

STARK COLLEGE

& SEMINARY

EMPLOYEE HANDBOOK

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Christian Education Activities Corporation

d.b.a.

STARK COLLEGE & SEMINARY

Mission Statement

Stark College and Seminary exists to equip educationally under-served followers of Christ for service to the church and the community.

Motto

“Missions through Education”

Dear Friend,

It is my pleasure to welcome you to the SCS family. We are a small family of colleagues who believe that God has called us from various walks-of-life to further the mission of training the under-served men and women of South Texas. In order to fulfill this calling, each one of us must recognize that we have a role to play and we are only as strong as our weakest member. For that reason, it is my prayer that you will find your work at SCS as more than a job, but rather as a noble calling to help change the world through training Christian leaders.

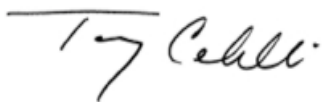
In an effort to provide an excellent work environment, I have identified a few points regarding the SCS work culture. First, SCS functions within a participative and collaborative leadership structure among colleagues. During discussions, I will ask many questions, which are intended to learn, challenge, and analyze, not to offend. This approach allows me to ensure the clarity of our mission and build team synergy. Second, once decisions are made, it is necessary that everybody contribute to the mission by supporting the management. Third, I believe in you and your place here at SCS and seek to create a very supportive workplace. Fourth, despite the supportive environment, it is also very demanding here. SCS's ministry is more than a job; rather our work is God's work. Consequently, we never say, "that duty is not my job." Last, since we are working to God's glory, the expectations that we excel are very real and very high. The "Ideal" is the benchmark for standards.

Here are a few expectations regarding your ministry to the SCS community:

1. Excellent communication is the foundation of our shared success
2. Integrity and credibility are essential
3. Achievement and winning are critical
4. Hard work is thoughtful, diligent, and intelligent
5. Take the initiative in solving problem
6. Loyalty to SCS's mission includes biblical conflict resolution practices

The role that you have at SCS is one of great importance. SCS has a lean and nimble organizational structure so that we all can respond quickly to the needs of our students and local church leaders. Although there are numerous ways to accomplish the tasks set before us, it is my desire that SCS not only set the standard for theological education in South Texas, but also exceed the expectations of our constituents. We labor here to God's glory for the purpose of sharpening the callings of those whom God has entrusted to our care. Your work here contributes to the expansion of God's kingdom in this desperate and needy world.

In Christ alone,

A handwritten signature in black ink that reads "Tony Celelli". The signature is written in a cursive style with a horizontal line above the first few letters.

Dr. Tony Celelli, President

100 – CONDITIONS OF EMPLOYMENT

101 – Nature of Employment

Employment with Stark College and Seminary (SCS) is “at will.” This means either the employee or employer can terminate the employment relationship, at any time and, with or without cause.

The policies set forth in the SCS Employee Handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between SCS and any of its employees. The provisions of the Handbook have been developed at the discretion of the President and Board of Trustees and may be amended or cancelled at any time, at the institution’s sole discretion.

The provisions in this Handbook supersede all existing policies and practices and may not be amended or added to without the express written approval of the SCS President.

102 – Business Ethics and Conduct

The continued success of SCS is dependent upon the trust of donors, students, the public, and employees. We are dedicated to preserving that trust. It is management’s expectation for employees to act in a way that will merit the continued trust and confidence of the public and fellow employees.

In general, the use of honesty and good judgment will guide you with respect to lines of acceptable conduct. If a situation occurs and it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor or, if necessary, the Office of the President.

Compliance with this policy is the responsibility of every SCS employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment.

103 – Disability Accommodation

SCS is committed to complying fully with the Americans with Disabilities Act (ADA) of 1990 and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis including, but not limited to selection, job assignment, access to benefits and training, compensation, discipline, and termination.

Reasonable accommodation will be provided to qualified employees with known disabilities as needed to allow employees to perform the essential job functions without placing an undue hardship on the College.

104 – Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at SCS will be based on merit, qualifications, and abilities. SCS does not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, age, or disability.

105 – Immigration Law Compliance

SCS is committed to employing United States citizens and individuals authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present valid documentation establishing identity and employment eligibility.

200 – EMPLOYEE BENEFIT PROGRAMS

201 – Health Insurance

Executive Administrative Staff receive medical insurance for employees and their dependents paid 100% by SCS. Employees may choose dental insurance paid at 100% by the employee via payroll deduction.

Full-Time Administrative Staff and Faculty receives medical insurance paid at 100% by SCS for employee only. Employees may choose additional medical coverage for dependents along with dental paid at 100% by the employee via payroll deductions.

Part-Time Staff and Student Workers are not eligible to receive insurance benefits.

Continuation of Benefits (COBRA) is provided to employees and their dependents at 100% cost to the employee plus any additional administrative fees required by the insurance carrier.

202 – Additional Insurance

SCS may elect to provide, at no cost, additional medical insurance for eligible employees and their dependents

203 – SCS Holidays

SCS observes the following paid holidays: New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following Thanksgiving, and Christmas Day.

If a holiday falls on a Saturday, SCS will observe the preceding Friday. And if the holiday falls on a Sunday, SCS will observe the following Monday. All eligible employees will receive time off with pay for the normal workday.

204 – Retirement Benefits

Executive Administrative Staff receive a monthly retirement contribution equal to 10% of their current salary. This amount is not withheld from the employee paycheck, it is 100% employer contribution. The retirement account is a 403(b) held by Guidestone Financial Resources.

Full-Time Faculty Members receive a monthly retirement contribution equal to 7% of their current salary. This amount is not withheld from the employee paycheck, it is 100% employer contribution. The retirement account is a 403(b) held by Guidestone Financial Resources.

Full-Time Administrative Staff receive a monthly retirement contribution equal to 5% of their current salary. This amount is not withheld from the employee paycheck, it is 100% employer contribution. The retirement account is a 403(b) held by Guidestone Financial Resources.

Part-Time Staff and Student Workers do not receive retirement contributions.

205 - Vacation Benefits

Executive Administrative Staff receive 142 hours (4 weeks) of paid vacation annually. Vacation hours are accrued at four-month intervals. No compensation is paid for unused vacation hours upon termination.

Full-Time Faculty Members receive 35.5 hours (1 week) of paid vacation for each six months of service at SCS. Faculty with ten or more years of service may receive 106.5 hours (3 weeks) of vacation annually (accumulated at four month intervals). Full-Time Faculty will adhere to HSU policies or SCS Faculty leave policy as necessary. No compensation is paid for unused vacation hours upon termination.

Full-Time Administrative Staff with less than ten years of service receive 35.5 hours (1 week) of paid vacation for each six months of service at SCS. Employees with ten or more years of service may receive 106.5 hours (3 weeks) of vacation annually (accumulated at four month intervals). Vacations are to be scheduled with the supervisor and/or approved by the President. Vacation pay cannot be accumulated at greater than 106.5 hours (3 weeks). Upon termination, an administrative staff employee may receive compensation for earned but unused vacation hours only.

Part-Time Staff do not earn paid vacation.

206 – Sick/Personal Pay

This employee benefit is for time away from the workplace due to health related or personal reasons. A sick day may be used for legitimate illness of an employee or immediate family including spouse, child, or parents of the employee. A personal day may be used for any reason an employee deems necessary.

Executive Administrative Staff, Full-Time Administrative Staff and Faculty receive 71 hours (2 weeks) of Sick/Personal time per calendar year.

207 - Scholarships

SCS employees are encouraged to take classes with SCS and her partner institutions. SCS employees are able to apply for financial aid to make their education more affordable.

Interns are awarded \$1,000 of annual financial aid, up to \$500 may be used per semester.

Full-time employees will receive a full employee scholarship for SCS Certificate and Diploma classes. Full-time employees attending undergraduate or graduate classes at SCS will receive a partial employee scholarship equal to 70% of tuition.

Full-time employees pursuing a job-related graduate or doctoral degree may apply for financial aid towards their degree. Awards are provided as a reimbursement at the conclusion of each semester. Recipients can choose between an hourly award or an award with a higher maximum benefit that requires repayment if the employee does not complete a specified length of service.

Adjunct faculty who serve at a local church and are pursuing a doctoral degree are also eligible to apply for financial aid. Awards are sent to the recipient's church for the purpose of investing in the faculty member's education. The scholarship is awarded each Fall and Spring semester.

All employees must complete the applicable financial aid application in order to be eligible for financial assistance. Employees must maintain a 3.0 GPA in order to remain eligible for financial aid.

300 – EMPLOYEE LEAVE OF ABSENCE

301 – Bereavement Leave

Regular full-time employee may be granted up to three days off for bereavement in the event of the death of a spouse, child, parent, brother, sister, grandparent, grandchild, or in-laws.

302 – Family Medical Leave

An employee may request maternity leave with pay from his/her supervisor and with approval of the President of SCS. Mothers may request up to six weeks (213 hours) of leave with pay. Fathers are eligible for three days (24 hours) of Maternity leave with pay. Sick Pay, Personal Days, and or Vacation Pay may be used for compensation during maternity leave after the six weeks (213 hours) of pay is exhausted by the recommendation of the employee's doctor.

303 – Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the United States uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or

unreasonable. Employees will receive partial pay for two-week training assignments and shorter absences.

Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty. The portion of any military leaves of absence in excess of two (2) weeks will be unpaid. However, employees may use any available paid time off for the absence. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Vacation and holiday benefits as well as length of service will continue to accrue during a military leave of absence. Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

304 – Jury Duty

SCS encourages employees to fulfill their civic responsibilities by serving jury duty when required. Regular full-time and part-time employees may request up to one week of paid jury duty leave over any two-year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence, following receipt by SCS of proof of attendance at jury duty.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid vacation accrual or may request an unpaid jury duty leave of absence.

Employees must notify the supervisor by notice of summons as soon as possible so that the supervisor may make arrangements to accommodate an absence. Employees are expected to report for work whenever the court schedule permits.

If, in SCS's judgment, the employee's absence would create serious operational difficulties, the employee may be asked to request an excuse from jury duty. SCS will continue to provide health insurance benefits for the full term of the jury duty absence.

305 – Time Off to Vote

SCS encourages employees to fulfill their civic responsibilities by voting. Generally, employees are

able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non-working hours, SCS will grant up to two hours of unpaid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

400 – EMPLOYEE STANDARDS OF CONDUCT

401 – Standards of Conduct

To ensure orderly operations and provide the best possible work environment, SCS has an expectation that all employees will follow rules of conduct to protect the interests and safety of both employees and the College. It is SCS's intent to take a constructive approach in order to bring disciplinary issues to immediate and satisfactory resolution for all parties concerned. It is the responsibility of management to ensure a positive work environment for all.

It is not practical to list all the forms of infractions. However, examples of rules of conduct that may result in disciplinary action up to and including termination of employment include, but are not limited to:

- Theft or inappropriate removal or possession of SCS property;
- Falsification of records including, but not limited to, employment applications, timesheets, or expense reports;
- Working under the influence of alcohol or illegal drugs;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace;
- Fighting or threatening violence in the workplace;
- Horseplay or any other unacceptable workplace behavior;
- Performance which, in the College's opinion, does not meet the requirements of the job;
- Dissemination of student information to unauthorized personnel or otherwise violating FERPA policies;
- Insubordination or refusal to follow work orders or established SCS guidelines;
- Disrespectful conduct toward students, fellow employees, or managers;
- Willful or repeated violation of safety or health rules;
- Smoking on SCS property; and
- Any and all other circumstances SCS may deem inappropriate or injurious to other employees or the business reputation of the College.

402 - Attendance and Punctuality

To maintain a safe and productive work environment, SCS expects employees to be reliable and

punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on our students and fellow employees. In the rare instances when employees cannot avoid being late to work or unable to work as scheduled, they should notify their supervisor as soon as possible (preferably at least two hours) in advance of the anticipated tardiness or absence. Excessive absenteeism and tardiness are not acceptable and may lead to disciplinary action, up to and including termination of employment.

403 - Corrective Action

Management and employees are encouraged to actively participate in informal coaching and counseling opportunities prior to formal corrective action being necessary. Disciplinary action gives employees an opportunity to correct unacceptable behavior or performance. Management may use a three-step process to formally address employee behavior or performance issues. The particular form of corrective action to be used will depend on the severity of the action and the employee's documented employment record.

All formal corrective actions (both verbal and written) will be documented by management and signed by the employee. No required minimum number of days must separate one corrective action step from another. Employees may make a written statement at any point in the corrective action process before the employee and supervisor sign the document. Additionally, an employee is allowed to express a refusal to sign any corrective action document and may be requested to indicate that refusal in writing.

404 - Drug and Alcohol Use

It is SCS's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. All job applicants may be required to undergo a drug test when an offer of employment is made. Refusing the drug test or producing a positive result of the test will result in immediate withdrawal of any offer of employment. SCS also reserves the right to conduct random drug tests. A report of a positive result for non-prescription (controlled substances) or illicit drugs will result in immediate termination.

While on SCS premises and conducting business-related activities off site, no employee may use, possess, distribute, sell, or be under the influence of alcohol or non-prescription drugs. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and that does not endanger other individuals in the workplace. In situations such as these, the supervisor must be informed.

Employees who self-disclose a drug or alcohol problem may request approval to take unpaid time

off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance(s); and abides by all SCS policies, rules, and prohibitions relating to conduct in the workplace.

405 - Employee Appeal Process

SCS provides an exclusive method for employees to bring problems and complaints about alleged breaches of policy to the attention of management without fear of retaliation. No employee will be harassed, intimidated, discharged, or otherwise disciplined in any way for participating in an employee appeal process.

DEFINITION: Appeal—formal written complaint regarding an action by management, which an employee feels is a breach of policy.

RULES: - Access to this appeal procedure is limited to regular full-time employees of Stark College and Seminary.

- Employees and supervisors should seek assistance from The Office of the President on substantive and procedural issues.
- Time limits may be extended at the request of the employee or manager and with the consent of The Office of the President.
- Appeals involving employee terminations will commence at Step Two of this procedure.
- By filing an appeal, an employee agrees to meet with management and provide information needed to resolve the dispute. Failure to do so may result in the appeal being dismissed.

APPEAL STEPS:

Step One: The employee submits a written report through The Office of the President outlining the problem and relief requested to the responsible supervisor within five (5) calendar days of the incident causing the problem, or within five calendar days of becoming aware of the problem. The employee and supervisor will meet promptly to discuss and attempt to resolve the problem. The manager will respond to the employee in writing within ten (10) calendar days of the meeting. The employee will have five calendar days to appeal the decision if the solution is unsatisfactory to him or her by notifying The Office of the President in writing. If no appeal is made within this five calendar days, the matter will be considered resolved.

Step Two: The next higher level of management, as determined by The Office of the President, will meet with the employee and the employee's manager, individually, in an attempt to resolve the problem. This manager will investigate the matter and answer the employee's complaint within ten calendar days of the employee meeting. This answer will also be in writing. The employee will have five calendar days to appeal the decision if the solution is unsatisfactory or by

notifying The Office of the President in writing. If no appeal is made within this five calendar days, the matter will terminate.

Step Three: The Office of the President will conduct an investigation into the circumstances causing the problem and may meet with the employee and management during the course of the investigation. A written response from The Office of the President will be forwarded to the employee within fifteen (15) calendar days of the employee hearing. This answer will be final from Stark College and Seminary and end the employee appeal process.

406 - Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the College presents to its customers and surrounding community. During business hours or when representing SCS, employees are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position.

SCS management is responsible for establishing a reasonable dress code appropriate to the job an employee performs. Consult your supervisor or The Office of the President if you have questions as to what constitutes appropriate appearance.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Appropriate shoes must provide safe, secure footing, and offer protection against hazards. No flip flops are to be worn to work or to events promoting SCS.
- Jewelry should not be functionally restrictive or dangerous to job performance.
- Loose, flowing clothing and/or long, unrestrained hair is not appropriate for the workplace
- Clothes should be clean and well maintained.
- Revealing or suggestive attire is not appropriate for the workplace.

407 - Workplace Harassment

Stark College and Seminary will not condone, permit, or tolerate any form of discrimination and/or harassment by or against any employee, student, vendor, independent contractor, or other individual with whom our employees come into contact. Harassment is not tolerated based upon age, race, color, creed, religion, gender, sexual orientation, national origin, disability or other protected class or characteristic established under applicable federal, state or local statute or ordinance.

Sexual harassment is a form of illegal discrimination. Sexual harassment refers to behavior that is unwelcome, personally offensive, and which interferes with our work effectiveness. Federal law

defines unlawful sexual harassment as: unwelcome sexual advances; requests for sexual favors and other verbal or physical conduct of a sexual nature, whether by male or female, 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 a basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. In addition, other forms of sexual harassment include:

- Offering preferential treatment in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or poster
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes;
- Verbal sexual advances or propositions;
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations; and
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Employees or individuals who believe they have been subjected to or witness sexual or other unlawful harassment in the workplace, should report it to their supervisor immediately. If your supervisor is unavailable, or you believe it would be inappropriate to contact that person, you should immediately contact The Office of the President. All individuals have the right to voice concerns and make reports without fear of reprisal or retaliation.

The Office of the President will quickly and discreetly investigate all allegations of sexual or other unlawful harassment or discrimination. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation. Any employee (including supervisors and managers) who has been the recipient or otherwise becomes aware of any sexual or other unlawful harassment or discrimination (whether suspected or actual) should promptly report the matter to his or her supervisor, The Office of the President and, if the situation warrants, the President of Stark College and Seminary.

Persons who engage in prohibited discrimination or harassment will be subject to appropriate discipline up to and including termination of employment.

500 – EMPLOYEE RECORDS & PERFORMANCE EVALUATION

501 – Access to Employee Files

SCS maintains an official employee file on each employee. Employee files are the property of the College, and access to the information they contain is restricted. Generally, only supervisors and managers of SCS who have a legitimate reason to review information in a file are allowed to do so. When the need arises, supervisors and managers are expected to contact The Office of the President in advance to arrange a time to review the applicable document(s) in the presence of an approved SCS representative.

Employees who wish to review their own file should contact The Office of the President. With reasonable advance notice, employees may review their employee file in the presence of an approved SCS representative.

502 – Status Changes

It is the responsibility of each employee to promptly notify SCS of any changes in his or her personal data including: personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency; educational accomplishments, and other such status reports so that your information remains accurate and current at all times. If any of your personal data has changed, notify The Office of the President as soon as possible subsequent to the change(s).

503 – Employment Applications

Stark College and Seminary relies upon the accuracy of employment information contained in the employment application, as well as the accuracy of other data presented during the hiring process. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, immediate termination of employment.

In processing employment applications, SCS will obtain a background investigation report. SCS reserves the right to obtain a consumer credit report for employment purposes only concerning credit worthiness, credit standing, and credit capacity for selected positions, such as positions with fiduciary responsibilities. If the College takes an adverse employment action based in whole or in part on the consumer credit report, a copy of the report and a summary of your rights under the Fair Credit Reporting Act will be provided by the reporting agency as well as any other documents required by law.

504 – Employment Classifications

It is the intent of SCS to define employment classifications so that employees understand their status and benefits eligibility. Certain employees are exempt from the overtime and minimum

wage requirements of state and federal laws. Generally speaking, salaried executive, administrative, and professional employees are classified as EXEMPT, and notwithstanding any other policy or practice of the College, these employees are paid on a salary basis in accordance with applicable laws and regulations. All other employees are considered NON-EXEMPT and will be paid overtime and hourly wages in accordance with the law.

An employee's EXEMPT or NONEXEMPT classification may be changed as deemed necessary in accordance with job requirements and applicable laws.

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

REGULAR FULL-TIME employees are those who are regularly scheduled to work SCS's full-time schedule of 35.5 hours per week or more. Generally, they are eligible for the College's employee benefits package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week. Regular part-time employees may be eligible for some benefits sponsored by SCS, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are regularly scheduled to work less than 20 hours per week. While they do receive all legally mandated benefits (such as Social Security and Workers Compensation Insurance), they are ineligible for all of the College's other benefit programs.

CONTRACT employees are those who are hired to temporarily supplement the workforce, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. While contract employees receive all legally mandated benefits (such as Workers Compensation Insurance and Social Security), they are ineligible for other SCS employee benefit programs.

505 – Employment Verification

It is a practice of SCS to verify employment references of applicants along with, credit reports (in accordance with legal requirements) and criminal background checks.

Additionally, all incoming inquiries regarding employment references should be forwarded to The Office of the President for handling.

506 – Job Descriptions

SCS makes every effort to create and maintain current job descriptions for all positions within the organization. SCS maintains job descriptions to aid in orienting new employees to their jobs,

identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Office of the President works with the cabinet to prepare job descriptions. Existing job descriptions are reviewed and revised when necessary so they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in job duties and responsibilities. When job descriptions change, affected employees will receive and sign new revised description.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact your supervisor if you have any questions or concerns about your job description.

507 – Job Posting

Job posting is a way to inform employees of job openings at SCS and identify qualified internal candidates who might not otherwise be known to a hiring manager. Other recruiting sources may also be used to fill open positions if in the best interest of the College.

SCS provides employees an opportunity to indicate their interest in open positions and advance within the College according to their skills and experience. Notices of regular, full-time job openings are generally posted. Each job posting notice will include the dates of the posting, job title, department, location, job summary, essential duties, and qualifications (required skills and abilities). Job openings will be posted on bulletin boards at each site and normally remain open until filled. To be eligible to apply for a posted job, hourly employees must have performed satisfactorily for at least six months and exempt employees for one year in their current position. Eligible employees can only apply for those posted jobs requiring their knowledge, skills, and abilities.

508 – Performance Evaluation

Supervisors and employees are encouraged to discuss job performance on an informal, day-to-day basis. Each employee will receive a performance evaluation after ninety days of continuous employment. This period allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. If an employee transfers the process will start over again.

Formal performance evaluations are normally scheduled approximately every 12 months, coinciding generally with the anniversary of the employee's original date of hire or transfer.

600 – PAYROLL AND TIMEKEEPING

601 - Automatic Deposit

SCS provides the benefit of automatic payroll deposit as the primary means of payment for all eligible employees. See the business office regarding enrollment in the program. Be advised it may take up to two pay periods before your automatic deposit becomes effective.

602 – Meal Periods

All SCS employees share one meal period each week for chapel, scheduled to accommodate operating requirements as much as possible. In order to best serve students, employees are not relieved of responsibilities during the meal period and are, therefore, compensated for that time.

603 –Expenses

Executive Administrative Staff may be provided with a cell phone, a vehicle, a housing allowance, and an expense account with oversight of the Board of Trustees.

All other employees may receive authorization to incur reimbursable expenses as deemed necessary by the President.

Employees should contact their supervisor or the Office of the President for assistance regarding procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues. Abuse of this business expense policy, including falsifying expense reports to reflect costs not incurred by the employee will result in disciplinary action, up to and including termination of employment.

604 – Hours of Operation

Normal office hours are Monday through Thursday 8:30 a.m. to 5:00 p.m. and Friday 8:30 a.m. to 12:00 p.m. Staff employees may be assigned to work a lunch hour each week in addition to chapel lunch. Approval must be gained from supervisor before leaving the campus during office hours.

605 – Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked.

606 – Paydays

SCS employees are paid on or before the 1st and the 15th of each month via direct deposit. For

part-time employees compensation is based on hours reported on official time sheets and authorized by a supervisor.

607 – Payroll Deductions

The law requires that SCS make certain deductions from every employee's compensation. Among these are federal income taxes (in Texas there are no state income taxes). The College also must deduct Social Security and Medicare taxes each pay period.

The College may also be authorized by federal and local governments to payroll deduct child support or other mandated liens. If you have questions concerning why deductions were made from your paycheck or how they were calculated, The Office of the President can assist you.

Please note SCS offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

608 – Timekeeping

Accurately recording time is the responsibility of every employee. Federal and state laws require the College to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time spent on the job performing assigned duties. Nonexempt employees must accurately record the time they begin and end their work. Nonexempt employees should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Nonexempt employees should report for work at least ten minutes prior to their scheduled start time and stay no more than ten minutes after their scheduled stop time without expressed, prior authorization from their supervisor. It is the employee's responsibility to sign their time records and certify the accuracy of all time recorded. The supervisor must review and then sign the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

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

609 – Termination of Employment

The following are examples of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by the employee.
- Discharge - involuntary employment termination initiated by the College.

- Layoff - involuntary employment termination initiated by the College for economic or organizational reasons.
- Unsatisfactory Job Performance – involuntary employment termination initiated by the College for failure to meet the minimum requirements of the job.
- Willful Violation of SCS Policy – involuntary employment termination initiated by the College for failure to comply with all policies including safety procedures.

The Office of the President will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, or the return of SCS property including uniforms. Any outstanding debt owed to SCS or the cost of unreturned property may be deducted from the employee's final paycheck. Where there is an involuntary employment termination, the College will disseminate the final pay within six (6) calendar days of discharge, less any outstanding debt owed to SCS.

An employee will also be notified in writing of certain health benefits that may be continued and of the terms, conditions, and limitations of such continuance. Suggestions, complaints, and questions can also be voiced during the exit interview. Since employment with SCS is based on mutual consent, both the employee and the Administration have the right to discontinue the employment relationship at any time. Employees will receive their final pay in accordance with applicable state law.

700 – WORKPLACE CONDITIONS

701 – Information Technology (IT)

All computers, installed software, and related peripheral equipment purchased and or placed in service are the property Stark College and Seminary and under the control of the Information Systems (IS) department. The IS Department has the responsibility for maintaining and implementing standards regarding security, distribution, use of systems, software, and access. The IS department, along with senior management, is the only entity within the College that may authorize, purchase, contract for, install, or remove any computer or computer related software, hardware product or service. Computers and related assets and how they are to be utilized and distributed are at the discretion of the IS department.

Privacy - This applies to all regular full or part-time employees as well as contractors. If you are in an area where computers are in use, you may not purposefully take action that will allow you to view the monitor or printed material without the expressed consent/permission of the current user(s) and under their supervision. Doing so is an invasion of privacy and is similar to opening mail not addressed to you. Consequences of such actions may result in disciplinary action up to and including termination.

Usage - This applies to all employees and contractors whose duties require computer access.

1. Your access to technological devices and the SCS network may only be used for official SCS business. It is not for personal use or gain.
2. Users may never add/delete software, services or hardware and/or otherwise modify the system in any way.
3. Attempting to subvert or circumvent network security, to impair functionality of the network, or to bypass restrictions set by the administrator(s) is strictly prohibited. Assisting others in violating these rules by sharing information or passwords is also considered unacceptable behavior.
4. Improper use or distribution of information is prohibited. This includes copyright violations such as software piracy.
5. Users accessing the network and/or the internet are representatives of SCS, and are expected to behave accordingly. If you are unsure, you might ask yourself this question: "Will my actions reflect well on the College?"
6. Accessing the accounts and files of others without permission is prohibited. This protects all users on the network, not just the SCS community. Taking advantage of an employee who inadvertently leaves a computer without logging off is no different than entering an unlocked room and stealing, reading a personal letter, or destroying someone's personal property.
7. Internet access is a privilege, not a right and can be revoked at any time. The Internet is to be used only for official business purposes. To keep viruses from being introduced to the network, users are not permitted to download any material of any kind.
8. Use of the Internet is not free. Users have a fiscal responsibility to manage and use this service for official SCS business only.
9. Employees may not use computers or other devices to generate or access material that could be considered pornographic, discriminatory, or otherwise offensive to other employees or the general public.
10. Information Systems does have the ability to track and monitor all user activities at all times. This will be done on a regular basis to ensure compliance with SCS standards and ensure that computer equipment is allocated to best serve the needs of SCS's operations. Tracking and monitoring is NOT a violation of employee privacy standards.

11. Violation of any of the above items to include unethical standards of conduct can lead to disciplinary action up to and including termination of employment.

Computers on the Network

All computers that are part of the network require you to provide a login and password. Your log-in grants you specific access to files, programs, and access capabilities. In areas where different users are constantly accessing computers, you are required to log off the workstation prior to letting another user access the computer. If the user is not in the immediate area and the workstation is not locked, you may only use the computer after logging off the other user and logging on the computer with your own log-in name and password. If you need to step away from your workstation for any reason, you must utilize the system capabilities to lock the workstation when you are not in the immediate area of the computer to protect work and information.

All faculty, staff, and other authorized users of the SCS technology systems must also adhere to the SCS Technology Systems Usage Policy available at www.stark.edu

Use of the Flash Drive(s) or Removable Media

Use of the flash drive(s) to copy material for work at another location is limited to documents or data that are not sensitive or confidential. The following are examples of sensitive or confidential data that may not be copied or removed from SCS computer(s) or premises: employee records, employee medical information, work identification or Social Security information. If in doubt please see the Director of Technology Services and/or The Office of the President for clarification.

Protection of Computer Equipment

Do not eat while working at a computer workstation where crumbs and debris can fall in the keyboard. Be extremely careful where you place your drinks. Cups that are heavy and have a large base are harder to turn over. Also, be careful when removing staples and paper clips around your computer, put your keyboard on a sliding shelf or place a cover over it to keep it free of debris.

Cleaning of Computers and Equipment

See the Director of Technology Services prior to attempting any of these activities. It is your responsibility to clean your work area; including the computer and related peripherals. Prior to cleaning computer equipment, turn off and remove all power. Clean only the exterior of the computer, monitor or printer. Do not spray or pour any cleaning liquid directly on the equipment. Spray a soft clean cloth first with the cleaning solution before applying to exterior of equipment and cleaning. After cleaning the equipment use a soft, clean dry cloth to remove any excess moisture before returning power to your equipment and turning it back on.

702 – Safety

To assist in providing a safe and healthful work environment for employees and visitors, SCS has

a workplace safety program. Every employee along with The Office of the President have responsibility for developing, implementing, monitoring, and evaluating the program. The success of the program depends on the alertness and personal commitment of all.

Some positions will require the use of safety equipment such as seat belts, safety shoes, gloves, or safety glasses. When such equipment is required, its use is mandatory. Neglecting or refusing to use required safety equipment will be grounds for discipline and possible termination.

SCS provides information to employees about workplace safety and health issues through regular internal communication channels such as meetings, bulletin board postings, memos, or other written communications. Employees and supervisors receive workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

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

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees must immediately notify their supervisor. If the supervisor is not immediately available, employees must notify their department head or The Office of the President.

703 – Smoking

In keeping with the College's intent to provide a safe and healthful work environment, smoking in the workplace is prohibited. This policy applies equally to all employees, students, and visitors.

704 – Use of Vehicles and Equipment

SCS vehicles are a privilege intended to facilitate college-related travel (e.g. recruiting, visiting another SCS campus). Personal use of the vehicles is discouraged and only allowed with the approval of a supervisor. All employees using SCS vehicles are required to maintain current in state driver licenses. Abuse of this policy will cause employees to lose this privilege along with disciplinary action up to and including termination of employment.

An employee who receives a traffic citation while driving a SCS vehicle must report it to the supervisor immediately. The improper, careless, negligent, destructive, or unsafe use or operation of vehicles, as well as excessive or avoidable traffic and parking violations may result in disciplinary action up to, and including termination of employment.

705 – Use of Telephones

Personal use of SCS's telephones or any personal cellular phones during working hours should

generally be reserved for those calls that are absolutely necessary and should be as brief as possible. Incoming personal calls and text messages to employees are discouraged. Family members and acquaintances should be advised that such calls should be made only when necessary. Abuse of telephone privileges may result in disciplinary action. Incoming calls to employees who do not have telephones at their workstations will be transferred to the supervisor or messages taken. Necessary outgoing calls may be made at break times and before or after work.

706 – Visitors in the Workplace

To provide for the safety and security of employees and the facilities at the College, only authorized visitors are allowed in the workplace. Employees are responsible for the conduct and safety of their visitors. If an unauthorized individual is observed on SCS's premises, employees should immediately notify their supervisor.

707 – Work Schedules

Work schedules for employees may vary throughout the College. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

708 – Workplace Violence Prevention

SCS is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the College has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises. All employees, including managers and contract employees, should be treated with courtesy and respect at all times.

Conduct that threatens, intimidates, or coerces another employee, manager, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any other class protected by federal, state, or local law. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats or perceived threats by employees, as well as threats or perceived threats by clients, vendors, volunteers, or other members of the public.

When reporting a threat of violence, you should be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself at risk. If you see or hear a commotion or disturbance near your workstation, report it immediately to your supervisor. The College will promptly and thoroughly investigate all reports or threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

In order to maintain workplace safety and the integrity of its investigation, SCS may suspend employees, either with or without pay, pending an investigation. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment. The College encourages employees to bring their disputes or differences with other employees to the attention of their supervisors and if necessary to The Office of the President before the situation escalates. SCS's management team is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

709 – Campus Carry of Firearms

The Board of Trustees voted in April 2016 to OPT OUT of Texas Senate Bill 11. This bill gave governors of private colleges and universities authority to determine concealed carry policy on the campus. SCS's policy means that the carrying of a concealed firearm on the SCS campus by faculty, staff, and students is not allowed. The new law only provided for concealed carry; the open carrying of firearms on any collegiate campus continues to be illegal. Any violation of this policy will result in disciplinary action up to and including termination.

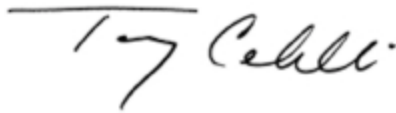
STARK COLLEGE AND SEMINARY ACKNOWLEDGEMENT FORM

I have read and received a copy of the Stark College and Seminary Employee Handbook that sets forth employee guidelines and practices. I understand that I should consult my immediate supervisor or The Office of the President regarding any questions I may have at any time as pertaining to the contents of the Handbook.

I have entered into my employment relationship with SCS voluntarily and acknowledge that there is no specified length of employment between the College and myself. Further, I acknowledge that nothing specified in the Employee Handbook constitutes an employment contract and that my employment is at will.

Employee Signature

Date



The Office of the President/SCS Representative

Date

004 – Employee Handbook Acknowledgement Form