



The
Baptist College
of Florida

"Changing the World Through the Unchanging Word®"

Personnel Policy

and

Procedure Manual

May, 2015

The Baptist College of Florida

Personnel Policy and Practice Manual

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I. INTRODUCTION

A. Preface

This Personnel Policy and Practices Manual includes policies and procedures applicable to *The Baptist College of Florida* employees who are classified as administrative or staff personnel, hereafter referred to as staff. *The Baptist College of Florida* endorses the plans, policies, and procedures described herein, but it reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures in whole or in part at any time with or without notice. The language used in this handbook is not intended to create nor is it to be construed to constitute a contract between *The Baptist College of Florida* and any one or all of its employees.

B. A LOOK AT THE BAPTIST COLLEGE OF FLORIDA

1. Its Relationship to the *Florida Baptist Convention*

The Baptist College of Florida is affiliated with the *Florida Baptist Convention*. The messengers to the *FBC* annually elect the Board of Trustees of the *College*.

Amendments and changes in the Charter and Bylaws of this Corporation shall be subject to approval by the Florida Baptist Convention acting upon a recommendation from the State Board of Missions or by approval of the State Board of Missions acting on behalf of the Florida Baptist Convention.

This Corporation shall not create or permit the creation of any liability or indebtedness for operations or capital improvements or otherwise without the consent of the Florida Baptist Convention acting upon the recommendation from the State Board of Missions or by approval of the State Board of Missions acting on behalf of the Florida Baptist Convention.

This Corporation in its work will be bound by and will comply with the Business and Financial Plan appearing in the Bylaws of the Florida Baptist Convention, as same may be amended from time to time.

Neither the president of the College (not to be confused with the chairman of the Board of Trustees, who is also president of the Corporation) nor the executive director treasurer of the Florida Baptist Convention shall serve as a voting trustee, ex officio or otherwise, of the Corporation.

No vacancy in the office of trustee of this Corporation shall be filled other than by action of the Florida Baptist Convention.

The mortgage or sale of any of the real property of this Corporation now or hereafter used by it in the furtherance of its objective must be conditioned upon approval by the Florida Baptist Convention acting upon recommendation of the State Board of Missions or by approval of the State Board of Missions acting on behalf of the Florida Baptist Convention; provided, however, that this provision shall not apply to property acquired by this Corporation, by gift or otherwise, which does not comprise an integral part of the operation of the Corporation.

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I. INTRODUCTION (Continued)

The State Board of Missions acts for the Florida Baptist Convention between its annual meetings; thus, the State Board of Missions should counsel the agencies and instrumentalities of the Florida Baptist Convention between said annual meetings; and there should be a free exchange between all of the agencies and instrumentalities of the Florida Baptist Convention and the State Board of Missions.

2. Its History

In the early 1940's a group of concerned pastors joined together with a common burden and vision. Their burden was to help those pastors and other church leaders who did not have college degrees but who needed seminary-type training. Their vision was to establish a school that would provide a mixture of Bible and general education courses for these God-called men and women. The result, in 1943 was the founding of Florida Baptist Institute in Lakeland, Florida. Two years later the name was changed to Baptist Bible Institute of Florida (BBIF).

In 1953, BBI leaders moved the school to Graceville, Florida and in 1957 the Florida Baptist State Convention assumed ownership and control. Over the years, the college's leaders have continued to expand and strengthen academic resources.

Throughout its history, the college has never lost sight of its original target group – those men and women, frequently called later in life, who seek college training that leads directly to Christian ministry. To ensure them acceptable credentials in the churches and to broaden the base of study, the baccalaureate degree program was established in 1976. Associate degrees were added in 1988. By then the school had long surpassed its earlier academic composition and the name of the institution was changed in 1988 to Florida Baptist Theological College. Growth has continued in all areas of the college with the addition of numerous degree programs, areas of study and delivery systems. Therefore, as a more accurate reflection of the college's academic character, the name of the institution was changed in 2000 to The Baptist College of Florida.

In 2010, The Baptist College of Florida was approved to offer masters degrees.

3. Its Mission

The Baptist College of Florida shall operate within the confines of a Christian worldview to promote, provide for, operate and control a program of education and training for Christian leaders through awarding certificates and associate, baccalaureate and masters degrees in a co-educational post secondary setting.

To fulfill its mission, the college seeks to develop those qualities in students that contribute to effective ministry. In the areas of personal growth, we seek to foster a desire for knowledge; develop cultural awareness by introducing students to a wide range of knowledge; nurture the ability to acquire, evaluate, assimilate, and use information; and promote personal and social maturity. For spiritual growth, we provide the resources for gaining biblical and religious data; we also assist students in learning and living the Christian life. In terms of professional growth, students are enabled to gain the

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II. INTRODUCTION (continued)

It's Mission (continued)

credentials that enhance opportunities for ministry, and they learn to master a specialized body of knowledge. At the same time, we encourage positive attitudes toward ministry and foster both an awareness of and a loyalty to the Southern Baptist heritage.

4. Its Organization

Each job at *The Baptist College of Florida* is a significant one. Each person has his or her own place of responsibility, which is essential to the total operation of the *College*.

The following organizational outline shows how the *College* is structured under the direct supervision of the President.

President

A. *Vice President for Development*

1. Director of Development
2. Research and Donor Relations

B. Academic Dean

1. Division Chairs
2. Director of Library
3. Distance Education
 - a. Online
 - b. Distance Site
4. Institutional Effectiveness/Institutional Research
5. Accreditation and Licensure
6. Writing Lab

C. Enrollment Management and Marketing

1. Registrar
2. Admissions
3. Web Master
4. Placement
5. Public Relations
6. Alumni Affairs
7. WFBU

D. Office of Business Affairs

1. Financial Aid
2. Personnel

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II. INTRODUCTION (continued)

Its Organization (continued)

E. Director of Operations/Comptroller

1. Food Service
2. Information Technology
3. Plant Operations

F. Dean of Students

1. Security
2. Campus Life
3. Recreation
4. Housing
5. Student Life

It is the policy of the Board and the President to develop and maintain a Personnel Policy and Practice Manual intended to serve as a primary medium of communication to inform personnel of

- (1) Approved personnel policies, procedures, and practices;
- (2) Employee benefit plans in effect; and
- (3) Responsibilities under applicable federal, state and municipal personnel laws.

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II. MANUAL OBJECTIVES

The objectives of the Personnel Policy and Practice Manual are:

- (1) To facilitate uniform understanding and application of College personnel policy and practice;
- (2) To identify authority and responsibility for personnel policy and procedure in administration;
- (3) To standardize the handling of recurring personnel/administration matters;
- (4) To provide a working guide for use in counseling employees and training newly employed personnel; and
- (5) To provide an established point of reference for use in auditing and determining the need for improving the existing policies, procedures and practices.

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III. DEFINITION OF TERMS

The following words, as defined herein, shall clarify the specific references made throughout this manual.

- (1) COLLEGE – This term is used to designate the incorporated body called *The Baptist College of Florida*.
- (2) CONVENTION - This term used in this document shall refer to the Florida Baptist Convention which is a synonym for the incorporated body known as the State Board of Missions. The term "State Convention" will refer to the Florida Baptist State Convention which is the annual meeting of cooperating Southern Baptist churches in Florida.
- (3) BOARD - This shall refer to the College Board of Trustees which are elected by the Florida Baptist State Convention. It is the Board which reviews and approves all personnel policy.
- (4) EMPLOYEE - An employee is any person whose salary and benefits are funded in total or part by the College and who are subject to the employee policies and procedures approved by the Board and administered by the president. The two classifications of employees are understood to be:
 - Presidentially Appointed Employees - Those staff members whose employment is by direct appointment of the president.
 - Administrative Employees - Those staff persons who are employed by the Administrative Council with the approval of the president. These persons may or may not serve in work locations within Graceville, but include locations throughout the state of Florida and beyond.
- (5) PRESIDENT - The president is the chief executive officer of the College, its personnel and programs. It is the policy of the College Board that the president will be responsible for the enlistment and appointment of all personnel.
- (6) COUNCIL - This is the staff employee group composed of those administrative personnel who report directly to the president, and who participate in the formulation of personnel policy and procedures. These include the president, the, Vice President for Development, Academic Dean, Dean of Students, Director of Enrollment Management and Marketing, Director of Business Affairs, and Director of Operations/Comptroller

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III. DEFINITION OF TERMS (Continued)

- (7) POLICY - A policy is a consistent guide to follow, which is in line with goals and plans in relating to specific concern areas.
- (8) ADMINISTRATIVE GUIDELINES - These may be specific requirements for certain actions or nonactions (rules), or they may be chronological sequences of required action to be followed by personnel (procedures).
- (9) TERMINOLOGY - As used in this Personnel Policy and Practice Manual:
 - (a) The words "shall" or "will" should be interpreted as mandatory and the word "may" as permissive;
 - (b) The masculine gender should be interpreted to include the feminine gender;
 - (c) "Supervisor" means an individual with the authority to assign, direct, and review the work of one or more subordinates; and
 - (d) "Immediate family" means the employee's spouse, brother, sister, parent, child, stepchild, father-in-law, mother-in-law.
- (10) VOLUNTEER - Are those persons, who by their own accord or free choice, provide a service which primarily promotes and/or fulfills the goals and objectives of the College; and/or its program/ministries. These persons serve with no expectation of remuneration or incidental benefits.

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IV. PERSONNEL MANUAL DEVELOPMENT

- (1) Origination of new or revised policy material
 - (a) It is the responsibility of the Director of Operations/Comptroller (or his designee) to annually audit the Personnel Policy and Practice Manual to determine subject areas where policies and practices should be adopted or revised.
 - (b) It is the responsibility of Director of Operations/Comptroller and department directors to recommend revisions to established personnel policies and practices whenever such revisions are recognized as being desirable and/or necessary. Such recommendations should be presented in written memorandum form to the Director of Operations/Comptroller.
 - (c) Any College employee who desires to recommend an addition or modification to the Personnel Policy and Practice Manual may do so through the employee's supervisor.

- (2) Preparation and approval of policy material (a) The Director of Operations/Comptroller shall prepare a draft of new or revised policy material for preliminary review. (b) The Director of Operations/Comptroller shall coordinate subsequent review and approval of the policy draft with the president. (c) The Trustees shall give final approval of all policies to be included in the Personnel Policy and Practice Manual.

- (3) Distribution and maintenance of policy manuals
 - (a) Policy manuals are available online on the published drive with accessibility for all full time employees for review.
 - (b) Department heads are expected to maintain hard copy of the Personnel and Policy Procedure manual in an up-to-date manner by the inserting of new pages when issued and destroying superseded material.
 - (c) All manuals remain the property of the College, and department heads are accountable for returning copies upon request, or upon termination of employment.
 - (d) Copies of the manual may be shared with churches, state conventions, convention agencies and SBC agencies upon written request to and approval by the president.

- (4) Administration of personnel policies and practices
 - (a) It is the responsibility of the President's Council to ensure to the best of their ability that the personnel policies and practices described herein are administered in a consistent and impartial manner.

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IV. PERSONNEL MANUAL DEVELOPMENT (Continued)

- (b) The contents of this manual are not to be considered a part of any employment agreement with any employee. Additionally, policies and practices described herein are subject to change as deemed advisable and/or necessary.

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POLICY STATEMENT - Affirmative Action

It is the policy of the College to provide equal opportunity in employment for all persons, to prohibit discrimination in employment because of race, color, sex, age, handicap or national origin. Because the College is an integral agency of the Baptist churches in Florida, preferential treatment in employment will be given to those persons who are members in good standing with a local Southern Baptist church. A secondary consideration will be to give employment priority to a non-Southern Baptist who is a professing "born again" Christian.

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ADMINISTRATIVE GUIDELINES-Affirmative Action

- (1) **Recruitment:** Recruitment of persons to fill vacancies will be accomplished without regard to race, sex, color, national origin, handicap, ancestry or age. The College will maintain contacts with various persons, groups and organizations concerning personnel resources and requirements when necessary.
- (2) **Selection:** The selection of persons to fill job vacancies will be accomplished through approved procedures. Persons will be hired based upon an objective appraisal of their qualifications as measured by the position description and the specification sheet. Additionally, prospective administrative personnel seeking selected positions will be evaluated on their secretarial and/or computer skills through the use of objective testing procedures.
- (3) **Religious Selection Criteria:** All employees and prospective employees, as an essential requirement of their position, will be required to read and sign the college's Doctrinal Statement affirming his/her support of it.
- (4) **Promotion:** Promotion will be proposed in accordance with applicable rules on a nondiscriminatory basis. The procedure used in selecting persons for promotion will be evaluated periodically to ensure that the procedures are realistic and relevant.
- (5) **Grievances:** Employees who feel they have not been accorded fair and impartial treatment regarding employment will be offered an opportunity to discuss this problem through the stated grievance procedure noted within this policy manual (see Section A, 5(12) "Grievance Procedures/Disciplinary").

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POLICY STATEMENT - Employment-at-Will

It is the policy of the College that all employees who do not have a written employment contract with the College for a specific, fixed term of employment are employed at the will of the College for an indefinite period.

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ADMINISTRATIVE GUIDELINES-Employment-at-Will

- (1) Employees who do not have a separate, individual written employment contract are employed at the will of the College and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, these employees may terminate their employment at any time and for any reason.
- (2) No College representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship. Supervisory and management personnel are not to make any representations to employees or applicants concerning the terms or conditions of employment with the College which are not consistent with College policies. No statements made in pre-hire interviews or discussions, or in recruiting materials of any kind, alter the at-will nature of employment or imply that discharge will occur only for cause.
- (3) This policy may not be modified by any statements contained in this Manual or any other employee handbooks, employment applications, administration memoranda, or other materials provided to applicants and employees in connection with their employment. None of these documents, whether singly or combined, create an expressed or implied contract of employment for a definite period, or an expressed or implied contract concerning any terms or conditions of employment. Similarly, Board policies and administrative guidelines with respect to any matter are not to be considered as creating any contractual obligation on the College's part or as stating in any way that termination will occur only for "just cause." Statements of specific grounds for termination set forth in this Manual or in any other documents are examples only, not all-inclusive lists, and are not intended to restrict the College's right to terminate at-will.
- (4) Completion of the three month probationary employment period and/or the conferral of permanent status neither changes an employee's status as an at-will employee or in any way restricts the College's right -- whether exercised by itself or its designated Supervisor -- to terminate such an employee or change the terms or conditions of employment.
- (5) Reduction in Work Force - If financial constraints, reorganization of College programs, or any other reasons require that staff positions be eliminated, employees who cannot be placed in other positions will be laid off, subject to the following guidelines whenever economically and practically feasible to do so.
 - (a) The President's Council will be consulted for the purpose of ascertaining the priority listing, independent of seniority, of necessary staff positions to be retained.
 - (b) During the notification of a lay-off process, any full-time employees so affected will be allowed reasonable time off with pay, for interviews with potential employers.
 - (c) Any additional compensation to employees for this reduction in work force will be determined by the president. If compensation is to be provided, a reasonable attempt shall be made to provide for a uniform and equitable lay-off compensation package.

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POLICY STATEMENT - Employee Supervision

It is the policy of the Board that the work of all employees is to be assigned, directed, and reviewed by supervisory personnel. Employees ordinarily will have only one supervisor to whom they report.

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ADMINISTRATIVE GUIDELINES-Employee Supervision

- (1) A primary role of each supervisor is to provide an effective link between the council and all other employees. As such, supervisors are expected to communicate the goals and policies of the Board and council to the employees under them. At the same time, they are expected to communicate back to the president the attitudes, suggestions, and complaints of their employees.
- (2) Supervisors must, in addition to mastering the technical skills needed for their work unit, be able to lead and motivate their employees to do their jobs effectively and efficiently. To this end, supervisors should be prepared to:
 - (a) Treat employees as individuals;
 - (b) Give recognition for good performance, and provide guidance when improvement is needed;
 - (c) Explain in advance when and why changes are necessary;
 - (d) Recommend for promotion employees with growth potential, even if it means losing them to other work units;
 - (e) Show integrity by admitting mistakes instead of shifting the blame to others;
 - (f) Be impartial and let employees know the reasons for any decisions that might be interpreted as unfair;
 - (g) Demonstrate a desire for good performance by setting work goals and standards for employees;
 - (h) Create a feeling of teamwork and belonging among employees; and
 - (i) Set good examples by holding themselves to the standards of conduct and performance that they demand of their employees.
- (3) Supervisors are responsible for ensuring that the goals regarding employee conduct and performance established by the council are achieved and that the personnel policies established by this Manual are implemented. Therefore, supervisors are expected to be involved, at a minimum, in
 - (a) Recommending the hiring of personnel and overseeing job training and orientation;
 - (b) Keeping employees informed on factors relating to their work assignments, work progress, and opportunities for advancement;
 - (c) Evaluating the performance of assigned probationary employees, full- and part-time employees, and employees who are being considered for termination;
 - (d) Recommending salary adjustments, promotions, transfers, and termination of employees;
 - (e) Scheduling vacations and lunch and break periods;
 - (f) Ensuring that assigned budget resources are utilized in accordance with Board-approved financial policy and procedures, and college-approved goals and action plans;
 - (g) Controlling absenteeism and tardiness, and approving requests for time off;
 - (h) Verifying employee time sheets and scheduling overtime when necessary;
 - (i) Recommending job elimination when appropriate;

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ADMINISTRATIVE GUIDELINES (Continued)

Employee Supervision (Continued)

- (j) Complying with applicable federal and state laws and regulations concerning employee safety;
 - (k) Maintaining neat and orderly work areas;
 - (l) Implementing suggestion, disciplinary, and problem review procedures; and
 - (m) Ensuring that all policies and administrative guidelines are observed by employees.
- (4) Nothing in this policy should be considered as a contract or promise, expressed or implied, to employees that supervisors will in each case perform any or all of the aforementioned activities, or that such activities will be performed uniformly in each case.

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POLICY STATEMENT - Personnel Recruitment

It is the policy of the College to have a clearly defined program of personnel recruitment. The president is expected to develop and utilize procedures for the recruitment and employment of individuals who will serve in positions designated as either presidentially appointed or administrative.

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ADMINISTRATIVE GUIDELINES-Personnel Recruitment

- (1) Employment Classifications:
 - (a) Presidentially appointed employee - Within this classification is a variety of position assignments, including Vice President and faculty, all of whom are appointed by the president.
 - (b) Administrative employee - Within this classification is a variety of position assignments, including supervisory, technical specialists, secretarial, and other support services personnel, who are employed upon the approval of the president.
 - (c) Regular employee - Persons who are classified as either presidentially appointed or administrative and who are required to work a full 37 1/2 hour work week and who are eligible for selected insurance and annuity benefits and whose employment is for an indefinite period shall be identified as full-time.
 - (d) Temporary or part-time employee - Temporary employees are those engaged for employment for a period of three months or less. Part-time employees are those persons working less than 20 hours per week or less than 1,000 hours per year.
 - (e) Regular part-time - Employees may be classified as regular part-time when they: work more than 20 hours per week but less than 37 1/2 hours per week; are accorded full benefits for their classification; and serve for an indefinite period.
 - (f) Exempt employees - All presidentially appointed and selected administrative and supervisory administrative employees are designated as "Exempt" employees as defined by the Fair Labor Standards Act of 1938, as amended. The criteria for an exempt administrative-approved employee must include at least three or more of the following:
 - (1) Is responsible for management of a department or sub-division;
 - (2) Supervises two or more employees and/or regularly directly supervises the work of an outside contractor(s) providing a service to the College;
 - (3) Authority to hire or fire or is permitted to recommend the hiring or firing of an employee;
 - (4) Discretionary powers in decision making and making independent judgments in a day-to-day performance of job duties;
 - (5) A job assignment and/or tasks which require travel greater than fifty miles (one way) away from the employee's primary work location at least 20 percent of the total annual work hours (320 hours or 52 days)
 - (6) Performs job tasks which are primarily technical in nature, which requires special education, training and/or skills and is of such a nature that the output produced or the result accomplished cannot be standardized in relation to a given period of time.
 - (7) These employees are not required to file biweekly time sheets which reflect having worked a certain number of hours per week. However, these exempt employees are expected to file, with their supervisor and Human Resources, a monthly attendance report which shall identify days at work, vacation, sick leave and related absences or time on the job.

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ADMINISTRATIVE GUIDELINES (Continued)

- (2) Selection of President:
 - (a) Selection and employment of a president shall be handled by the Board as provided by the College's Bylaws.
- (3) Selection of presidentially appointed personnel:
 - (a) All employees are employed *at-will and* for an indefinite period of time. Faculty are governed under the provisions of the Faculty Handbook.
 - (b) In preparation for presidentially appointed personnel, the following procedures shall be followed:
 - (1) Agreement between a supervisor and the president that a position is to be filled.
 - (2) The supervisor and the president will discuss qualifications for persons to be considered.
 - (3) An adequate number of qualified persons is to be considered for each vacancy.
 - (4) The search for a prospective employee is narrowed to a limited number of persons for definite consideration. Preliminary conversations with prospective employees may be conducted without commitment on the part of either the College or the person being considered.
 - (5) A personnel file is to be completed for a prospective employee. The file will include biographical information, letters of recommendation, transcripts and other data needed for the selection process. The Director of Business Affairs shall secure from the candidate a signed letter of authorization to permit the College to conduct an arrest/criminal background check; secure a credit report; and secure a driving record report. A summary of these findings shall be reported, on a timely basis, to the President.
 - (6) Personal interviews are conducted by the appropriate College officers before a recommendation is made to the president. The prospective employee and the supervisor shall meet prior to the president making the appointment with the Director of Business Affairs to discuss personnel matters, specifically salary and pay periods, benefits, relocation procedures, and any other relevant personnel policy.
- (4) Selection of administrative personnel
 - (a) Personnel director - The responsibilities of the personnel director of the College are assigned to the Director of Business Affairs.
 - (b) Duties of personnel director
 - (1) To maintain the official personnel files for all College staff members.
 - (2) To maintain a file of prospective technical, office, clerical and manual personnel.
 - (3) To receive the names of prospective administrative personnel.

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ADMINISTRATIVE GUIDELINES (Continued)

Selection of Administrative Personnel (Continued)

- (4) To secure completed personnel record forms from prospective administrative personnel.
 - (5) To verify work history and educational record as stated by prospective administrative employee candidate.
 - (6) To interview and test all prospective administrative personnel.
- (c) Recruitment procedures
- (1) Personnel record form - Available personnel applications on file in the Business Office may be reviewed by or department directors. However, should an employee discover a prospective administrative worker who has not previously completed a personnel application, the employee, by written memorandum, may request that the Director of Business Affairs send a personnel record form to the prospective employee. The Director of Business Affairs will verify work history references listed on the personnel record form.
 - (2) Additional required documentation - Selected personnel positions - due to the nature of the job tasks - may require the Director of Business Affairs to secure one or more of the following reports on the prospective job candidate: arrest/criminal background check; credit report; a driving record report. In such cases that these selective reports are required, a signed letter of authorization permitting such background check(s), shall be required from the job candidate. These reports will be retained in the prospective employee's personnel file.
 - (3) Interview - Personal interviews with a prospective worker will be conducted by the appropriate supervisor, and, when possible, the president. This interview should include discussion of job assignment, work relationships and the prospective employee's prior work experiences and relationships to a Southern Baptist Church.
 - (4) Recommendation - The supervisor will recommend the employment and pay of a prospective administrative employee for consideration by the president.
 - (5) Approval - The president will approve the prospective employee, the position description and establish the salary level. He may review and adjust the position description, job classification and/or pay grade classification of any prospective employee.
 - (6) Position offer and employment - After approval, the supervisor will contact the prospective worker to offer the position, indicate the salary level and determine the starting date. When the prospective worker has indicated a willingness to accept the position, the supervisor will send written notification to the prospective worker of the employment, the beginning date, and provide a staff benefits statement.

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ADMINISTRATIVE GUIDELINES (Continued)

- (5) Completion of the employment process:
- (a) The Director of Business Affairs will complete the personnel file of the new employee, securing all necessary information and completing the required insurance and annuity forms, if applicable. Original documentation assembled on a prospective staff person shall be turned over to the Director of Business Affairs prior to the employee's starting date of employment.
 - (b) The supervisor will orient the new employee and assist in beginning the employee's new responsibilities (see Section I). The checklist for orientation of new employees will be followed and the respective supervisor will ensure that all processes have been completed in employment and orientation.
- (6) Temporary or part-time employees:
- (a) Requests for temporary or part-time employees will be made in writing to the appropriate supervisor.
 - (b) The request for temporary personnel must be submitted to the Business Office two weeks prior to the required need date.
 - (c) Specific persons may be requested if they have been approved for part-time or temporary employment by the Business Office.
 - (d) Salary payment will be made through the regular payroll process, accompanied by a verification of hours worked within the specified pay period.
 - (e) The rate of pay will be determined by the Director of Business Affairs in keeping with the pay grade classification schedule.
 - (f) Temporary or part-time employees who are assigned to positions requiring computer skills shall be tested in the same manner as permanent employees.
 - (g) Temporary or part-time employees shall receive limited computer training on the College's word processing and network system. Those persons who subsequently are employed as a full-time and/or on a long-term basis will be evaluated annually on their computer skills.
 - (h) Employment of relatives (see Section A, Personnel Administration, item (8), "Employment of Relatives").

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POLICY STATEMENT - Personnel Administration

It is the policy of the College to have a clearly defined program of personnel administration. The president is expected to develop and utilize procedures for the retention and development of individuals who will serve in positions designated as presidentially appointed or administratively approved. Such a program shall include the development and maintenance of personnel records for applicants, current employees and past employees.

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ADMINISTRATIVE GUIDELINES-Personnel Administration

(1) Personnel Records

- (a) The College shall attempt to balance its need to obtain, use and retain employment information with a concern for each individual's privacy. To this end, it attempts to maintain only the personnel information that is necessary for the conduct of its business or required by federal, state, or local law. These records are to be maintained in a manner to ensure confidentiality.
- (b) The Director of Business Affairs is responsible for overseeing record-keeping for all personnel information and will specify what information should be collected and how it should be stored and secured.
- (c) Employees have a responsibility to keep their personnel records up-to-date and should notify the Business Office in writing of any changes in information on file, including at least the following:
 - (1) Name;
 - (2) Address;
 - (3) Telephone number;
 - (4) Marital status (for benefits and tax withholding purposes only);
 - (5) Number of dependents;
 - (6) Addresses and telephone numbers of dependents and spouse or former spouse (for insurance purposes only);
 - (7) Beneficiary designations for any of the College's insurance, disability, and pension plans; and
 - (8) Persons to be notified in case of emergency.
 - (9) INS forms (for non-citizens)

In addition, employees who have a change in the number of dependents or marital status must complete a new Form W-4 for income tax withholding purposes within ten days of the change, if it results in a decrease in the number of dependents.

- (d) Employees may inspect their own personnel records but not remove documents in the file. Inspections by employees must be requested in writing to the Director of Business Affairs and will be scheduled at a mutually convenient time. Any exception to this guideline must be made by the president.
 - (1) Access to personnel records will be granted, when requested, to the employee's supervisor and the president.
 - (2) For credit reference purposes the Director of Business Affairs, upon receipt of written request, which includes the employee's authorization, will confirm date of employment, job or position classification and current salary. Confirmation means to give credence to information already disclosed by the employee.

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ADMINISTRATIVE GUIDELINES (Continued)

- (2) Employee Pay Grade Classifications: The College has established pay grade classifications into which all personnel are assigned. These classifications are based upon the following position-related responsibilities: assignment, position responsibilities, education requirements, experience requirements, and any travel requirements.

One aspect of the classification system is to group together positions where training, job tasks, education, experience, and other job-related requirements are similar, and this compensation for such positions will be comparable.

Within each non-exempt classification, provision is made for four steps -- defined as Specialist I, Specialist II, Specialist III, and Specialist IV -- which are designed to provide salary incentives to employees who remain in a given classification and demonstrate value to the College. This system is designed to provide supervisors with the option to financially reward long-term employees who are considered vital in their respective job classification.

- (a) Classifications - The following are the six classification groups for administrative personnel. Based upon the qualifications of a given classification, each employee of record, had their position assigned to one of the six classifications. All persons, hired after adoption of this guideline must meet the established criteria for the respective classification in order to be considered eligible for employment in that classification.

- (1) Hourly worker
- (2) General worker/General secretary
- (3) Technician I/Department secretary
- (4) Technician II/Administrative Secretary
- (5) Technician III/Administrative Assistants
- (6) Career/Supervisory

Personnel will maintain an up-to-date description of each classification, which will note experience requirements, education requirements, major job responsibilities, and travel requirements.

- (b) Pay Grade Steps - Administrative employees, by means of the four-step salary program, have the potential to remain at the same job assignment and benefit from salary adjustments based upon longevity of service and effective job performance. This system is designed to retain effective employees in job positions which may or may not have a career track. An employee being promoted within the four-step salary program may continue to benefit from the annual cost of living and merit adjustments, if any, as provided by the Trustees.
- (1) The four steps within a given classification are identified as Specialist I, Specialist II, Specialist III, and Specialist IV.

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ADMINISTRATIVE GUIDELINES (Continued)

Employee Pay Grade Classifications (Continued)

- (2) The trigger point for a review and possible promotion in specialist level (salary adjustment – *see item (3)(4) below*) would be every third year service anniversary for the present position of an employee. The Director of Business Affairs will take the initiative to notify the supervisor of the potential promotion in specialist level.
- (3) Approval for promotion to the next higher specialist level would be contingent upon the recommendation of the employee's supervisor, and approval of the president, and completion of the specified criteria. The specified criteria would include:
 1. Longevity of service to the College
 2. Competency in job performance as reflected in positive evaluations in each of the last three annual performance reviews; and
 3. Job skill improvements as evidenced by completing specified computer training on the College's software programs; and/or a seminar or specialized training related to job assignment, during the prior three year period.
 4. Normally, a salary adjustment involving a pay increase, as approved by the Director of Business Affairs, would accompany a promotion to the next specialist classification. However, the availability of budgetary resources would be a determining factor in making possible the salary adjustment.
- (3) Probation
 - (a) All new administrative personnel are employed with the understanding that the first three months of employment is considered a probationary period.
 - (1) During this time period the new employee will have opportunity to become acclimated to the job assignment and responsibility and will be expected to demonstrate proficiency of skills and abilities. The employee's supervisor is expected to work with the new employee in improving skills and understanding toward the job assignment.
 - (2) The employee relationship may be terminated at any time during the probationary period by either the supervisor or the employee.
 - (3) At the end of the three month period the employee and supervisor will discuss and evaluate the new employee's adaptability to the job task and proficiency of skills.
 - (4) If in the determination of the supervisor the employee has not been able to perform at the level anticipated, the supervisor may recommend an extension of the probationary period or the termination of employment.

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ADMINISTRATIVE GUIDELINES (Continued)

Probation (Continued)

- (5) Persons assigned to clerical, secretarial or technical positions which require the use of the College's computer system and the computer network's software, shall remain on probationary status until such time as they have been approved by Information Technology as having successfully completed all mandatory training in the use of required software. "Successful completion" may be determined by proficiency testing.
 - (6) Every new employee shall be expected to read through the Personnel Policy and Practice Manual and upon completion shall sign an "acknowledgment" document provided by personnel. An employee shall remain on probationary status until such time as this "acknowledgment" has been signed.
 - (7) If the employee proves to meet all the necessary criteria of the job assignment and has demonstrated a proficiency in skills and abilities, then the supervisor may recommend that the employee be confirmed as regular full-time. It may also be appropriate for the supervisor to recommend a salary adjustment to compensate the employee for proficiency demonstrated in the job assignment.
- (b) Any employee may be placed on probation for a specified period of time by supervisory action and written notice for a just cause.
- (1) Cause for probation may include, but not be limited to, an employee: failing to follow directives of an immediate supervisor; failing to follow administrative guidelines and procedures outlined in the Personnel Policy and Practice Manual; insubordination to an immediate supervisor; or not exercising a consistent and adequate job performance.
 - (2) Probationary action should normally be preceded by conferences between the supervisor and the employee, at which are discussed the employee's actions or failures. These conferences must be documented by either supervisory note or written communication to the employee from the supervisor.
 - (3) Written notice of the probationary action should normally be given to the employee with copies to upper level supervisors, the president and personnel office.
 - (4) During the probationary period an employee will not receive any salary increase. At the end of the probationary period, consideration may be given to cost of living adjustments or scales increases which may have been extended to other employees during the probationary period.
 - (5) A single probation period will be for no less than four weeks and no more than twelve weeks.
 - (6) Continued employment at the end of the probationary period will be determined by the cause for probation and the response of the employee.
 - (7) A third probationary action within a five year period will be cause for termination of employment.

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ADMINISTRATIVE GUIDELINES (Continued)

Probation (Continued)

- (c) An employee who moves to another position as a result of a promotion or transfer will not be required to undergo a probation period in the new position. An exception would be in those instances where the employee demonstrates a less than satisfactory performance or deficiency in skill or ability within three months after accepting the new position. [See this Section A, (6) Performance Reviews, item (d).] All things being equal, an employee who transfers to a new position, will be eligible to start at the pay grade classified for the position and will benefit from the next regularly scheduled College-wide cost-of-living and/or merit salary adjustments, if any.
- (d) The satisfactory completion of a probationary period by any employee does not alter the employment-at-will relationship in any way.

(4) Promotion

- (a) When possible, any qualified person may request to be considered for promotion to a job assignment which is at a higher level of administrative or responsibility requirement.
- (b) The business office will normally post a notice of a position vacancy and circulate the notice to all administrative personnel working at the College. The notice may be circulated by means of a printed or electronic transmission. The "Position Available" notice will identify position title, department, salary range, principal job tasks and required experience/education/special skills.
- (c) The employee should advise the business office of an interest to be considered for the vacancy.
- (d) This employee and any other candidate will be given equal consideration based upon the criteria of the job assignment that is to be filled.

(5) Transfers

- (a) Administrative personnel may be considered for transfer upon the request of a supervisor or the affected employee. The request should be made to the business office.
- (b) Transfers will be mutually agreed upon by the employee and the two supervisors involved.
- (c) Before an employee is approached by a supervisor concerning a transfer, discussion or communication must occur between the two affected supervisors.
- (d) When it has been agreed that an employee will be transferred to a new department, the supervisor receiving the transferred employee will prepare a written communication to the transferred employee acknowledging the transfer arrangements and will also send a written communication informing the Director of Business Affairs of the transfer and the effective date.

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ADMINISTRATIVE GUIDELINES (Continued)

- (6) Performance review: Formal, written performance reviews shall be completed at least annually for all employees of the College. Administrative supervisors and department directors will conduct performance reviews with all the employees under their supervision. The president will conduct performance reviews of the council.
- (a) Inasmuch as supervision is an ongoing process, a supervisor will conduct periodic informal meetings with employees. At these meetings the employee's strengths and weaknesses in job performance will be discussed. The supervisor will encourage continued improvement in performance.
 - (b) A candid appraisal of the employee's work performance during the previous year will be made using an evaluation form approved by the council. Summary statements may accompany the evaluation. The employee may respond in writing to the performance review, and the response will be a part of the documents both the employee and the supervisor sign. The employee will receive a copy of the total documentation of the performance review, and a copy will be placed in the personnel file of the employee (maintained in the Business Office).
 - (c) The annual performance review will serve as a basis for a supervisor making recommendation for an employee's merit salary increases.
 - (d) A supervisor who has recorded any performance area, skill or ability as being less than satisfactory or deficient, shall be expected to identify steps required by the employee for improvement, the expected outcome and set a time period by which improvements must be completed.
 - (1) This procedure for improvements should be recorded on either the performance review document or in a separate memorandum of understanding.
 - (2) A copy of this agreement, signed both by the supervisor and the employee, shall be sent to the Director of Business Affairs.
 - (3) The supervisor shall make a periodic assessment of the employee's progress in achieving improvement(s) and so advise the affected employee.
 - (4) At the end of the agreed to time period, the supervisor shall prepare a written assessment of the employee's general job performance and the previously identified performance deficiency. A copy of the written assessment shall be provided to the employee at the time it is discussed with the employee. The Director of Business Affairs shall be sent a copy of this follow-up written assessment.

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ADMINISTRATIVE GUIDELINES (Continued)

Performance Review (Continued)

- (5) If the skill, ability, or performance has not been improved, the supervisor, in consultation with the president, may consider recommending the employee be placed on probation, re-classified to a lower pay grade, re-assigned to another job position or have their employment terminated.
- (e) The performance review documents may serve as the basis for documentation in the recommendation of termination of an employee's service with the College.
- (7) Employee on Disability: An employee who is unable to perform his/her job assignment due to illness or disability may be classified as an employee on disability if certain conditions (See item (a) "Determination") are met. This classification shall continue until such time as the employee elects to resign, retire or is certified by a medical professional and/or the insurance carrier to return to work.
 - (a) Determination: The conditions which constitute disability shall be defined by the carrier which provides disability insurance coverage for the College. The terms and conditions which shall apply are specified in the insurance policy in force at the time an employee requests disability status. The employee seeking disability status shall comply with all filing and documentation requirements specified by the insurance carrier.
 - (b) Notification: Upon the certification by the insurance carrier that an employee qualifies for disability coverage, the Director of Business Affairs shall notify in writing the affected employee. Additionally, the employee's immediate supervisor, and president shall on a timely basis be notified in writing that the affected employee has been placed on a disability status.
 - (c) Benefits: Employees who are disabled will be paid regular wages and benefits until sick leave is used. However, afterward the employee must pay his/her medical insurance premium. Guide Stone will continue life insurance coverage. Payment of retirement benefits will cease at the end of sick leave. The disability insurance coverage coordinated with Social Security is equal to sixty percent of the employee's earnings as reported to Guide Stone prior to the onset of disability. The employee must be out of work three months before he/she is eligible for disability benefits. The Standard Disability Plan excludes benefits for disabilities beginning in the first year of coverage if the disability is caused by a pre-existing condition.
- (8) Employment of relatives: Immediate family members may not be employed in situations where one family member has direct influence over the other's conditions of employment.

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ADMINISTRATIVE GUIDELINES (Continued)

- (9) Rehiring: A person who has terminated service with the College may be considered for re-employment by following the same application process as is required for any first time employee.
- (10) Exit Interview - A formal exit interview is to be conducted by the appropriate supervisor whenever a person leaves the employment of the College. Results may be shared with the appropriate supervisory personnel. Upon receipt of the resignation notification, the appropriate supervisor will schedule on a timely basis the exit interview.
- (11) Employee Discipline: Employees are expected to observe certain standards of job performance and conduct for the safe and orderly operation of the College's business. Where, in a supervisor's judgment, the employee's job performance or conduct do not meet College standards, the College may provide the employee a reasonable opportunity to correct the deficiency according to the procedures set forth below. However, the council may eliminate or accelerate any of these procedures, and may terminate employment immediately where the seriousness of the conduct so requires, and may suspend an employee for a period of time to allow for a grievance/disciplinary investigation (see Section A(12) "Grievance Procedure").
- (a) Disciplinary Warnings may be issued to an employee because of job performance and/or misconduct. The procedures shall be as follows:
- (1) An oral warning is a discussion by the supervisor with an employee and is given when violations of standards in job performance or conduct occur. Oral warnings include counseling the employee and giving him or her a plan for improvement. The counseling session should include: (1) a statement of the problem by the supervisor; (2) recommendations for correction; and (3) a warning of further disciplinary action if improvement does not occur within a specified time set by the supervisor. A memo of this discussion should be placed in the employee's personnel file (maintained in the Business Office) within three (3) days of the counseling session. The oral warning step may be bypassed and a written warning given instead, depending on the seriousness of the violation.

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ADMINISTRATIVE GUIDELINES (Continued)

Employee Discipline (continued)

- (2) A written warning is a notification in writing given to the employee by his or her supervisor in or after a counseling session in which the employee is given notice that his or her job performance or conduct does not meet the College's standards. The employee will be notified that he or she is on probation for a specified period of time (such as 30 days). During this probation period, any merit increases will be delayed by the length of the probation. (They will revert to the normal schedule for future reviews, provided no further infractions occur.) A written warning should include: (1) a statement of the problem by the supervisor; (2) recommendations for correction; and (3) a warning of further disciplinary action if improvement does not occur within a specified time set by the supervisor. The written warning must be signed by the supervisor and the employee. If the employee refuses to sign, that refusal should be noted on the memorandum of warning. A copy of the warning is to be given to the employee and the original placed in the employee's personnel file (maintained in the Business Office).
- (3) Additional Penalties: If a previously cited problem continues or reoccurs, or if other infractions or violations of policy occur while the employee is on probation, the employee's supervisor, in consultation with the President may apply other more serious discipline.
 - (a) The optional penalties could include one or more of the following: demotion in job classification; reduction in salary; suspension from work with or without salary for one or more days; termination of employment.
 - (b) Even when an employee has successfully completed a disciplinary probation period, prior infractions and violations of policy will be taken into consideration if further or additional infractions or violations occur at a subsequent time.
- (4) Forced termination: Forced termination of employees may or may not be for a cause, and normally will be communicated personally and in writing by the supervisor (vice president or above). Prior to the notification to an employee of their termination from employment, the following procedure will occur:
 - (a) In cases involving an administrative employee, the supervisor will discuss the possible termination of employment with the president.
 - (b) In cases involving a presidentially appointed employee, the supervisor will discuss possible termination of employment with the president, and the president.
 - (c) A recommendation for an employee being terminated from employment shall have the approval of the president.
- (b) Job Performance: Employees may be disciplined up to and including suspension and discharge for poor job performance as determined by College administration, including but not limited to the following:

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ADMINISTRATIVE GUIDELINES (Continued)

Job Performance (continued)

- (1) Below-average work quality or quantity;
 - (2) Poor attitude, including rudeness, or lack of cooperation;
 - (3) Excessive absenteeism, tardiness, or abuse of break and lunch privileges;
 - (4) Failure to follow instructions or College policy and procedures; or
 - (5) Failure to follow established safety regulations.
 - (6) The preceding is not an exhaustive list. Disciplinary action may be taken for other work-related deficiencies as well.
- (c) **Misconduct:** Depending on the severity of the misconduct, as determined by College administration, employees may be disciplined, including suspension or immediate termination of employment, for any of the following (or similar misconduct):
- (1) Insubordination;
 - (2) Dishonesty;
 - (3) Theft;
 - (4) Habitual discourtesy;
 - (5) Misuse or destruction of College property or the property of another on College premises;
 - (6) Violation of conflict of interest rules;
 - (7) Unauthorized use or disclosure of confidential or proprietary information;
 - (8) Falsifying or altering College records;
 - (9) Interference with the work performance of others;
 - (10) Fighting with another employee;
 - (11) Physical, sexual or verbal harassment of another employee;
 - (12) Being under the influence of, using (manufacturing, dispensing, distributing,) possessing, or selling alcohol, drugs or illegal (or controlled) substances;
 - (13) Gambling;
 - (14) Sleeping on the job or leaving the job without authorization;
 - (15) Possession of a firearm or other dangerous weapon on College property or in College vehicles or while conducting College business;
 - (16) Conviction of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of the College, its employees, constituency, or property;
 - (17) Mishandling College funds or records, including falsification of time records and employment application forms;
 - (18) Failing to report to the College, within five days, any conviction under any criminal statute;
 - (19) The preceding is not an exhaustive list. Disciplinary action may be taken for other work-related misconduct as well.

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ADMINISTRATIVE GUIDELINES (Continued)

- (12) Grievance Procedure/Disciplinary/Appeal
- (a) An appropriate grievance is defined as an employee's expressed dissatisfaction concerning any interpretation or application of a work-related policy by management, supervisors, or other employees. Examples of matters which may be considered appropriate grievances under this policy include:
 - (1) A belief that College policies, practices, rules, regulations, or procedures have been applied in a manner detrimental to an employee;
 - (2) Treatment considered unfair by an employee, such as coercion, reprisal, harassment, or intimidation;
 - (3) Alleged discrimination because of race, color, sex, age, national origin, marital status, or disability; and
 - (4) Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, performance review, salary, or seniority.
 - (5) Grievance procedures related to a forced termination of employment are handled by separate policy guidelines (see Section A, "Personnel Resignation/Termination" (3) "Grievance Procedure").
 - (b) Employees should notify the College's Director of Business Affairs, in a timely fashion, of any grievance considered appropriate for handling under this policy. The grievance procedure is the exclusive remedy for employees with appropriate grievances. As used in this policy, the terms "timely fashion," "reasonable time," and "promptly" generally will mean five working days.
 - (c) The grievance procedure has a maximum of three steps, but grievances may be resolved at any step in the process. Grievances are to be fully processed until the employee is satisfied, does not file a timely appeal, or exhausts the right of appeal. A decision becomes binding on all parties whenever an employee does not file a timely appeal or when a decision is made in the final step and the right of appeal no longer exists.
 - (d) Employees who feel they have an appropriate grievance should proceed as follows:
 - (1) **Step One** - Promptly bring the grievance to the attention of the immediate supervisor and then the Director of Business Affairs. If the grievance involves the supervisor or the department director, or in the absence of a supervisor/department director, then it is permissible to proceed directly to Step Two. The department director is to investigate the grievance, attempt to resolve it, and give a decision to the employee within a reasonable time. The supervisor should prepare a written and dated summary of the grievance and proposed resolution to be provided to the employee, the respective department head, and for file purposes in the Business Office.

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ADMINISTRATIVE GUIDELINES (Continued)

Grievance Procedure (Continued)

- (2) **Step Two** - Appeal the decision to the department head, if dissatisfied with the supervisor's decision, or initiate the procedure with the department head if Step One has been bypassed. Such an appeal or initial complaint must be made in a timely fashion using a written form provided for this purpose. The supervisor's version of the grievance and decision will then be submitted using a similar written form. The department head will, in a timely fashion, confer with the employee, the supervisor, and any other members of the president's council considered appropriate; investigate the issues; and communicate a decision in writing to all the parties involved.
- (3) **Step Three** - Appeal an unsatisfactory department head decision to the president. The timeliness requirement and procedures to be followed are similar to those in Step Two. The president will review documents and issue a written, final, and binding decision. No hearing will be held by the president.
- (e) The president will provide training and support to supervisors and department directors in dealing with employee grievances. In addition, employees should be encouraged to consult with their supervisors, or other members of the council on a less formal basis regarding employee complaints or disputes when appropriate.
- (f) Final decisions on grievances will not be precedent-setting or binding on future grievances unless they are officially stated as College policy. When appropriate, the decisions will be retroactive to the date of the employee's original grievance.
- (g) Information concerning an employee grievance is to be held in confidence. Supervisors, department heads, and other members of the council who investigate a grievance are to discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information or advice.
- (h) Time spent by employees in grievance discussions with management during their normal working hours will be considered hours worked for pay purposes.
- (i) Employees are not to be penalized for proper use of the grievance procedure. However, it is not considered proper use if an employee raises grievances in bad faith or solely for the purposes of delay or harassment, or repeatedly raises meritless grievances. Implementation of the grievance procedure by an employee does not limit the right of the College to proceed with any disciplinary action which is not in retaliation for the use of the grievance procedure.
- (j) The council may, at its discretion, refuse to proceed with any complaint it determines is improper under this policy. **Further, this policy does not alter the employment-at-will relationship in any way.**

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POLICY STATEMENT - Personnel Resignation/Termination

It is the policy of the Board to have a clearly defined program for facilitating the concluding of an employee's service to the College. The president is expected to develop and utilize procedures for the resignation, retirement or termination from employment by individuals who serve in positions designated as either presidentially or administratively appointed.

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ADMINISTRATIVE GUIDELINES-Personnel Resignation/Termination

- (1) Resignation/Termination of Employment: Employees may terminate their employment with the College by one of two methods - voluntarily or involuntarily. Should an employee decide to resign voluntarily, a specific procedure of notification is expected to be followed, except in the events described in (a)(2) and (3).
 - (a) Voluntary Termination: An employee is considered to have voluntarily terminated his or her employment with the College when the employee:
 - (1) Resigns from the College;
 - (2) Fails to return from vacation or from an approved leave of absence without subsequent notice and approval; or
 - (3) Fails to report to work without notice to the College for three consecutive days.
 - (b) Involuntary Termination: An employee may be terminated involuntarily for reasons that may include poor performance, misconduct, or other violations of the College's rules of conduct as set forth below. Notwithstanding this list of reasons, the College reserves the right to discharge an employee with or without cause and with or without prior notice.
 - (c) Resignations Procedures:
 - (1) An advance notice of at least two weeks, in addition to any vacation or leave time which may be due, is expected whenever an employee resigns. The effective termination date may be accelerated by the council. However, the giving of proper notice will assure eligibility for full termination benefits for the person who resigns. Failure to give such notice may cause a note to be placed in the employee's permanent file and may prevent the presentation of a financial termination gift.
 - (2) When it becomes necessary for an administrative employee to terminate employment with the College, the proper resignation will be submitted in writing to the department director. The department director will then submit the original to the Director of Business Affairs and a copy of the resignation to the president.
 - (3) The resignation of a presidentially appointed member requires written notification as specified in (a) or (b), as well as the president. The specified notification is as follows:
 - (a) A department director or faculty member should submit a written resignation from employment to his/her supervisor, who will discuss the resignation with the president. Upon acceptance of the resignation, the supervisor shall send the original letter of resignation to the Director of Business Affairs.
 - (b) A member of the council will submit a written resignation from employment to the president for processing. The president will advise the Director of Business Affairs and all the council.
 - (4) When an employee terminates service with the College and the employee has served for a period of at least five years, a financial gift may be included in the final payroll (see Section J (1), "Financial Gifts").

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ADMINISTRATIVE GUIDELINES (Continued)

Resignation/Termination of Employment (Continued)

- (5) In compliance with COBRA, when an employee, who has participated with the College's medical insurance, terminates their employment, the employee will be sent a COBRA Notification form which offers a continuation of group health coverage, at the expense of the former employee. (COBRA was the Consolidated Omnibus Budget Reconciliation Act of 1985, which specified employers must offer continuation of group health plan coverage.)

- (2) Retirement: The College seeks to adhere to the Federal Statutes on employment matters, specifically the Age Discrimination in Employment Act (ADEA). Consequently, an employee's continued employment will be governed by the employee's satisfactory rating in the annual performance review process.
 - (a) As part of the evaluation/supervision activity of the supervisory staff, retirement provisions made by the College may be discussed in annual evaluation (performance review). Employees are encouraged to discuss specific retirement plans with the Director of Business Affairs to become aware of retirement transition issues and to ensure that the employee has adequately prepared for the financial requirements necessary in retirement.
 - (b) Employees shall submit to their immediate supervisor, a written memorandum declaring their intention to retire from employment with the College, three months prior to the planned retirement date. This memorandum should specify the planned retirement date. The supervisor shall, on a timely basis, notify the Director of Business Affairs, and president, concerning the receipt and acceptance of the employee's planned retirement and the effective date.
 - (c) An employee, under special conditions, may be invited to remain an employee beyond the planned retirement date, upon the request of the president.
 - (d) See Section C (2), "Employee Insurance" of this manual for policy and guidelines regarding continuation of group medical and life insurance in retirement.

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POLICY STATEMENT - Employment Accommodation

It is the policy of the Board that employees with physical or mental disabilities, or with infectious, long-term, life-threatening, or other serious diseases may work as long as they are physically and mentally able to perform the essential duties of their job without direct threat to their own health or that of other employees, the College's constituency, or members of the public.

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ADMINISTRATIVE GUIDELINES-Employment Accommodation

- (1) Serious diseases for the purposes of this policy include, but are not limited to, cancer, heart disease, multiple sclerosis, hepatitis, tuberculosis, human immunodeficiency virus (“HIV”), and acquired immune deficiency syndrome (“AIDS”).
- (2) The College will support, where feasible and practical, educational programs to enhance employee awareness and understanding of serious diseases.
- (3) Employees afflicted with a physical or mental handicap, or a serious disease are to be treated no differently than any other employee. Therefore, if the serious disease affects their ability to perform assigned duties, those employees will be treated like other employees who have disabilities which limit their job performance.
- (4) Employees who are diagnosed as having a serious disease and who want an accommodation should inform their supervisor of their condition as soon as possible. Supervisors should review with the employee College policy on issues such as employee assistance, leaves and disability, infection control, requesting and granting accommodations, the College’s continuing expectation regarding the employee’s performance and attendance, and available benefits.
- (5) Employees who have a serious disease and who want an accommodation should provide their supervisor with any pertinent medical information needed to make decisions regarding job assignments, ability to continue working, or ability to return to work. The College may also require a doctor’s certification of an employee’s ability to perform job duties. Additionally, the College may request that an employee undergo a voluntary medical examination.
- (6) The College will attempt to maintain the confidentiality of the diagnosis and medical records with serious diseases, unless otherwise required by law. Information relating to an employee’s serious disease will be treated as confidential and ordinarily will not be disclosed to other employees.
- (7) The College will comply with applicable occupational safety regulations concerning employees exposed to blood or other potentially infectious materials. Universal precautions, engineering and work practice controls, and personal protective equipment will be used where appropriate to limit the spread of diseases in the workplace.
- (8) Employees concerned about being infected with a serious disease by a coworker, visitor, or other person should convey this concern to their supervisor. Employees who refuse to work with or perform services for a person known or suspected to have a serious disease, without first discussing their concern with a supervisor, will be subject to discipline, up to and including termination. In addition, where there is little or no evidence of risk of infection to the concerned employee, the employee’s continued refusal, after consultation with supervisory personnel, may result in discipline, up to and including termination.

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POLICY STATEMENT - Biblical Dispute Resolution

It is the policy of the Board for all management and supervisory personnel to produce reconciled relationships through their supervisory and personnel management practices. College personnel cannot effectively minister to the College's constituency if they are not practicing ministry among employees. Recognizing that litigation and an adversarial legal system tend not to produce reconciled relationships, it is the policy of the Board for College employees to favor and promote a biblical approach to dispute resolution, like the informal process described in Matthew 18 or, if necessary, Christian conciliation in lieu of litigation.

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ADMINISTRATIVE GUIDELINES-Biblical Dispute Resolution

- (1) Objectives: The College's policy on biblical dispute resolution is based upon four Biblically supported objectives:
 - (a) Strive to be peacemakers [Matthew 5:9; Proverbs 17:14; Proverbs 20:3];
 - (b) Avoid civil litigation [I Corinthians 6:1,4];
 - (c) Seek to settle disputes quickly [Matthew 5:25; Luke 12:57,58]; and
 - (d) Make the paramount goal in any conflict the restoration of righteous relationships rather than the winning of a "legal victory" [Matthew 18:15].
- (2) Conflicts: While harmony, consensus and tranquil relationships are desirable goals, peace at any price is not. Conflicts are inevitable, even in Christian organizations. Where there are people there will be conflicts. Since Christians are a called-out group of imperfect people in the process of being perfected while seeking to do the perfect work of Christ, there will be conflicts. The question is not whether employees will have conflicts, but when they come, how employees will handle conflicts.
- (3) Process: **(This item yet to be defined)**
- (4) Dispute Resolution: **(This item yet to be defined)**
- (5) Acknowledgment: Acknowledgment by employees to participate in Biblically based conflict resolution shall be acquired from at least one of two procedures:
 - (a) Each year, when revisions and additions are made to this Manual, employees will be required to sign an "Acknowledgment" which shall include the following statements [noted after (b)]:
 - (b) All persons employed after this policy is adopted, will be required to sign a "New Employee Acknowledgment" which shall include agreement to participate in Biblically based conflict resolution, which shall read as follows:

"In the highly unlikely event that the College and I are unable to resolve a dispute between us relating to any aspect of my employment, or termination thereof, or any provision in this Personnel and Policy Manual, I agree to attempt to resolve the dispute without resorting to civil litigation by submitting the dispute to mediation, under the rules of either the Institute for Christian Conciliation (406-256-1583) or such other alternative dispute resolution entity or person as the College and I may mutually agree in writing."

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POLICY STATEMENT – General Religious Exemptions

In general the college appropriates to itself all privileges and exceptions available to any religious institution under federal and state statutes and administrative rulings.

- (a) As a particular example, the College is not an employer who is required to provide unemployment compensation insurance coverage to its employees. **EMPLOYEES OF THE COLLEGE ARE THEREFORE NOT ELIGIBLE FOR UNEMPLOYMENT BENEFITS.**
- (b) The College is also exempt from federal and state laws which prohibit discrimination on the basis of religion in employment.

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Title IX Policy and Procedure Manual--Introduction

In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, and the recent amendments to the Violence Against Women Act (VAWA), The Baptist College of Florida does not illegally discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, or military service in its administration of education policies, programs, or activities; admissions policies; or employment. Under federal law, the college may discriminate on the basis of religion in order to fulfill its purposes.

The implementing regulation at 34 C.R.F.~106.12 provides that Title IX does not apply to an educational institution controlled by a religious organization to the extent that application of Title IX would be inconsistent with the controlling organization's religious tenets. Since The Baptist College of Florida is subject to the direction and control of a religious organization, the Florida Baptist Convention, the college is exempt from these provisions to the extent that they prohibit discrimination on the basis of marital status, sex outside of marriage, sexual orientation, gender identity, pregnancy, or abortion and compliance would conflict with the controlling organization's religious tenets.

Ref: Letter dated December 22, 2014
United States Department of Education
Catherine E. Lhamon
Assistant Secretary for Civil Rights

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Title IX Policy and Procedure Manual—College Policy Statement

The college is committed to providing its students, faculty and staff with an environment free from implicit and explicit coercive behavior used to control, influence or affect the well-being of any member of the college community. The college prohibits any harassment of any person, whether or not it is related to a person's race, sex, religion, national origin, age or physical condition. Harassment or sexual harassment of any person is inappropriate, unacceptable and contrary to the standards of conduct expected of all members of the college community including students, faculty and staff.

The college harassment and sexual harassment policies, including a description of disciplinary action, can be found in The Baptist College of Florida Student Handbook, College Code of Conduct (5.29 - Harassment and 5.40 - Sexual Misconduct (Sexual Harassment, Complaint Procedure for Harassment and Discrimination, Sexual Assault, Emergency Reporting, and Disciplinary Action); The Baptist College of Florida Personnel Policy and Practice Manual (Section K-8, Sexual Harassment); and The Baptist College of Florida Faculty and Adjunct Faculty Handbook (Section 2.2, Sexual Harassment).

The Baptist College of Florida prohibits retaliation (in the form of intimidation, threats, coercion, or discrimination) against individuals reporting or providing information for Title IX investigations. Such behavior will be addressed by the Title IX coordinator and subject to disciplinary action as determined by the Student Affairs Committee appointed by The Baptist College of Florida President.

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Title IX Policy and Procedure Manual— Reporting/Complaint Procedure

Inquiries or complaints should be directed to the Title IX coordinator. The Title IX coordinator is responsible for responding to inquiries and complaints.

The Baptist College of Florida Title IX coordinator is not a confidential source of support. While complaints will be addressed and investigated with sensitivity, keeping information as private as possible, if complete confidentiality is desired, then a Confidential Counselor should be requested through the Student Services Office (850) 263-3261 Ext. 474.

The Title IX coordinator, as appointed by the President of The Baptist College of Florida, is Sandra Richards, Director of Enrollment Management and Marketing. Ms. Richards can be reached in Graceville Hall during normal working hours from 8:00 a.m. to 4:30 p.m., Monday through Friday, (850) 263-3261 Ext. 415, Central Time Zone. After hours, she can be reached at (850) 415-0799.

This policy addresses sexual misconduct complaints:

In addition to the Title IX coordinator, reports relating to sexual misconduct may be reported to the appropriate representative offices as outlined in the Student Handbook, Personnel Manual, and Faculty/Adjunct Faculty Handbook. Sexual misconduct may also constitute a criminal violation which is reportable to local law enforcement agencies.

The college encourages students, faculty and staff to report all incidents of sexual misconduct. The college is obligated under federal law to investigate reports of sexual misconduct to eliminate sexual harassment, discrimination, assault, and prevent reoccurrence. The college reserves the right to take whatever measures necessary to protect students' rights and personal safety.

Title IX inquiries and complaints will be processed taking into consideration certain rights afforded the accuser(s) and accused student(s).

1. Written notification of alleged violation.
2. Disclosure of source of any allegation.
3. Policy violated within the Code of Conduct.
4. Investigation results/sanctions and/or disciplinary results (administrative disciplinary actions such as suspension or expulsion, interim suspension, sanctions such as warnings, probation, loss of privileges, restrictions, community service or other forms of restitution, or no contact) will be determined by the Student Affairs Committee appointed by The Baptist College of Florida President.
5. Provided an opportunity to respond/or refrain from making statements.
6. Appeal (both the accuser and accused have the right to an appeal). A written appeal or submission must be submitted to the College Hearing Officer within 5 days following receipt of the investigation results including any administrative disciplinary action, if required. The decision of the College Hearing Officer on appeals is final unless the President chooses to review the matter.

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Title IX Policy and Procedure Manual— Referenced

1. The Baptist College of Florida Student Handbook
2. The Baptist College of Florida Faculty and Adjunct Faculty Handbook
3. The Baptist College of Florida Personnel Policy and Practice Manual

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Revision Date: May 2015

POLICY STATEMENT - Salary Administration

It is the policy of the Board to develop and maintain a nondiscriminatory salary administration plan which provides fair and equitable compensation for the employees of the College.

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Revision Date: May 2015

ADMINISTRATIVE GUIDELINES-Salary Administration

- 1 Pay periods: Employees are paid twice a month (15th & 30th) (24 times a year) by check. If the 15th or 30th falls on a weekend, they are paid on the previous Friday.
- 2 Salary schedules:
 - (a) The president will annually review the pay grade classifications of all positions of the College. The president will inform the council of the amount to be used for merit salary adjustments and/or cost of living adjustments for staff within the limits of the College budget.
 - (b) Salary schedules for temporary and part-time employees are established by the Director of Business Affairs overseen by the president.
- 3 Merit salary increases: Upon the instruction of the president, and within budget limits, merit salary increases may be granted to employees. Merit will be granted as a result of performance reviews. Recommendations for an employee to receive a merit increase will be made by the immediate supervisor to the president. The president may grant to each employee the amount justified by the supervisor's recommendation and within available funds. Confidential communication will be made to each employee receiving a merit increase.
- 4 Cost of living increases: Upon the instruction of the president, and within budget limits, cost of living increases may be granted to employees.
- 5 Salary information:
 - (a) Specific salaries of individual employees will not be published or otherwise made available to the general public.
 - (b) Specific salary and benefit information of current employees is considered confidential.
 - (1) An employee's specific salary will be made available to supervisory personnel on a "need to know basis."
 - (c) Prior to the employment of new personnel, a supervisor shall discuss with the president the salary range assigned to the personnel position being filled. The supervisor shall not make a specific salary commitment to a prospective employee without the knowledge of the president who shall provide the appropriate "Staff Benefit Statement" to the employee.

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ADMINISTRATIVE GUIDELINES (Continued)

- 6 Housing and utility allowance: Ordained personnel may be eligible for Internal Revenue Service exemptions for income tax purposes on housing and related expenses.
- (a) Each eligible employee must complete annually the "Ordained Minister's Estimate of Housing and Utilities Expenses" form and return it to the Business Office for filing in the College records. This form must be submitted before a housing or utility allowance will be approved.
 - (b) Eligible employees are responsible for reporting, as taxable income on Form 1040, any portion of the housing and utility allowance not used for the designated purpose.

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Revision Date: May, 2015

POLICY STATEMENT - Employee Benefits

1. Employee Retirement Annuity

It is the policy of the Board to provide a retirement annuity benefit for each of its eligible employees. This benefit will be provided through a program contracted with, and administered by, the Guide Stone Financial Resources of the Southern Baptist Convention. An eligible employee is a full-time staff person who has completed one year's work at the college or brings in a minimum of a year's experience in a Southern Baptist church, state Baptist convention, denominational agency and/or related Southern Baptist agency.

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Revision Date: May, 2015

ADMINISTRATIVE GUIDELINES-Employee Benefits

- (1) College contributions
The College contribution of five percent of the employee's salary begins after one full year of employment. The employee must be twenty-one years of age or older. One percent of salary is added for each additional three years of service up to a maximum of ten percent. New employees with previous denominational service will be given one percent of salary for every five years up to the maximum of ten percent. The one year rule is waived if the employee has completed a year of service with a Southern Baptist church or agency. For faculty, see Faculty Handbook, Faculty Fringe Benefits, 7.2.2.1.
- (2) Employee contributions
The basic plan does not require any contributions from the employee. However, the employee is encouraged to deposit, by payroll deduction (through written salary reduction agreement), any amount the employee chooses to be tax-sheltered within Internal Revenue Service limitations. The College does not match employee contribution.
- (3) Disability benefits
During the period of time an employee is receiving disability benefits under the separate long-term disability plan of the College, Guide Stone will continue life insurance coverage. When long-term disability benefits cease, the employee shall be entitled to the benefits under this Plan as if the employee terminated employment at that time.
- (4) Vesting
Employees are fully vested in the College contributions accounts upon enrollment.
- (5) Termination of service
An employee who terminates employment as a member of the Southern Baptist Protection Program Convention Annuity Plan for any reason other than death, disability or retirement, faces the following options. (a) If the account is under \$5,000 the employee is forced to cash out as soon as possible. (b) If the account is over \$5,000 the employee may defer until later, make a direct rollover to another plan, or may take a single sum.
- (6) Amendment
Guide Stone and the College may, upon their mutual consent, amend this Plan in whole or in part or without retroactive effect as long as such amendment will not cause any assets contributed to Guide Stone under the Plan to be used for or diverted to any purpose other than the exclusive benefit of members or their beneficiaries, provided the foregoing limitation shall not operate in the event a particular amendment is required to comply with applicable law. Any amendment shall become binding upon Guide Stone and the College as soon as both have approved the same in writing.

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ADMINISTRATIVE GUIDELINES (Continued)

(7) Employee Consultations

The Director of Business Affairs serves as the administrator of the College's annuity plan. The administrator is responsible for all communications and disclosures to employees concerning College annuity benefits and for compliance with all applicable laws and regulations. In addition, the administrator is available to answer employee questions concerning the benefit plans.

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Revision Date: May 2015

POLICY STATEMENT - Employee Benefits

2. Employee Insurance

It is the policy of the Board to offer a group hospitalization, surgical, major medical, and life insurance benefit program for all College employees classified as “regular full time” and who receive their primary W-2 form from the College. This benefit will be provided through a program contracted with and administered by third party insurance carriers. Employees are expected to financially contribute to the plan in which they are enrolled.

It is the policy of the Board to provide at the retirees’ cost life and supplemental medical insurance for retired employees.

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ADMINISTRATIVE GUIDELINES-Employee Benefits

- (1) College employees become a part of its benefit program immediately upon becoming regular full-time employees. There is a 30 day waiting period for medical and life insurance benefits.
- (2) For presidentially appointed faculty and staff and grandfathered staff (those employed before September 16, 1994) the College pays the employee and dependent's life and disability insurance coverage. The College pays an agreed upon percentage of the employee and dependent's medical insurance coverage.
- (3) For administratively hired staff (employed after September 16, 1994) the College pays for the total cost of the life and disability insurance. The College also pays an agreed upon percentage of the employee's medical insurance coverage. The College does not pay for dependent coverage of administratively hired personnel. Administratively hired personnel may purchase dependent coverage through the College plan.
- (4) A dependent child is covered to age 25 as long as he/she is a full-time student. When a dependent child loses eligibility for medical insurance coverage, he/she's coverage may be continued for a limited time period under provision of the Group Medical Continuation.
 - (a) When a child reaches age 18, is not in school, and has no other medical coverage, coverage may be continued for a limited time period under provision of the Group Medical Continuation.
 - (b) If a dependent child is in college full-time and discontinues classes temporarily, the employee may arrange coverage through a separate policy for up to three years. If the student goes back to school within this period, he/she may be covered by the employee's policy.

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Revision Date: May 2015

POLICY STATEMENT - Employee Benefits

3. Social Security

It is the policy of the Board to pay social security taxes upon salaries paid to those employees who are not excluded from social security participation as defined by the Internal Revenue Code.

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ADMINISTRATIVE GUIDELINES-Employee Benefits

- (1) All duly ordained persons employed by the College, such as president, Vice President, department directors, and faculty, who are performing ministerial services as defined by the IRS are by law "self-employed" for social security tax purposes, but are employees for every other purpose.
- (2) Non-ordained employees are considered "regular employees" for social security tax purposes. The College will pay taxes upon the employee's salary and an equal tax amount will be deducted from the employee's salary.

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POLICY STATEMENT - Employee Benefits

4. Worker's Compensation

It is the policy of the Board to carry Worker's Compensation insurance coverage on all its employees as required by laws of the state of Florida. The College pays the premium for this coverage.

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ADMINISTRATIVE GUIDELINES-Employee Benefits

- (1) When an employee is injured in the line of service, the employee's salary will be paid until Worker's Compensation begins.
- (2) All injuries must be reported to the Business Office immediately, but in any event within twenty-four (24) hours after the accident. This is especially important as the injury must be reported by the Business Office to the State Industrial Commission within this period.

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POLICY STATEMENT - Employee Benefits

5. Employee Travel

It is the policy of the Board that employees who participate in an activity or conduct business on behalf of the College shall be entitled to financial reimbursement for any reasonable and necessary and properly substantiated out-of-pocket travel expense which they incurred in the performance of their duties. Written documentation of substantiated travel expenses must be submitted to the College's Business Office within 10 days from the date the expenses were incurred.

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ADMINISTRATIVE GUIDELINES-Employee Benefits

- (1) Reimbursable expenses could include actual lodging charges, meals, and charges resulting from the use of a regulated public transportation method (i.e., airplane, railroad, taxicab, rental vehicle) incurred in connection with College approved travel. Personnel are expected to exercise good judgment and responsible stewardship in funds and costs related to travel.
- (2) College employees who are not provided the use of a College-owned vehicle, but who must use their personal vehicle to conduct College related business shall be entitled to be reimbursed at a rate determined by administration, not to exceed the Internal Revenue Service approved rate or actual fuel expense.
- (3) All employees seeking expense reimbursement shall complete and sign the appropriate reimbursement request form and provide the necessary documentation of expenses.
- (4) Employees who sustain an injury while traveling as a result of College related business shall be covered by the College's comprehensive insurance plan and Workers' Compensation insurance.
- (5) Employees are personally responsible for any driving infractions or fines as a result of their driving.
- (6) Employees are not permitted, under any circumstances, to operate a College vehicle, or a personal vehicle for College business, when any physical or mental impairment causes the employee to be unable to drive safely.
- (7) Travel shall have been assigned and approved in advance by appropriate supervisor.

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POLICY STATEMENT - Employee Benefits

6. Tuition Benefits

It is the policy of the Board that current full-time employees of the College be permitted to take advantage of the College's academic offerings. It is the policy of the Board that spouses or children of administrative staff or faculty are eligible for a 100% discount on tuition while paying applicable fees.

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ADMINISTRATIVE GUIDELINES-Employee Benefits

- (a)
 - (1) Full-time employees are eligible for tuition and fees for one course per semester.
 - (2) Benefit is contingent on space available.
 - (3) Approval of the employee's immediate supervisor.

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Revision Date: May 2015

POLICY STATEMENT - Work Schedule

It is the policy of the Board to develop and maintain a clearly defined work schedule requirement of all employees which should include working hours, break periods, vacations and holidays. The specific guidelines are to be developed and administered by the administration.

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ADMINISTRATIVE GUIDELINES-Work Schedule

- (1) Workday: The normal workday for all employees consists of seven and one half (7 1/2) hours of work, interrupted by a lunch period. The normal workday will be from 8:00 a.m. until 4:30 p.m. An employee is expected to work 37 1/2 hours per week.
 - (a) Administrative employees who must work hours other than the established workday must have the approval of the appropriate supervisor and this deviation must be reported to the president and the Business Office.
 - (b) A supervisor may approve an occasional deviation to the normal workday (8:00 a.m. to 4:30 p.m.) schedule to permit an employee to make up work time lost to an unexcused absence. However, the makeup hours shall not cause the employee to work more than 40 hours in any one week.
 - (c) Presidentially appointed personnel who have field and travel assignments and other "exempt" employees are not covered by this provision. [See Section A, 4. Personnel Recruitment, (1) Employment Classification, item (g) "Exempt Employees"].
- (2) Time records: In compliance with Federal regulations, it is the responsibility of each employee to submit appropriate attendance/time records to the Business Office.
 - (a) Presidentially appointed and other exempt personnel will submit appropriate attendance records each month.
 - (b) Administrative personnel will be paid on the basis of an "Employee Attendance Report" submitted biweekly.
- (3) Overtime/compensatory time: It is the policy of the Board that "non-exempt" administrative employees are not to work overtime.
 - (a) Any scheduling of overtime will require the prior written approval of the division supervisor. A copy of the approval must be attached to the attendance report on which the overtime work is reported.
 - (b) In the event an administrative employee must work more than 37 1/2 hours in any given week, the extra 2-1/2 hours worked will not be compensated for by financial payment.
 - (c) The employee may arrange with the supervisor to take time off (compensatory time) during a normal workday for an amount of time equal to the amount of time worked overtime, but not any more than 2-1/2 hours. The compensatory time must be taken within the pay period in which the overtime occurred.
 - (d) A non-exempt employee who is authorized to work more than 40 hours in one week or 80 hours in a two-week pay period shall be paid at the rate of time and a half.
 - (e) "Non-exempt" employees, who on their own accord take a leave of absence (as defined within this Policy Manual), to participate as a volunteer in a College-related and/or sponsored ministry (i.e. disaster relief) are not permitted to count such time as regular work hours or as overtime hours.

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ADMINISTRATIVE GUIDELINES-Work Schedule

- (4) Lunch periods: Each College employee is permitted one hour for lunch.
 - (a) The lunch hour should be taken between the hours of 11:30 a.m. and 1:30 p.m. The employee's time away from work station should not exceed one hour.
 - (b) Presidentially appointed personnel are not governed by this provision.

- (5) Annual Leave
 - (a) It is the policy of the Board to grant to all permanent and full-time employees annual leave with pay to provide employees with periods for rest and recreation in recognition of service performed.
 - (b) The allocation of annual leave is as follows:
 - (1) Executive administrators and faculty may earn fifteen (15) days vacation per year at the rate of 1.25 days per month.
 - (2) Administrators, administrative staff, and full-time support staff earn ten (10) vacation days per year on .833 days per month. Upon completion of five years' satisfactory performance, such employees may earn fifteen (15) days vacation per year. No leave time is accrued during a probationary period.
 - (3) An employee may take vacation time immediately upon accrual.
 - (4) The maximum time of one fiscal year's vacation (10 or 15 days) may be carried forward at June 30 to the next fiscal year, but must be utilized by October 1.
 - (5) If a holiday is observed or special days are designated as non-duty days for all employees, such time will not be charged against accrued vacation time.
 - (6) Annual leave must be scheduled through one's supervisor.

- (6) Holidays:
 - (a) Employees are permitted to be excused from work with pay on selected holidays as determined by the calendar and approved by the president. The days usually observed as holidays are: New Year's Day, Spring Break (5 days), Fourth of July, Labor Day, Thanksgiving and the following day, and Christmas day (more Christmas holidays may be scheduled at the direction of the president).

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POLICY STATEMENT - Absences

It is the policy of the Board to expect employees to be present, ready for work, when and where they are assigned, on regular work days. All employees will be permitted, within reason, to utilize a selected group of excused absences without penalty of salary reduction. Employees who accumulate excessive unexcused absences may be subject to salary reductions and/or termination of employment. The Board has empowered the president to define excused and unexcused absences and to develop the procedure for penalizing an employee who exercises excessive unexcused absences.

An absence is defined as being not present, or missing, from one's work station or field assignment. Any absence which (a) has not been defined as excused, or (b) when proper notification has not been received by the employee's supervisor, shall be considered unexcused. Salary reductions will be made for unexcused absences.

The College shall comply with all applicable state and federal employment laws, which now includes the Family and Medical Leave Act (FMLA) of 1993. Inasmuch as existing policy provides for certain leaves, and in some instances College policy is more generous than the FMLA mandates, the FMLA regulations shall serve as the minimum standards.

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ADMINISTRATIVE GUIDELINES-Absences

- (1) Family and Medical Leave:
 - (a) General Provisions: FMLA regulation provides that certain eligible employees shall be entitled to 12 weeks of unpaid leave for specified conditions. In addition, the following general provisions will be in effect:
 - (1) Employees must provide to their supervisor written 30 days advance notice of any foreseeable family or medical leave requirements.
 - (2) College provided health and life insurance benefits, annuity contributions, and accrual of employment length of service, will be continued during the leave period. However, any health insurance premiums normally paid through payroll deduction, must be continued to be paid by the employee during the leave period. If the employee fails to pay health insurance premiums while on leave, and becomes 30 days delinquent, the College's obligation to maintain health insurance coverage ceases.
 - (3) Intermittent leave which is necessitated by continuing treatment for a serious health condition, is permitted.
 - (b) Specified conditions: The following medical conditions are governed by the FMLA regulations:
 - (1) The birth or adoption of a child or placement of a foster child;
 - (2) Caring for a spouse, son, daughter, or parent with a "serious health condition"; or
 - (3) The employee's own serious health condition.
 - (4) A "serious health condition" would include, but not be limited to: illness, injury, impairment, or a physical or mental condition that involves in-patient care at a hospital, hospice or residential medical care facility or continuing treatment by a health care provider. Also included would be pre-natal care, restorative dental surgery after an accident, removal of cancerous growths and treatment for allergies or stress. A serious health condition would not include physical exams, nor voluntary or cosmetic treatments that are not medically necessary, unless in-patient hospital care is required.
 - (5) "Continuing treatment" is defined as medical treatment performed by a health care provider two or more times requiring absence from work more than 3 days.
 - (6) Certification of health condition: An employee shall have 15 days to provide to the Director of Business Affairs a certification of serious medical condition which verifies the purpose of the employee's family or medical leave of absence. Employees who fail to provide certification within the 15 day period, may be denied leave until the certification is provided. The Director of Business Affairs must be provided with a certification of eligibility to return to work signed by a health care provider, before an employee, who took a personal medical leave of absence, shall be permitted to return to work.
 - (c) Eligible employees: Employees who meet all of the following criteria are eligible to take a family and/or medical leave of absence:
 - (1) Employees who have worked for the College for at least 12 (non-continuous) months;

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ADMINISTRATIVE GUIDELINES (Continued)

Family and Medical Leave (Continued)

- (2) Worked at least 1,250 hours during the previous 12 months.
- (2) Sick leave: Sick leave is defined as leave with pay granted an employee who is suffering with a disability which prevents the employee from performing usual duties and responsibilities or which requires medical, dental or optical consultation or treatment. Sick leave also may be taken by an employee to care for the medical, dental or optical consultation or treatment required by the employee's immediate family, as defined by this Manual.
 - (a) Each employee shall be allowed one day per month sick leave which would equal 12 days per year. An employee can accumulate 65 sick leave days which can be carried from year to year.
 - (b) An employee shall notify the office of their assignment on the morning of their sick leave absence before 9:00 a.m. The employee's office will then notify the appropriate division office.
 - (c) No time is to be counted as sick leave unless the employee is actually sick; fulfilling a medical-related appointment; or attending to the employee's immediate family member's medical needs. This leave shall be calculated in minimum one-hour increments up to a full day.
 - (d) The employee will keep a correct record of all sick leave and report this leave to the Business Office on the bi-weekly attendance report.
 - (e) Any worker being ill for a period of time of more than 65 working days, and having used up the accumulated number of days, shall be given a leave of absence without pay and carried in the retirement and hospital plans of the College, until the employee's resignation, termination or return to full-time work occurs.
 - (f) If in the determination of proper medical authorities it is concluded that the employee is totally disabled (there is no partial disability permitted), the employee will then be eligible for disability benefits through the College's disability insurance program.
- (3) Emergencies:
 - (a) Personal - The council recognizes the rare need for employees to care for unanticipated family or personal emergencies, requiring these employees to leave their work assignment at the College. The employee will be expected to notify their supervisor, of the nature of the emergency before actually leaving the College. This absence will be charged as annual leave.

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ADMINISTRATIVE GUIDELINES (Continued)

Emergencies (Continued)

- (b) Weather-related - Employees are generally expected to report for work during inclement weather conditions if the College president does not declare an emergency closing. Non-exempt administrative employees who are unable to report to work because of weather conditions will be granted an authorized unpaid absence. Non-exempt employees who are late because of weather conditions will be given an opportunity to make up their missed time if work schedules and conditions permit. The employee will be expected to notify their supervisor, on a timely basis.

- (4) Funeral leave:
 - (a) Funeral leave will be granted to employees without loss of pay when a death occurs in an employee's immediate family.
 - (b) Immediate family shall be interpreted to be spouse, parent, daughter, son, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparent, grandchild, a person who is legally acting in one of the above capacities, or another relative living in the employee's residence.
 - (c) This leave may be up to three working days plus travel time for a maximum leave with pay of five (5) days.

- (5) Jury duty:
 - (a) All full-time employees who are called for jury duty will receive their regular rate of pay.
 - (b) If the jury duty ends early in the day, the employee will be expected to return to work.
 - (c) The employee will furnish the Business Office with a certificate, signed by the clerk of the court, showing the terms of jury duty.

- (6) Military leave

It is the policy of the Board to afford re-employment rights, as are required by laws of the United States, to any employee who takes a military leave of absence under terms of the National Defense Program as follows:

 - (a) Employees entering active military service for a single enlistment period will be granted a general military leave of absence without pay. The College will make every effort to reinstate employees returning from military leave to their former jobs or an equivalent position, depending on the availability of such positions.
 - (b) Employees who are members of a National Guard or military reserve unit may receive full pay for two weeks of training each year.
 - (c) Extended military training, beyond two weeks, must be charged against the employee's annual leave time, or may be taken without pay by the employee. This extended leave must have the approval of the employee's supervisor(s) and the president.

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ADMINISTRATIVE GUIDELINES (Continued)

- (7) Maternity/child-adoption leave:
- (a) Maternity leave of absence with pay is an approved period of absence from work requested by an employee due to pregnancy or child adoption. This leave can be with pay, provided adequate sick leave days have been accumulated. The starting date of the leave will begin when the employee's condition of pregnancy creates a disability in the employee's performance of her duties and responsibilities.
 - (b) This leave shall be governed by the provisions and guidelines of the Family and Medical Leave Act of 1993 (See item 1 of Section E).
- (8) Temporary leaves of absence: Leaves of absence without pay may be requested in case of illness and may be granted for other purposes at the discretion of the employee's supervisor(s). These leaves may be requested only after all accrued vacation days have been expended.
- (a) An employee may request a leave of absence for personal reasons for a period of up to 65 working days. Such requests may be granted in consultation with the supervisor(s) in consultation with the president.
 - (b) A leave of absence of greater than 65 working days will not be counted as time employed in determining an employee's eligibility for benefits that accrue on the basis of length of employment. An absence of 65 days or less will be counted as time employed for the purposes of determining an employee's eligibility for benefits.
 - (c) An employee who has been granted a leave of absence for personal (not medical) reasons shall give written notice of the intent and projected date to return to work. The College will be under no obligation to reemploy the individual before the expiration of that notice. The supervisor may immediately move to fill the position vacancy with another individual. If the position is no longer vacant, then the leave may be extended until such time as suitable employment is available.
 - (d) A permanent full-time or a permanent part-time employee scheduled to work 20 hours per week or more, who has completed the probationary period, may request a leave of absence without pay for personal reasons including health.
 - (e) Any temporary leave of absence time must be recommended for approval by the supervisor(s) to the president, who will make the final decision.
 - (f) The supervisor will act upon a request for leave of absence for personal reasons based on the following criteria:
 - (1) The purpose for which the leave is requested.
 - (2) The length of time the employee will be away.
 - (3) The effect the absence will have on the employee's office as it carries out its assigned task and responsibilities.

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ADMINISTRATIVE GUIDELINES (Continued)

- (9) Revival/Evangelistic/Ministry Leave: Ordained personnel may utilize up to 5 work days as paid leave for revival/evangelistic/ministry opportunities. Participation in such a ministry activity must have a direct benefit upon the mission and ministry purposes of either a: local church or mission; Baptist association; or state Baptist Convention or Fellowship [see items (a)(b)(c)].
- (a) The leave must be taken, at a minimum, in one-half day increments and can be taken consecutively.
 - (b) The leave shall require prior approval by the employee's supervisor.
 - (c) This type of leave should be recorded on the bi-weekly or monthly attendance report.
- (10) Unexcused absences:
- (a) An employee who has an unexcused absence is expected to report to the employee's supervisor the reason for the absence.
 - (1) If the supervisor accepts the reason as valid, no penalty will be imposed.
 - (2) If the reason is not acceptable, the employee will be disciplined in accordance with administrative guidelines.
 - (b) An employee who has two such unexcused absences in a one-month period will be subject to pay reduction, suspension and/or dismissal.
 - (c) An employee who fails to report to work without notice to the College for three (3) consecutive days will be considered to have voluntarily resigned from employment (see Section A, 6(1), "Resignation/Termination of Employment").
 - (d) Employees have the right to appeal any imposed penalties through regular grievance channels.

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Revision Date: May 2015

POLICY STATEMENT - Communications with Employees

It is a policy of the Board that a program of internal communications with employees be developed and maintained by the president.

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Revision Date: May 2015

ADMINISTRATIVE GUIDELINES-Communications with Employees

- (1) Eagles Nest: The development and distribution of a regular internal communication newsletter within the College is the responsibility of Director of Enrollment Management and Marketing. Items of news, general interest, personnel happenings and policy development and changes will be regularly featured in this newsletter.

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Section: G Page: 1

Revision Date: May 2015

POLICY STATEMENT - Development of Employees

It is the policy of the Board that employees be provided opportunities for personal and professional growth and development.

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Section: G Page: 2

Revision Date: May 2015

ADMINISTRATIVE GUIDELINES-Development of Employees

- (1) Chapel services: Because of the religious nature of the work and ministry of the College, chapel services are held for all employees and students at the Robert G. Lee Chapel. All facilities and offices are closed during chapel. Employees are permitted to attend on a schedule approved by their supervisors.

- (2) Personal and professional development: The staff of the College is encouraged to continue their personal growth and professional development through attendance at specialized training workshops and seminars.
 - (a) Requests for participation in a professional development activity should be made through department directors and Academic Dean to the president.
 - (b) Supervisors are encouraged to work with both administrative and presidentially appointed staff to determine appropriate requests.
 - (c) Any presidentially appointed employee who anticipates being involved in a long-term or intensive educational curriculum (i.e., pursuit of a degree from an accredited college, university or seminary) which may affect college responsibilities will seek the approval of the respective supervisor and the president.

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Section: H Page: 1

Revision Date: May 2015

POLICY STATEMENT – Presidentially Appointed Staff Provisions

It is the policy of the Board to provide certain discretionary and incidental benefit provisions for presidentially appointed and specific administrative employees. These provisions, while not considered in lieu of financial remuneration, seek to facilitate these employees in the execution of their work responsibilities to the College. Some benefits may have an inherent personal income tax liability for which the employee is solely responsible. The president is responsible for the development and observance of guidelines related to these special provisions.

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Revision Date: May 2015

ADMINISTRATIVE GUIDELINES-Presidentially Appointed Staff Provisions

- (1) College-owned vehicles:
 - (a) The College provides a vehicle for employees whose assignments require traveling.
 - (1) Employees assigned vehicles are expected to exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Drivers also must make sure that the vehicle meets any College or legal standards for insurance, maintenance and safety
 - (2) **Specified presidentially appointed and administrative employees that are provided a vehicle for both work and personal use will be given a log book and are required to maintain a daily log noting all personal miles driven. The employee will return the book by each January 1 to the Office of Business Affairs so that compensation for personal miles driven may be calculated and added to the employee's W-2.**
 - (3) Employees are personally responsible for any driving infractions or fines as a result of their driving.
 - (4) **In the event of an at-fault accident while an employee is conducting personal business, the employee will be responsible for reimbursing the college for the auto claim deductible resulting from the accident.**
 - (5) Employees are not permitted, under any circumstances, to operate a College vehicle, or a personal vehicle for College business, when any physical or mental impairment causes the employee to be unable to drive safely.
 - (b) The employee is responsible for contacting the Maintenance Department to have the vehicle serviced regularly. Vehicles must be serviced as outlined in the vehicle's maintenance guide. Expenses for the vehicle rental are to be charged against the respective department's "travel" budget line. It is not necessary to purchase vehicle insurance from the rental agency. The College's vehicle insurance policy **DOES provide hired and non-owned automobile liability** coverage for rental vehicles. The College-issued credit card should be used for business-related vehicle rentals.

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ADMINISTRATIVE GUIDELINES (Continued)

College-Owned Vehicles (Continued)

- (c) In an emergency a vehicle may be serviced outside Graceville, but only at a dealer service department or at an approved service center, if available.
- (d) Maintenance related to oil and lubrication, tires, alignment and wheel balancing should be completed on a regular basis. New tires should be purchased only with the approval of the Director of Operations/Comptroller. Only in cases of emergency may other arrangements be made. Major maintenance in the last three months of anticipated College ownership should be done only with the approval of the Director of Operations/Comptroller.
- (e) All College-owned vehicles are insured. All accidents must be reported to the Office of Business Affairs and the College's insurance agent. Employees are expected to cooperate fully with authorities in the event of an accident. However, they should not make any statements other than in reply to questions of investigating officers and College insurance representatives.
- (f) Due to insurance requirements, only presidentially appointed staff and their spouses and other designated persons approved by the president, may drive a college vehicle. **All drivers must have an acceptable Motor Vehicle Report (MVR) and be listed as an authorized driver with the college insurance carrier.**
- (g) **All reservations for the college vehicles must be made through the office of the Director of Operations/Comptroller. The employee will pick up the vehicle log book and vehicle keys from the office of the Director of Operations/Comptroller. Upon returning to campus, the log book and keys will be returned to the same office reporting any issues with the vehicle.**
- (h) **The vehicle must be returned with a full tank of gas.**
- (i) **All student group travel will take place in one of the college vehicles. Buses will be operated by individuals who have an appropriate CDL license. Trips on the buses or other vehicles must be under the direct, onsite supervision of a fulltime staff member of the college. The college member is responsible for safe operation of the vehicles as well as student observance of all safety requirements. Under no circumstances will students be allowed to operate college vehicles unsupervised.**
- (j) **Supervisors are not authorized to give any student permission to drive separately to an off campus college function. Only the Director of Operations/Comptroller may grant permission for a student to drive separately. The student must sign an acknowledgment form stating that his/her personal automobile insurance would be primary coverage in the event of an accident.**
- (k) Terminated or retiring employees will be expected to make arrangements for the timely return of the vehicle.

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ADMINISTRATIVE GUIDELINES (Continued)

College-Owned Vehicles (Continued)

- (2) **Use of Personal Vehicles: Employees are reimbursed on a mileage basis for business use of their personal vehicles using the college reimbursement rate. In the event of an accident, the employee's liability insurance will be primary and the college insurance is secondary.**
- (3) College-issued credit cards: Selected employees are provided a credit card to reduce the employee's use of personal credit cards and/or out-of-pocket funds to cover expenses required in the performance of College-assigned responsibilities. The card may be used to charge: hotel; vehicle fuel, repair, and maintenance; temporary vehicle rental; food; and other job-related expenses. To help the college comply with the auditor's requirements, please use the school card for food and travel only. Should the need arise to purchase other items, do one of three things. If it is a local purchase, please secure the appropriate card from the Business Office. Lowe's, Office Depot, Sam's, and Wal-Mart are available. Use cash to make the purchase and submit the receipt for reimbursement. If one cannot arrange to make a local purchase or pay cash, secure permission of one's supervisor in writing before using the card. Submit this permission slip to the Business Office when submitting the credit card statement for payment. Remember, only the person whose name appears on the card may make a purchase, and no purchases may be made for anything without a purchase order number.
- (a) When the card is used for hotel room charges, the employee shall attempt to secure exemption on any taxes.
 - (b) When the card is used for vehicle rental, the College's vehicle insurance will provide the necessary coverage for personal injury and liability.
 - (c) The card shall not be used to secure cash advances of any amount nor for any personal purpose.
 - (d) The monthly credit card statement is to be reviewed, signed by the employee and documentation shall be attached before being forwarded to their immediate supervisor. Failure to produce documentation for credit card purchases shall result in the employee being personally responsible for the charges.
 - (e) Reporting the loss or theft of the credit card - Immediately upon discovery of the loss of the credit card, the employee shall immediately call 1-727-570-4881 and report the loss. And finally, notification should be made to the Director of Business Affairs.
- (4) Church supply: Presidentially appointed staff members and administrative staff may not serve in a full-time paid position as a pastor, minister of education, minister of music or in any other position full-time without terminating employment with the College.
- (a) The president will evaluate and approve all requests for interim service responsibility...
 - (b) When there is a conflict in schedules between a staff member's College assignment and the supply work, the employee shall make other arrangements for the supply work.

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ADMINISTRATIVE GUIDELINES (Continued)

- (5) Honoria: When personnel are enlisted for special engagements (i.e., church supply, leading specialized workshop) which they fulfill on their own time, the honorarium may be retained.
- (6) Spouse travel expense: The College will underwrite the cost of lodging and meals incurred by a spouse of the council when traveling on College business. This policy does not permit purchase of tickets for air, ship or rail travel.
- (7) Moving expense - The Board has agreed to assist and reimburse eligible presidentially appointed and supervisory administrative personnel for the reasonable costs of relocation.
 - (a) Newly employed personnel will be reimbursed for reasonable and necessary expenses for moving as follows:
 - (1) Shipping of household goods and personal effects, excluding automobiles, from their current residence. The employee shall be required to acquire at least three (3) “not to exceed” or guaranteed bids from a regulated inter-state mover. The final selection of a mover must have the approval of the Director of Business Affairs, prior to the signing of any mover contract. Only one move shall be reimbursable.
 - (2) Expenses for storing and unpacking household goods shall be borne by the employee.
 - (3) Transportation costs and associated expenses of employee and family at the time of the move will be reimbursed.
 - (4) Two trips of not more than five (5) days each (travel, lodging, food) for the purpose of searching for a new residence, will be reimbursed.
 - (b) Some moving expenses reimbursed by the College may be subject to income tax and would be included on the year-end W-2 form.
 - (c) The president may authorize exceptions to any provision of this policy except (b) above (federal law).

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POLICY STATEMENT - New Employee Orientation

It is the policy of the Board to have each new employee fully oriented to the work of the College, the job assignment, the benefits and the policy and procedures which govern employees. The president will be expected to provide an ongoing orientation program which should provide for periodic orientation updating of all employees.

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Revision Date: May 2015

ADMINISTRATIVE GUIDELINES-New Employee Orientation

- (1) Presidentially appointed personnel: Presidential appointed personnel are to be oriented by their immediate supervisor. The following checklist is to serve as the guideline for specific items which should be cared for during the first week that the new employee is on the job.
 - (a) Business Office
 - (1) The following forms are to be secured, completed and returned to the Business Office during the first week of employment:
 - (a) Income tax (W-4)
 - (b) Insurance - personal, medical, and automobile
 - (c) Annuity Board certificate
 - (d) Emergency information sheet
 - (e) Ordained Minister's Estimate of Housing and Utility Expense
 - (f) I.N.S. Form I-9
 - (g) Post-employment form
 - (2) The following items will be issued to specified new presidentially appointed and administrative employees:
 - (a) College-owned vehicle
 - (b) Credit card
 - (c) Identification Card
 - (d) Mobile cellular telephone
 - (b) College orientation: It is the responsibility of the new employee's supervisor to ensure that the following orientation is completed:
 - (1) Introduction to staff
 - (2) Review of history of College
 - (3) Review the College mission and mission of various departments within the College.
 - (c) Office orientation: Personnel within the office unit assigned to the new employee should be responsible for helping the new employee understand the location and utilization of:
 - (1) Telephone system
 - (2) Electronic data and word processor
 - (3) Copying machines - location and use
 - (4) FAX machine
 - (5) Information Services
 - (d) Procedure orientation: It is the responsibility of the new employee's supervisor to explain the procedures and uses of the following when appropriate:
 - (1) Check and purchase order requisitions
 - (2) Bill payment
 - (3) Purchase of office supplies
 - (4) Monthly travel expense vouchers
 - (5) Monthly absence sheet report
 - (6) Travel services
 - (7) Ordering stationery and calling cards

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ADMINISTRATIVE GUIDELINES (Continued)

Presidentially Appointed Personnel (Continued)

- (e) Job assignment review: It is the responsibility of the new employee's supervisor, during the first week that the new employee is on the job, to fully review each of the following items:
 - (1) Job description
 - (2) Performance evaluation
 - (3) Personnel Policy and Procedures Manual
 - (4) Office procedures
 - (5) Monthly calendar planning
 - (6) Travel schedule report
 - (7) Monthly activity/expense form

- (2) Administrative personnel - Administrative personnel are to be oriented by their immediate supervisor during the first week that the new employee is on the job. The following checklist is to serve as the guideline for specific items which should be addressed:
 - (a) Business Office - The following forms are to be secured, completed and returned to the Business Office during the first week of employment:
 - (1) Income tax (W-4)
 - (2) Insurance - medical
 - (3) Annuity Board Certificate
 - (4) Emergency information sheet
 - (5) I.N.S. Form I-9
 - (6) Post-employment form
 - (b) Employee Assigned Items - Each new administrative employee will issued the following item:
 - (1) A Identification Card [See Section M, item(6)]
 - (c) College orientation - It is the responsibility of the new employee's supervisor to ensure that the following orientation is completed:
 - (1) Introduction to staff
 - (2) Review of history of the College
 - (3) Review the mission assignments of all parts of the College.
 - (d) Office orientation - Personnel within the office unit assigned to the new employee should be responsible for helping the new employee understand the location and utilization of:
 - (1) Telephone system
 - (2) Electronic data and word processor
 - (3) Copying machines - location and use
 - (4) FAX machine
 - (5) Information Services

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ADMINISTRATIVE GUIDELINES (Continued)

Administrative Personnel (Continued)

- (e) Procedure orientation - It is the responsibility of the new employee's supervisor to explain the procedures and uses of the following, when appropriate:
 - (1) Check and purchase requisitions
 - (2) Bill payment
 - (3) Purchase of office supplies
 - (4) Monthly travel expense
 - (5) Bi-weekly or monthly attendance report
 - (6) Travel services
- (f) Job assignment review - It is the responsibility of the new employee's supervisor, during the first week that the new employee is on the job, to fully review each of the following items:
 - (1) Job Description
 - (2) Performance evaluation
 - (3) Personnel Policy and Procedures Manual
 - (4) Office procedures

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POLICY STATEMENT - Recognition of Employees

It is the policy of the Board to foster and encourage an ongoing program of employee recognition which will seek to give recognition to individual employees who have reached significant milestones during their service with the College. In addition to board-authorized recognition procedure, the president is directed to encourage peer recognition of employees.

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ADMINISTRATIVE GUIDELINES-Recognition of Employees

- (1) Financial gifts
 - (a) No special collection for any purpose should be made among the College staff.
 - (b) The Board has established the policy to provide retirement and termination gifts for staff members who have been with the College for a reasonable period of time.
 - (c) No College employee is to be involved in any solicitation to secure money or other forms of gifts to be presented to a resigning or retiring staff member.
 - (d) The College discourages any solicitation by outside persons or organizations for the purpose of providing recognition gifts to employees of the College.
 - (e) Retirement gifts - An employee who retires after five years of service with the College may receive the equivalent of one month's salary. For years of service thereafter, the recognition would be on a pro rata basis up to a 10 year maximum. After 10 years' service or more, the equivalent of two months' salary may be presented as a termination gift.
 - (f) Termination gifts - When an employee terminates service with the College and the employee has served for a period of at least five years, a financial gift may be included in their final payroll check. The gift may equal five percent of one month's salary for each year served. The maximum of 20 years' service may be counted in calculating the gift amount.

- (2) Flowers
 - (a) The Office of Development will be responsible for sending flowers to the hospital upon the confinement of a College employee, the spouse or the son or daughter of a College employee. The cost of floral arrangements will be kept to the median price range. Telephone or wire charges will be in addition to the cost of the floral arrangements. It will be the responsibility of the department in which the hospitalized employee works to notify Development of such hospital confinement and request that flowers be sent.
 - (b) Flowers will be sent upon hospital confinement or death of a College retiree and/or their spouse. A member of the council will make a request to Development for flowers to be sent.
 - (c) Flowers will be sent for the funeral of College employees and spouse, son, daughter, mother, father, mother-in-law or father-in-law of the employee. The request for flowers to be sent is to be made by the supervisor of the department in which the employee works.

- (3) Expressions of sympathy
 - (a) The Office of Development will be responsible for sending a message of sympathy to the family of a College employee in cases other than those previously stated.

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ADMINISTRATIVE GUIDELINES (Continued)

- (4) Going away parties
 - (a) College-wide farewell parties may be scheduled for employees who have completed five years of service with the College. Responsibility for planning the farewell party is assigned to the department from which the employee is departing.
 - (b) Office and/or departmental farewell parties may be scheduled for staff members who have served less than five years with the College.

- (5) Special events: A special event is any gathering of any group of employees for any special purpose not previously defined and which involves food and/or fellowship activities of the involved employees (i.e., special lunches, coffee fellowships, prayer meetings, etc.).

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POLICY STATEMENT - Employee Restrictions

1 Conflict of interest

- (1) Activities - It is the policy of the Board to expect its employees to refrain from any outside financial, professional or educational activities which substantially interfere with the employee's work performance.
 - (a) If such a conflict of interest should occur, the employee's supervisor will discuss the matter with the employee, which could result in the employee being asked to make a decision about the priority of College employment and the outside activity.
 - (b) Employees may not accept commissions or financial remuneration for acting as a "sales agent" when performing their College job assignment.
 - (c) A sales commission, from the Baptist Book Store or any other vendor, for materials sold at a College-sponsored conference should be credited to the College budget line item funding the event or conference.
 - (2) Gratuities - It is the policy of the Board that no employee shall favor vendors in order to receive gifts, gratuities or remuneration.
 - (3) Solicitations - It is the policy of the Board that solicitation of College employees or visitors, for any purpose, is prohibited.
 - (4) Sales - It is the policy of the Board that sales of any products or materials by College employees to other employees or visitors is prohibited at the College campus, at all other College work sites, and otherwise during an employee's working hours for the College.
 - (5) Political campaign - It is the policy of the Board to encourage College employees to demonstrate Christian citizenship. However, under no circumstances may an employee of the College engage in any activity which would leave the impression that the College is involved in a political campaign or endorses a political candidate.
- 2 Children in the work place - The College offices are for the purpose of conducting official College business. Employees are expected to devote their time and attention to their respective job tasks. Therefore, it is the policy of the Board to expect employees to refrain from bringing their children into the office work areas for the purpose of baby-sitting or otherwise caring for the child or children.
- (a) An exception to this policy may be made upon the approval of the employee's supervisor in consideration of extenuating circumstances.
 - (b) Under an exception, a child or children may not be under the watchcare of the employee for greater than one hour on any given day and no more than three times in any given week.

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POLICY STATEMENT - Employee Restrictions

3 Dress and grooming standards -- It is the policy of the Board that the presentation of the College image to its constituency, suppliers and public at large is extremely important. Since one of the College's products includes service, and excellent service can only be provided through employees, the College seeks not only good performance and conduct from its employees but also expects them to observe high standards in their personal appearance. It is expected that all employees will be presentable in a manner consistent with good hygiene, safety and good taste in wearing apparel.

- (1) Professional attire: Dressing professionally does not require spending a lot of money. The key is clothing that is most flattering to the employee regardless of what fashion dictates. If an employee finds a style with which they are comfortable, they can have a variety with change in color, fabric and accent variations, as well as accessory variety. Personnel are expected to wear clothing which is professional and reflects a positive image upon the individual and the College. Without delineating a specific dress code, employees are expected to use common sense, neatness, and cleanliness in the wearing apparel worn in the workplace.
- (2) Inappropriate attire: There are some clothing styles which are unacceptable in the College work environment. A few examples of inappropriate attire would include, but not be limited to:
 - (a) Casual footwear, such as: beach shoes, sandals, flip flops, and bedroom slippers, among others.
 - (b) Revealing attire, such as: low necklines, backless tops, midriff tops, dresses with hemlines at mid-thigh; strapless sun dresses, among others.
 - (c) Casual wear, such as: jeans, leggings, sweat pants and/or shirts, tee shirts, spandex clothing, shorts and skorts, jumpsuits, among others.
- (3) Uniformed employees: Selected employees who are provided a uniform as a part of their job assignment shall be expected to wear that uniform when they are at work. These uniforms are to be maintained and regularly cleaned. Uniformed employees are expected to wear a clean uniform each workday.
- (4) Supervisory observance: Supervisory personnel shall have the discretion to determine if an employee they supervise is wearing inappropriate attire.
 - (a) The supervisor may request an employee to return home to change clothes and/or may issue a warning to the employee whose attire is inappropriate.
 - (b) Repeated occurrences of wearing inappropriate attire shall result in notations being made on the affected employee's annual job performance review document and can be a cause for an employee being placed on probation.
- (5) Tattoos and body piercings (other than earrings) should not be visible.

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POLICY STATEMENT - Employee Restrictions

4 Sexual Misconduct -- It is the policy of the Board that sexual harassment is a form of misconduct that undermines the integrity, efficiency and Christian atmosphere in the employment relationship at the College. Therefore, no employee -- either male or female -- shall be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. A valid complaint of sexual harassment may lead to appropriate and strict disciplinary action, including termination of employment for the offender.

(1) Sexual Harassment

- (a) The College is committed to providing its students, faculty and staff with an environment free from implicit and explicit coercive behavior used to control, influence or affect the well-being of any member of the College community. Sexual harassment of any person is inappropriate, unacceptable and contrary to the Christian standards of conduct expected of all members of the College community, students, staff and faculty.

Employees have the right to be free from sexual harassment. Employees are prohibited from engaging in sexually harassing conduct towards any other person. Sexual harassment can include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or of creating an intimidating, hostile or offensive working environment.

- (b) Any person who has a complaint regarding sexual harassment may contact the Director of Business Affairs.
- (c) Upon receipt of a complaint which alleges a violation of College policy against discrimination and/or harassment, the person(s) designated to receive the complaint shall begin an investigation of the charges(s). Procedures outlined below will be followed in all cases of discriminatory harassment.

(2) Complaint Procedure for Harassment and Discrimination

If you suspect that your rights under any of the College's policies prohibiting harassment and discrimination have been violated, you may register your complaint with the Director of Business Affairs. Upon receipt of a complaint, which alleges a violation of these policies, the Director of Business Affairs shall begin an investigation of the charge(s). An investigation shall include an interview with the person filing the complaint, the person(s) accused of violating the nondiscrimination and anti-harassment policies and any person designated by either of the principle parties as witnesses to the incident in question. The investigation shall be completed within 30 days of the receipt of the complaint. The matter shall then be presented to the president in the form of written recommendations. At the president's discretion, he may accept the recommendations, interview the persons involved, direct further investigation by the College and/or hold formal hearings of the matter. If formal hearings are ordered, no party shall be allowed to be represented by legal counsel. This process shall be completed and the president shall

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make a final decision on the merits of the complaint within 60 days of receipt of the complaint by the College. The decision of the president shall be final.

(3) Sexual Assault

The Baptist College of Florida will not tolerate sexual assault in any form, including acquaintance rape. Rape is generally defined as, but not limited to, forced sexual intercourse perpetrated against the will of the victim. This applies regardless of whether the assailant is a stranger or an acquaintance of the victim and applies to all members of the BCF community. The type of force may involve physical violence, the threat of harm to the victim or sexual exploitation of a person who is physically unable to resist or who is unconscious. This policy also applies to any other sex-related assault or offense including any form of sexual battery.

Many forms of sexual assault are a violation of the criminal statutes of the State of Florida and may subject the perpetrator to criminal penalties. The college will make no attempt to shield members of the BCF community from the law, nor will it intervene in legal proceedings against a member of the BCF community. In addition to criminal prosecution, BCF will pursue strong disciplinary action through its own channels when there is reason to believe that the college's regulations against sexual assault have been violated. Thus, a member of the BCF community may be prosecuted by the state and disciplined by the college, and even if criminal authorities choose not to prosecute, the college may pursue disciplinary action.

(4) Emergency Reporting

BCF encourages victims of sexual assault to report the incident in order to deter these assaults and to ensure that victims receive counseling, advice and support. Reports of sexual assault should be made immediately to the Dean of Students. Once the Dean of Students learns of a sexual assault on the campus, the office will assist with referral to a professional Christian counselor in the area.

In reported cases of rape, acquaintance rape, or other cases of violent sexual assault, the college will:

1. encourage the victim to receive rape crisis counseling and medical attention
2. encourage the victim to report the incident to local police
3. assist the victim in receiving counseling and guidance by referral to a professional Christian counselor.

The college must report the incident, without the name of the victim, to the appropriate law enforcement authorities. Unless specifically requested by the victim not to do so, the college will report the incident and the name of the victim to the Rape Victim Advocate in the State Attorney's office.

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5 Allegations of child abuse -- It is the policy of the Board that employees and volunteers who work with or are in prolonged contact with children attending any College-sanctioned event or working in the preschool unit, shall comply with the intent of Florida Statutes, Chapter 415, which seeks to protect children, the disabled or aged adults from abuse and/or neglect.

To that end, employees and volunteers shall be expected to undergo routine criminal background checks and/or fingerprint identification procedures. In addition, employees and volunteers shall be expected to report suspected child abuse or neglect as required by the Florida Statutes and/or the regulations promulgated by the Florida Department of Children and Family Services (DCF).

- (a) Screening: Employees or volunteers who anticipate working with children during a College-sanctioned event shall on a timely basis prior to the event, file the required criminal background verification documents.
- (b) Under no circumstances shall an employee nor a volunteer who is listed on the State of Florida Abuse Registry be permitted to work with or be in prolonged contact with children attending a College-sanctioned event.
- (c) Supervision: To ensure that the integrity of an employee or volunteer is not compromised, it is required that under normal circumstances, neither an employee nor a volunteer should ever be alone with a child without another unrelated employee or volunteer being present at all times.
- (d) Any physical, sexual (including suggestive or inappropriate touching), or emotional abuse upon a child by an employee or volunteer shall not be tolerated. If an employee or volunteer is accused of sexual misconduct or child abuse, the accused shall be suspended from service and be withdrawn from any further contact with children at the College-sanctioned event site. The alleged incident shall be handled according to the "Reporting Process" [item (e)].
- (e) Reporting Process: Employees or volunteers who become aware of child abuse or neglect as a result of the verbal interaction with a child, the physical appearance of a child, or as an eyewitness to an incident, the employee or volunteer shall be required to report the suspected abuse. However, within the first 48 hours before the suspected abuse is reported to the Florida Protective Services System abuse registry line (1-800-962-2873), the following procedure shall be observed:
 - (1) The suspected abuse shall first be reported, on a timely basis, to the department director who has the assigned responsibility for the College-sanctioned event or preschool at which the abuse is first suspected.
 - (2) The department director, or their designee, shall gather all the facts which shall include interviewing the affected child and the affected volunteer and/or employee. Within 24 hours of receiving a report of suspected abuse, the department director shall submit a written report to Dean of Students. If an allegation is found to have merit, the Dean of Students shall provide a written confidential summary report, on a timely basis, to the president. The president shall consult with legal counsel as necessary.

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- (3) The Director of Business Affairs shall advise a course of action to be taken. The Director of Business Affairs shall assume full responsibility for notifying the Florida Protective Services (F.P.S.). This notification shall occur within 48 hours of the employee being made aware of suspected abuse, whether or not a preliminary investigation provides collaboration. Prior to notifying the F.P.S., if appropriate, the parents of the suspected abused child, shall be notified by Director of Business Affairs or president.
- (4) College employees shall make every reasonable effort to cooperate with the law enforcement agencies investigating alleged child abuse reportedly occurring at a College-sanctioned event.
- (f) Procedural Intent - It shall be the responsibility of each employee who sponsors and/or supervises a College-sanctioned event for children, to develop written procedures and provide orientation which creates awareness of the policy on "Responding to Allegations of Child Abuse." The employee shall assume responsibility to ensure that all workers -- employed and volunteer -- are not only aware, but agree to abide by, the policy and defined administrative procedures. The council will develop and provide the standardized "Awareness Statement" to be signed by employees and volunteers.

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POLICY STATEMENT – Social Media Policy

6 Social Media Policy

This policy governs the publication of and commentary on social media by employees of The Baptist College of Florida. For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation blogs, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, and YouTube. This policy is in addition to and complements the existing or future policies regarding the use of technology, computers, e-mail and the internet.

Employees are subject to this policy as a result of their status as employee of the institution.

Publication and commentary on social media carries similar obligations to any other kind of publication or commentary.

All uses of social media must follow the same ethical standards that employees must otherwise follow.

Setting up Social Media

Social media identities, logon ID's and user names may not use the institution's name without prior approval from the President.

Don't Tell Secrets

It's acceptable to talk about your work and have a dialog with the community, but it's not okay to publish confidential information. Confidential information includes things such as unpublished future plans, upgrades, student information or any information covered by FERPA.

Respect copyright laws

It is critical that you show proper respect for the laws governing copyright and fair use or fair dealing of copyrighted material owned by others, including the institution's own copyrights and brands. You should never quote more than short excerpts of someone else's work, and always attribute such work to the original author/source. It is good general practice to link to others' work rather than reproduce it.

Respect your audience, BCF, and your coworkers

Don't say anything contradictory or in conflict with the institution's policy and practices. No ethnic slurs, offensive comments, defamatory comments, personal insults, obscenity, as well as proper consideration of privacy and of topics that may be considered objectionable or inflammatory - such as politics and religion. Use your judgment and be sure to make it clear that the views and opinions expressed are yours alone and do not represent the official views of the institution.

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Once again, it's all about judgment: using your blog to trash or embarrass the institution, faculty, staff, or students is dangerous and prohibited.

Don't forget your day job.

Make sure that social media does not interfere with your job or commitments to customers.

Enforcement

Policy violations will be subject to disciplinary action, up to and including termination for cause.

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POLICY STATEMENT – Employee Restrictions

7 ALCOHOL, DRUGS, NARCOTICS AND TOBACCO

1 Tobacco:

The College maintains a tobacco free campus. Employees are not to use tobacco in any form or amount.

2 Alcohol and Drugs

The use, possession, or distribution of alcoholic beverages and/or illicit drugs is prohibited. Employees attending establishments where alcohol is the primary service, such as bars and clubs, gives the appearance that the employee is involved in such behaviors. Whether the employee is actually involved in drinking or not, it is still inconsistent with the beliefs and practices of this institution. Attendance at such establishments is grounds for dismissal from the College.

3 Treatment, Re-entry or Rehabilitation Programs

Though the college provides no counseling or rehabilitation programs for drug or alcohol abusers on campus, employees may contact the Dean of Students (263-3261, ext. 477) for information on referral. The following agencies offer counseling and help:

Alcoholics' Anonymous (850) 526-3948

Southeast Alabama Medical Center (334) 793-8194

The financial responsibility for any treatment or rehabilitation program remains solely the responsibility of the individual. The college in no way endorses or affirms the competency or effectiveness of the services offered by these agencies.

8 ARSON

No employee shall commit, or aid in the intentional commission of an act which results in a fire being ignited which causes damage, or is intended to cause damage, to the property of the college or to the property of any other person.

9 ASSAULT AND/OR BATTERY

No employee shall threaten or cause bodily harm or discomfort to another which would constitute assault; nor shall any student commit, or aid in the intentional commission of, an act which causes bodily harm or discomfort to another person which would constitute battery.

10 COLLEGE KEYS

Possession of or making use of college keys for unauthorized purposes are prohibited. Making copies of keys without authorization is prohibited.

11 DEBTS

No one is permitted to contract a debt for BCF unless authorized to do so by the Office of Business Affairs.

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POLICY STATEMENT – Employee Restrictions

12 DEFAMATION, THREATS AND EXTORTION

Oral or written communication which unlawfully exposes any individual or group to hatred, contempt, or ridicule, and thereby injures the person, property, or reputation of another, is prohibited.

Oral or written communication which threatens another of a crime or offense, or threatens injury to the person, property, or reputation of another, or maliciously threatens to expose another to disgrace, with the intent to extort money or other advantage whatsoever, is prohibited.

13 DISORDERLY CONDUCT

Conduct that is annoying or offensive to others, or infringes on the rights of others, is prohibited. This also includes lewd, indecent or obscene conduct or expression, either on or off campus.

14 DISRUPTION

Disruption of the normal activities of the institution is prohibited. Disruption shall include, but not be limited to:

- physical violence or abuse of any person on college-owned or controlled property, or at college-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any person;
- deliberate interference with academic freedom and freedom of speech, including not only disruption of a class, but also interference with the freedom of any speaker invited by a section of the college community to express his/her views -(faculty are authorized to remove students from class, if warranted);
- forcible interference with the freedom of movement of any member or guest of the college;
- blocking of any entryway to buildings, rooms, or sections of buildings, or of hallways, or stairways, in such fashion that people find it difficult or impossible to pass;
- noise making or other physical behavior which is so distracting that it is difficult or impossible to conduct a class, meeting, or any other authorized event;
- congregating in such a fashion as to endanger life or property. Incitement to any of the above mentioned actions, or to other violations of college policy which could result in such actions, whether orally or through written materials or pictures;
- any disruption of teaching, research, administration, disciplinary proceedings, or other college activities.

15 EMERGENCY EQUIPMENT, MISUSE OF

Fire escapes, ground level fire doors, fire hoses, extinguishers, and alarm equipment are to be used only in emergencies. Tampering with or misusing these emergency devices, or blocking fire exits or other means of impeding traffic, is prohibited.

16 FACILITIES, UNAUTHORIZED USE OF OR ACCESS TO

The unauthorized use of, or entry into, any college facility (i.e. classrooms, athletic fields), whether or not by force, is prohibited.

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POLICY STATEMENT – Employee Restrictions

17 FRAUD

To willfully or knowingly provide false information, either written or oral, is prohibited. This includes false statements made to any member of the college faculty, staff, or administration. This also includes the falsification of any college records by forgery or other means of deception.

18 GAMBLING

Gambling by BCF employees in any form is prohibited. This includes playing at any game of chance for material gain or wagering for material gain on games played by others.

19 HARASSMENT

The college prohibits any harassment of any person, whether or not it is related to a person's race, sex, religion, national origin, age or physical condition. Harassing conduct may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. When such harassment is based on race, color, national origin, sex, or disability, it violates federal civil rights laws.

20 LAWS, PUBLIC, VIOLATION OF

Any act by an employee which constitutes a charge of violation of a public law may establish cause for legal and/or disciplinary action by the college.

21 PETS

Pets are not allowed on campus. The only exceptions are aquarium fish and service dogs.

22 PORNOGRAPHY

Possession or use of any pornographic material in any form is contrary to preparation for Christian ministry and will lead to dismissal from the college. This includes any internet activities which involve viewing, downloading, or trading on-line pornography or engaging in adult fantasy role-play chat rooms.

23 SEARCH AND ENTRY POLICY

The college reserves the right to enter an employee's office or workspace to check conditions, perform repairs and maintenance, conduct pest control operations, and respond to emergencies. In addition, when the college believes there is sufficient reason, it may search an employee's office or workspace without notice for the purpose of (1) investigating suspected violations of the Personnel Policy and Practice Manual or conduct and/or city, state, or federal law, or (2) investigating circumstances which require immediate action. No search shall be carried out without prior approval of the President of the college. A witness shall accompany the official conducting the search.

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24 STALKING

Stalking, as defined by Florida Statute, is willfully, maliciously, or repeatedly following or harassing a person. Stalking may lead to dismissal from the college.

25 TELECOMMUNICATIONS EQUIPMENT, UNAUTHORIZED USE OF OR ACCESS TO

Any unauthorized use of or access to campus telecommunications equipment, such as computers, facsimile machines, telephone equipment or lines to such equipment, is prohibited. This includes any form of tampering with such equipment to gain such access.

26 THEFT, UNAUTHORIZED POSSESSION AND/OR SALE OF PROPERTY

Employees involved in theft, unauthorized possession, and/or sale of property not belonging to them are subject to college disciplinary action as well as to arrest and prosecution by legal authorities.

Employees in unauthorized possession of property owned or controlled by the college or any of its departments (such as the library) are subject to college disciplinary action as well as arrest and prosecution by legal authorities.

27 TRAFFIC SAFETY

All employees are expected to drive with care, especially around children. The speed limit is 10 miles per hour on campus. The penalty for students who violate this section will be loss of driving and parking privileges on campus. Other discipline may also be imposed.

28 WEAPONS, FIREARMS, FIREWORKS, EXPLOSIVES

No employees, except law enforcement officers, may have weapons in their possession at any time on college property. Weapons are defined as firearms, knives, explosives, inflammable materials, or any other item that may cause bodily injury or damage to property. Possession is defined as including possession within the employee's car while parked on campus.

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POLICY STATEMENT - Buildings and Properties

It is the policy of the Board to provide an office, located in Graceville, to serve as the principal offices for the College's president, council, departments, related support services and faculty. The president will provide guidelines and procedures in the use, care and space utilization of the campus facilities.

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ADMINISTRATIVE GUIDELINES-Buildings and Properties

- 1 Air-conditioning and heating - The council observes a program of energy conservation in the use of air-conditioning and heating at the College. Every reasonable effort will be made to provide a comfortable work environment while seeking to reduce nonessential, or wasteful, energy usage. Thermostats are adjusted by physical plant staff only.
- 2 Housing/Classrooms
 - (a) Requests for reservation and utilization of all classes/conferences and housing rooms will as follows.
 - (1) Classrooms -Office of Registrar.
 - (2) Chapel, Guest Housing, President's Conference Room-President's Office.
 - (3) Student Center, Heritage Village-Business Office.
 - (4) Student Housing, Apartments, Wellness Center-Student ServicesRequests may be made in writing or by telephone.
 - (b) College personnel requesting the use of a room/apartment will provide the date needed, and planned start and finish times.
 - (c) The department which reserves a room/apartment is responsible for returning the room to its original, clean and orderly setup, and for the removal of all debris and unused materials.
- 3 Keys – Keys to campus facilities and standard keys for access to individual offices are controlled and issued by the Business Office. Keys for housing are issued by Student Services.
 - (a) Keys to the exterior and selected interior doors will be issued to each employee during the orientation period.
 - (b) Standard office keys will be issued on an at-will basis to the respective person. Keys are issued on a temporary basis to administrative personnel upon the written request to the Business Office made by appropriate supervisor.
 - (c) Employees who lose their assigned standard key issued to them will be responsible for the personal payment of the key(s) replacement cost.
 - (d) All employees are required to return all keys upon retirement or termination of employment.
- 4 Office space

Each administrative office, department and support service is assigned space on campus. Employees are expected to maintain offices and/or work stations in a neat and professional appearance.

 - (a) Placement of materials on walls should reflect an esthetically pleasing and professional appearance.
 - (b) Employees may maintain personal growing plants within their own work stations. These should be maintained and located in places other than exits, aisles, on top of heating and air-conditioning units and window sills.

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ADMINISTRATIVE GUIDELINES (Continued)

Office Space (Continued)

- (c) Promotional signage, whether affixed to doors, walls or pedestals may not be hung in any public walkway, including aisles and exits, so as to create clutter or an obstruction.

5 Office equipment

- (a) All office equipment is purchased, inventoried and assigned by the Business Office. Requests for additional office equipment should be made in writing to the chair of one's division.
- (b) Office equipment is assigned to a specific department and may not be moved to another area without the approval of the Director of Operations/Comptroller.
- (c) Office equipment may not be removed from the office without the expressed written approval of the Director of Operations/Comptroller.

6 Parking

- (a) All parking areas on campus are non-designated except for the president, visitor, handicapped.
- (b) Visitor spaces are for use by non-employees. With the exception of the president no parking space is designated for a specific employee.
- (c) Handicap spaces are for use by non-employees and employees.

7 Telephone service

The College utilizes a Lucent telephone switch. This service permits direct dialing to specific extensions and the leaving of voice mail messages by callers. Each office is provided with an appropriate direct dial telephone. All equipment installation and assignment is handled by the Business Office.

- (a) All requests for additional telephone equipment and/or service lines are to be made in writing by a department director and approved the Director of Business Affairs
- (b) Requests for the relocation (moving) of telephone desk units must be accompanied by a complete rationale for making such a move. This is necessitated by the high costs involved in securing the services of telephone company personnel.
- (c) The addition or deletion of telephone numbers and/or special features on the desk units may be secured by request to the Business Office.
- (d) The central switchboard operator service is provided from 8:00 a.m. to 4:30 p.m. each workday. Incoming telephone calls occurring after work hours or on weekends are received on a telephone answering device. At the beginning of each new workday, messages received during the prior closed period will be transmitted to the appropriate office.

8 Windows - Exterior windows are not to be opened.

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ADMINISTRATIVE GUIDELINES (Continued)

9 Fire alarm procedures

- (a) **Any person becoming aware of flames or visible smoke** should immediately pull the closest fire alarm lever, and proceed to the desk in the lobby to report the location of the fire. If an aroma or odor of smoke is detected with no visible flames or smoke, call the Business Office at Extension 421 or the switchboard operator by dialing 0.
- (b) **Upon hearing the fire alarm:**
 - (1) All persons in the affected building are to proceed with deliberate speed and caution to the nearest exit or stairway.
In the Wellness Center:
 - Do **NOT** attempt to use elevator.
 - Do not push or shove.
 - Leave your building at the nearest exit and move away from the building.
 - (2) The Dean of Students will oversee and direct evacuation and emergency procedures.
 - (3) No one is to reenter the building until the fire department has certified the building safe and such **an announcement has been made by the Dean of Students.**
- (c) **The following assignments are to be completed unless personal danger is involved:**
 - (1) The Dean of Students is to telephone the fire department or determine it has been called and help is on the way.
 - (2) The department secretary in each department (or the previously designated person in department secretary's absence) is to make sure all persons are out of the area and then turn off the lights and close all doors in the department, leaving the doors unlocked so firemen can enter if necessary.

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POLICY STATEMENT - Safety and Security

It is the policy of the Board to require a program of safety and security which seeks to provide reasonable protection from physical danger which could affect College employees and visitors. The president will develop specific procedures to address various safety precautions.

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Revision Date: May 2015

ADMINISTRATIVE GUIDELINES-Safety and Security

- 1 Security guards - There will be a security guard on duty from 4:30 p.m. until 7:00 a.m. each night on which the College offices are scheduled to be open. Saturday and Sunday security is on duty 24 hours per day.

- 2 Injuries/employees
 - (a) When an employee is physically injured while conducting an assigned work responsibility, a report must be made to the Business Office within 24 hours after the accident.
 - (b) The Business Office is required to report such accidents to the State Industrial Commission within 24 hours of notification. This will ensure the employee's timely receipt of Worker's Compensation claims which the employee may file.
 - (c) An injured employee is entitled to regular salary payment until Worker's Compensation begins.
 - (d) An injured employee may be eligible for disability provisions as provided by the medical insurance and/or annuity program utilized by the College.
 - (e) Employees within the College requiring emergency medical assistance should be reported to the switchboard operator. The operator will notify the appropriate emergency medical service and Business Office.

- 3 Injuries/visitors
 - (a) Accidents involving visitors which occur on campus should be reported to the Business Office.
 - (b) Visitors requiring emergency medical assistance should be reported to the switchboard operator. The operator will notify the appropriate emergency medical service and the Business Office.

- 4 After hours emergencies - In the event of an emergency at the College which should occur after normal work hours or weekends, the following procedures should be observed. Telephone contact should be made with:
 - (a) Security
 - (b) Dean of Students
 - (c) President

- 5 Confidential information - The security of proprietary and/or confidential information is of vital importance to the College. All employees share responsibility to ensure that proper security is maintained.
 - (a) Proprietary information includes all information obtained by College employees during the course of their work. This personnel manual, for example, contains proprietary information.

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ADMINISTRATIVE GUIDELINES (Continued)

Confidential Information (Continued)

- (b) Confidential information is any College information that is not known generally to the public or the Baptist constituency. Personnel files, student records, computer records, and financial and marketing data are examples of confidential information.
- (c) Employees may not disclose or use proprietary or confidential information except as their jobs require, both during and at all times after the period of employment with the College. Any confidential or proprietary information, or copies (including electronic versions) thereof, to which the employee has access must be returned to the College immediately upon termination of employment.
- (d) Anyone who violates this guideline will be subject to discipline and possible legal recourse.

- 6 Employee Identification Card -- Each employee who works at the College will be issued an employee identification card. This card, encased in plastic, contains a recent photograph of the employee and the employee's identification number.
- (a) A new employee will need to schedule a photograph for their employees identification card, which will be inserted into the card by the Marketing department

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Revision Date: May 2015

POLICY STATEMENT - Crisis Reaction

It is the policy of the Board for the president to have a crisis reaction plan which will specify the procedures to be followed in the event of a major crisis. This crisis could involve the death of an executive officer or staff member, a natural disaster, criminal action or litigation.

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Revision Date: May 2015

ADMINISTRATIVE GUIDELINES-Crisis Reaction

In the event of a major crisis the council will convene to consider action plans and appropriate responses. A crisis communication team consisting of the president, and the council will convene. The communications team will develop and issue all appropriate information to the secular and denominational news media. In addition they will provide information to College employees.

1 Death of president:

- (a) The individual previously designated by the president will be responsible for notifying the following individuals:
 - (1) President's spouse, or next relative
 - (2) Council
 - (3) Chairman, College Board of Trustees
 - (4) Convention executive director
- (b) The Vice President of Development will assume full and complete responsibility for all administrative duties assigned to the president.
- (c) The Vice President will coordinate any necessary and appropriate arrangements to assist the president's family.
- (d) The crisis communication team will notify news media, College staff, and coordinate dissemination of information to all Florida Baptist Convention agencies and employees, as well as appropriate state and Southern Baptist Convention executive officers.

2 Disaster response

A disaster is defined as an incident which involves, but is not limited to, any event which results or potentially results in serious damage occurring to College properties or the College's reputation and/or the death or widespread illness or injury to employees or visitors at a College site. This includes the main campus and the distance sites.

- (a) The immediate supervisor of the affected site will immediately notify the Dean of Students, the Vice President for Development and/or the president.
- (b) The available council will be convened to evaluate appropriate action plans.
- (c) The crisis communication team will convene to handle media relations.
- (d) The business office will establish a direct telephone connection with the affected site supervisor to ascertain all available information.
- (e) The president will provide specific guidelines to the Director of Enrollment/Marketing on what information may be released to the media.
- (f) Information on the names of victims will not be released until the nearest relative has first been notified.
- (g) If necessary the president and other appropriate council staff will travel to the affected site to assist in response activities.

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ADMINISTRATIVE GUIDELINES (Continued)

3 Employee death:

- (a) The death of a member of the council, department or facility supervisor will constitute a crisis response.
- (b) The deceased's supervisor will, if necessary, contact nearest relative.
- (c) The crisis communication team will coordinate dissemination of information to news media, College employees and students.
- (d) The chairman of the Board will be notified by the president.

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Revision Date: May, 2015

POLICY STATEMENT – Information Technology

1 Business services

- (1) Information Technology: It is the policy of the Board to provide automated information processing, management, and storage, classroom presentation technology and office automation support services to the College.

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ADMINISTRATIVE GUIDELINES-Information Technology

Computer Usage Policy

1. Overview

The Baptist College of Florida's intentions for publishing a *Computer and Information Systems Policy* are not to impose restrictions that are contrary to the spirit of The Baptist College of Florida (BCF), but to enhance the protection of its constituents against illegal or damaging actions by individuals, either knowingly or unknowingly, while promoting a culture of openness, trust, and integrity.

Information systems and services owned and/or operated by The Baptist College of Florida, are to be used for institutional purposes in serving the interests of BCF, and of our constituents in the course of normal operations.

Effective security is a team effort involving the participation and support of every BCF constituent who deals with information and/or information systems. It is the responsibility of every constituent to know these guidelines, and to conduct his or her activities accordingly.

BCF reserves the right to amend this *Computer and Information Systems Policy* at any time and from time to time.

2. Purpose

The Baptist College of Florida relies heavily upon information systems to meet operational, financial, educational, and informational needs. It is essential that these systems be protected from misuse and unauthorized access. It is also essential that BCF's computers, computer systems, and computer networks, and internet cloud services, as well as the data they store and process, be operated and maintained in a secure environment and in a responsible manner. Computing resources and especially the information stored are valuable, and their theft, loss or abuse can have a far-reaching negative impact. This negative impact affects everyone who uses any of the computing facilities. The BCF community should exercise high moral and ethical behavior in the computing environment.

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ADMINISTRATIVE GUIDELINES (Continued)

Computer Usage Policy (Continued)

3. Scope

This policy applies to ALL information systems and refers to ALL hardware, data, software, services, communications networks, and information associated with these systems whether these systems are owned or leased by BCF or connected to BCF networks. This policy applies to all constituents of The Baptist College of Florida. In addition to this policy, all constituents are subject to applicable federal, state and local laws.

4. Definition of Terms used in this document

Computer Systems: Computer systems include but are not limited to stand-alone or networked microprocessor devices, mobile devices, presentation devices, printing devices, PCs, workstations, servers, or mainframe resources including the peripheral devices that connect to any of these resources.

Computer Networks: Computer networks are a collection of connected communicating computers or devices, local or wide area, wired or wireless, and the hardware and software that connects the networks and individual terminals, microcomputers, workstations or any other type of device to other devices.

Constituents: Constituents are users; constituents include employees, students, alumni, contractors, consultants, temporary workers, visitors, volunteers, employees of vendors that provide information services of any type to BCF, the legal entity of those same vendors, and all personnel affiliated with third parties who use or access any of BCF's Information Systems.

Custodian: Individual who has been assigned responsibility for or is accountable for a set of files and the data contained in the files.

Email: The electronic transmission and/or storage of information through an internet mail protocol, as well as the information contained within that storage and/or those transmissions information through a mail protocol.

Host: Individual computer system. This may include, but is not limited to servers, desktop computers, notebook computers, tablet computers, or PDA type devices

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ADMINISTRATIVE GUIDELINES

Computer Usage Policy (Continued)

Information Systems: Information Systems include Internet/intranet/Extranet-related systems, including but not limited to computer equipment, computer networks (wired and wireless), software, databases, file services, operating systems, storage media, network accounts providing electronic mail or network access, email, WWW browsing, and FTP (File Transfer Protocol).

Public Listings: Sites that are accessible by the public using computer resources. This may include, but is not limited to social media, newsgroups, blogs, or chat rooms.

Sensitive Information: Information is considered sensitive if it can be damaging to BCF or its customers' dollar value, reputation, or market standing.

Spam: Unauthorized and/or unsolicited electronic mass mailings.

Unauthorized Disclosure: The intentional or unintentional revealing of restricted information to people who do not have a need to know that information.

Users: Users are constituents; users include employees, students, alumni, contractors, consultants, temporary workers, visitors, volunteers and all personnel affiliated with third parties who use or access Information Systems.

5. Computer Usage Guidelines

A. Authorization and Security

Each constituent must have a valid, authorized account in areas where required; may only use his/her account in accordance with its authorized purpose; may not allow other persons to use his/her account unless authorized by BCF's Information Technology (IT) for a specific purpose; is responsible for safeguarding his/her own computer accounts, specifically user names, passwords and/or personal identification numbers (PIN).

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ADMINISTRATIVE GUIDELINES (Continued)

Computer Usage Policy (Continued)

Each constituent must have specific authorization from IT to use information systems. Constituents may not connect unauthorized or unsupported devices to BCF information systems.

Postings by constituents from a BCF email address to public listings (or any social media, etc.) are prohibited, unless posting is in the course of business duties.

All hosts used by constituents and connected to The Baptist College of Florida computer systems and computer networks, whether owned by the constituent or The Baptist College of Florida must be continually executing virus-scanning software with a current anti-virus engine and definitions version.

Constituents must exercise extreme caution when opening email attachments which may contain viruses, malware, email bombs, or Trojan code.

B. Auditing and Monitoring Policy

While The Baptist College of Florida desires to respect the privacy of its constituents, constituents should be aware that the data created or stored on BCF information systems is the property of The Baptist College of Florida and is subject to access by BCF as provided below. Because of the need to protect BCF information systems, BCF cannot guarantee the confidentiality of information stored on any network device belonging to The Baptist College of Florida.

For security and network maintenance purposes, IT may monitor equipment, systems, network traffic and logs at any time. BCF designates certain personnel to investigate suspected information systems abuse or violations of other BCF policies. The College reserves the right to examine any and all files, including email, and logs.

Audits may be conducted to: Ensure integrity, confidentiality and availability of information and resources; Ensure conformance to BCF Computer and Information Systems Policy; Monitor user or system activity where appropriate; and Investigate possible security incidents or violations of BCF policies.

When requested, or for the purpose of performing an audit, any access needed will be provided to authorized members of the BCF staff. This access may include:

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ADMINISTRATIVE GUIDELINES

Computer Usage Policy (Continued)

User level and/or system level access to any computing or communications device or service; Access to information (electronic, hardcopy, etc.) that may be produced, transmitted or stored on BCF equipment or premises.

C. Access to BCF Information Systems

Constituents may not change, copy, delete, read, or otherwise access files or software without permission of the custodian of the files or IT. Constituents may not: bypass accounting or security mechanisms to circumvent data protection schemes; attempt to modify software except when intended to be user customized; prevent others from accessing the system by software modification.

Constituents must exercise caution to prevent the unauthorized or inadvertent disclosure or transmission of sensitive information.

D. Software Acquisition and/or Distribution

Constituents may not distribute copyrighted proprietary material without the written consent of the copyright holder; violate copyright, information property or patent laws concerning computer software, documentation, or other tangible assets; load any copyrighted software onto any device (except software lawfully loaded onto personally-owned devices) without specific prior permission from IT.

Constituents are strictly prohibited from the unauthorized copying or use of unlicensed software; such action is not considered to be taken in the course of employment. As a result, BCF will not provide legal defense for individuals who may be accused of making unauthorized copies of software even if these individuals maintain that such action was taken in the course of their employment. If BCF is sued or fined because of unauthorized copying or use by constituents, it may seek payment from the individuals as well as subject them to appropriate disciplinary or legal action.

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ADMINISTRATIVE GUIDELINES

Computer Usage Policy (Continued)

E. Decency/Community Values

Constituents must not use BCF computer systems, BCF computer networks, or BCF internet services to violate any rules in the BCF Faculty/Staff/Student handbooks or policy manuals or any local, state, or federal laws.

A constituent shall disclose to the appropriate BCF authorities any misuses of computing resources or potential loopholes in computer systems security and cooperate with appropriate BCF or other authorities in the investigation of abuses.

BCF provides access to various resources, such as the Internet, through its network. BCF does not tolerate the use of information systems for pornographic or any other uses that are inappropriate in an academic or Christian setting and violate the values set forth in the BCF Faculty/Staff/Student handbooks. Values violations include computer misconduct, harassment, disorderly conduct, disrespect for others, insubordination, lewd and indecent conduct, misrepresentation or forgery, slander, and any other conduct that is not consistent with BCF's moral and Christian values. In addition to the termination of computer use privileges, faculty, employees or students found guilty of values violations are subject to disciplinary action as set forth in the BCF Faculty/Staff/Student handbooks, and may include dismissal.

F. Email Usage

Constituents must exercise utmost caution when sending any email from a BCF email address (---@baptistcollege.edu) to a non-BCF email domain. Constituents must also exercise caution when receiving email through a BCF email account.

G. BCF Wireless Net Policy

BCF Wireless Net operates on the 2.4 GHz and 5.8 GHz bands. Usage of low cost wireless 2.4 GHz devices has grown rapidly and this has created obstacles to the proper operation and performance of this wireless technology. We all must be aware of the potential interference of 2.4GHz wireless devices within our wireless network coverage area.

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ADMINISTRATIVE GUIDELINES

Computer Usage Policy (Continued)

Devices that interfere or conflict with the operation of BCF's wireless network(s) should not be operated on the BCF campus. Devices that can interfere with BCF's wireless network(s) include, but are not limited to:

- Printers with wireless communications
- wireless Ethernet access points/routers
- A computer operating in IEEE 802.11b/g Ad-Hoc (peer-to-peer) mode.
- Apple Airport Base Station and the Macintosh computer operating as a software base station
- 2.4 GHz spectrum cordless phones
- 2.4 GHz consumer short distance wireless video links

Please note that Xbox 360 and Media Center PCs have been reported to cause problems with 2.4GHz wireless networks.

H. Data Management

The IT department takes what steps are feasible for BCF at an organizational level in order to protect against data loss. This includes data backups operations and the secure destruction of data that is no longer viable or useful. All constituents must assist with these both of these processes at an individual level.

6. Unacceptable Use of Information Systems

The following activities are prohibited. However, under appropriate circumstances employees may be exempted from these restrictions during the course of executing their job responsibilities. Such authorization will come from the Director of Operations/Comptroller and will be in writing. (For example, IT staff may disable the network access of a host if that host is disrupting production services).

The lists below are not intended to be an exhaustive list of unacceptable conduct, but rather provide examples of types of activities which violate BCF's rules. BCF reserves the right to take appropriate disciplinary action against any constituent who violates the letter or spirit of these rules and policies. Sanctions imposed by BCF in response to academic or disciplinary violations shall be in addition to fines or penalties that may be imposed by law enforcement authorities for illegal acts.

A. Privacy Violations

- Attempting to access another user's computer files or data without permission
- Supplying or attempting to supply false or misleading identification information to

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ADMINISTRATIVE GUIDELINES

Computer Usage Policy (Continued)

access another user's account

- The unauthorized "borrowing" or examination of another user's data or output
- Deliberate, unauthorized attempts to access or use BCF's resources, computer facilities, networks, programs, data, or any system files other than those designated for public access
- Unauthorized capturing of data from computer systems or computer networks
- Solicitation of email for any other email address, other than that of the poster's account, especially with the intent to harass or to collect replies.

B. Theft

- Using any method to avoid normal charges for the use of computer resources
- Abuse of specific computer resources, such as the Internet or BCF computer networks
- Attempting unauthorized or illegal access to computers outside the Institution using BCF's computers or computer networks
- Removing or moving BCF owned computer equipment or audio/visual equipment without proper authorization
- Executing any form of network monitoring which may intercept data not intended for the constituent's host
- Providing information about or a list of BCF employees, students, alumni or former students to parties outside The Baptist College of Florida
- Unauthorized use or forging of email header information

C. Vandalism

- Alteration, or attempted alteration, of user system software, data, or other files, as well as resource or equipment destruction or disruption
- Intentional introduction or spreading of computer viruses, Trojans, email bombs or other software which causes harm to information systems or to another users account
- Tampering with or obstructing BCF's information systems
- Inspecting, modifying, or distributing data or software without proper authorization, or attempting to do so

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ADMINISTRATIVE GUIDELINES

Computer Usage Policy (Continued)

- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the constituent is not an intended recipient or logging into a server or account that the constituent is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, and forged routing information for malicious purposes
- Damaging computer network related hardware, computer hardware or software

D. Copyright Issues

BCF owns licenses to a number of proprietary programs. Constituents who redistribute software from the computing systems break agreements with BCF software suppliers, as well as applicable copyright, patent, and trade secret laws. Therefore, the redistribution of any software from computing systems is strictly prohibited except in the case of software that is clearly marked as being in the public domain. Violations include, but are not limited to:

- Copying, transmitting, disclosing data, software or documentation without proper authorization, or attempting to do so.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws

E. Harassment

- Repeated sending of unwanted messages or files
- Generating or storage of spam on, or sending of spam from BCF Information Systems
- Interfering with the legitimate use of computer resources of another user
- Sending of abusive or obscene messages via information systems
- Use of information systems to engage in abuse of constituents

F. Unethical or Illegal Use, Games, Chain Letters, Miscellaneous

- Sending chain letters, unauthorized mass mailings, "Ponzi" or other "pyramid" schemes of any type.

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ADMINISTRATIVE GUIDELINES

Computer Usage Policy (Continued)

- Using BCF computer systems for non-professional, non-academic, unethical, or illegal purposes
- Excessive use of BCF computer networks for personal entertainment (e.g.; radio, television broadcasts, music, games, competitions, file downloads, etc.) that hinders the legitimate work of other constituents
- Using BCF owned computers for recreational purposes
- Personal advertisements or commercial activity
- Port scanning or security scanning
- Posting the same or similar non-business-related messages to large numbers of public listings including newsgroups

7. Penalties and Enforcement

Misuse or abuse of BCF's computers, computer systems, computer networks, information services, information or data is forbidden. Misuse or abuse of information systems is not simply unethical; it can be a violation of user responsibility and federal laws. Therefore, BCF will take appropriate action in response to user misuse, unethical use, or abuse of information systems. Action may include, but is not limited to the following:

- Referral to the appropriate office for disciplinary action
- Referral to appropriate law enforcement authorities outside of BCF
- Access to all computing facilities and system may be suspended temporarily or removed permanently.
- Legal action may be taken to recover damages.

Alleged computer abuse or misuse of any of BCF's Information Systems by students will be referred to the Dean of Student Services. If evidence of a violation is found, it will be treated as an academic violation or a disciplinary rule violation as appropriate. Violations may result in the suspension or loss of computer, service, and/or network privileges. Violations that could result in misdemeanor or felony charges may be referred to the appropriate authorities for prosecution to the fullest extent of the law.

Alleged computer abuse or misuse of any of BCF's Information System by faculty or staff will be referred to the appropriate supervisor. If evidence of a violation is found, appropriate disciplinary action will be taken. Violations which could result in misdemeanor or felony charges may be referred to the appropriate authorities for prosecution to the fullest extent of the law.

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ADMINISTRATIVE GUIDELINES

Computer Usage Policy (Continued)

8. Distribution of This Policy

The Baptist College of Florida will ensure that all constituents are aware of the policy by publishing and distributing it in appropriate media designed to reach all constituents. The use of any of BCF's information systems is an agreement to abide by BCF's Computer and Information Systems Policy

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Added Date: October, 2009

The Baptist College of Florida
Website Privacy Statement
Revised: 9/10/2009

Scope:

The Baptist College of Florida (BCF) privacy statement applies to the College's primary domain name (baptistcollege.edu) and all its sub domains, including MyBCF (mybcf.baptistcollege.edu). These separate domains are referred to collectively as the BCF Website. BCF strives to protect users' privacy and confidential information. BCF will make efforts to ensure that changes to this privacy statement are reflected on the BCF home page. However, the failure of BCF to post changes to this privacy statement shall not prevent any changes from becoming effective in any instance, whether retroactively or prospectively.

Data Collection and Usage:

BCF collects data from users to help fulfill the mission of the College. The information collected by BCF is voluntarily provided by the user in connection with the completion of online forms or by the user's web browser to facilitate communication with the BCF Website. Collected information is not sold, loaned, or shared with outside entities except where required by law or to fulfill the mission of the College. BCF complies with the federal Family Educational Rights & Privacy Act (FERPA) which protects student records. Please refer to BCF's FERPA policy for information about the release of student directory information.

General Internet Information:

BCF cannot guarantee the privacy of any data while in transit to or from the BCF Website. Information submitted through forms on the BCF Website containing Social Security numbers or credit card information is protected through HTTPS encryption. Also, all transactions and information passed through MyBCF are encrypted. However, users of wireless Internet access are at greater risk of personal information being revealed.

Cookies:

Cookies are used to assist with the technical operation of the BCF Website. If the user chooses to disallow cookies, certain portions of the BCF Website may become unavailable to the user.

Transactions:

BCF processes online transactions through a third-party gateway. These transactions are encrypted.

External Links:

BCF is not responsible for website content, security, or protection of personal information on links found on the BCF Website to outside agencies or entities.

Email:

BCF is not responsible for the privacy of any email messages. Users are advised that most email sent over the Internet is insecure and that, as a result, users should assume that email communications may not be private.

Log Files:

The BCF Website tracks generic network information to monitor trends in traffic and for security purposes.

Information tracked includes but is not limited to:

- IP addresses
- Web Browser Type
- Page Hit Counts
- Date
- Time

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Added Date: October, 2009

This information is generally tracked and monitored by most websites, including BCF's, and is not ordinarily associated with any specific user's personal information.

Family Educational Rights and Privacy Act (FERPA):

Information about FERPA may be found on the US Department of Education Website at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. BCF makes every attempt to fully comply with FERPA and does not release student information without the permission of the student except as allowed by law.

Children's Online Privacy Protection Act (COPPA):

To comply with COPPA, children under the age of 13 should not submit any information to BCF without parental consent.

Additional Information:

If you need additional information about BCF's Privacy Statement please email the webmaster at webmaster@baptistcollege.edu.

Agreement with the BCF Privacy Statement:

By using the BCF Website, you consent to the BCF Privacy Statement.

Definitions:

Cookies – Normally a text file stored on your computer by a website containing information about you to facilitate further communications with the website.

Encrypted/Encryption – A process for obscuring data transmitted over the Internet to protect the confidentiality of the information. Encryption enhances but may not guarantee the security of confidential information.

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Revision Date: May 2015

POLICY STATEMENT – Office of Business Affairs

2 Office of Business Affairs

It is the policy of the Board to provide certain basic mail, and package services for the College personnel through the Office of Business Affairs

- (1) First class and bulk mail services are provided by the Office of Business Affairs.
 - (a) Incoming first class mail is sorted and distributed to offices within the College.
 - (b) Outgoing first class mail is metered, bagged and dispatched each afternoon by Office of Business Affairs.
 - (c) Bulk mail service, including sorting, bundling, bagging and delivery to the post office is handled by each office.
- (2) A FAX service is provided at the Office of Business Affairs to receive and send FAX documents. Persons using the FAX to send or receive personal messages will be expected to reimburse the College for time and materials.
- (3) The following lead times apply to outgoing mail, other than regular items picked up on mail rounds:
 - (a) Envelopes which are dropped in the mail slots with postage affixed and items which require special handling and/or processing by the business office personnel need to be received by 1:00 p.m. in order to guarantee dispatch by the end of the workday. Regular items delivered to the College after 3:00 p.m. will normally be processed the following workday.
 - (b) Bulk mail, which requires special handling and/or bundling by zip code, will be processed and dispatched by each office.

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POLICY STATEMENT - Publication Services

MARKETING

- (1) PUBLICATION SERVICES: It is the policy of the Board to provide an in-house printing department to facilitate the printing and photocopy needs of the College.

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ADMINISTRATIVE GUIDELINES

Most publications developed for use with the general public or Florida Baptist constituency are channeled through the Marketing Office.

The following guidelines are to be followed in submitting work orders for the various services available through the Marketing Office:

(1) Marketing Services:

- (a) All printing job requests, whether for new publications or reorders of previous jobs, must be recorded on the current "Printing Work Order." These orders along with attachments are to be turned in to the Marketing Office.
- (b) A separate "Printing Work Order" must be prepared for each individual publication.
- (c) A "Printing Work Order" must be filled in with complete information. Customer account number and authorization will be required before work will proceed on a job. Incomplete work orders can result in delays.
- (d) Attached to the work order should be all copy, any photographs, art work and/or suggested layouts. Failure to provide these materials will result in delays in the job being processed.
- (e) All copy to be typeset must be typewritten. Handwritten copy will not be accepted. Copy for large documents can be saved to disk, using Word or Text-only format. Copy should include the, correct mailing permit information (for mailed pieces) and correct return address.
- (f) In planning for a needed publication, the following time requirements should be considered. Most publications require typesetting, electronic layout, printing and bindery work. As a result:
 - (1) Single sheet work will require 3-5 working days and printing time;
Multiple sheet work will require 6-10 working days and printing time;
Booklet-type work will require 6-10 working days and printing time.
 - (2) The time requirements for most printing jobs need to include a day or two for the originating department to proofread and approve typesetting and layouts. However, utilization of more than one day for each of these approvals may affect delivery deadlines.
- (g) Printing orders marked "ASAP" (as soon as possible) or in a similar fashion will be assigned a delivery date within the normal printing work flow. Requests for RUSH service will be evaluated and approved by the director of information services.
- (h) Completed publications will be delivered to the originating department. A department representative will be requested to sign a delivery slip indicating receipt of the publication.

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ADMINISTRATIVE GUIDELINES (Continued)

(2) Job reorders

Job reorders will be expedited directly to Information Services and will be processed on the basis of: no changes being made to the original negative, availability of stock and printing orders previously scheduled.

(3) Outside printing services

(a) Printing requests which can be better processed by an outside commercial printer will be determined by the director of information services.

(b) Upon departmental approval of cost estimate and printing approval, the director of information services will coordinate a production and delivery schedule with the commercial printer.

(4) Job estimates - Upon request by the originating department, a cost estimate will be prepared on a proposed printing job.

(a) Estimates will normally take two working days which will be in addition to the regular printing time requirements.

(b) Job cost estimates will be returned to the originating department. Written approval by the appropriate supervisor will be required before work will proceed on a printing work order. Verbal "okays" are not acceptable.

(c) Changes in the specifications for a job and/or approval delays which are greater than 30 days from the time estimates were made will invalidate the cost estimates.

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POLICY STATEMENT - Financial Procedures

- 1 Advancement of funds: It is the policy of the Board to require the use of generally accepted standards of internal controls and auditable documentation for all financial transactions of College funds.

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ADMINISTRATIVE GUIDELINES

- (1) Responsibility for developing procedures for these transactions has been assigned to the Director of Operations/Comptroller.
- (2) Advancement of funds for College-related expenses: Advancement of funds should only be requested in special instances when the College-provided credit card cannot be used. If special circumstances are cited and accepted by the appropriate supervisor an advance may be issued, within the following guidelines:
 - (a) Travel advance funds - A staff person who will be traveling on College business may request a travel advance.
 - (1) The advance should be requested on a check requisition form (see Appendix).
 - (2) The advance will be recorded in the College books as a receivable from the staff person receiving the advance until the advance is cleared by the completion of the appropriate form or by the return of the advanced funds.
 - (3) The employee should complete an expense requisition and attach all receipts. These receipts should total the amount reported to have been expended. Any excess (unspent) funds are to be returned to the College. Reimbursement may be made to the employee if the documented expenditures exceed the amount advanced. The report should identify the budget expense account to be debited.
 - (b) An accounting of all cash advances is due in the business office within 5 days of the conclusion of the event or activity for which the advance was issued.

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POLICY STATEMENT - Authorized Check Signatures

- 2 Authorized check signatures: It is the policy of the Board to require all bank accounts opened in the name of the College, or which contain funds belonging to the College, to utilize board-approved check signers.

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- (1) Regular College bank accounts will be controlled by at least two required signatures from among the following: president; Vice President for Development; and Director of Operations/Comptroller.
- (2) The maximum deposit in any College petty cash account shall not exceed \$500.00.

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POLICY STATEMENT - Budget Planning and Reports

- 3 Budget planning and reports: It is the policy of the Board to require the president of the College to annually submit or approve an itemized estimated budget for the next fiscal year.

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- (1) The president and the Director of Operations/Comptroller will annually establish a timetable and procedures by which all persons responsible for departmental and non-departmental expenditures will submit budget proposals for the coming fiscal year.
- (2) Each departmental budget proposal will be incorporated into a total proposed College budget for review by the Board.
- (3) The president will recommend a budget for the next fiscal year to the Board.
- (4) The adopted College budget will become the basis and guide for the distribution and expenditure of funds.
- (5) Each month the Comptroller will prepare and distribute financial statements to the president which will compare the respective department's actual receipts, disbursements and expenditures with the adopted College budget.
- (6) Department directors are responsible for monitoring the receipts and disbursements for those cost centers over which they have supervisory responsibility. These supervisors are expected to keep their respective cost centers expenses within the adopted College budget. Any anticipated problems should be reported through the Director of Operations/Comptroller to the president.

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POLICY STATEMENT - Cash Receipts

- 4 Cash receipts: It is the policy of the Board to require the Office of Business Affairs to establish and follow an acceptable procedure for receiving, recording, making bank deposits and accounting for all cash receipts conveyed to the College.

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ADMINISTRATIVE GUIDELINES

- (1) All cash receipts received by a department or office are to be delivered promptly on the day of receipt to the Development office.
 - (a) Checks and cash received by a College employee shall be hand-delivered to the Development office, along with a remittance report, on the day of receipt. A Development employee will sign and or initial the remittance report and will make a photocopy of the signed remittance report at the time of receipt, which shall serve as the depositing department's file copy. No employee, other than the Business Affairs personnel, is to retain overnight in their workstation any cash or checks received during the day.
 - (b) All monies received at a program which is held outside Graceville, with the exception of those held at College sites, are to be turned in to the Office of Business Affairs by a department employee upon return to the College.

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POLICY STATEMENT - Requisitions

- 5 Requisitions for funds and materials: It is the policy of the Board to require the Office of Business Affairs to develop and maintain an established procedure for the requisition of funds and materials.

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ADMINISTRATIVE GUIDELINES

- (1) Check requisitions - Check requisition forms must be completely filled out electronically. When the normal approver of requisitions is the payee, approval by higher level supervision is required.
 - (a) The approval of the appropriate supervisor is required on all requisitions. In the absence of the person who would normally approve the requisition, approval may be made by the appointed alternate. A requisition is to be approved only after it has been completed. Pre-approving requisitions is not an acceptable procedure.
 - (b) The requisition, along with original receipts, invoices and statements, are to be attached and sent to the Office of Business Affairs. Copies of these documents may be retained in the originating office, if desired.
 - (c) Under normal circumstances the Office of Business Affairs will mail or distribute checks. Letters and other enclosures clipped to the requisition will be mailed with the check. Upon request by the respective department, checks will be returned to the requesting department for mailing.

- (2) Credit cards - Credit cards for the purchase of gasoline and travel are issued to persons assigned travel responsibilities (see Section H item (2) "College-issued Credit Cards"). Individuals may not secure credit cards or open charge accounts in the name of the College. (See Section P item (4) "Purchase Orders" for purchasing procedure.)

- (3) Expense vouchers - Requests for payment to nonemployees which provide for reimbursement of expenses and/or honorariums should be made through the computer system.
 - (a) The requisition should be approved by the individual to be reimbursed.
 - (b) The supervisor responsible for the budget line item being debited (charged) also will approve the check requisition and record the appropriate account number.

- (4) Purchase orders - Purchase order requisitions must be properly prepared and keyed in the computer by authorized individuals before any purchase or renewal purchase of goods, materials, or services are made.
 - (a) A department or office planning to make a purchase should complete the electronic "Purchase Order Requisition."
 - (b) The authorizing requisition will be ready for mailing to the specified vendor or returned to the requesting department on a next business day basis.
 - (c) The purchase order request will be required to open a charge account in the name of the College.

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POLICY STATEMENT – Special Events Accounts

6 Special events accounts: It is the policy of the Board to require the president to develop clearly defined procedures for establishing, maintaining and closing income accounts for special events. Special event income accounts are designed to account for special projects and program events funded by participant fees and love offerings.

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ADMINISTRATIVE GUIDELINES-Special Event Accounts

- (1) Each sponsor of an event is responsible for collecting, counting, recording in the Development office and depositing special funds with the Office of Business Affairs.
- (2) A revenue account is established by the Office of Business Affairs for depositing these funds.
- (3) The special event sponsor must budget in the regular operating budget an amount needed to cover **all** expenses of the event.
- (4) **All** expenditures of special event funds are charged against this special line item in the sponsor's operating budget.

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ADMINISTRATIVE GUIDELINES-Special Purchases

Any expenditure for goods or services in an amount over \$5,000 must come only after a competitive bid process has been conducted. A minimum of two bids must be secured for each transaction. Any exceptions to this rule can be made only by the president of the college.

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POLICY STATEMENT - Marketing

It is the policy of the Board to maintain a Marketing Office which is assigned to provide assistance to the College administration and staff in the areas of public relations counsel, news and information services, publications and program promotion.

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ADMINISTRATIVE GUIDELINES-Public Relations

- 1 Public relations counsel - Public relations is a management practice which is designed to ascertain the needs, opinions and concerns of the significant constituencies of the College. With this information, public relations counsel will be provided to organization leaders. Suggested action plans and communication efforts will be developed and implemented. These activities should seek to serve both the College's and the public's interests.
 - (a) The Marketing Office will occasionally conduct research projects to determine the needs of the College's public and selected target audiences.
 - (b) Upon request, this office will assist departments in surveying the needs of specific target audiences.

- 2 News and information service - The Marketing Office is responsible for developing and maintaining lines of communications with the secular and denominational media. In the reporting of routine and crisis events (i.e., deaths, disasters, litigation, controversy) it is the responsibility of the Director of Enrollment Management/Marketing to provide accurate, candid and timely information to the news media.
 - (a) The president is the official spokesman. The Director of Enrollment Management/Marketing in consultation with the president is authorized to release information pertaining to emergencies, personnel, crimes, controversies and other events to which the secular or denominational press have a reasonable claim.
 - (b) Staff should keep the marketing director fully informed, both factually and promptly, about such activities in their area of responsibility which have public relations implications.
 - (c) The Marketing Office is primarily concerned with providing news and information services related to the College and its component programs of work. As a result, efforts will be directed toward developing news and feature stories for the state newspaper and secular media which contribute to creating understanding concerning the work and ministry of Florida Baptists.

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ADMINISTRATIVE GUIDELINES (Continued)

- 3 Publication services - Selected publications developed for use with the general public or Florida Baptist constituency will be channeled through the Marketing Office. This will ensure that certain standards of graphic design, editorial copy, printing specifications, pricing economy and production control are observed.
- (a) Any graphic design services to be secured from an outside source should be arranged through the marketing director.
 - (b) All promotional and program publications which are funded by the College must carry the College logo mark.
 - (c) The College logo mark shall not be altered in any way, manner, shape or form. Original, camera-ready copies of the logo mark may be secured from the marketing director.
 - (d) The College uses a standardized stationery and calling card which requires a uniform layout format. All stationery will follow this standardized format. Provision will be made for return addresses for persons whose office is outside Graceville. The standardized format: does not permit logo marks other than that of the College.

This standardized College letterhead shall only be printed by the College's Marketing Office to maintain consistency in format, paper stock and ink colors.

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ADMINISTRATIVE GUIDELINES Intellectual Property Policy

Definitions. Certain terms are used in this policy with specific meanings, as defined in this section. These definitions do not necessarily conform to customary usage. 1) Intellectual Property includes any patentable invention, any copyrightable subject matter, or trade secret. It also includes works of art and inventions or creations that might normally be developed on a proprietary basis. 2) Creator means any persons who create an item of intellectual property. 3) Substantial use of college facilities means the use of facilities, equipment, personnel and other resources, to a greater extent than that which occurs in the regular course of one's undertaking to perform the task for which one has been employed, or which is greater than the use afforded to students in the normal course of their studies. The use of these facilities must be important to the creation of the intellectual property; merely incidental use of a facility does not constitute substantial use, nor does use of a facility commonly available to all faculty or professional staff and students (such as libraries and offices). (This provision is not intended to override any other department or college policy concerning reimbursement for or facilities usage.)

Policy Provisions. This section states the policies concerning ownership of intellectual property created at the college. 1) Externally Sponsored Work: Intellectual property created as a result of work conducted under an agreement between an external sponsor and the college that specifies the ownership of such intellectual property shall be owned as specified in said agreement. 2) Internally Sponsored Work: When the college provides funds or facilities for a particular project to the extent of substantial use, it may also choose to declare itself the owner of intellectual property resulting from said work. In such cases the college must specify in advance the disposition of any intellectual property rights arising from the project. Such notice is to be in writing, and the college may require written acknowledgment of such provisions by any person working on internally sponsored projects. If the college fails to notify a creator, effectively and in advance, of limitations imposed on his intellectual property rights by internal college sponsorship, the creator is entitled to receive from the college 50% (fifty percent) of the net proceeds to the college resulting from his intellectual property. 3) Individual Agreements: Intellectual property which is the subject of a specific agreement between the college and the creator(s) thereof shall be owned as provided in said agreement. Such agreements by the college and the faculty are especially encouraged. 4) Intellectual Property Created Within Scope of Employment: Intellectual property created by college employees who were employed specifically to produce a particular intellectual property shall be owned by the college if said intellectual property was created within the normal scope of their employment. Faculty are presumed not to be hired to produce a particular intellectual property. On the other hand, computer programs written on the job by staff computer programmers fall under this provision. 5) Other Intellectual Property: Intellectual property created by college employees and students not within the scope of employment, not by agreement, and not externally or internally sponsored, shall be owned by the college if the creation involved substantial use of college facilities; if the creator did not involve substantial use of college facilities the creation shall be owned by the creator. This provision is designed to prevent unauthorized use of college facilities and to promote agreements as described above. 6) Consulting Agreements: Work done by individuals as consultants to outside firms is not to involve substantial use of college facilities, and the rights to intellectual property created under consulting agreements are retained by the outside firms or the individual as specified by the terms of the consulting agreement. Any member of the college community who is engaged in consulting work or in business is responsible for ensuring that the work and the provisions in his agreements are not in conflict with the college's policies regarding other employment and college facility usage, are not in conflict with the college's values and mission, and do not prevent the employee of the college from fulfilling his employment duties to the college. Each creator of intellectual property should make his obligation to the college clear to those with whom he makes such agreements and should ensure that they are provided with a current statement of the college's intellectual property policy.

General Procedures. The creator of any intellectual property that is or might be owned by the college under this policy is required to make reasonably prompt written disclosure of the work to the college's President, and to execute any document deemed necessary to perfect legal rights in the college and enable the college to file patent

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applications and applications for copyright registration when appropriate. This disclosure to the President should be made at the time when legal protection for the creation is contemplated, and it must be made before the intellectual property is sold, used for profit, or disclosed to the public. Whenever legal protection for intellectual property is anticipated all persons engaged in such creative activity are encouraged to keep regular notebooks and records. The college's share of any proceeds under this policy will be used to reimburse the college for its expenses for commercial development of intellectual property. Any additional returns to the college will be used to further the academic purposes of all the disciplines of the entire college.

Resolution of Disputes. This policy constitutes an understanding which is binding on the college and on the faculty, staff, and students upon whom it is effective. Any question of interpretation or claim arising out of or relating to this policy, will be settled by the following procedure: 1) The issue must be first submitted to the college's Intellectual Property Adjudication Committee in the form of a letter setting forth the grievance or issue to be resolved. The committee will review the matter and then advise the parties of its decision within 60 days of submission of the letter; 2) If any of the parties to the dispute is not satisfied with the committee's decision, the party may seek binding arbitration in the city in which the college's main campus is located or otherwise by agreement of the parties, and in accordance with the Rules of the American Arbitration Association then in effect. Judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The arbitrator(s) will give some weight to the decision of the Intellectual Property Adjudication Committee in reaching a decision. The losing party of the arbitration hearing will pay for all costs of the arbitration unless the arbitrator(s) specifies otherwise.

The Intellectual Property Adjudication Committee will consist of a chair who is a member of the tenured faculty or a member of the staff at the Vice Presidential level, two other members of the faculty, and two other members representing respectively the college administration. The committee (including the chair) will be appointed by the President. The committee will use the guidelines set forth in this policy to decide upon a fair resolution of any dispute. If possible, the committee will also provide on request informal advisory opinions to creators and the college indicating how it is likely to interpret the provisions of this policy as it applies to special cases.