday falls within your vacation period, you may extend your vacation an additional day or take equivalent time at some future day agreeable to the department supervisor. If an employee is required to work on any scheduled holiday another day will be granted in its place with agreement of the department supervisor.

SICK/FAMILYLEAVE

Paid sick leave is extended to those employees who have completed three months of employment as a form of protection against loss of earnings during work time lost due to personal or family illness. Unused time is not compensated. Sick leave for full-time employees is accumulated at the rate of 8 days per year, with the accumulation being 2/3 day per month. Sick leave may be accumulated up to a maximum of 24 days. Sick leave for a permanent part-time employee is accumulated in proportion to

the ratio of time worked per week to 40 hours, and may accumulate to a maximum of 12 days. Sick leave includes personal illness or disability and serious illness or death of an immediate family member.

INSURANCE

MEDICAL INSURANCE

All full-time staff employees may elect health coverage provided by the Seminary. Dependent coverage is available at extra cost to the employee as a payroll reduction. If an employee elects coverage, it must be with the health plan that is currently offered by the Seminary. Coverage becomes effective on the first day of the month following a 30-day period, which commences on the date of election (for example, an employee electing coverage on July 10 would have coverage effective September 1). Employees should elect coverage when initially employed. If coverage is elected later a physical examination may be required. If an employee requires medical coverage from the date of employment this must be requested when employment begins. In this case a double dependent premium will be deducted from the employee's first paycheck. The Controller will provide detailed information explaining the medical insurance benefits when the employee enrolls in the plan.

As it is able, the Seminary may pay a portion of the dependent medical insurance premium. This is not guaranteed, but is done only as the budget allows. Please see the Business Office for details.

If an employee has another preferred medical plan and elects not to accept the plan offered by the Seminary the employee's hourly wage or equivalent salary will be increased by \$1.00/hour. However, each full-time employee must at all times be enrolled in a health coverage plan. The alternate health coverage plan also must be primary to Medicare (if applicable) as required by law.

Medical plan website: <https://www.anthem.com>

HEALTH SAVINGS ACCOUNT (HSA)

A Health Savings Account (HAS) is an interest-bearing, tax-advantaged account designed to cover basic medical expenses in conjunction with a High Deductible Health Plan (HDHP). The insurance companies negotiated price with vendors, hospitals and doctors will be same for all covered individuals whether they have the HDHP or the PPO plan. How payment of this negotiated price is covered depends on the insurance plan selected. An HSA can be used to cover all items that a Flexible Spending Account (FSA) covers plus Long-term Care Premiums (depending upon age) and Medicare Part B Premiums. If you would like further details about the HSA, please contact the Business Office.

FLEXIBLE SPENDING ACCOUNT (FSA)

The Seminary offers eligible employees a flexible benefits program governed by Section 125 of the IRS Tax Code. Under this program the health care premium for family members will be taken from an eligible employee's paycheck on a pre-tax basis. In addition, employees may set aside up to \$5,000 per year from their paychecks, on a pre-tax basis, for qualified medical expenses. Up to \$5,000 per year can be set aside on a pre-tax basis for care of a dependent. See the Business Office for details.

DENTAL INSURANCE

The Seminary provides a dental insurance program for all full-time staff employees. An optional dental insurance program is also available for dependents, which is paid by the employee through a payroll reduction. See the Business Office for details.

LONG-TERM DISABILITY

All full-time staff employees are provided long-term disability insurance coverage that will go into effect 30 days after employment. The Business Office will provide details of the coverage when employment begins.

LIFE INSURANCE

All full-time staff employees who enroll in the Seminary medical plan will at the same time receive \$50,000 of basic term life insurance. Life insurance of \$10,000 can be obtained for the spouse of the employee and \$5,000 for each child, at additional cost through payroll deduction. Family coverage in the medical plan is not required in order to be eligible for the dependent life insurance.

RETIREMENT PROGRAM

All full-time staff employees are eligible for a tax-sheltered annuity plan, chosen from options offered by the Seminary. An employee is eligible after one year of service. Participation is optional up to age 35. The percentage contributed by the Seminary ranges from 7–10% of base pay which must be matched by a minimum of 3% from the employee (actual percentage is based on final budget approval process). The employee can make additional at his or her option. The Seminary does not match the additional contributions.

TIAA-CREF <http://www.tiaa-cref.org/>

Fidelity (link available on the Connection intranet site)

PCA <http://www.my401k.com/>

Vanguard <http://www.vanguard.com>

ADDITIONAL BENEFITS

TUITION REDUCTION

All staff employees who meet normal admission standards are entitled to a reduction in tuition at the Seminary, as follows:

	Special Scholarships	Credit	Audit
1	Full-time Students (10 or more hrs., 8 or more hrs. for Th.M.)		no charge
2	Degree-seeking Spouses (non-M.A.C.) of current Full-time Students	100% scholarship	100% scholarship
	Degree-seeking Spouses (M.A.C.) of current Full-time Students	50% scholarship	100% scholarship
3	Classified Full-time Staff	100% scholarship	100% scholarship
4	Spouses/Children of classified Full-time Staff	50% scholarship	100% scholarship
5	Permanent Part-time Staff	75% scholarship	100% scholarship
6	Full-time Faculty, Cabinet Officers and their spouses/biological children	100% scholarship	100% scholarship
7	Adjunct Faculty (teaching 6+ hours/year)	100% scholarship	100% scholarship

Enrollment for 4 – 10 credit hours per semester requires prior written approval from your supervisor, and is not to keep an employee from working his/her full quota of hours each week. Permission for full-time staff to take more than 10 credit hours in a semester will not normally be granted.

All tuition assistance provided to Seminary employees and their immediate family is considered additional compensation and is taxable to the employee for purposes of income tax withholding and FICA taxes when the benefit exceeds \$5,250 in a year. This assistance is regulated by Section 127 of the current IRS tax code. Taxes will be withheld during the semester in which classes are taken. This follows the general rules for the treatment of fringe benefits and supplemental wage payments.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Seminary provides an employee assistance program to all full-time and permanent, part-time employees. This program is offered through Personal Assistance Services, an independent service provider of professional counseling and work/life services and is not affiliated with the Seminary. The service includes: personal and family counseling, budget and debt consultation, financial planning, legal consultation, child/elder care resource and referral, school assistance, and lifestyle weight management. All of these services are provided in complete confidentiality between Personal Assistance Services and you. For more information on the program, visit their website at www.paseap.com.

GOVERNMENT PROGRAMS AND ACTS

WORKMEN'S COMPENSATION

The Seminary is subject to the local Workmen's Compensation Act. In case of on-the-job injury, the Director of Facilities and Operations will explain to you the compensation related to this act. When a work-related injury occurs, the injured employee or his supervisor must fill out a form. Forms are available from the Director of Facilities and Operations, who will process all submissions.

SOCIAL SECURITY

This is a government retirement income and disability income plan. All Seminary employees (except those ordained) are covered under this plan. Both the employee and the Seminary contribute an amount established by the government. If an employee is ordained and a qualifying administrator, the employee makes the full contribution. Information regarding benefits may be obtained from the local Social Security Office.

UNEMPLOYMENT BENEFITS

Because the Seminary is a nonprofit organization, it is exempt from both federal and state unemployment insurance. Therefore, this coverage is not provided.

FAIR LABOR STANDARDS ACT (FLSA)

The Seminary is subject to the Fair Labor Standards Act (FLSA) and is therefore subject to its minimum wage and overtime pay requirements as well as any related Missouri State laws.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act (FMLA) requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for a least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles. The Seminary is covered by FMLA.

Reasons For Taking FMLA Leave

Unpaid leave must be granted for any of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave (accrued vacation, medical or sick leave according to Seminary Policy).

Advance Notice and Medical Certification

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

Job Benefits and Protection

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" according to Seminary policy.
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For Additional Information

Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.

INSURED BENEFITS PROGRAM INTERPRETATION

Certain insured benefits programs and their procedures are mentioned in this handbook for purposes of information to Employees. In the event that a dispute arises over the contents of this handbook or in the interpretation of any aspect of an insured benefits program, the actual contract in effect shall be the official document and shall take precedence over this handbook. All plan documents and contracts relating to benefits programs are available for review in the Business Office.

POLICIES

NOTICE OF NON-DISCRIMINATION

Covenant Theological Seminary does not discriminate on the basis of race, color, national origin, age, gender, or disability in admission to or employment in its educational programs or activities except as required by the doctrinal standards of the Presbyterian Church in America (PCA).

The following people have been designated to handle inquiries regarding the non-discrimination policies:

Melinda Conn, Director of Financial Aid

Title VI of the Civil Rights Act of 1964 (race, color, national origin)

Title IX of the Education Amendment of 1972 (gender)

12330 Conway Road

St. Louis, MO 63141

314.434.4044 x4033

Betsy Gasoske, Registrar

Section 504 of the Rehabilitation Act of 1973 (disabilities)

Age Discrimination Act of 1975

12330 Conway Road

St. Louis, MO 63141

314.434.4044 x4025

Inquiries regarding the application of non-discrimination policies may also be directed to:

Mike Higgins, Dean of Students — Students

12330 Conway Road

St. Louis, MO 63141

314.434.4044 x4975

Alice Evans, Vice President of Business and Finance — Staff

12330 Conway Road

St. Louis, MO 63141

314.434.4044 x4053

Jay Sklar, Dean of Faculty — Full-Time Faculty

12330 Conway Road

St. Louis, MO 63141

314.434.4044 x4234

Chris Florence, Vice President of Academic Administration — Adjunct Professors and Visiting Instructors

12330 Conway Road

St. Louis, MO 63141

314.434.4044 x4216

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Covenant Seminary complies with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of students and gives students over 18 years old rights regarding the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Seminary received a request for review. Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request amendment of education records that the student believes are inaccurate or misleading. The student should write the Registrar, clearly identifying the portion of the record that the student wishes to change and specifying what is inaccurate or misleading. If the Seminary decides not to amend the record as requested, the Seminary will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he or she is notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information in the student's education records, except when FERPA authorizes disclosure without consent. FERPA permits disclosure without consent to school officials with legitimate educational interests.
 - a. School officials are people employed by the Seminary as administrators, supervisors, instructors, or support staff members; people serving on the Board of Trustees; people or companies with whom the Seminary has contracted to perform a special task (such as an attorney or auditor); or students serving on official committees, such as disciplinary or grievance committees, or assisting school officials in performing tasks.
 - b. School officials have a legitimate educational interest if they need to review an education record to fulfill their professional responsibilities.

Upon request, the Seminary discloses education records, without consent or notification to the student, to officials of another institution in which a student seeks or intends to enroll.

4. The Seminary also discloses directory information about a student. Directory information includes (but is not limited to): name, address, telephone number, e-mail, date and place of birth, spouse's name, home state, previous schools attended, denomination and presbytery affiliation (if any), number of hours completed, dates of attendance, photo, degree program and concentration, enrollment type (full-time, part-time, less than half-time), degrees and awards received with date of graduation. Information published in the student directory will be public through the publication of the next student directory, regardless of whether or not the student continues to be enrolled.

Individuals who take courses as part of our Lifetime of Ministry program will not be included in the directory unless a written request is submitted to the Registrar indicating that they would like to be included in the directory.

5. Students who wish to keep all of their directory information confidential must notify the Registrar in writing no later than the end of the second week of the academic term.

6. Students have the right to file a complaint with the U.S. Department of Education alleging failure by the Seminary to comply with FERPA requirements. FERPA contact information is:
7. Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

Please contact the Registrar (the institution's FERPA officer) regarding FERPA issues.

THE AGE DISCRIMINATION IN EMPLOYMENT ACT (ADEA)

The Seminary is subject to the Age Discrimination in Employment Act (ADEA). The ADEA prohibits employers from discriminating on the basis of age against applicants and employees who are age 40 and above with respect to hiring, firing, compensation, or terms, conditions or privileges of employment.

THE AMERICANS WITH DISABILITIES ACT (ADA)

The Seminary is subject to Title I of the Americans with Disabilities Act (ADA). It prohibits discrimination against those with disabilities in all employment practices, including job applications procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, layoff, leave, fringe benefits, and all other employment related activities. Because the Seminary is controlled by a religious organization it is not subject to Title III of the ADA related to public accommodations for the disabled.

REASONS FOR IMMEDIATE DISCHARGE

Discharge of a staff member without advance notice and further pay may be made for willful gross violation of rules or misconduct which could endanger life and property or reflect negatively upon the Seminary. Some examples of cause of such discharge are:

1. Conviction under any criminal code or law.
2. Falsification of information given for personnel records.
3. Any action properly defined as sexual harassment.
4. Insubordination, including but not limited to refusal to do assigned work which the employee is capable of doing.
5. Inability or neglect in the performance of duty, or neglect in the care of Seminary property.
6. Repeated and unexcused failure to notify the department head of absence from work.
7. Conduct that violates common decency or biblical morality.
8. Theft or attempted theft of property from the Seminary, its visitors, patrons, or employees.
9. Working under the influence of alcohol or illegal drugs, or possessing the same on Seminary property.
10. Use of profanity in situations reflecting adversely on the Seminary.
11. Violation of established safe working procedures after receiving instruction and warning from a first violation.
12. Inappropriate use of the computer network, which includes, but is not limited to, the sending of threatening or harassing e-mails, accessing inappropriate websites, or the intentional destruction of Seminary data without explicit instructions from a supervisor to do so.
13. Any breach of confidentiality of information that is federally protected.

HIRING POLICIES

HIRING OF FAMILY MEMBERS

The Seminary generally does not restrict the hiring of relatives of current employees. However, an applicant will not normally be hired into or a current employee promoted into a position in which they would be supervised by or would supervise a relative. Members of the same family generally will not be employed in the same office, except by the approval of the President's Cabinet.

REHIRING OF FORMER EMPLOYEES

In the case of rehire, all policies relating to a new employee will be in effect.

OUTSIDE EMPLOYMENT

The Seminary does not restrict staff employees from seeking or holding employment elsewhere while an active employee of the Seminary.

Outside employment will be prohibited, however, if the outside job interferes with the employee's attendance, hours of work, ability to perform the job, or in any way infringes on the employee's responsibilities at the Seminary. Outside employment may also be prohibited if the employment creates a conflict of interest. Employees considering outside employment must discuss the matter with their supervisor before accepting such employment.

MOVING POLICY

The Seminary may elect to provide moving expenses or moving expense reimbursement for Administrators who report directly to the President upon their initial employment if they live more than 50 miles from the Seminary and their employment at the Seminary is the primary purpose for their moving to St. Louis. The Seminary normally does not pay moving expenses for support staff since they are normally hired from residents of the St. Louis metropolitan area.

Reasonable expenses are paid for moving the immediate family, personal, and normal household belongings. Certain large or unusual items such as horses, boats, airplanes, etc. may not be moved at the Seminary expense. Reasonable transportation and lodging expenses for the new employee and spouse for trips to find housing will be paid by the Seminary upon approval of the departmental supervisor.

Moving arrangements should be coordinated through the Business Office with the Vice President for Business Administration. The Business Office will provide contacts of preferred movers who offer special pricing for the Seminary. New employees may also seek an additional estimate from a mover of their choice if they desire.

Generally the low bid mover will be hired unless there are unusual factors, which the Vice President for Business Administration will take into consideration. The Vice President will define how the estimates should be evaluated.

The Seminary provides another moving option. If the new employee is able to move himself and family without the use of a professional mover the Seminary will pay 80% of the lowest professional bid. In some circumstances this may reward the new employee for his or her extra work and the Seminary saves some moving cost.

ATTENDANCE POLICY

Attendance in addition to being a requirement of the job, is also a measure of performance and commitment. The Seminary depends upon its entire workforce being present. All Employees are expected to be on the job, ready to work at the beginning of their scheduled workday.

It is the Employee's responsibility to fulfill the attendance obligation and minimize other problems that can potentially cause unscheduled absence.

Unscheduled absence not only affects the performance obligations of the absent Employee but also causes undue hardship to other Employees who must perform or cover the work of the absent Employee. Unscheduled absence causes stress to other Employees, undue delay of work, and missed deadlines. Excessive occurrences of scheduled and unscheduled absence shall subject the Employee to disciplinary action up to and including discharge.

Employees who are absent or late are responsible for personally notifying their supervisor as far in advance as possible but no more than one hour after the start of the shift that they will be absent. Failure to notify the supervisor may result in disciplinary action. Employees who are absent for three consecutive workdays without notifying their supervisor are subject to termination.

MEDICAL DOCUMENTATION

Employees whose occurrences of absence are deemed to be excessive shall be required to provide acceptable medical documentation on all future absences for periods of up to six months. Failure to provide such documentation shall result in disciplinary action up to and including discharge.

PERSONNEL RECORDS POLICIES

The Seminary is required by law to keep up-to-date records on all of its employees including employment data, letters of appointment, annual evaluations, address, telephone number, emergency contacts, and in some cases, marital status. The records are the property of Covenant Seminary. Employees may view the contents of their personnel records, with the exception of certain excluded documents, by requesting an appointment with the controller. Within reasonable limits, staff members may submit employment related documents or comments regarding the contents of their personnel file to be included in their records. Personnel records are treated as confidential and may be viewed only by the president, vice presidents, employee's supervisor, a supervisor considering the employee for promotion or transfer, and properly authorized legal authority. Release of information to outside parties, other than basic employment verification, shall require a signed release by the employee with the exception of legal subpoenas. Only such information as is germane to the person's employment at the Seminary shall be retained in the personnel file.

EMPLOYEE RIGHT TO BE HEARD

An employee facing disciplinary action or involuntary termination may challenge this action by making an appeal to the next higher level in the normal chain of command.

Guidelines for a Working Relationship and Due Process between Covenant Theological Seminary and the Courts of the Presbyterian Church in America:

1. In all cases involving administrative action against Faculty or Seminary Officers (members of the President's Cabinet) of Covenant Theological Seminary, the Board of Trustees shall be the last resort for any appeal related to the status of employment. For all other employees, the President's Cabinet shall be the last resort for any appeal related to the status of employment.
2. In cases involving dismissal of communicants of the Presbyterian Church in America (A Corporation) for doctrinal deviation or moral failure, it shall be the duty of the President's Cabinet to notify the appropriate church court within the denomination in order that the court may bring charges if it so desires.
3. An employee who is a communicant of the Presbyterian Church in America (A Corporation) and is dismissed for moral or theological reasons may appeal to a church court for the purpose of clearing his or her name of any moral or theological charges. If such an appeal is successful, however, it will not automatically overturn the decision of the Board of Trustees or President's Cabinet with respect to status of employment. The Board of Trustees retains the final authority with respect to employment status.
4. An employee who is not a communicant of the Presbyterian Church in America (A Corporation) and is dismissed for moral or theological reasons has no right to appeal within the Presbyterian Church in America (A Corporation) beyond the Board of Trustees or President's Cabinet, as appropriate.
5. An employee who is dismissed for other than moral or theological reasons has no right to appeal within the Presbyterian Church in America (A Corporation) beyond the Board of Trustees or President's Cabinet, as appropriate.
6. If any court of the Presbyterian Church in America (A Corporation) feels that there are moral or theological issues which need to be dealt with within the faculty or staff of Covenant Theological Seminary, it should proceed with judicial action in accordance with the Book of Church Order and notify the President of the Seminary that such judicial action has been initiated.
7. If a church court below the level of General Assembly were to find an employee of Covenant Theological Seminary and communicant of the Presbyterian Church in America (A Corporation) guilty of moral or theological deviation the Seminary would ordinarily either (a) terminate the employee's relationship with the Seminary; or, (b) suspend the employee pending the outcome of any appeal to a higher court.
8. If a recommendation came from the General Assembly to terminate an employee for moral or theological reasons, the Seminary would have no alternative but to follow that directive.

SNOW DAY POLICY

Information regarding Seminary closure due to weather conditions is announced in the following ways:

- **The main Seminary Web site (www.covenantseminary.edu).** If there is a change to the schedule, there will be an announcement in bold red text on the main page that reads “Campus Weather Alert!” Click the link for more information.
- **The phone system.** Call the Seminary’s main number (314.434.4044). The greeting will indicate if the schedule has changed due to weather.
- **Cell phone text messaging.** If you have opted into the Emergency Contact System, then you will receive a text message on your cell phone if there is to be a change in the Seminary’s hours of operation. If you have not done so already, you may opt in to the program now by clicking on the “Emergency Contact System” link in the Portal and following the instructions.
- **E-mail.** If there is to be a change in the Seminary’s hours of operation, an e-mail notification will be sent to your primary e-mail address.

If a “snow day” is called, the Seminary is closed and you will be paid for normal hours worked. If a “snow schedule” is called, then the administration offices will open at 10 a.m. or as soon as you are able to get in to work. On days announced as “snow schedule,” if you come in by 10 a.m. you will be paid for that day. If a storm comes during the day and the Seminary closes to allow personnel to go home early, you will be paid for the full day or hours normally worked on that day.

- Unlike an academic schedule that necessitates closing for a full day because of the organized class schedule, the Seminary offices are not subject to a rigid schedule. Therefore, you should not make alternate plans on a snow day. If the roads improve during the course of a snow day, each person should make an effort to come to work for at least for part of the day. The work at the Seminary does not go away just because a snow day is announced. This means some people may work part of the day and others may not be able to. The principle here is not unlike the principle of the Parable of the Workers in the Vineyard. (See Matthew 20:1–16.)
- During exams and Jan-term it will be necessary for some staff to come so that exams and classes can go on as needed. These needs would be worked out with the appropriate administrator.
- On snow days, the Physical Plant staff is here working hard, long hours to provide for campus residents and prepare the campus for your return. Please pray for their safety and also be understanding if not every part of the campus is fully taken care of.
- The Seminary encourages each of you to be careful and use good judgment. The Seminary will be flexible in unusual circumstances; but, your work time is very valuable to the Seminary and should be provided if the circumstances allow.

TELEPHONE AND CELL PHONE USAGE POLICY

Each employee’s time is valuable to the Seminary. Therefore, employees are to use discretion when placing local personal calls or receiving personal calls at work either on their work phones or personal cell phones. If at all possible, employees should conduct personal calls away from their desks and open office areas while “off the clock” on breaks or over his or her lunchtime and refrain from using their cell phones for personal calls during working hours.

Employees are not to conduct Seminary business on their own cell phones while driving an automobile. If you receive a call while driving, you are encouraged to pull off the road at the first opportunity so that you may continue the call or return the call at a later time.

TELEPHONE, MAIL AND FAX

The Seminary is a place of business. The telephones are one of the means by which members, the general public, and vendors communicate with the Seminary. Therefore, employees are to use discretion when placing local personal calls or receiving personal calls at work either on their work phones or personal cell phones.

Personal long distance calls, when not concerned with Seminary business, should be charged to the employee's credit card, calling card, or home phone. Payment for personal calls and faxes made on Seminary equipment is to be made to the Business Office.

Employees should not normally use the business address of the Seminary to receive personal mail. Also personal use of postage machines, stamps, and internal mail are prohibited. Stamps may be purchased for personal use at the Founders Hall receptionist desk.

TELEPHONE COURTESY

Every time you answer your telephone, you create an impression of yourself and the Seminary. You can sound uncertain, abrupt, routine, or irritated, or you can be confident, courteous, and friendly. It all depends on what you say and how you say it.

- When answering a call, you should identify your department and yourself. Let the caller know who you are, especially in the event of answering someone else's extension. This type of identification saves both your time and the time of the person calling.
- Answer call no later than the fourth ring.
- When receiving calls, always be prepared to take notes by having paper and a writing utensil ready.
- Make requests; don't demand. For example, say "May I tell her who is calling?" not, "Who's calling?"
- Listen actively. Take notes, and ask questions to be certain of a message or information.
- Maximum hold time should not 15 seconds.
- Remember: courtesy, courtesy, courtesy! Be polite when you answer throughout the conversation and especially when the call is terminated.
- Always let the caller hang up first.

Good business practice indicates that the use of telephones for incoming and outgoing personal calls is restricted during regular business hours. If it is necessary to make or receive personal calls while on duty, keep them as short as possible and call from a phone outside of Seminary work areas.

CELL PHONE REIMBURSEMENT POLICY

To reduce costs for the Seminary and provide options and better services to the employees who require cell phones, Covenant Seminary employees may choose to locate cell phone service independent from

the Seminary and be reimbursed a fixed amount each month for their work-related use of the phone. This reimbursement will show up on the employee's monthly paycheck.

CELL PHONE REIMBURSEMENT GUIDELINES

Activation: up to \$20 as a one-time reimbursement for new service activation. Students are not eligible for reimbursement of activation charges.

Equipment: up to \$40 as a one-time reimbursement for a new phone. Employees are encouraged to take advantage of the rebate offers for free phones that are often available. Students are not eligible for reimbursement of equipment charges.

Monthly Service: Staff may be reimbursed up to the following monthly amounts, with adjustments for cell phone users who travel infrequently but use their phones heavily for work.

Student	Staff (No/Low Travel)	Staff (Low/Med Travel)	Staff (Med/High Travel)
\$20	\$35	\$50	\$75

PROCEDURES

To establish a reimbursement schedule for a staff member, department heads need to send an e-mail to the Business Office specifying the following:

- Employee name
- Department
- Reimbursement amount being authorized
- Account number for billing
- Phone number of reimbursement phone
- Start date for reimbursement

INTRANET SITE

When you log on to the Seminary computer network and use Internet Explorer, your default page should be the Connection intranet page. You will find seminary community news and prayer requests here along with a link to the Seminary Faculty/Staff Portal login page.

FACULTY/STAFF PORTAL

The Faculty/Staff Portal is designed to give you access to the information you need to know whether you are on-campus or away from it. You will find seminary community news and prayer requests here as well as links to the staff and student directories, phone extension list, your current vacation and sick time accrual, chapel message MP3s, human resources forms and a number of links to other organizations, including those providing employee benefits.

ELECTRONIC INFORMATION AND SYSTEMS

The Seminary recognizes the privacy of its employees as well as the confidentiality of those it serves. Within a balance of security and respect lies this policy on electronic information and the privacy of the employee who created it. With changing technology, this policy is applicable to all forms of electronic information—both currently in use and yet to be developed.

The Seminary maintains the rights to the systems it purchases including but not limited to: software, computer hardware, disks, phone systems, voice mail, e-mail, recorders, and video equipment. Electronic systems are provided to employees for Seminary use only. Personal use is not strictly prohibited; however, inappropriate use and/or abuse (e.g., viewing pornography, playing games, installation of unlicensed or unapproved software, etc.) of privileges will be disciplined. Please refer to the Computer and Network Acceptable Use Policy for specific details. Supervisors are responsible to monitor potentially abusive situations. The Seminary reserves the right, as needed, to access personal electronic records such as e-mail and voice mail. Employees will be notified if and when the Seminary exercises said right.

EMPLOYEE PERSONAL USE

Use of Seminary equipment and systems is restricted to business purposes only. Personal use of Seminary equipment includes but is not limited to computers, telephones, fax machines, copying machines, video equipment, cameras, etc., is prohibited without permission of the Department Supervisor. Seminary-owned computers are not to be used by children or used to play video games, access inappropriate sites, or send inappropriate e-mail.

TECHNOLOGY ACCEPTABLE USE POLICY

This policy specifies acceptable uses of Covenant Theological Seminary's hardware, software, and network resources. Students, staff, faculty, and others with permission may also connect a personal computer to the Seminary network within the limits of this Acceptable Use Policy (AUP).

- Use only the wireless network or those network connections designated for use with non-Seminary computers.
- Network access may be revoked and/or disciplinary action may occur if the network is used for unacceptable activity.
- It is required that privately owned computers be kept up-to-date with virus protection and operating system patches. Recommended actions are encouraged for best service.

The current version of this policy will be found on the Seminary's Connection and Portal websites.

PURPOSE

The purpose of this Acceptable Use Policy (AUP) is to assure that the Seminary computers and network continue to be effective resources for teaching, learning, and research. Covenant Seminary's computer and network infrastructure enriches the teaching, learning, and research environment by providing students, faculty, and staff with convenient, inexpensive access to services such as

- E-mail (for communicating with other members of the Seminary community, as well as with friends, relatives, colleagues, and other correspondents throughout the world).
- Online library catalogs, electronic journals, databases, and other sources of electronic information available through Internet.
- The Worldwide Web.
- The Student Portal (for accessing course content, student information, and announcements).

The aim of these policies is to assure that the Seminary computers and network continue to be effective resources for teaching, learning, and research.

DEFINITIONS

The following are terms used throughout this Acceptable Use Policy and should be understood:

- **“Seminary network,” “network,” or “the network.”** This includes but is not limited to Ethernet network, servers, firewall, databases, files, network bandwidth, usernames, and passwords.
- **Seminary computer.** This is any computer owned by Covenant Theological Seminary.
- **Resources.** This is a comprehensive term referring to Seminary-owned/licensed computer hardware and software, and/or the Seminary’s network.
- **Software.** This term refers to a collection of source code and libraries that have been compiled into an executable file or otherwise interpreted to “run” in computer memory where it can perform both automatic and interactive tasks with data.
- **Privately owned computer.** This is a computer owned by someone other than Covenant Seminary that may be used to access the Seminary computers or network.
- **“Network patron” or “patron.”** The Seminary network is not for public use. Computer and network access is restricted to authorized faculty, staff, students, and those patrons who have been approved by the appropriate Seminary personnel. Exceptions to this policy are restricted computer resources that have been explicitly identified for public use (such as the J. Oliver Buswell Jr. Library catalog computers). Patrons who are not faculty, staff, or students must receive written authorization to use the network from the library director or a full-time librarian.

Students may access the Seminary network via the Student Lab computers or via privately owned computers using designated network connections only. Faculty and staff may access the Seminary network via the Seminary computers and network connections provided for their work at the Seminary, or via privately owned computers using designated network connections.

MONITORING AND FILTERING

Traffic on the Seminary network and loads on central computers are monitored by IT Services personnel. Normally, only traffic volumes and system loads are monitored. However, more detailed monitoring may occur if there is reason to suspect unacceptable uses are occurring.

Covenant Seminary’s connection to the Internet is a filtered connection. Seminary patrons are intentionally blocked from reaching certain types of content via the Seminary network. The blocked categories include, but are not limited to: pornography, gambling, computer hacking, etc. Exceptions

can be requested on case-by-case basis by contacting IT Services. Students may make these requests using the “Incorrectly Blocked Websites” form found in the Student Lab.

ACCEPTABLE USE

All computers connected to the Seminary network have access to the Internet. In order to protect Covenant Seminary’s status within the Internet and to assure legitimate access to the Seminary computers and network, patrons using these Seminary resources—including those accessing them via their privately owned computers—are expected to abide by the following rules.

- **Illegal activities are prohibited.** Prohibited activities include but are not limited to distributing copyrighted material such as software, text, music, or images in ways prohibited by the copyright holder, obtaining copyrighted material in ways prohibited by the copyright holder, breaking into computers or computer accounts that you are not authorized to use, and monitoring network traffic in order to obtain passwords or other private information. Persons found using Seminary computers or its network for illegal activities will have their computer and network access privileges revoked and may be subject to disciplinary action. Any evidence of illegal use of the network or computers will be turned over to the appropriate authorities.
- **Installing unauthorized software on Seminary owned computers is prohibited.** Generally, faculty, staff, students, and patrons are prohibited from installing any software on Seminary owned computers. The only exception is if a member of the Seminary’s IT Services staff gives explicit authorization to do otherwise. Persons found to be installing unauthorized software on Seminary computers will have their computer and network access privileges revoked and may be subject to disciplinary action.
- **Immoral activities are prohibited.** In keeping with Covenant Seminary’s policies for staff, faculty, and student use of the network for immoral activity is not acceptable. Examples of immoral uses of the Seminary computers and network include but are not limited to using these resources to view or retrieve pornographic material, engage in illicit relationships, harass others, or engage in gambling activities. Persons found to be using Seminary computers or the network for immoral activities may have their computer and network access privileges revoked and may be subject to disciplinary action. Any evidence of immoral use of these Seminary resources will be turned over to the appropriate authorities.
- **All commercial activities other than Covenant Seminary approved business are prohibited.** Specifically, resale of network connectivity, operation of a business through the network, and sale of computing resources are prohibited. Persons found to be using Seminary computers or the network for commercial activities other than Covenant Seminary business may have their computer and network access privileges revoked and may be subject to disciplinary action. Any evidence of commercial use of these Seminary resources will be turned over to the appropriate authorities.
- **Excessive bandwidth use is prohibited.** The Seminary network and the Internet are shared by many people. Sustained high traffic generated by an individual computer can interfere with the activities of others. When monitoring reveals excessive traffic by individual computers, IT Services personnel will attempt to contact the owners of these computers and ask them to correct the problem. If problems cannot be resolved expeditiously, offending computers may be disconnected from the network.

- **Disguising or falsifying message sources is prohibited.** Persons who attempt to mislead, defraud or harass others by disguising or falsifying sources of electronic mail or other signed messages may have their network access privileges revoked and may be subject to disciplinary action. Any evidence of fraudulent use of these Seminary resources will be turned over to the appropriate authorities.
- **Interfering with legitimate use of the network by others is prohibited.** For example, activities such as using packet sniffers to monitor network communications, harassing other patrons of the network (sexually or otherwise), damaging other people’s files, propagating chain electronic letters, and sending junk electronic mail are prohibited. Persons found to be interfering with legitimate use of the Seminary network by others may have their computer and network access privileges revoked and may be subject to disciplinary action. Any evidence of malicious use of these Seminary resources will be turned over to the appropriate authorities.
- **Circumvention of security systems or content filters is prohibited.** Although isolated encounters with the Seminary’s security and filtering systems are expected in routine use of the network, repeated attempts to access filtered content or circumvent the Seminary’s security and filtering system will be investigated by the IT Services staff and reported to the chief information officer. The CIO will refer details of the violation to the appropriate senior administrator for possible disciplinary action as follows.
 - Faculty — vice president for academic administration notified
 - Student — dean of students notified
 - Staff — senior administrator of the staff member’s department notified
 - Senior Administrator — chief liability officer notified and/or president as necessary

DISCIPLINARY ACTION

The Seminary considers the violation of this acceptable use policy to be a serious offense and subject to the disciplinary actions described in the student handbook, staff manual, and faculty manual. Such discipline may take many forms, up to and including employee termination and/or student dismissal.

REQUIRED ACTIONS FOR PRIVATELY OWNED COMPUTERS

In addition to compliance with the Covenant Seminary Acceptable Use Policy, privately owned computers accessing the Seminary network must meet certain requirements. The following required items will help insure that the Seminary network and its patrons remain free of malicious attacks from viruses, hackers, and the like. Those accessing the Seminary network with privately owned computers found to be in violation of these requirements may have their network access privileges revoked.

- **Up-to-date virus protection.** All privately owned computers connected to the Seminary network must have an anti-virus product installed and must have up-to-date virus definitions. Network patrons whose computers do not comply with this requirement will have their network access privileges revoked until the situation is corrected. If you need a recommendation for an anti-virus product, please consult with an IT Services representative.
- **Up-to-date software patches.** Windows, Macintosh, and Linux operating systems and applications are regularly updated with security patches. All privately owned computers connected to the Seminary network must have current security patches installed. Network patrons whose computers do not comply with this requirement will have their network access

privileges revoked until the situation is corrected. If you are unsure how to install these, please consult with an IT Services representative.

- **Use designated network connections only.** Network patrons are allowed to connect their privately owned computers to the Seminary network only through approved network connections or wireless access points. These points are clearly labeled with a sign stating, “For student Internet access connect here.” Any patron using a non-designated network connection will be asked to disconnect and move to an approved location. Repeated violations may result in the patron having his/her network access privileges revoked.

RECOMMENDED ACTIONS FOR PRIVATELY OWNED COMPUTERS

Covenant Seminary also recommends that as a patron of the Seminary network you install a personal firewall on your computer. The Seminary network is protected from outside attacks by a firewall; however, a personal firewall product will help protect your computer should a virus infect another user of the Seminary network.

LIABILITY

The user of a privately owned computer connected to the Seminary network is responsible at all times for the security of their accounts, passwords, data, and system. Covenant Seminary cannot be held and cannot accept responsibility or liability for any loss or damage to data, intellectual property, or equipment connected to the Seminary network.

MORAL CONDUCT POLICIES

The Seminary expects all employees to conduct themselves in a manner that accords with biblical standards as defined by the Presbyterian Church in America. Violations of these moral standards, for example, sexual misconduct (see Sexual Conduct Policy, below) or unrepentant lying, will be treated as any other policy violation and will be subject to disciplinary action including termination of employment.

GENDER ISSUES

Ordinarily staff workers do not have permission to work in any office or other workspace at night after normal business hours without at least one other person in the near vicinity inside the building. At no time may a male and female work alone in the same work area after normal business hours. Alert your supervisor and Campus Security if you need to stay late.

While on Seminary business, two opposite gender employees are not permitted to travel alone, have meals together, or attend entertainment events without an identifiable third party present.

DRUG AND ALCOHOL POLICY

Employees of Covenant Seminary must comply with the Drug-Free Workplace Act of 1988 and the 1989 amendments to the Drug-Free Schools and Campuses Act. Covenant Seminary wishes to maintain a safe and healthy working environment for all its employees, students, and guests.

The Seminary prohibits the unlawful possession, use, or distribution of drugs by students and employees. The Seminary, through its security department, will involve local law enforcement officials for suspected illegal drug violations on the school's property or as part of the school's activities. Any employee charged with possession, use, or distribution of illegal drugs will be immediately placed on probation pending legal outcome of the charge.

As a condition of employment, employees must abide by the terms of this policy. Employees in violation of the policy are subject to disciplinary action, which may lead to termination of employment. Employees must also report to the vice president for business administration any conviction under a criminal statute for violation(s) occurring on or off Seminary premises while conducting or participating in Covenant Seminary business and/or events within five (5) days after the conviction.

The Seminary believes that, in view of the widespread abuse of alcohol in our culture, the corporate life of the Seminary community is not enhanced by the use of alcoholic beverages. Hence, the Seminary discourages possession of alcoholic beverages on campus and explicitly prohibits the consumption of alcoholic beverages in the public areas on campus and in dormitory units with non-related residents. This policy is in keeping with the advice of the 1980 and 1983 General Assemblies of the Presbyterian Church in America, stating that although requiring total abstinence "would go beyond the requirements of scripture," the requirements of "love and wisdom ... may lead to individual decisions to curb or refrain from the use" of alcohol. An employee found guilty of violating the explicit prohibitions of this paragraph will be subject to disciplinary action, which may lead to termination of employment.

In compliance with federal regulation, the Seminary makes available specific information regarding drug and alcohol use and campus security (Campus Safety Report) via the Internet at http://media.covenantseminary.edu/PDF/Campus_Safety_Report_2014.pdf. A physical copy of this information is available upon request through the Physical Plant or Financial Aid offices. A description of sanctions under local, state, and federal law for possession, use, and distribution of illicit drugs and alcohol is attached to the Campus Crime Report that is available to all students and employees as described above. A description of the health risks is also published in the same document.

SEXUAL CONDUCT POLICY

Covenant Theological Seminary affirms that all persons—male and female—are created in the image of God and are therefore entitled to be treated with honor, respect, and love. Jesus Christ provides the supreme model for Christian relationships, requiring treatment of others with love and purity. Sexuality is a good gift of God that enhances the whole of life, yet Scripture expressly limits expression of sexual intimacy to heterosexual, monogamous marriage. Violation of marriage vows through unfaithfulness or unbiblical divorce displeases God and damages others. Sexual intimacy outside marriage also violates God's standards, and this includes words, attitudes, and thoughts (e.g., pornography). Sexual harassment is therefore also sin and is viewed in our society as a form of discrimination prohibited by federal law.

Sexual misconduct and sexual harassment violate the life of the community and conflict with its purpose. Further, when they involve or become known to those outside the Seminary, they dishonor the name of Christ and of the Seminary. Therefore, these sins will be viewed as serious offenses that will be subject to appropriate disciplinary and other measures.

Allegations of sexual misconduct or harassment will be treated as any other allegations of serious misconduct. Complaints will be immediately and thoroughly investigated. If it is determined that sexual misconduct or harassment has occurred, prompt and appropriate disciplinary action will be taken up to and including termination (of an employee) and/or expulsion (of a student). The Seminary will not retaliate or permit retaliation (including termination of employment) for an allegation of sexual harassment or misconduct in good faith (i.e., not frivolously, maliciously, or with vengeful intent).

DEFINITIONS

Sexual misconduct includes any violation of Scriptural standards for sexual conduct and for faithfulness to one's spouse (if married). Examples include but are not limited to:

- Intimate sexual activity with and/or deep emotional attachment to a person other than one's legitimate spouse
- Intimate sexual activity by unmarried persons
- Sexual abuse of children
- Unbiblical separation or divorce and/or remarriage
- Collection, viewing, or use of pornography
- Homosexual sexual activity
- Sexual harassment

Sexual misconduct is treated as other misconduct under the faculty, staff and student manuals. Sexual harassment includes any form of unwelcome or nonconsensual sexual advance, request for sexual favors, or other verbal or physical contact of a sexual nature, when: 1) submission to such conduct is made explicitly or implicitly a condition of employment or academic standing; 2) submission to or rejection of such conduct is used as the basis for employment decisions or for academic evaluation, grades, or advancement; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or learning environment. It may include, but is not limited to:

- Jokes, comments, verbal "kidding," or abuse that is sexually oriented
- Suggestive, inappropriate, or graphic comments about a person's body, appearance, or actions
- Sexually suggestive gestures or actions including patting, pinching, constant brushing against another's body, or blocking another's movement
- Subtle pressure for sexual activity or demands for sexual favors whether or not accompanied by promise of reward or threat of punishment
- Sexual assault and/or rape
- Condoning any of the above

STUDENT CONCERNS

At times, students may have concerns, complaints, and/or grievances they need to have addressed.

Informal avenues of resolution may be pursued as follows:

We would encourage students to first approach the other(s) involved to try to resolve the situation in accordance with Matthew 18. Concerns which are community-wide may be addressed to the Student

Council through its officers or representatives. Concerns with another student may be addressed to the Dean of Students. Concerns with an employee may be addressed to the Vice President for Business and Finance. Concerns with a full-time faculty member may be addressed to the Dean of Faculty. Concerns with an adjunct professor or visiting instructor may be addressed to the Vice President of Academic Administration.

Formal avenues of resolution are as follows:

For complaints or grievances involving an allegation of discrimination or harassment, please see the Discrimination and Harassment Grievance Procedures on page 38 of this handbook. For other complaints or grievances, the Seminary has the following standard process:

1. A student who would like to file a formal complaint must do so in writing to the Dean of Students. No adverse action will be taken against a student for filing a formal complaint.
2. The Dean of Students will convene a Student Concerns Committee to review the complaint within 30 days of the formal complaint filing. The Dean of Students will serve as the chairman of the committee. He will appoint appropriate faculty, employee and/or student representatives for each complaint reviewed by a committee. The committee shall not be composed of individuals directly involved in the complaint. The committee reviewing the complaint will make recommendations to the administration for final resolution. Within 45 days of the formal complaint filing, the Dean of Students will notify the student in writing of the final resolution. This decision is considered final.
3. If the Dean of Students is directly involved in the complaint, the student may submit the formal complaint in writing to the Office of the President. The President shall appoint a substitute chairman for the Dean of Students in this process.

DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURES

We strongly encourage any person who feels that he or she has been subjected to any type of discrimination, harassment or retaliation (gender, race, disability, or age) or believes he or she has witnessed such conduct to report it promptly. Failure to report any incidents promptly will hinder the Seminary's ability to investigate a complaint thoroughly and will limit the Seminary's ability to stop and prevent other incidents from occurring. You are encouraged to provide as much information as possible so that a fair and effective investigation may follow.

A formal complaint should be brought in writing to the Dean of Students (if the accuser is a student), to the Vice President for Business and Finance (if the accuser is an employee), to the Dean of Faculty (if the accuser is a full-time faculty member), or to the Dean of Academic Administration (if the accuser is an adjunct professor or visiting instructor). The Seminary representative receiving the complaint will be responsible to:

1. Assure the accuser(s) that the matter will be taken seriously and treated as confidentially as possible, and that there will be no retaliation in response to allegations brought in good faith.
2. Review the written statement detailing the alleged offense(s). Encourage the accuser to

include any additional details (e.g., evidence, potential witnesses, etc.) not already included in the written complaint.

3. Encourage the accuser(s) to notify the police if the offense appears to be of a criminal nature.
4. Offer to make available appropriate counseling and pastoral care.
5. Arrange to minimize unnecessary contact between the parties until the situation is resolved; underscore the importance of working within these limits and that in no case should conversations about the matter occur without the presence of a responsible third party.
6. Review the situation, including interviewing all parties involved and any other parties who may have knowledge of the incident(s) to determine the facts within 30 days of the formal complaint being filed.
7. Develop an appropriate action/disciplinary plan within 45 days of the complaint being filed.
8. Notify in writing all parties within 45 days of the complaint being filed of the outcome of the Seminary's investigation including any disciplinary action(s) taken against the accused and of the right to appeal.
9. If the action plan satisfactorily resolves the issue, submit to the Office of the President a sealed summary of the matter.

If it is determined, after thorough investigation, that the accused is guilty of the allegations brought forward in the complaint, that person will be subject to appropriate disciplinary and/or corrective measures commensurate with the seriousness of the particular offense, up to, and including, termination of employment and/or expulsion from academic programs at the Seminary.

Retaliation in any form against someone who exercises his or her right to make a complaint or against any individual who provides information related to any such complaint is strictly prohibited and will in itself constitute cause for appropriate disciplinary action, up to, and including, termination of employment and/or expulsion from academic programs at the Seminary.

In the event that the complaint is not resolved by the fulfillment of the action plan or the parties are not satisfied with the action plan or its progress, an appeal should be brought in writing to the Office of the President within 60 days of the written notification of the original outcome. Within 45 days of the appeal, all parties will be notified of the final review and decision by the Office of the President.

ETHICAL CONDUCT POLICY

GIFTS AND GRATUITIES

Employees may not solicit any personal gift or accept significant gifts or gratuity from any person or outside organization seeking to obtain or maintain a business or financial relationship with the Seminary. This policy does not apply to inconsequential promotional items such as calendars, key rings, etc., or meals and beverages purchased during the course of meetings.

Personal gifts from donors are not to be solicited but may sometimes be offered to Seminary employees. In that case, significant gifts (valued in excess of \$25) must be reported to the vice president for advancement or the vice president for business administration. Gifts deemed to be unreasonable should

be graciously declined. The reasonableness of a gift would depend upon the particular relationship involved, the giver's ability to give, and the potential for undue influence upon the operations of the Seminary—real or perceived. In all cases, a personal, written thank-you note should be sent to the giver of the gift within 10 days.

Employees may not solicit any personal gifts from students or prospective students of the Seminary. Employees may not accept gifts of significant value from prospective students. Employees should seek to discourage personal gifts from students and may not accept valuable gifts. Employees should bear in mind that gifts play a variety of roles in different cultures and gifts of significant value should therefore be graciously declined.

If in doubt about gifts and gratuities, employees should discuss the matter with their supervisors.

PARKING

You may park in any of the parking lots on the campus. You should not park in any spots designated for guests or visitors, on the lawns, in “no-parking” areas, in spaces marked “handicapped” (unless you are handicapped), or in a place that would impede traffic. Strict observance of vehicle regulations provides the best example for the students and others. Any car parked on campus must be properly insured as required by Missouri State law.

OFFICE PARTIES

It is the policy of the Seminary that only occasional and small office parties be held on campus for such events as birthdays, anniversaries, going away, or such similar occasions. If so honored, these events should only be observed during lunchtime (i.e., 12–12:30 p.m.) if on campus. Exceptions will only events specifically scheduled by the President's Office. If events are to be held off campus or in another building on campus, it is expected that permission of the supervisor will be requested and any time taken from the normal daily schedule will be made up.

MUSIC IN THE WORKPLACE

Occasionally background music or talk radio is desirable where the work situation does not require deep concentration. A supervisor may permit the limited use of a radio or other type of music player, if working conditions are enhanced thereby and others within hearing range agree that they will not be unnecessarily distracted or annoyed. Otherwise, use of these devices during working hours should be avoided.

CHILDREN IN THE WORKPLACE

Arrangements should be made so that it is not necessary for children of the employees to be in the work offices for any length of time on a regular basis. If unusual circumstances require children to be present in the workplace, the children should never be left unattended but must be monitored by you or another employee.

SOLICITATION

Soliciting of employees by employees for any contribution, organization, or other purposes on Seminary property during an employee's working time or the working time of the individual being solicited is prohibited. The distribution of literature for any purpose is prohibited in all work areas of the Seminary even during non-working time. Except when approved by the administration, solicitation of employees for any purpose by non-employees is not permitted on Seminary property. Non-employees observed soliciting employees on Seminary property should be reported to the director of facilities and operations. Solicitation outside of the Seminary premises is not restricted. The pictorial directory published by Student Services shall not be used for purposes of solicitation.

PROCEDURES

HIRING

INITIAL EMPLOYMENT

During the employment application process, the Seminary does a background check on each prospective employee. For staff, a credit report, background check, and police report is done. For Seminary administrators, a credit report and police report is done.

The initial employment of a staff employee will be for a period of 90 days. This time period will be considered probationary. Upon demonstration of satisfactory performance and productivity during this period, the employee shall be recommended for regular status with the Seminary. The Seminary reserves the right, however, to terminate the employment of any individual at any time during the probationary period. Benefits that accrue will not accrue during the first 90 days. If the employee satisfactorily completes the probationary period, these benefits will be considered to have accumulated retroactive to the first day of employment.

AT-WILL EMPLOYMENT

All employment is “at will,” which means that just as you are free to end your employment relationship with the seminary at any time with at least two weeks’ notice (four weeks for administrative personnel), and the Seminary may do the same.

ATTENDANCE

REPORTING ABSENCES

When a sudden need arises to be absent, you should contact your immediate supervisor within one half hour of starting time. If your immediate supervisor cannot be reached, then you should contact the receptionist.

ABSENCE FOR DOCTOR AND/OR DENTIST APPOINTMENTS

You are encouraged to schedule all doctor and dentist appointments so that they conflict as little as possible with your normal work schedule. Be sure to clear with your supervisor well in advance of any appointment during working hours.

ABSENCE FOR VOTING

Staff members are urged to exercise their voting privileges in national, state, and local elections. Usually work schedules will provide adequate time for voting either before reporting for work or after leaving work. If the work schedule does not allow sufficient time to vote before or after hours, the supervisor or department head is authorized to allow the necessary time off with pay, not to exceed

three hours. If time off is needed during the day for voting, supervisor approval must be obtained at least one day in advance.

ABSENCE FOR JURY DUTY

The Seminary recognizes a responsibility of citizens to accept assignment to jury duty unless such duty presents serious problems for the individual. Any staff members who serve on a jury will be paid his or her regular salary throughout the service period less any compensation received for jury duty. It is expected that jury duty will not extend beyond four weeks. Administrators reporting directly to the president should discuss the jury duty assignment with the president to be certain the administrator's absence will not present an undue hardship on Seminary business.

EMPLOYEE DISCIPLINE

GENERAL DISCIPLINARY PROCEDURES

If general disciplinary procedures are needed, the following steps will be taken.

1. A verbal warning will be given to the employee.
2. If changes are not made by the employee, a written warning will be given and a copy will go into the employee's personnel file in the Business Office. A probationary period may be assigned.
3. If changes still are not made by the employee by the end of the probationary period, the employee will be discharged. If no probationary period was assigned and there is a reoccurrence, the employee may be discharged.

GRIEVANCE PROCEDURES

There may be situations that cause conflicts to arise between employees or between supervisors that are difficult to resolve. Following the spirit of Matthew 18, the following steps should be taken.

1. Approach the individual with whom the conflict involves and try to resolve the issue.
2. If the conflict is not resolved, a joint meeting of the employees and supervisor(s) should take place in an effort to resolve the conflict. (If step one has been bypassed, the supervisor(s) is obligated to be sure step one takes place.)
3. If it must go further, all parties involved should follow the normal chain of command in their areas until the situation is resolved. If different areas of the institution are involved, the conflict resolution will need to involve the administrators of each area.

TERMINATION OF EMPLOYMENT

VOLUNTARY TERMINATION

It is the Seminary's objective to foster a successful and long association with its employees. However, should circumstances require that you leave the Seminary, please give at least two weeks' (at least four weeks is desirable for administrative personnel) notice to your department head and the Business

Office. Ample notice will ensure that you are leaving the Seminary in good standing for any future references.

INVOLUNTARY TERMINATION

The Seminary reserves the right to affect an immediate separation in any instance it feels necessary. In cases of involuntary termination of an employee because of unsatisfactory performance, excessive absenteeism, physical inability to perform the work, etc., at least two weeks' advance notice will be given by the department head or two weeks' pay and immediate discharge. Pay for accrued vacation will be paid at time of termination.

PROCEDURES RELATED TO TERMINATION

Departments must contact the vice president of business and finance before initiating any involuntary termination.

A few days before the employee's termination date, the employee should visit with the controller in the Business Office for the purpose of reviewing final details related to his or her termination. The employee will be given information about group insurance conversion privileges and final pay. Any unused vacation credit will be added to their final paycheck.

All keys should be returned to the director of facilities and operations and not directly to the next employee. You are responsible for your keys until they are returned to the Physical Plant Department.

EXIT INTERVIEWS

The director of staff development or the controller will conduct a brief interview of any full-time or permanent part-time employee upon termination of his/her employment. The purpose of the interview is to provide you with information about possible continuing benefits and also to get your perspective on your work experience at the Seminary.

INFORMATION SECURITY

CONFIDENTIAL NATURE OF SEMINARY BUSINESS

Seminary business is just that and not a subject for outside conversation. The business that crosses your desk and information that becomes available to you through your work on campus—no matter how interesting—should be kept from your social conversation. Violation of this rule is deemed a serious offense.

Confidential information includes but is not limited to information concerning:

- Prospective, current, or former students
- Prospective, current, or former employees
- Seminary business, finances, or operations

STUDENT INFORMATION

Release of identifiable student information (except specified directory information) without the consent of the student is a violation of Federal law (the Family Educational Rights and Privacy Act).

REFERENCES

The Seminary limits the authorized release of reference information on former employees to confirmations of dates of employment, positions held, and salary verification. All requests should be forwarded to the Controller.

SUBPOENAS

Subpoenas and any other request or demand for the release of information for legal proceedings must be referred to the Vice President for Business Administration, or in his absence the President, before release of any information.

OFFICIAL SEMINARY COMMUNICATIONS

COMMUNICATION WITH THE PUBLIC

The Board of Trustees and the administration have designated certain individuals to speak and write officially for the Seminary. Hence, to keep the lines of communication and facts consistent, we request that you refrain from presenting yourself as a spokesperson for the Seminary on educational and other policy matters except when clearly designated to do so. Requests should be referred to the president or to the chief operations officer.

COMMUNICATION WITH MEDIA CONTACTS

Employees are encouraged to seek prior authorization before commenting on Seminary business to representatives of the press (radio, television, electronic or print media). They may not represent themselves as spokespersons for the Seminary unless authorized to do so. Inquiries should be forwarded to Communications.

COMMUNICATION WITH SEMINARY ATTORNEY OR GOVERNMENT OFFICIAL

All contact or communications with the Seminary's attorney or any government officials must first come through the president or the vice president of business and finance.

PURCHASING PROCEDURES

GENERAL GUIDELINES

Purchasing procedures have been established for good budget control and so that vendors will be paid correctly and promptly. Procedures are available in the Business Office, who can also answer any related questions.

MEALS AT SEMINARY EXPENSE

All meals charged to the Seminary must be about Seminary business, within one's job description, and approved by the immediate supervisor. Each receipt must include the name of the individuals at the meal as well as the business purpose and/or topic discussed.

TRAVEL AT SEMINARY EXPENSE

All travel, hotel, food, non-alcoholic beverages, and reasonable miscellaneous expenses incurred in assigned Seminary work are reimbursable. Movies and other clearly personal expenses are not reimbursable. Reimbursement for air travel is to be coach fare whenever available. If a personal automobile is used, reimbursement is at the current approved mileage rate or coach airfare, whichever is lower. Rental cars will be reimbursed for the time, mileage, and fuel costs required for Seminary work. Personal use of a rental car must be paid by the employee. Staff will use modestly priced hotel accommodations.

If the business trip has been combined with personal travel, reimbursement shall be at the rate of the lowest cost applicable coach airfare for the round-trip business trip or the actual price of the ticket, whichever is lower.

If a family member accompanies the staff member on a trip or to a meeting, the portion of all charges attributable to the family member must be paid by the staff member.

Expense statements and documentation, receipts, etc., should be submitted to the Business Office no later than the fifth day of the month following the travel. For extended travel, monthly reports may be submitted during the travel period.

An advance on travel funds may be requested by the staff member if detailed estimated costs of the travel are submitted. If granted, these must be deducted from the expense statement.

The Seminary encourages professional growth through participation in professional activities. To support this activity, professional travel funds may be provided, depending on availability of funds, to staff members through the departmental budget approved by the departmental supervisor. The above travel policies will apply to this travel as well.

USE OF PERSONAL VEHICLE FOR SEMINARY BUSINESS

Personal vehicles used for Seminary business must be properly maintained, properly licensed, and adequately insured. Drivers must possess a valid operator's license. Mileage reimbursement will be according to current travel and expense policy.

HEALTH AND SAFETY

The health and safety of Seminary students, visitors, patrons, and employees should be a concern of every member of the staff. This includes:

- Safety from ACCIDENTS
- Safety from FIRE

➤ Safety from DISEASE and ILLNESS

Human carelessness is the most frequent cause of accidents. Staff members are urged to perform their duties in a manner that insures safety for themselves and safety for others. Many simple hazards can be eliminated by reasonable care and common sense. Hazardous conditions should be reported at once to the person responsible for the area or function. If it is a problem outside the control of the particular department, the Physical Plant Department should be contacted. Safety consciousness and cooperation are the attitudes requested of all staff members.

SAFETY AND CLEANLINESS

The Seminary wishes to provide and maintain safe and pleasant working conditions. Your own efforts in respect to keeping your work area and the restrooms, faculty conference room, workrooms, and other common areas orderly and neat at all times will help maintain and enhance these standards. Housekeeping is each employee's responsibility, not just a responsibility delegated to the maintenance department. Good housekeeping makes for more pleasant work surroundings and promotes improved work habits.

HIV/AIDS

The Seminary's current policy on HIV/AIDS is to evaluate individually and act upon each instance. In this evaluation, the Seminary will seek the most current and competent medical and legal advice at that time, keeping in mind as much as possible the legal ramifications, the interests of the Seminary, the person(s) needing evaluation, and the interests and health of other employees.

The Seminary will treat all HIV/AIDS issues with flexibility, continuity, compassion, and reasonable analysis of each case, recognizing that AIDS or AIDS-related conditions are considered a handicap under the Americans with Disabilities Act (ADA) of 1990, and the Seminary will not discriminate against an individual with HIV/AIDS.

UTILITIES

Water, heat, and electricity are all necessary services. We sincerely request, however, that you be alert to insure that the cost of these services is kept to a minimum. All employees are expected to watch for leaky faucets, turn out lights in rooms not in use, and close needlessly opened windows or doors as well as conserve office supplies, cleaning supplies, and other items made available to you for the proper performance of your duties. Please report any failure or break in service requiring immediate attention promptly by e-mail or by phone to the director of maintenance. For service that does not require immediate attention, a work request should be submitted by e-mail to the director of maintenance and carbon copied to the director of facilities and operations for assigning of task and timely execution.

No refrigeration or space heaters may be brought into the workplace without the approval of the vice president of business and finance.

REPORTING ACCIDENTS

Regardless of the nature or severity, staff members who are injured on the job or develop health problems caused by their work should report the matter to their supervisor at once for instructions on procedures for medical care. In case of serious injury, the employee will be referred to the nearest emergency facility or the employee's personal physician. Failure to properly notify your supervisor could result in loss of Workmen's Compensation benefits. A Workmen's Compensation form may be obtained from the controller or the director of facilities and operations.

SECURITY IN THE WORKPLACE

Although the Seminary strives to provide a safe and secure working environment, employees are responsible to take care in safeguarding their belongings and their persons. Employees should not leave valuables unattended. At no time should an employee be working alone in a campus building after hours without first notifying campus security. Two persons of the opposite sex may not work alone in the same work area after hours. Any employee witnessing a suspicious act or discovering a security problem should make an immediate report to campus security.

Employees who notice suspicious behavior or significant lifestyle changes of other employees or of students should report this to their own supervisors.

THEFT

In the event of personal articles or items being taken from one's office, the director of facilities should be contacted as soon as possible so that a formal Practice Report is completed. If the theft takes place after hours, the employee is encouraged to document as much as possible about the incident and give the report to a supervisor on the following business day.

EMERGENCY INFORMATION

ASSEMBLY POINTS

<u>Occupants</u>	<u>Assembly Points</u>
Founders Hall	Flagpole on front lawn of 12330 Conway Road.
Chapel basement Chapel auditorium Library	Lawn east of the Library by Faculty parking lot.
Edwards Hall/ Community Center Apartment residents Log Cabin Counseling Center	Playing field behind Edwards Hall

FIRE

In an emergency, dial 8 (to get an outside line) and then dial 911

IN ALL CASES OF FIRE, THE PHYSICAL PLANT DEPARTMENT MUST BE NOTIFIED IMMEDIATELY!

1. Know the location of fire extinguisher, fire exits, and alarm systems in your area and how to use them. Training and information for departments is available through the Physical Plant Department. Contact the director of maintenance at extension #4168 to schedule departmental training.
2. If a minor fire appears controllable, promptly direct the charge of the fire extinguisher toward the base of the flame. Then IMMEDIATELY contact the FIRE DEPARTMENT, and then call operator to locate all Physical Plant personnel on campus.
3. If an emergency exists, activate the building alarm where available and call the FIRE DEPARTMENT at #911. CAUTION: THE BUILDING ALARM ONLY RINGS IN THE BUILDING; you must report the fire separately by phone to both the Fire Department and the Physical Plant Department.
4. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen. **DO NOT LOCK DOORS!**
5. When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
6. ASSIST THE HANDICAPPED IN EXITING THE BUILDING. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
7. Once outside, go to the designated assembly area. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
8. If requested, assist emergency crews as necessary.
9. A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.
10. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a Seminary administrator or a member of Physical Plant staff.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. DO NOT PANIC.

IMPORTANT: After any evacuation, report to your designated campus assembly area; stay there until an accurate HEADCOUNT is taken. The building emergency coordinator will take attendance and assist in the accounting for all occupants.

SEVERE STORM

In the event that a severe storm or tornado is in the area, or if a tornado is sighted:

1. Immediately take cover in a basement area against the wall that the storm is likely to come from or under a sturdy table that will give protection against falling debris.

2. If outside, get inside if possible. If no location is near to get indoors and a tornado is approaching, find a low area (i.e., a ditch) and lie down.
3. After the funnel has passed, notify the police by calling #911. Tell them the direction of travel of the funnel or give directions to the school and alert them if anyone is injured.
4. Assist the handicapped in the building.
5. If requested, assist emergency crews as necessary.
6. A campus emergency command post may be set up near the disaster site. Keep clear of the command post unless you have official business.
7. Evacuate the building if instructed or if any portion of the building collapses.
8. Do not return to an evacuated building unless told to do so by a Seminary administrator or a member of Physical Plant staff.

IMPORTANT: After any evacuation, report to your designated campus assembly area. Stay there until an accurate HEADCOUNT is taken. The building emergency coordinator will take attendance and assist in the accounting for all occupants.

NOTE: The director of Physical Plant Department has the authority to call for police assistance without counsel from others if it is deemed to be of paramount importance to the safety of persons involved.

EARTHQUAKE

1. IF INDOORS, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
2. IF OUTDOORS, move quickly away from buildings, utility poles, and other structures. Caution: Always avoid power or utility lines as they may be energized. Know your assembly points.
3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
4. After the initial shock, evaluate the situation, and if emergency help is necessary, call the campus operator, or emergency personnel at #911. Protect yourself at all times, and be prepared for aftershocks.
5. Damaged facilities should be reported to campus operator and Physical Plant. NOTE: Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures.
6. If an emergency exists, activate the building alarm switch. CAUTION: THE BUILDING ALARM RINGS ONLY IN THE BUILDING. You must report the emergency by phone.
7. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
8. ASSIST THE HANDICAPPED IN EXITING THE BUILDING!
9. Once outside, move to your designated assembly area (see page 51). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
10. If requested, assist emergency crews as necessary.
11. A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.
12. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a Seminary administrator or a member of Physical Plant staff.

IMPORTANT: After an evacuation, report to your designated assembly area, (see page 51) stay there until an accurate HEADCOUNT has been taken. The Building Coordinator will take attendance and assist in the accounting for all building occupants.