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INTRODUCTION

More than an institution, Gordon-Conwell is comprised of people who are dedicated to the Lord's work and service. We welcome all new employees and trust that there will be a real blessing for you as we share the labors of the Lord from day to day. You are an important member of the Gordon-Conwell Christian family and we are pleased that you have joined us. You are encouraged to become involved in the Seminary community and familiarize yourself with the contents of this handbook.

The purpose of this handbook is to present certain of the policies and staff benefits of the Seminary as they affect staff and administrative employees (i.e., excluding faculty, adjunct faculty, student employees and independent contractors). It is intended to familiarize employees with important information and serves both as an introduction for new employees and as a reference tool for all Seminary personnel.

Should any information presented conflict or be at variance in any way with master benefit provider contracts or policy decisions of the Administration, the provisions in the pertinent sources aforementioned shall prevail.

The material contained in the handbook is for information only and does not constitute a contract between the employee and the Seminary and does not provide enforceable contract provisions or rules. All employment with the Seminary is on an at-will basis. As such, you or the Seminary may terminate the employment relationship at any time and for any reason. As a changing institution, the policies contained in this handbook are subject to modification. Administration reserves the right to alter, add or delete any policy herein at any time, with or without notice. Generally, you will be notified of changes through supplements or new editions of the handbook but new policies may take effect prior to full communication to employees at the President’s sole discretion. No one at Gordon-Conwell has the authority to alter, revise, amend or revoke any employment policy orally or make any contractual commitments without the written consent of the President's Leadership Team.

Your questions, comments and suggestions are welcome and should be directed to the Human Resources Department.
SECTION I: ORIENTATION TO GORDON-CONWELL

1.1 Mission Statement

To encourage students to become knowledgeable of God's inerrant Word, competent in its interpretation, proclamation and application in the contemporary world.

To maintain academic excellence in the highest tradition of Christian scholarship in the teaching of the biblical, historical and theological disciplines.

To train and encourage students, in cooperation with the Church, to become skilled in ministry.

To work with the churches towards the maturing of students so that their experiential knowledge of God in Christ is evident in their character, outlook, conduct, relationships and involvement in society.

To provide leadership and educational resources for shaping an effective evangelical presence in Church and society.

To develop in students a vision for God's redemptive work throughout the world and to formulate strategies that will lead to effective missions, evangelism and discipleship.

1.2 Community Life Statement

We affirm that the Scriptures of the Old and New Testaments are the ultimate guide for our values, attitudes and behaviors in all relationships.

We will seek to foster the development of spiritual maturity through maintaining a personal devotional life and through participating in community worship and prayer.

We will seek to keep the unity of the Spirit through the bond of peace, and in gentleness, patience and humility, accept one another in love.

We will seek to encourage one another to mature in Christ-likeness through attempting to speak the truth in love in the classroom, in business affairs, in social relationships and in all other areas of our common life.

We will seek to encourage unity in families through responsible relationships.

We will seek to respect and encourage our uniqueness in Christ, which includes our diversity of denomination, race, culture, personality, experience, gifts and goals.

We will seek to become involved individually and corporately with the Church in ministering to spiritual and social needs within and beyond our own community.
We renounce attitudes such as greed, jealousy, false pride, lust, bitterness, hostility, an unforgiving spirit and prejudice such as that based on race, sex and academic or socio-economic status.

We renounce behaviors such as distortion of God's word, deception, falsehood, drunkenness, stealing and sexual immorality such as premarital intercourse, adultery and homosexual behavior.

We believe where conflict or sin occurs in the Gordon-Conwell community, a biblical process such as stated in Matthew 18:15-20 should be followed to seek correction, forgiveness, restitution and reconciliation.

We will seek to practice an attitude of mutual submission according to the mind of Christ, recognizing that at times our personal rights and preferences must be put aside for the sake of others’ conscience and the good of the community.

We will seek to encourage the cultivation of such spiritual attitudes as love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

1.3 Employee Standards

With God’s help, the Seminary’s mission can best be achieved through the efforts of a competent, committed and fully engaged Christian workforce. Each employee of the seminary is expected to uphold the following employment and lifestyle standards:

- a belief in the Bible as the inspired Word of God
- the acceptance of Christ as personal Lord and Savior
- active participation in a local Church body
- willingness to participate in worship and prayer in the Seminary community
- behavior patterns which would not negatively influence others or bring disgrace to the name of Christ
- an eagerness to serve responsibly in the capacity hired
- steadfastness in daily punctuality and consistent attendance
- proper respect for Seminary rules and regulations
- the ability to accept correction and constructive criticism with a desire to grow
- an attitude of patience and gentleness toward others in the Seminary community
1.4 History/Overview

We are proud of the rich, century-long heritage of Gordon-Conwell Theological Seminary, which today combines the two long-established institutions, i.e., the Conwell School of Theology and the Gordon Divinity School.

The Conwell School of Theology was founded in 1884 by Russell Conwell, subsequently becoming Temple University in Philadelphia. Gordon Divinity School was established in 1889 in the Boston area by a group of ministers who shared a common burden for missions. Upon the death of Rev. A.J. Gordon, both a prominent minister and a founding leader, the institution proudly took his name.

The Conwell School of Theology and Gordon Divinity School merged in 1969 through the efforts of Dr. Billy Graham, Dr. Harold J. Ockenga and philanthropist J. Howard Pew to form Gordon-Conwell Theological Seminary, a residential campus in South Hamilton, MA. Their vision was for an institution established within a strong evangelical framework, an independent, interdenominational seminary whose constituents are united in the belief that the Bible is the infallible, authoritative Word of God…consecrated to educating men and women in all facets of gospel outreach.

In 1976, Gordon-Conwell founded a second campus, the Center for Urban Ministerial Education (CUME), in Roxbury, MA, to provide theological education for individuals serving in urban communities. A third campus was established in Charlotte, NC, in 1992, followed by an extension site in Jacksonville, FL, in 2006. All three teaching sites were structured as adult education models to serve students already working in ministry or other vocations.

The Ockenga Institute, a continuing and extension education program for pastors and lay persons, extends beyond the scope of the present degree programs in order to provide the educational resources of the seminary for persons in all walks of life through research, continuing education, service and publication. All programs of the seminary unite together to fulfill our mission of preparing students for ministry in today's world.
SECTION II: EMPLOYMENT INFORMATION (GENERAL)

2.1 Employment Status

Gordon-Conwell conforms to the Fair Labor Standards Act as well as other applicable state and federal laws.

All employment with Gordon-Conwell is at-will. This means that either you or Gordon-Conwell is free to end the employment relationship at any time for any reason with or without notice. Nothing in this handbook shall be construed to amend or limit the “at will” nature of the employment relationship.

The Federal Fair Labor Standards Acts provides the rules for wage and hour determinations. These stipulate the length of the workweek, and the formula for overtime payment when additional hours are worked. Basically the law establishes 40 hours as the standard workweek and stipulates that employees who are non-exempt must be paid at 1 and 1/2 times their regular rate for hours worked in excess of 40 in any workweek.

Certain classifications of employees are exempt from coverage of the Fair Labor Standards Act. The exempt employees are categorized as executive, administrative, professional, outside salespeople and computer employees (i.e., computer programmers, analysts, etc.).

Each staff member is classified as exempt or non-exempt based upon a comparison of the scope of job duties and responsibilities against the criteria specified by the law. Details of the exemption criteria are available for review in the Human Resources Department.

Non-exempt employees must be paid overtime pay at time and one-half for all hours worked in excess of 40 hours in a scheduled workweek. They are required to maintain time card records. Time off to be granted in lieu of overtime pay, although the FLSA permits with some restriction, is not allowed except within the same work week (as described under section 3b.1) The seminary does not have a compensatory time policy and it is strictly prohibited for non-exempt employees.

Under the law, exempt employees are excluded from overtime payment. Exempt employees are entrusted with the management of their daily schedules, in consultation with their supervisors as appropriate.
2.2 Categories of Employment

Regular Full-Time: Any staff employee who is regularly scheduled to work thirty (30) hours or more per week for at least nine months each year.

Regular Part-Time: Classification A - Any staff employee who is regularly scheduled to work at least twenty (20) hours, but fewer than thirty (30) hours, per week for at least nine months each year. Part-time employees in this classification will receive vacation, holiday and sick time, on a prorated basis and are also eligible to participate in the Defined Contribution and Tax-Deferred Annuity plan under our retirement plan with TIAA-CREF. Employees in this category will not receive life, long term disability or health insurance coverage. They are not eligible to participate under the employee tuition benefit program.

Part-time employees may not work on average more than 25 hours per week.

Regular Part-Time: Classification B - Any staff employee who is regularly scheduled to work fewer than twenty (20) hours per week. Part-time employees in this classification will not receive benefits.

Temporary: Any staff employee hired for a specific short-term assignment not to exceed 90 days. Temporary employees do not acquire continuous service during this period. If hired on a full-time or part-time basis during the period of temporary status, service as a temporary employee will not be considered as continuous service. Temporary employees are not eligible for benefits.

Casual Labor – Any staff employee hired for a short-term assignment or work consisting of just a few hours per week. Casual labor employment is limited to annual earnings of up to $3,000 per calendar year. Casual labor employees are not eligible for benefits and do not acquire continuous service during the period of employment.

2.3 Changes of Status

Should an employee have an approved change in status, for instance, a change from full-time to part-time or from non-exempt to exempt, etc., Human Resources will make the appropriate benefit adjustments. Such adjustments will take effect on the date the change occurred, or on the first day of the month following the change if so dictated by specific benefit provider contracts.

2.4 Introductory Period

The first three months of employment are considered an introductory period. Following the first three months of work, a performance appraisal will be conducted by the immediate supervisor, to assess general progress and present suitability for the
position. During this time, holiday benefits are applicable, with the exception of the personal holiday.

Section III: Employment Policies

Processes and Employee Expectations (Section a):

3a.1 Equal Opportunity Employment

Gordon-Conwell Theological Seminary, as an equal opportunity employer, is committed to non-discrimination against all qualified persons regardless of race, military service, color, national origin, ancestry, genetic information, gender, age, physical or mental disability.

In keeping with the intent of this policy, the Seminary will adhere to the following practices:

- Recruitment, hiring and promotion of qualified individuals in all employment categories will be conducted without regard to race, age, physical or mental disability, military service, color, gender, national origin, ancestry or genetic information.

- Employment decisions will be made in such a manner as to further the principles of Equal Employment Opportunity.

- Promotional decisions will be made in accordance with the principles of Equal Employment Opportunity by establishing valid (job related) requirements for promotional opportunities.

- All other personnel actions, such as compensation and benefits, will be administered without regard to race, physical or mental disability, color, age, national origin, ancestry, genetic information, military service or gender.

If an employee has a complaint of discrimination s/he should bring it to the attention of his or her supervisor and/or to the Director of Human Resources. All such complaints will be handled in a sensitive and confidential manner.

3a.2 Americans with Disabilities Act and Amendments

If an employee has a need for special assistance relating to a disability, s/he is encouraged to discuss this with his or her supervisor and/or the Human Resources Office. If a supervisor is made aware of a potential need from an employee relating to a disability, the supervisor will inform Human Resources so that the need can be handled appropriately.
Qualified applicants and employees with disabilities are protected from discrimination in regard to application procedures, hiring, advancement and other terms and conditions of employment. The seminary will seek to provide all qualified applicants and employees with disabilities with reasonable accommodations so that they can perform the essential functions of a job, assuming that doing so neither potentially causes harm to the individual or others in the workplace nor imposes undue hardship on the organization.

3a.3 General Policy and Information on Harassment – Staff and Administration

The Seminary community reaffirms the principles set forth in its Community Life Statement wherein it is written that:

We renounce attitudes such as greed, jealousy, false pride, lust, bitterness, hostility, an unforgiving spirit and prejudice such as that based on race, sex and academic or socio-economic status.

In accordance with the above, all members of the Seminary community (students and their families, administration, faculty and staff) have a right to be free from discrimination in the form of harassment because of their status in the community, gender, race, denominational preference, age, national origin, ancestry, economic status or physically challenging condition.

Gordon-Conwell Theological Seminary will neither condone nor tolerate harassment of one member of the community by another, including sexual harassment, racial or ethnic innuendoes and derogatory remarks, or any other such activity which tends to defame, ridicule, intimidate or embarrass a community member. Harassment in this document shall cover single instances, as well as repeated instances of such behavior.

It is important for individuals who think they have been harassed to promptly report the incident to his or her supervisor or the Director of Human Resources. Any such complaint shall be pursued through the established procedure. Allegations of harassment will be immediately investigated. The Seminary will tolerate neither mishandling of complaints by supervisors or other notified and authorized personnel, nor negative behavior responses to an individual after making a complaint or for cooperating in an investigation of a complaint. Violation of this policy will result in disciplinary action up to and including possible dismissal.

SPECIFIC POLICY ON SEXUAL HARASSMENT

It is the goal of Gordon-Conwell Theological Seminary to promote a workplace that is free of sexual harassment. Sexual harassment in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated. For purposes of this policy, sexual harassment is defined as
any type of sexually-oriented conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating a work environment that is hostile, offensive or coercive to a reasonable woman or man, as the case may be. The following are examples of conduct that, depending upon the circumstances, may constitute sexual harassment: (a) unwelcome and unwanted sexual jokes, language, epithets, advances or propositions regardless of whether they involve physical touching; (b) written or oral abuse of a sexual nature, sexually degrading or vulgar words to describe an individual; (c) the display of sexually suggestive objects, pictures, posters or cartoons; (d) unwelcome and unwanted comments about an individual's body, sexual prowess or sexual deficiencies; (e) asking questions about sexual conduct; (f) unwelcome touching, leering, whistling, brushing against the body, or suggestive, insulting or obscene comments or gestures; and (g) demanding sexual favors regardless of whether in exchange for favorable reviews, assignments, promotions or continued employment, or promises of the same.

For policies relating specifically to sexual violence, domestic violence, dating violence, intimate partner violence or stalking, please refer to policy 3a.4 on Campus Violence Elimination.

If you believe that you have been the subject of sexual harassment, or any other type of harassment, subjected to a hostile, offensive or coercive work environment, or if you are not sure whether certain behavior is sexual harassment or whether it is actionable under this policy, you have the right to file a complaint and should immediately notify:

- your supervisor and the Director of Human Resources
- if the complaint is against your supervisor, to any member of the President's Leadership Team or a Director (whose work address and telephone number are listed below) or their successors
- any Director or member of the President's Leadership Team (whose telephone numbers are listed below) or their successors so that the Seminary may have the opportunity to investigate and deal promptly with your complaint.

All allegations of harassment are taken seriously and will be immediately investigated by a team convened and led by the Director of Human Resources. (In a case where the Director of Human Resources is directly involved, the Executive Vice President will assume this role.) All information will be handled confidentially as reasonable under the circumstances and with due regard for the rights of all parties. The employee who was alleged to have been harassed will be involved in the fact finding and will be informed of the result of the investigation. If the investigation supports the allegation, the employee will be informed of the actions taken to alleviate the problem. If the employee is not satisfied by the investigation or the actions taken, he/she may pursue this issue through the Seminary's appeal process described in Section III.11.
The Seminary will tolerate neither mishandling of complaints by supervisors or other notified and authorized personnel, nor negative behavior responses to an individual after making a complaint or anyone who assists in the investigation of the complaint.

Violation of any aspect of this policy will result in disciplinary action up to and including dismissal.

If employees are not satisfied with how their complaint has been handled, they may also contact:

The United States Equal Opportunity Commission
One Congress Street
10th Floor, Room 1001
Boston, MA 02114
(617) 565-3200

In Massachusetts
Massachusetts Commission Against Discrimination
One Ashburton Place, 6th Floor
Boston, Massachusetts 02108 (617) 727-3990

Equal Employment Opportunity Commission
One Congress Street, 10th Floor
Boston, Massachusetts 02114-2023 (617) 565-3200

In North Carolina:

Charlotte District EEOC Office
129 West Trade Street, Suite 400
Charlotte, NC 28202
1-800-669-4000

In Florida:

Florida Commission on Human Relations
2009 Apalachee Parkway
Suite 200, Oakland Building
Tallahassee, FL 32310
1-850-488-7082

Equal Employment Opportunity Commission
501 Polk Street, 10th Floor
Tampa, FL 33602 (813) 228-2310
President's Leadership Team

Susan Arslanian ...........978-468-7111 ext 4052
David Currie ................978-468-7111 ext. 4176
Michael Colaneri..........978-468-7111 ext. 4141
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Kurt Drescher..............978-468-7111 ext. 4070
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Mark Harden ................617-427-7293 ext 1644
David Horn .................978-468-7111 ext. 4142
Richard Lints ............978-468-7111 ext 4029
Timothy Laniak ..........704-527-9909 ext 5844
Alvin Padilla .............978-468-7111 ext 4306
Scott Poblenz..............978-468-7111 ext. 4024
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Stacey Glidden ............978-468-7111 ext.4059
Robin Higle ..............978-468-7111 ext. 4287
Tim Ingraham ..............978-468-7111 ext. 4361
Meredith Kline ..........978-468-7111 ext. 4075
Stephen Klipowicz .......704-527-9909 ext. 5841
Stephen Macchia .......978-468-7111 ext. 4028
Robert Mayer ............704-527-9909 ext. 5821
Raymond Pendleton ..978-468-7111 ext. 4108
Priscilla Sellers ..........978-468-7111 ext. 4158
David Shorey ...............978-468-7111 ext. 4015

Any student who feels that he/she has been harassed by any employee, faculty or student related to Gordon-Conwell Theological Seminary should consult the Student Handbook for guidance on filing a complaint or seeking counsel.
Allegations in Bad Faith

The Seminary also recognizes that knowingly false accusations, especially of sexual harassment, may have serious effects on innocent persons. Employees found to have knowingly made false accusations of sexual harassment will be subject to appropriate disciplinary action, up to and including termination of employment. Please note: This is not meant to include allegations that were made in good faith and reasonable belief of their accuracy but which were later determined to be insufficient or unsubstantiated so as to not prompt remedial action, in which the complainant has done nothing improper. This provision is meant only to cover allegations which the accuser knows to be false at the time they are made or makes them with reckless disregard for the truth.

3a.4 Campus Sexual Violence Elimination & Violence Against Women Elimination Act

Consistent with the values embodied in our Community Life Statement, with seminary policies on harassment prevention and in accordance with policies established by Campus Safety, the seminary strictly prohibits domestic violence, dating violence, and stalking. The seminary is available to assist any employee who reports victimization and any report will be promptly investigated. During an investigation, which will be conducted with the full extent of confidentiality reasonable under the circumstances and with due regard for the rights of all parties, both the accused and accuser have the right to have an advisor/support person of their choice present at the meeting. Following a prompt, fair and impartial investigation, appropriate disciplinary action will be taken including possible termination of employment (in the case of an accused employee found to be responsible.) For a range of potential disciplinary actions, please refer to Section VII Disciplinary Procedures and Termination Issues of the handbook. The accused individual and accuser will be promptly notified in writing of the outcome of the investigation, which will be provided within one business day from the date of the final outcome being reached. As per the wishes of the victim, law enforcement involvement may be sought.

Definitions:
Domestic, dating or family violence is the abuse of power and control. It is a pattern of behavior used by one person to control another through force or threats.

Domestic Violence (from 42 USC ss 13925):
The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
Dating Violence (from 42 USC ss 13925):
The term “dating violence” means violence committed by a person—
(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
   (i) The length of the relationship.
   (ii) The type of relationship.
   (iii) The frequency of interaction between the persons involved in the relationship.

Stalking (from 42 USC ss 13925):
The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to —
(A) fear for his or her safety or the safety of others; or
(B) suffer substantial emotional distress.

Who to contact if you need help (victim/survivor or bystander)?
- Call the Police, dial “911” for an Emergency/Active Threat
- Call Campus Safety
- Human Resources (for Faculty and Staff)
- Student Life Services, Dean of Students

What can you do as a bystander (if you see or are aware of an offense)?
- Call the Police, dial “911” for an Emergency/Active Threat
- Call Campus Safety
- Human Resources (for Faculty and Staff)
- Student Life Services, Dean of Students
- Support the victim/survivor
- Assist the victim/survivor in finding help
- Be a strong voice against intimate partner violence and sexual assault

The seminary will provide for honoring any lawful no contact or restraining order, which an employee makes the institution aware of. To learn more, check with Campus Safety or on the Campus Safety website http://www.gordonconwell.edu/hamilton/current/Sexual-Misconduct-Information.cfm for assistance and resources.

If time away from work is needed, an employee may request to take up to 15 days of leave within a 12 month period if the employee or family member is a victim of domestic or sexual violence or stalking. Leave for medical, psychological, legal, housing or other victim assistance services is permissible. This is assuming the employee is not the accused perpetrator in the case of the abusive behavior. Employees are asked to provide reasonable notice of the need for leave, when possible, and may be asked to provide documentation.
Options may be available to an employee to assist in changing working situations if requested and reasonably available. For more information, employees are encouraged to contact Human Resources.

3a.5 Handling the Concerns of Employees - Appeal Procedure

The Seminary makes every attempt to provide an effective and acceptable means for each employee to bring problems and concerns out into the open and discuss them for resolution. Under the Seminary's appeal procedure, an employee may facilitate the resolving of job/position related problems.

This appeal procedure is available to any staff member who has a specific job/position related problem such as specific scope, definition, or assignment of duties, assigned classification, wages/salary, relationship with supervisor in areas of definition and limits of responsibility, authority, application of performance standards; or who is not satisfied with the results of the investigation of a formal complaint on harassment (sexual or other). Gordon-Conwell will endeavor to address employee concerns through the procedures outlined in this policy. It reserves the right; however, to address any problems falling within the scope of this policy in any manner which it deems appropriate. Nothing in this policy guarantees an employee the right to any particular treatment nor varies the at-will employment relationship between Gordon-Conwell and the employee.

Procedure:

Step 1: Employee requests appointment and presents problem to immediate supervisor either orally or in writing. Supervisor is to provide response within two working days of the presentation of problem and notify the Human Resources Department of the complaint and the response including providing any written documentation.

Step 2: If an employee is not satisfied with the response, the employee has two working days to present problem to department head. At this point, problem must be reduced to writing. Forms for this purpose are available from the Human Resources Department. Department head shall respond on appeal form no later than three working days following receipt of appeal form containing statement of problem. Department head may arrange an in-person meeting with employee and supervisor prior to responding. Department head may take such other investigative steps as he/she deems appropriate.

Step 3: If the employee is not satisfied with department head response, the employee has two working days to present copy of form containing department head response to Human Resources Department and request a meeting. Human Resources Department shall, within three
working days, arrange and conduct meeting of all parties involved for opportunity to present the facts, arguments and positions. Human Resources Department will render a decision within three working days of meeting.

Step 4: If either party is dissatisfied with the Human Resources Department decision, a request may be made for review by the President or a committee appointed by the President at his discretion. The President will respond within a reasonable time after either:

1. date of meeting or

2. receipt of written case materials, if no meeting held. President's decision is final and binding on all parties.

The appeal form, as well as further details and instructions may be obtained from the Human Resources Department.

3a.6 Statement on Fulfillment of Responsibilities

The Seminary recognizes the right of employees (administration, faculty and staff) and students to engage in off-campus activities as a matter of conscience. There must also be recognition on the part of those who engage in such activities that personal freedom must be balanced with responsibility to the Seminary, and that the Seminary requires the fulfillment of normal work responsibilities and academic tasks. If engaging in off-campus activities results in absence from work or poor work performance by employees, or in poor academic performance or the missing of deadline for academic work by students, the standard policies of the Seminary will be followed with respect to employment procedures and academic regulations.

3a.7 Confidentiality

The seminary maintains confidential information on constituents and other seminary matters for official business purposes. Employees are only permitted to access confidential information for which they have been authorized, and are prohibited from viewing, divulging, or using in any other manner confidential information obtained through their authorized access for purposes other than official seminary business. In addition, employees are required to be in full compliance with any other confidentiality rules and policies such as FERPA regulations and the Acceptable Use Policy. For more information on FERPA regulations pertaining to maintaining the privacy of student data, staff should contact the Dean of Enrollment Management/Registrar. For additional guidance on the Acceptable Use Policy, staff should contact the Chief Information Officer, Director of HR or their manager. If there is a question of whether certain information is considered confidential, employees are encouraged to first check with
their immediate supervisor. This policy is intended to alert employees to the need for discretion and care, and is not intended to inhibit normal business communications.

3a.8 Crisis Communications

Crisis communications relates to both emergencies and controversial issues. During such a situation, information is going to get out; our goal is to manage the communication as well as possible to make sure a fair and truthful story is told. Our most important tools are facts and credibility.

In the event a crisis situation is developing, the President will convene the seminary's crisis management group.

The first objective of the crisis committee is to identify all of the essential facts of the situation.

Both the legitimate public desire for information and privacy concerns should be clearly identified.

The President and crisis management group will designate one person to act as the seminary's spokesperson on this issue. The seminary Director of Communications will be the primary spokesperson in most situations.

No other campus official or employee should respond to questions from the media; all questions should be referred politely, but firmly, to the Communications Office.

All media inquiries should be directed to the Communications Office, including those to the designated spokesperson.

Whenever practically possible, faculty, staff and students are addressed first, beginning with those closest to the occurrence. This may be done through a letter from the President addressed to the Gordon-Conwell Theological Seminary community.

The seminary should respond only to interview requests made through the Communications Office.

Principle strategies: In dealing with a crisis, Gordon-Conwell:

- will not lie or distort the truth in order to create an inaccurate or false impression
- will respect the role of the media and cooperate with them as much as appropriate
- will clearly articulate the connection between the seminary's action in a crisis situation or emergency, and the mission of the Seminary
• will not respond to hypothetical situations or to non-seminary related or sponsored situations involving Gordon-Conwell students

• will protect the confidentiality of the seminary’s disciplinary process.

For more detailed information on the Seminary’s official Crisis Communication Policies and Procedures, please contact the Communications Office.

3a.9 Whistleblower Policy on Suspected Financial Misconduct, Unlawful Action & Dishonesty

INTRODUCTION

Gordon-Conwell Theological Seminary (“the Seminary”) is committed to the highest standards of business conduct and ethics in all of our institutional practices. The Seminary expects its employees, trustees and volunteers to comply with these high standards with honesty and integrity – consistent with the values set forth in our Community Life Statement.

PURPOSE & APPLICATION OF POLICIES

The Seminary has policies designed to protect employees (faculty, staff, administration and student workers) in carrying out their job duties and also policies and procedures to correct issues of concern, wrongdoing, harassment or needing appeal. These policies are contained in the Staff Handbook, Faculty Handbook, and Student Handbook. Under normal circumstances, the Seminary encourages and expects employees to share their questions, concerns or complaints directly with their supervisor. There are situations, however, such as when the complaint is against the supervisor or is an issue of potential harassment that an employee should speak directly with their divisional vice-president or dean, the director of human resources, the dean of students (for student concerns) or other designated seminary representative. (Refer to Policies on Harassment and Employee Appeal Procedure contained in the aforementioned Handbooks for specific guidelines.)

There may be occasions or unique circumstances, which warrant an alternate channel of reporting such as in the case of suspected financial misconduct or dishonesty. In these instances, regular reporting procedures may be insufficient to address these extenuating circumstances. In these types of circumstances involving potential financial wrongdoing, dishonesty or fraud, the Seminary has established this “Whistleblower Policy” with special protections and reporting procedures.

INSTITUTIONAL COMMITMENT
The Seminary is fully committed to deterrence, detection and correction of any financial misconduct and dishonesty. Discovery, reporting, investigation and documentation of such acts provides a foundation for the issues to be appropriately addressed, protection of innocent parties, and taking appropriate disciplinary action against offenders – up to and including dismissal from employment or service and/or referral to law enforcement agencies when warranted.

**REPORTING RESPONSIBILITIES & PROTECTIONS**

This Whistleblower Policy is intended to encourage and enable employees, trustees, volunteers, and others to raise concerns within the Seminary for prompt investigation and action.

We expect each employee, trustee and volunteer to report any suspected improper accounting or auditing matter - - or other suspected incidences of financial misconduct or dishonesty.

Some **examples and definitions** of such misconduct are as follows:

- theft or other misappropriation of assets, including assets of the Seminary, our students, suppliers or others with whom we have a business relationship
- acceptance of significant gifts that are intended to unduly influence or obtain favor on the part of Seminary employees
- misstatements and other irregularities in organizational records, including the intentional misstatement of the results of our activities
- use of restricted funds in ways contrary to the documented wishes of our donors
- financial wrongdoing
- forgery or other alteration of documents
- fraud and other unlawful acts
- any similar acts.

The Seminary specifically prohibits these and any other illegal activities in the actions of its employees, managers, administrators and others responsible for carrying out the Seminary’s activities. The Seminary’s guiding principles for assessing employee behavior are defined in its **Community Life Statement**. Financial misconduct that is legal but contrary to stipulations in the **Community Life Statement** is covered by this policy and may constitute grounds for disciplinary action.

All employees and others are enabled and protected to responsibly report violations in accordance with this policy with the understanding that there are certain responsibilities inherent with such a report. An employee or other individual who acts in “good faith” in reporting suspected misconduct shall be protected from any retaliation including any adverse employment or academic consequences. Moreover, an employee or other individual who seeks to retaliate against an individual who has reported a concern in
“good faith” under this policy will be subject to disciplinary action including possible dismissal from employment or service.

Acting in “Good Faith”
Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or an incident of financial misconduct or dishonesty. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, or to have knowingly evaded other campus policies and procedures for reporting or appeal, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment.

REPORTING PROCESS

Except in the case of more standard employee concerns not expressly covered under this whistleblower policy, employees, trustees and others should report all incidents of potential financial misconduct or dishonesty to the Seminary Audit Committee [Contact Mr. Joel Aarsvold, Chairman of the Audit Committee, 5805-B Sharon Road, Charlotte, NC 28210 ] All reports of suspected violation received by the Audit Committee will be acknowledged.

The Audit Committee will address all reported concerns expeditiously and with the highest degree of confidentiality possible -- consistent with the need to conduct a thorough investigation. Appropriate disciplinary action will be taken if and as warranted by the investigation.

The Audit Committee has the authority to retain outside counsel, accountants and/or other contacts and resources necessary to conduct a complete and accurate investigation, and will have necessary access to seminary records as necessary and appropriate. All investigations of alleged wrongdoing will be conducted in accordance with applicable laws and established organizational procedures. Procedures will be followed by the Audit Committee to ensure the greatest level of care and complete fact finding possible. Records will be retained appropriately and in accordance with the law.

QUESTIONS

Questions regarding this policy can be directed to the Chair of the Audit Committee who shall be responsible for the administration, interpretation and application of this policy in accordance with the authority granted by the Board of Trustees.
On the Job (Section b):

3b.1 Hours of work

The normal working day at Gordon-Conwell for the staff in Hamilton is from 8:00 AM to 4:30 PM, Monday through Friday. In Boston, the normal working day is 9:00 AM to 5:00 PM, Monday through Friday, with an unpaid half-hour off for lunch and a paid morning and afternoon break of fifteen minutes each. Part-time employees receive a fifteen minutes break when working a period of four hours or more. In Charlotte, the normal working day is 9:00 AM to 5:00 PM, Monday through Friday, with an unpaid half-hour for lunch and a paid morning and afternoon break of fifteen minutes each. In Jacksonville, the normal working hours are 8:30 AM to 4:30 PM.

On the Hamilton campus, the Physical Plant Department and Campus Safety are on a forty- (40) hour workweek schedule and their daily hours are set by the department heads. Certain maintenance personnel are on a rotating "on-call" schedule. The Campus Safety function maintains a 24-hour, seven- (7) day per week schedule.

Sometimes it is necessary to adjust the working schedule in other departments and such adjustments may be made by the department head by making a recommendation to the Divisional Vice-President or Dean, with a copy to the Director of Human Resources.

Staff employees are expected to keep coffee breaks and lunch hour within the times specified and according to the department schedule.

Breaks may not be scheduled at the beginning or end of the day, and may not be accumulated.

Overtime (applies to non-exempt employees only)

Any hours worked between 37.5 and 40 hours per week are paid at the basic straight time hourly rate. Any hours worked by non-exempt employees beyond 40 hours per week are paid at one and one-half times the basic hourly rate. (At times it may be deemed advisable by a supervisor to grant equivalent time off to an employee in lieu of prospective overtime pay. This will be accomplished by an appropriate adjustment in the employee's working schedule for that week so that the accumulated total will not exceed 40 hours.) A non-exempt employee must obtain advance approval from his/her supervisor for all overtime work. Because unauthorized overtime is against Seminary policy, employees who work overtime without advance approval are subject to disciplinary action.

Attendance and Tardiness

As each employee is an essential part of our institution, it is important that each be prompt and regular in his or her attendance. All employees should understand that as
part of their employment with the Seminary they are expected to abide by the work schedule. In cases of absence or tardiness, you are expected to notify your supervisor directly. In the event that your supervisor cannot be reached, you are expected to notify your supervisor's office or lastly, the office of your Divisional Vice-President. If possible, notification should be made sufficiently in advance so that arrangements may be made to cover your position. You are expected to advise your supervisor, at least daily, of your status and when you expect to return to work. Except as provided for elsewhere in this Handbook, absences will be considered as leave without pay or benefits.

**Doctor or Dentist Appointments**

Employees should try to make their doctor or dentist appointments during non-work hours. If necessary, however, doctor or dentist appointments may be scheduled during working hours with the immediate supervisor's approval. When a non-exempt employee has to schedule a medical appointment during working hours, he or she will be allowed to use any available sick time. It will be charged to the nearest quarter hour. If mutually agreed to by the employee and the supervisor, the employee may make up the time away from work for a doctor or dentist appointment rather than utilizing sick time. However, such lost time makeup must occur within that same 40-hour workweek.

**Inclement Weather Policy**

The overriding concern in determining whether or not to close the offices and cancel classes will be the safety of students and employees. The next highest concern will be the fact that our reason for being is to provide an education, which requires that classrooms be open. Out of concern for the safety of our students and employees both on campus and off campus, there will be times when it is necessary to cancel classes and close offices due to inclement weather and/or in order to remove the snow from roads and parking lots on campus. Also to be taken into consideration is the fact that many of our students and employees live in other communities, and travel on area roads may be hazardous even though our campus may be clear.

Whenever reasonable and practicable, classes will be canceled for only that portion of the school day necessary out of concern for safety and/or to clear the campus roads and parking lots in the case of snow. To minimize the length of time that the campus must be closed, in the case of snow, whenever a decision is made to close the offices and cancel classes employees and off-campus students will be required to leave campus so that snow can be removed quickly to allow their early reentry.

In Hamilton & Boston:

Once a decision is made to cancel classes and close offices Campus Safety will arrange for that notice to be broadcast on Channel 4 (WBZ), Channel 5 (WCVB) and Channel 7 (WHDH) and on radio stations WBZ (1030 AM), and WRKO (680 AM) as well as on [www.boston.cbslocal.com](http://www.boston.cbslocal.com) [www.thebostonchannel.com](http://www.thebostonchannel.com) and www.whdh.com A message will be placed on the automatic telephone service by 6:00 am. This can be
reached by dialing 978-468-7111. The Boston campus can be reached at 617-427-7293.

When a midday decision to close is made, notices will be sent electronically to all departments, faculty and classes, and posted in multiple appropriate locations around the campus. A voice mail message will also be sent to offices.

In Charlotte:
Once a decision is made to cancel classes and close offices, the notice will be broadcast on television stations WSOC (Channel 9) and WBTV (Channel 3) and a message will be placed on the automatic telephone service (704-527-9909) by 8:00AM. An email is sent to all faculty, staff and students in Charlotte, and a message is posted on the website and on social media. If a decision for cancellation of classes/closing of campus is made midday, a message is posted in the front entrance.

In Jacksonville:
Once a decision is made to cancel classes and/or close offices, a notice will be placed on the away message for students (phone, email), and seminary personnel will be contacted by the Assistant to the Dean.

If the administrative offices are closed for the normal work day, any non-exempt employees required to work during the normal business day will be paid at double his/her normal hourly rate for the hours worked that day.

If in the case of inclement weather/a snow or storm day the offices are not closed and you choose not to report to work, based on a personal judgment of your situation, you may choose one of the following options:

1. Take the day as a personal holiday
2. Take the day as a vacation day
3. Make arrangements with your supervisor to make up the time; however the time must be made up within that same 40-hour workweek.
4. If none of these options is chosen, you will not be paid for the hours that you are normally scheduled for that day.

Non-exempt employees, who report to work late due to inclement weather/storm difficulties, will receive full pay provided they report by 11:00 am or by the time of the delayed opening if it is later.

**Transportation Problems**

If, because of transportation problems, (your car fails to start, carpooling difficulties, etc.), you are going to be late for work, you should make every effort to inform your supervisor of your estimated time of arrival. Non-exempt employees who report to work within one hour of their normal starting time will be paid in full for the day. If you
report more than one hour late, you have the responsibility to make up this time during that same day or week or receive a pay adjustment.

If you consistently report to work late because of transportation problems, the Seminary reserves the right to adjust your pay accordingly and to request that you make other more dependable arrangements for transportation. Frequent unexcused tardiness may lead to disciplinary action.

3b.2 Personal Interruptions/Telephone Usage

You are asked to cooperate by having an understanding with members of your family and friends that interruptions caused by visiting and/or telephone calls during working hours are unfair to you and to the Seminary. Members of your family or friends should be discouraged from visiting or making telephone calls except in cases of emergency. Also personal outgoing calls should be made only for emergency matters.

3b.3 Employment of Relatives

Relatives of staff members are warmly welcomed as employment applicants. However, close relatives of supervisors may not work in the organization or functional organization for which the supervisor is responsible. Also, certain positions involving payroll and Human Resources may not be filled by close relatives of employees. Close relatives are defined as: spouse, child, parent, brother, sister, son-in-law or daughter-in-law, parent-in-law, sister-in-law or brother-in-law, grandparent, grandchild or any foster or step relationship of the proceeding. The President, in his sole discretion, may waive the above policy.

3b.4 Job Postings

As a general policy, all new or existing staff positions, which are to be filled, will be made known to all Seminary employees prior to filling the position. Announcements of open positions will be posted on the Gordon-Conwell website at http://www.gordonconwell.edu It is each employee's responsibility to periodically check the website for such announcements. Seminary employees will also be given the opportunity to apply and be interviewed for any posted staff position, provided they respond promptly, prior to a decision to hire a non-employee to fill that position.

There will be, from time to time, specific instances in which the general policy may be waived or will not apply. Such instances include, but are not limited to, promotions within a department and lateral transfers in a department. However, in all instances the applicable divisional and Seminary administrative personnel are responsible for making the final selection of the individual to fill an open position. In making that decision, the total effect on the Seminary's ability to carry out its mission will be considered.
3b.5 Performance Appraisals

All new employees are evaluated at the completion of their initial introductory period. This evaluation of the first 90 days serves to assess general progress and present suitability for the position.

Thereafter, all staff employees will participate in periodic, often annual, performance appraisals.

Additional personal conferences and/or formal appraisals may be done at the employee's request and/or at the request and discretion of the Seminary.

3b.6 Cellular Phone Policy

The purpose of this policy is to support compliant handling of cellular phones for business use. The Seminary has established guidelines in this area to assist individual employees and managers, and to ensure that our cellular phone policies are administered in accordance with IRS guidelines.

Employees who use their personal cell phones for business-related calls will be reimbursed for those calls, if they exceed their plan minutes. To be reimbursed, an employee must provide a copy of his or her cell phone bill, highlighting the business calls, and noting the business reason for each call.

Certain departments may continue to use cell phones for shared use among groups of employees due to operational considerations. Such departments might include Campus Safety, Information Technology Help Desk, and Media Services personnel who share cell phone equipment while on duty. All cellular service (connecting or disconnecting) must be requested through the Information Technology Department. All cellular phones are provided for business purposes only.

Gordon-Conwell Theological Seminary will provide a recurring monthly reimbursement to employees with individual cell phones whose responsibilities are determined to require cellular wireless access. Reimbursement amounts will vary depending on the amount of service required for the position.

*Please note that this is an abbreviated version of the cellular phone policy, and employees should contact Financial Services for complete policy guidelines.*

3b.7 Home Internet Policy

There are a number of circumstances under which allowances for various levels of home Broadband Internet connection services may be appropriate for employees if the
department has approved funding available. To avoid burdensome individual detailed logging and record keeping for employees and to simplify administration, approved employee Internet connection costs can be paid as A recurring monthly reimbursement based on a reasonable percentage of business use.

Gordon-Conwell Theological Seminary may offer a reimbursement for Remote Internet Access service to employees whose duties and responsibilities require home access to the Internet. The specific allowance amount is at the discretion of the approving Cost Center manager, but is limited to a monthly fee for actual ongoing connection service charges.

All agreements with the Remote Internet Access Provider are between the provider and the employee.

The reimbursement is only available for employees that meet established criteria.

*Please note that this is an abbreviated version of the home internet policy, employees should contact Financial Services for complete policy guidelines.*

### 3b.8 Travel Policy

Many staff are required or expected to travel as part of their normal work responsibilities. We appreciate employees' willingness to do this as part of their seminary related responsibilities. As such, the seminary has established policies and procedures relating to travel.

As a matter of sound business practices, travel should be booked at the most reasonable rates and must meet IRS criteria of being appropriate, necessary and reasonable – as well as be supported by adequate accounting and recordkeeping.

The seminary will pay all reasonable business-related expenses of employees while traveling on seminary business and relies on its employees personal responsibility to ensure appropriate and economical use of funds, accurate accounting, and documentation of expenses. Employees should utilize the “Expense Report” form to submit expenses, with all necessary documentation and supervisory approval to the Financial Services Office for processing.

All travel plans, including spouse/family member, should be approved by an employee’s supervisor prior to arrangements being made. In order to be eligible for reimbursement of travel expenses, all items are subject to approval and must be submitted in a timely manner with necessary documentation and receipts attached.

*Please note that this is an abbreviated version of the travel policy, and employees should contact Financial Services for complete policy guidelines.*
Non-Exempt (Time Card) Employee Travel

Certain non-exempt positions may occasionally require travel and we appreciate employees’ willingness to do so. Employees in positions that are classified as non-exempt under the Fair Labor Standards Act are eligible for compensation for the time they spend traveling. The compensation an employee receives depends upon the kind of travel and whether the travel time takes place within or outside normal work hours.

Travel Time Defined
“Travel time” is defined as the time the employee arrives at the airport to the time he/she reaches his/her destination. Travel between home and work or between the hotel and worksite is considered normal commuting time, and is not eligible for compensation.

Home to Work on a Special One Day Assignment in another City
An employee who regularly works at a fixed location in one city is given a special one day assignment in another city and returns home the same day. The time spent in traveling to or return from the other city is work time, except that the Seminary will not count that time the employee would normally spend commuting to the regular work site.

Travel Time within Normal Work Hours
Any portion of authorized travel time that takes place within “normal work hours” on any day of the week, including Saturday and Sunday, is treated as “work hours.” Travel time within normal work hours will be paid at the employee’s regular hourly rate and will be factored into overtime calculations.

Travel Time Outside Normal Work Hours
Any portion of authorized travel time (with the exception of driving time) that takes place outside of normal work hours is considered to be outside travel hours. When a non-exempt employee is required to travel as a passenger in an automobile, plane or any other mode of transportation outside of normal working hours, he/she will be compensated at one-half his/her regular hourly rate for that portion of travel time that takes place outside of normal work hours. Unlike work hours, outside travel hours are not factored into overtime calculations.

All authorized travel time spent driving an automobile (as the driver, not as a passenger) is treated as work hours, regardless of whether the travel takes place within normal work hours or outside normal work hours. (if, however, an employee drives a car as a matter of personal preference when an authorized flight or other quicker travel mode is available, only the estimated travel time associated with the authorized mode will be eligible for reimbursement.)

Calculating and Reporting Travel Time
Employees are responsible for accurately tracking, calculating, and reporting travel time on their time cards in accordance with this policy. Meal periods are not included in the definition of “normal work hours” and, therefore, should be deducted from all travel time.
Questions and Approval Process

All travel plans, should be approved by an employee’s supervisor prior to arrangements being made. In order to be eligible for reimbursement of travel expenses, all items are subject to approval and must be submitted in a timely manner with necessary documentation and receipts attached.

Questions regarding expense report forms and eligible travel expenses should be directed to the seminary’s Financial Services Office. Questions relating to non-exempt employee travel should be directed to Human Resources.

3b.9 Gift Acceptance Policy

We rely on employees to use good judgment and common sense when a situation occurs on whether or not it is appropriate to accept a gift that arises relating to the regular course of business interactions. The gift acceptance policy is intended to provide guidelines on gifts, gratuities or any other items offered as a result of a business relationship for which the recipient does not pay fair market value. This includes things such as material goods, travel and accommodations, tickets to sporting or cultural events, equipment and any other merchandise or services. Typically, these items are forms of courtesies designed to build partnerships and goodwill between various business entities such as with vendors, potential vendors and others that the seminary does business with. However, potential conflicts of interest can extend beyond vendor relationships to others such as students, alumni, or even donors. Ethical problems can exist when these items compromise an individual’s ability to make objective and fair business or academic decisions.

For these reasons, employees should not accept or solicit gifts, services or gratuities from vendors, potential vendors or others except for those that are not of significant monetary value. Acceptable items would be, for instance, invitations to business meals or entertainment or unsolicited promotional items such as T-shirts, tote bags, nominal gift cards and other giveaways that are typically less than $25 in value. Items such as vendor rebate checks and rebate gift cards occasionally received when the Seminary makes purchases, should be given to the Financial Services Office or used toward future Seminary purchases. Also, equipment or software greater than $25 in value may be accepted for the seminary’s use, with the approval of the department supervisor or the Financial Services Office. There may be limited occasions when it would be acceptable to accept a gift of higher value that would benefit the seminary and would not create an inappropriate business relationship. In these limited cases or anytime an employee is unsure on whether or not it is appropriate to accept an item; they should consult with their supervisor and the Controller/Director of Financial Services for clarification.
3b.10 Acceptable Use Policy

Overview
Though there are a number of reasons to provide a user network access, by far the most common is granting access to trustees, employees, students, guests, alumni, faculty, adjunct faculty, student workers, contractors and volunteers for performance of their job functions and students for use while on one of the four campuses or working remotely. This access carries certain responsibilities and obligations as to what constitutes acceptable use of GCTS systems. This policy explains how GCTS information technology resources are to be used and specifies what actions are prohibited. While this Acceptable Use Policy (AUP) is as complete as possible, no policy can cover every situation, and thus the user is asked additionally to use common sense when using company resources. Questions on what constitutes acceptable use should be directed to the user’s supervisor or the IT Help Desk. Each user is required to read and certify that he or she understands this policy relating to acceptable use of GCTS computer resources.

Purpose
The purpose of this policy is to detail the acceptable use of GCTS information technology resources for the protection of all parties involved. The Acceptable Use Policy is a top-level policy that describes appropriate and general use for Gordon-Conwell Theological Seminary information technology resources. It is meant to describe the appropriate general behavior the Seminary expects when using technology and encompasses all Seminary technology resources. The purpose of GCTS IT resources is to support the school's goal of theological education. The following policy applies to all users of GCTS IT resources regardless of their affiliation with the school.

Scope
All Gordon-Conwell Theological Seminary employees, faculty, guests, students, temporary workers, volunteers, and contractors are required to review and accept this policy before access to the network is allowed or other Seminary technology resources is granted. This policy applies to all equipment the Seminary owns or leases (this includes non-seminary owned machines that connect through our network). This policy applies to any and all use of GCTS IT resources including, but not limited to, computer systems, personal mobile devices, email, network, internet access, online resources and the GCTS Internet connection.
## Policy

### Machine Use

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<th>Access to needed systems provided(^2)</th>
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</tr>
</tbody>
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1. Systems must be budgeted when implementing a new position. IT will build in replacements between 4-5 years.

2. Access to systems will only be granted based on acceptable use policy being accepted and followed.
**Applicability of Other Policies**

The policies contained here are not meant to overrule other pertinent GCTS policies or any federal, state or local laws. Other policies may apply to the topics covered in this document and as such the applicable policies should be reviewed as needed. The user should reference related policies including but not limited to the GCTS Social Media Policy & Guidelines and the GCTS Identity Theft Prevention Program Red Flags Rules Policy.

**Compliance**

This policy is intended to be compliant with applicable federal, state and local laws and regulations including but not limited to the Family Educational Rights and Privacy Act (FERPA). Additionally, this policy is designed to support compliance.

**Personally Identifiable Information**

Per the GCTS Identity Theft Prevention Program Red Flag Rules Policy, Personally Identifiable Information (PII) is defined as “Information which alone, or in combination with other information, can be used to identify a specific individual. Identifying information includes names (first name and last name or first initial and last name), social security number, date of birth, driver's license number, identification card number, employer or taxpayer identification number, financial account number, or credit or debit card number (with or without required security code, access code, personal identification number or password that would permit access to a person's financial account), unique electronic identification numbers, address or routing code, or certain electronic account identifiers associated with telephonic communications.”

**E-mail Use**

Personal usage of GCTS email systems is permitted as long as A) such usage does not negatively impact the GCTS computer network, and B) such usage does not negatively impact the user’s job performance.

- GCTS email distribution lists are for business and academic use and not for personal use.
- The following is never permitted: spamming, harassment, communicating threats, solicitations, chain letters, or pyramid schemes. This list is not exhaustive, but is
included to provide a frame of reference for types of activities that are prohibited and in some cases may also be in violation of the GCTS Community Life Statement (contractors are exempt from compliance with the GCTS Community Life Statement).

- The user is prohibited from forging email header information or attempting to impersonate another person.
- Email is an insecure method of communication, and thus information that is considered PII may not be sent via email, regardless of the recipient, without proper encryption.
- It is GCTS policy not to open email attachments from unknown senders, or when such attachments are unexpected.
- Email systems were not designed to transfer large files and as such emails should not contain attachments of excessive file size.

**Confidentiality**

Access to PII, health, financial, & academic data is limited to those with legitimate business or academic need or having legal right to access. Such private data should not be stored on laptops or other portable devices unless absolutely necessary. Exceptions must be approved by the IT department. The data and the device should be encrypted and password protected.

PII must not be A) shared or disclosed in any manner to non-employees of GCTS unless a non-disclosure agreement is in place, B) posted on the Internet or any publicly accessible systems, or C) transferred in any insecure manner. Please note that this is only a brief overview of how to handle confidential information, and that other policies may refer to the proper use of this information in more detail.

**Recreational Use**

Games and music are allowed on the network so long as they do not interfere with the network's business and academic purposes. Network-intensive entertainment during office hours is discouraged and will be throttled. Users should be aware that certain games, videoconferencing (Skype, Google Hangout) and streaming media (such as Netflix, Hulu) can use excessive bandwidth and potentially degrade network performance for all users.

**Network Access**

The user should take reasonable efforts to avoid accessing network data, files, and information that are not directly related to his or her job function. File access is monitored on a regular basis. If a user finds that he or she does not have the appropriate access for his or her job role, then notify the GCTS IT office by emailing helpdesk@gordonconwell.edu.
**Unacceptable Use**

The following actions shall constitute unacceptable use of the GCTS network. This list is not exhaustive, but is included to provide a frame of reference for types of activities that are deemed unacceptable. The user may not use the GCTS network and/or systems to:

- Pornography and torrents are not permitted on the GCTS network.
- Engage in activity that is illegal under local, state, federal, international, or other applicable laws.
- Engage in any activities that may cause embarrassment, loss of reputation, or other harm to GCTS.
- Disseminate defamatory, discriminatory, vilifying, sexist, racist, abusive, rude, annoying, insulting, threatening, obscene or otherwise inappropriate messages or media.
- Engage in activities that cause an invasion of privacy.
- Engage in activities that cause disruption to the workplace environment or create a hostile workplace.
- Make fraudulent offers for products or services.
- Perform any of the following: port scanning, security scanning, network sniffing, keystroke logging, hacking, or other IT information gathering techniques when not part of the employee’s job function.
- Install or distribute unlicensed or “pirated” software.
- Reveal personal or network passwords to others, including family, friends, or other members of the household when working from home or remote locations. Passwords are private and should be protected with the same diligence as social security numbers. All users must use their own logins when accessing seminary resources. Users are responsible for all activities done from their account.
- Setup of personal WIFI in buildings where GCTS provides WIFI access. This includes the Boston, Charlotte and Jacksonville campus buildings as well as the following buildings on the Hamilton Campus: Kerr, Goddard, Academic Center and Retreat House. Personal WIFI systems interfere with GCTS network performance for the entire community.
**Malware & Antivirus Protection**

GCTS IT owned machines will be provided with malware protection. Others are expected to provide their own malware protection and keep it up to date and functional. This includes students, volunteers, contractors, and any other user who is using his or her personal machine on the GCTS network. Users are responsible for any damage caused by malware on their computer.

**Blogging, Microblogging & Social Media**

Any blogging activities that are not otherwise covered by other statements in this policy are subject to the appropriate governing departments such as GCTS Human Resources, appropriate Dean’s Office, Student Life and Marketing and Communications. Any blogging, microblogging and social media done on GCTS IT systems is subject to the terms of this policy, whether performed from the GCTS network or from personal systems accessing GCTS IT systems. The user assumes all risks associated with blogging, microblogging and social media.

**Instant Messaging**

The user should recognize that Instant Messaging may be an insecure medium and should take any necessary steps to follow guidelines on disclosure of confidential data.

**Web Browsing**

The Internet is a network of interconnected computers of which the GCTS has very little control. The user should recognize this when using the Internet, and understand that it is a public domain and he or she can come into contact with information, even inadvertently, that he or she may find offensive, sexually explicit, or inappropriate. The user must use the Internet at his or her own risk. GCTS is specifically not responsible for any information that the user views, reads, or downloads from the Internet. GCTS recognizes that the Internet can be a tool that is useful for both personal and professional purposes. Personal usage of GCTS systems to access the Internet is permitted as long as such usage follows pertinent guidelines elsewhere in this document and does not have a detrimental effect on GCTS or on the user’s job performance.

**Copyright Infringement**

GCTS systems and networks must not be used to download, upload, or otherwise handle illegal and/or unauthorized copyrighted content. Any of the following activities constitute violations of acceptable use policy, if done without authorization by law or permission of the copyright owner: A) copying and sharing images, music, movies, or other copyrighted material using P2P file sharing or unlicensed CDs and DVDs; B)
posting or plagiarizing copyrighted material; and C) downloading copyrighted files which the user has not already legally procured. This list is not meant to be exhaustive; copyright law applies to a wide variety of works and applies to much more than is listed above.

**Expectation of Privacy**

Users should expect no privacy when using the GCTS network. Such use may include but is not limited to: transmission and storage of files, data, and messages. GCTS reserves the right to monitor any and all use of the computer network and all systems. To ensure compliance with company policies this may include the interception and review of all data that traverses the network, inspection of data stored on files and folders on any GCTS systems, hard disks, and removable media.

**Bandwidth Usage**

Excessive use of GCTS bandwidth or other computer resources is not permitted. Large file downloads or other bandwidth-intensive tasks that may degrade network capacity or performance must be performed during times of low GCTS-wide usage.

**Personal Usage**

Personal usage of GCTS computer systems is permitted as long as such usage follows pertinent guidelines elsewhere in this document and does not have a detrimental effect on GCTS or on the user’s job performance.

**Circumvention of Security**

Using GCTS-owned computer systems to circumvent any security systems, authentication systems, user-based systems, or escalating privileges is expressly prohibited. Knowingly taking any actions to bypass or circumvent security is expressly prohibited.

**Software Installation**

Employees are prohibited from installing software on GCTS systems and computers without IT approval. While we cannot restrict users from installing software on their personal devices, extreme caution should be taken when installing any non-GCTS-supplied program. Numerous security threats can masquerade as innocuous software - malware, spyware, and Trojans can all be installed inadvertently through games or other programs. Alternatively, software can cause conflicts or have a negative impact on system performance. Therefore, employees should use caution when installing new software on their mobile devices and be vigilant of malicious intent.

**Audits**

GCTS must conduct periodic reviews to ensure policy compliance. A sampling of users may be taken and audited against this policy on a yearly basis.
Enforcement

The GCTS Administrative Offices, Student Life, Human Resources and/or Information Technology Team will enforce this policy. Violations may result in disciplinary action, which may include suspension, restriction of access, or more severe penalties up to and including termination of employment. Where illegal activities or theft of company property (physical or intellectual) are suspected, GCTS may report such activities to the applicable authorities. IT reserves the right to disconnect any device from the network that it considers disruptive.

Version Control and Distribution

Updates to this policy will be noted in this section with a summary statement and date. When this policy is revised, the new version will replace the prior version in the Staff Handbook, Student Handbook, Faculty Handbook, the GCTS website and other systems that display the policy.

Safety and Health (Section c):

3c.1 Smoking

A smoke-free environment is desired at Gordon-Conwell for the benefit of all members and guests of our community. Consequently, smoking is not permitted in any of its on-campus buildings nor in any of its off-campus offices and classrooms.

3c.2 Occupational Safety & Health Act/Worker's Compensation

Safety is a major concern and it is our intent to provide and maintain safe and healthful working conditions for all employees, consistent with the requirements of the OSHA laws. To assist in this effort, an employee should report any unsafe conditions noticed to his/her supervisor and/or to the campus safety department or to the appropriate campus safety contact as soon as possible.

In addition, the law requires that employees report all occupational injuries or illnesses, no matter how slight, to their supervisor and the Human Resources Department to complete a "First Report of Injury" form. You may be required to seek medical attention as required under the Worker's Compensation guidelines. After investigation of the accident, you may be eligible for insurance payments under Worker's Compensation and will be paid in accordance with the state worker's compensation guidelines. (Refer to section VI.4 for further information on workers' compensation insurance).
3c.3 Policy on Drugs and Alcohol

Gordon-Conwell Theological Seminary is a drug-free environment in compliance with the Drug-Free Schools and Communities Act of 1989 (Federal law). The law declares that students and employees have the right to study and work in a setting free from the effects of drug or alcohol abuse. In keeping with the principles outlined in our Community Life Statement (cf. catalog), and our Christian tradition as a theological Seminary which prepares men and women for Christian ministry, the following policies are adopted in compliance with the law.

Seminary Policy Prohibits The Following:

1. The use, possession, manufacture, distribution or sale of illegal drugs, controlled substances, or drug paraphernalia on Seminary premises, in Seminary-supplied vehicles or at any official function or Seminary activity. (Gordon-Conwell Premises include all land, property, buildings, structures, installations, parking lots, means of transportation owned or leased to Gordon-Conwell or otherwise being utilized to Gordon-Conwell business and private vehicles parked on Gordon-Conwell premises.)

2. The use, possession, manufacture, distribution or sale of alcoholic beverages on Seminary Premises, in Seminary-supplied vehicles or at any official function or Seminary activity.

3. Being under the influence of an unauthorized controlled substance, illegal drug or alcohol on Seminary Premises, in Seminary-supplied vehicles, or at any official function or Seminary activity.

4. The use of alcoholic beverages or drugs that adversely affects a student's academic performance, preparation for ministry, or practice of ministry, or that adversely affects an employee's work performance, or that is a threat to individual safety on the part of students or employees, or that adversely affects the Seminary's reputation in the public arena on the part of students or employees.

For employees, the following procedures will be observed in cases of suspected abuse or violation of the above policies:

Referral for investigation of possible abuse or violation of the policy will be made to the Human Resources Department. Referral may come from a number of sources including a self-referral, referral from supervisor, or from any individual who has a valid reason to believe that the policy has been violated.
The Seminary has a legitimate interest in determining the truthfulness of accusations of unlawful activity or violations of policy, which occur. An investigation will be conducted by the Human Resources Department to determine if an employee has failed to abide by Seminary policy, and/or if an alcohol or drug abuse problem exists. The investigation will be conducted as discreetly as reasonably possible under the circumstances so as to protect the privacy of those involved.

Assistance will be offered to any employee who seeks or is in need of help relating to a substance abuse problem. If it is determined that there appears to be a drug or alcohol abuse problem, referral will be made to an appropriate agency for counseling and possible treatment. The focus of such action is corrective not punitive.

In the event that the employee violates the policy, or when an employee’s overall performance is adversely affected by substance abuse and the employee is unable to carry out the job duties required of him or her, then disciplinary action will be taken including possible termination. The Seminary may offer reasonable accommodation to assist the employee in carrying out the duties of the position and may require employees to successfully complete a drug abuse assistance or rehabilitation program as a condition for continued employment.

Communication between employees, supervisors, the Human Resources Department and counselors or agencies as a result of this policy will be kept confidential as reasonable under the circumstances, except to the degree necessary to protect the safety of the employee and/or others, or to protect the Seminary's ability to operate effectively and efficiently. Also, in cases where propriety or law requires reporting violators to police or other enforcement agencies, such reporting will be done and the employee will be notified.

The dangers inherent in the use of drugs and alcohol are recognized. The Seminary supports the efforts of its employees to seek help for drug and alcohol or drug and alcohol induced problems through counseling, psychiatric and/or medical services. Confidential referral information for such services is available through the Human Resources Department.

A copy of the Biennial Drug-Free Schools and Communities Report may be found on each of the campuses campus safety webpages and copies are also available from the Department of Public Safety, Campus Safety in Hamilton or from the security administrators at the Boston, Charlotte and Jacksonville campuses.
Employee Records and Information (Section d):

3d.1 Immigration Reform and Control Act

The Immigration Reform and Control Act of 1986 seeks to preserve jobs for those who are legally entitled to them: U.S. citizens, lawful legal permanent residents, and foreign nationals with valid employment authorization.

Employers are required to verify that persons are eligible to work in the United States. A Form I-9 must be completed by all employees within three business days of the employee’s date of hire. Employees will need to provide documents for the Seminary's review which verify the employee’s identity and eligibility to work.

3d.2 Access to Personnel Records

For the purpose of administering its Human Resources program, a personnel file is maintained by the Seminary's Human Resources Department for each staff employee. Access to personnel records is limited, and is managed by the Human Resources Department. Employees are permitted to review their personnel files by submitting a written request to the Director of Human Resources. Within five business days of making the request, the Director will allow an employee working in Hamilton or Boston, the opportunity to review his or her file in the presence of Human Resources Department personnel during normal working hours. For an employee working in Charlotte and Jacksonville, arrangements will be made for similar access through providing scanned document copies.

Should an employee dispute information contained in the file, the information may be removed or corrected by agreement. If agreement cannot be reached, the employee may submit a written statement explaining his/her position. This statement will then be part of the personnel record.

3d.3 Change of Employee Information

It is important for each employee to keep the Human Resources Department informed of any changes in important information. Present address, phone number, and emergency contact person as well as marital status or dependent changes, number of exemptions or additions to family members are a few examples of this important information.

This information is essential for administering COBRA benefits and for general personnel record keeping purposes.

It is the employee’s responsibility to inform the Seminary immediately of any changes.
3d.4 Releasing Information on Employees

Personal information which the Seminary’s Human Resources Department maintains on its employees is handled according to applicable laws concerning employee confidentiality.

The Human Resources Department will provide verification of dates of employment, salary and last job title when required for the employee's financial affairs (credit, mortgage, etc.) and authorized in advance by the employee in writing.

All inquiries from outside parties (i.e., prospective employers) requesting reference information must be directed to the Human Resources Department. Standard procedure will be for Human Resources Department to provide the prospective employer with basic information on an individual's past employment such as last job title and dates of employment.

If the party requests additional information, the Human Resources Department may refer the call to the individual's supervisor. The supervisor will be instructed to release only objective, job-related information on an individual's past employment.

In cases where the supervisor is not available, does not choose to provide further information or when such information is not available for release, the Human Resources Department will only furnish the above basic information (dates of employment and last job title).

Supervisors may also provide letters of reference for employees if they choose to do so; however, all letters must be submitted to the Human Resources Department for review prior to their release to the employee or to an outside party.

SECTION IV: PAYROLL MATTERS AND SALARY ADMINISTRATION

4.1 Pay Days

Exempt and non-exempt employees are paid on a biweekly basis and paid every other Friday according to the payroll schedule.

4.2 Payroll Deductions

Federal and state income taxes are withheld each payday based on the number of exemptions recorded on your W-4 form. Social Security (FICA) taxes are withheld each payday up to the maximum amount deductible for each calendar year. Deductions for contributions, credit union, pensions, medical coverage, etc. are deducted on the applicable payday.
4.3 Work Records

Electronic Work Records

All hourly paid full-time and part-time (classification A and B) staff are required to enter their hours in the electronic time and attendance system by noon on Monday of the pay week. All hours worked, sick time, vacation time, leaves, etc. should be recorded. Both the employee and the supervisor must review and approve the time record each pay period.

Paper Time Sheets

Each casual labor and temporary employee must complete and submit a paper time sheet to the HR/Payroll Administrator on the Monday morning before each pay day. Both the employee and the supervisor must review and initial this time sheet each pay period.

4.4 Direct Deposit

A Direct Deposit system is available to all Seminary employees whereby a full or partial amount of the biweekly or monthly salary may be deposited directly into a checking or savings account. In order to start the direct deposit benefit; an employee must contact the Human Resources Office to complete the necessary paperwork. The direct deposit benefit normally takes effect the second pay period after the request has been activated.

4.5 Wage and Salary Administration Policy

Position Description

In establishing a new or changed position, a salary rate will be established only after a position description has been submitted to the Salary Administrator.

Position Evaluation

Each position description will be evaluated in accordance with the system of evaluation currently in effect for the type of position being measured.

Salary Determination

When a position has been evaluated (ranked on each factor), the Salary Administrator will further compare and rank each factor in terms of all other positions in the system and establish the point value and salary rate of the position. To ensure the integrity of the evaluation program, all point scales must be kept strictly confidential by the Salary Administrator.
Position Re-evaluation

Whenever a position changes significantly in content, or when significant changes are proposed, a revised position description will be prepared and submitted, and the revised position will be evaluated as above, and a new pay rate, if applicable, will be established, subject to the limitations outlined in "Salary Administration and Control" below.

Salary Administration and Control

Starting Salary

Employees will be hired or transferred into new positions at rates which reflect the best balance among such elements as individual skills and experience of the employee, present salary level, competitive hiring rates, and salaries of other employees in the same, or similar, positions. Within the framework of these considerations, starting salaries will not normally be less than 70%, nor more than 90%, of the full position rate.

Salary Increase

Salary increases will be requested by the department manager subject to budgetary limitations and to the following specific considerations:

- No salary increase may be granted which results in a rate higher than the established full position rate, except as provided for in the superior merit range.
- Salary increases, which exceed the guideline limitations, which may be established by the President from time to time, will require prior approval of the Salary Administrator and the President.
- The total cost of salary increases in any fiscal year may not exceed the total budget allocated for that year, unless an exception is specifically approved by the President.

Employees Above Position Rates

Subject to full and satisfactory performance of the duties of the position any employee whose salary rate (either full-time or pro-rated) exceeds the established full position end rate as of the date the salary evaluation program is placed in effect, will continue to receive that so called "over max." rate of pay as long as he or she remains in that position. An employee may not carry an "over max." exception to another position. When the position is vacated by the present incumbent, the special "over max." exception ends. It may not be applied to any other employee or new employee.
Increases at Re-evaluation

Whenever a position has been upgraded because of changes in, or additions to, duties, the initial rate increase granted shall typically not exceed an amount which brings the new salary into a percentage of the new position rate greater than the percentage of the current salary to the current position rate.

Salary Structure Maintenance

To maintain salary levels in consistent relationship with general salary patterns in theological education, and with area salary levels, the salary administrator will review pertinent available data on a regular basis, and will recommend, at least once a year, an overall adjustment to the salary rate formula which will reflect those changes in a manner consistent with Seminary policies and objectives. The recommendation may be either a percentage salary rate adjustment, an adjustment in dollars of salary, or a combination of those two which best reflects current trends. The President will approve or modify this recommendation, as necessary, to meet budgetary constraints and capabilities.

Communication

Each director, manager and supervisor will be advised of the end rate for each position under his or her direct supervision, and may, upon request, disclose to any employee occupying such a position, the rate for that position only. An employee who is under consideration for transfer to another position may be advised, upon request, concerning the rate for that position only.

Position rates, other than as specified above, will be considered confidential and, except as necessary for legal reporting, payroll, accounting and budgeting purposes, may not be disclosed. This, however, does not restrict employees from discussing their own wages and other terms and conditions of employment with co-workers and others at their own discretion.

Miscellaneous

Nothing contained in this policy will be construed as to prevent the President from delegating to the salary administrator authority and responsibility not specifically assigned.
SECTION V: TIME-OFF BENEFITS

5.1 Holidays
A holiday schedule is published annually prior to the start of the new fiscal year on July 1st. The Holiday schedule is available through the HR office.

During a new employee's introductory period, the holiday benefits apply, with the exception of the personal holiday. Employees may not utilize the personal holiday until after the completion of three months of service.

Full-time employees are entitled to all holidays with pay, provided they work their scheduled workday before and their scheduled workday after the holiday (or are on approved time-off status). The personal holidays must be taken before the end of the fiscal year (June 30).

Part-time class A employees are entitled to a prorated share of all holidays which fall within their normal working hours, provided they work the scheduled day before and the scheduled day after the holiday (or are on approved time off status on such days).

Vacation time, personal holiday time or extra days without pay may be taken on either side of a holiday with prior approval by your supervisor.

Employees are not eligible for holiday compensation during any unpaid portion of a leave of absence. Nor are 9 or 10-month employees eligible for holiday compensation for holiday that falls during the unpaid summer months.

If a non-exempt, benefits eligible employee is required to work on a holiday, he/she will receive holiday allowance (based on his/her regular assigned workday) at straight time, plus time and one-half for hours worked.

5.2 Vacation

General Statement
The Administration and the Board of Trustees recognize the advantages and benefits to both the individual employee and the Seminary of periodic, scheduled, significant periods of time away from the work environment. Accordingly, one of the benefits provided for employees is a paid vacation program. Employees are urged to take all the vacation to which they are privileged each fiscal year. The Seminary’s fiscal year runs from July 1st to June 30th.

Eligibility
The number of vacation days which an employee is eligible to earn during a fiscal year is determined by the date of hire for new employees and the length of service for longer-term employees. Vacation time is granted to all full-time employees, and, on a prorated basis, to all part-time employees in Classification A.
Vacation time may not be borrowed from one fiscal year to another.

**New Non-Exempt Employees**
New, non-exempt employees who work 37.5 hours per week are eligible to earn two weeks (ten days) vacation for each full fiscal year worked. Employees earn 2.88 hours of vacation for each pay period worked. If your scheduled/assigned hours are different than the regular, full-time 37.5 hours per week, your vacation time will accrue on a prorated basis. New employees may not take any vacation with pay until they have completed six months of service. Please see the chart below to determine your vacation accrual.

**One to Ten Years Service**
As is reflected in the chart below, in subsequent years, each non-exempt employee who qualifies for vacation time is eligible to earn two weeks vacation during each year until the fiscal year in which the employee completes five years of service. During the fiscal year in which an employee completes five years of service, the employee is eligible to earn three weeks vacation. For subsequent years, an employee who qualifies for vacation time is eligible to earn three weeks vacation until completing ten years of service. During the fiscal year in which an employee completes ten years of service, the qualified employee will be eligible to earn four weeks of vacation. During subsequent years, the employee will continue to be eligible to earn four weeks of vacation.

During an employee's fifth and tenth years of service, the full fiscal year must be worked to be eligible for the increased vacation time. If an employee leaves Gordon-Conwell during the fifth year or tenth year of service, the accumulated vacation time to be determined upon termination will be computed at the rate for the fourth or ninth year of service respectively. For vacation purposes, a week is defined as the number of days or hours the employee is normally scheduled to work during a calendar week.

**Exempt full-time employees** are eligible to earn four weeks (20 days) vacation for each full fiscal year worked. Full-time, exempt employees earn 5.77 hours of vacation each pay period worked. If your scheduled/assigned hours are different than the regular, full-time 37.5 hours per week, your vacation time will accrue on a prorated basis. New employees may not take any vacation with pay until they have completed six months of service. Please see the chart below to determine your vacation accrual.

**Leadership Team** employees do not formally accrue vacation time, but instead have available approximately four weeks of vacation time away each fiscal year, which does not roll forward into subsequent fiscal years. Leadership Team employees should utilize this informal time away benefit with the approval of their supervisor. Questions should be directed to the Human Resources Office.
### Rate Details

**Non-Exempt**

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<th>Accrual Rate Per Pay Period</th>
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**Exempt (does not pertain to Leadership Team employees)**

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### Scheduling Vacations

Recognizing that the time desirable for most employees to take a vacation is during the June/July/August time period which extends into another fiscal year, vacation time from
one fiscal year may be used up to September 15 of the subsequent fiscal year. Vacation time may not be accumulated from year to year unless the reason for not taking vacation time is that scheduled vacation was deferred at the request of the supervisor or the Seminary administration. In that instance, vacation from one fiscal year may be carried beyond September 15 of the subsequent fiscal year and must be used within that subsequent fiscal year. Such vacation time to be carried forward must be confirmed in writing from the supervisor and forwarded to the Human Resources Department prior to September 15.

All vacations must be scheduled in advance with the approval of the supervisor. Vacation time is tracked in the electronic time and attendance system. Preference for time of vacation will be granted whenever consistent with staff work requirements, and length of service will be considered in cases of conflicting requests. Wherever possible vacation time should be scheduled in full week increments, and in any event vacation will be scheduled in no less than half day increments.

Because the purpose for vacation is to provide time away from the work environment and is not to provide increased compensation, payment in lieu of vacation will not be made except for nine and ten month employees under certain circumstances.

Paid Holiday During Scheduled Vacation

If a paid holiday or a seminary closing (i.e., due to inclement weather) falls within a scheduled paid vacation period, that day will be counted as a holiday (or seminary closure day) and will not be charged against authorized vacation.

Terminating Employees

When an employee terminates, any authorized vacation time earned that has not yet been taken will be paid in the final paycheck. Unpaid time off does not count as time worked for purposes of computing vacation upon termination. As the vacation benefit does not become available until after 6 months of service, employees with less than six months of employment are not eligible to receive any vacation payment upon termination.

Nine or Ten Month Employees

All personnel employed on a nine-month or ten month basis and whose job function is directly allied with the normal school year (September through May or June) should schedule their vacation time for periods other than during the academic year. Individuals working on a nine-month or ten month basis should ordinarily assume that they would receive reimbursement for vacation earned rather than time off during the academic year.
Requests for vacation periods during the academic year when school is not in session, (as at Christmas time), must be scheduled in advance with the approval of any faculty member(s) involved, the immediate supervisor and the Director of Human Resources.

5.3 Sick Time

Sick time pay is based upon the expectation that you will come to work when you are well and that you will remain at home when you are ill. The provision of sick time pay gives protection against loss of pay due to personal illness or off-the-job injury. Since sick time pay is viewed as an "insurance" to guard against income loss, there is no provision for paying for unused sick days.

Sick time is computed for non-exempt employees according to the number of hours which they are regularly scheduled to work each year and accrues to all regular full-time employees and to all regular part-time employees in Classification A (See "Categories of Employment", Section II.2). Eligible, exempt and non-exempt, full-time employees will accrue 3.46 hours of sick time for every pay period worked. Per year, this will normally equal twelve days. Sick time is tracked in the electronic time and attendance system.

The maximum amount of sick time, which you may accumulate, is approximately 6 months of sick time equivalent to 975 hours or 130 days for most. Sick time is paid at your normal rate of pay. Once accrued, sick time may be taken as needed. (Refer, however, to the "Family and Medical Leave Policy", Section V.4, for limitations on use of sick time.)

Employees need to be aware that absences that qualify under the Family and Medical Leave Policy will be charged to that policy accordingly. Also for FMLA related absences and other extended periods of absence relating to illness normal leave procedures must be followed. The Human Resources Department should be contacted immediately if this applies.

After ten full years of service, full-time employees will receive additional protection. Should you become permanently disabled due to illness or injury; you will continue to be paid your normal salary during the six month waiting period before the Seminary's long-term disability plan goes into effect. You will receive six months pay even if you have not accumulated adequate sick days. Please note that this provision will only go into effect for permanent disability. It is not in effect for a long-term absence, which does not result in permanent disability. (See "Long-Term Disability Insurance", Section VI.3).

You will be paid for holidays, which occur during any period of time when you are on approved sick pay, if you would normally be entitled to the holiday while working. A holiday will not be deducted from your accumulated sick time.

Normally, sick time may not be utilized during a scheduled vacation period. However, exceptions to this policy may be allowed by the supervisor in consultation with the
employee and the Director of Human Resources. Examples of allowable exceptions might be if the employee became ill prior to the onset of the vacation period and was able to obtain approval to reschedule the vacation time, or if the duration of the illness encompassed a major portion of the vacation period.

The Seminary reserves the right to request documentation, i.e.; physician statement relating to an employee's absence.

You may utilize up to five days of your accrued sick time per year when the illness of someone in your immediate family or household requires your absence from work.

For non-exempt employees, if it becomes necessary for you to leave work due to illness during normal working hours, the time of your absence will be deducted accordingly from your accumulated sick time.

Utilization of sick time in advance of accrual is not permitted except in the aforementioned case of full-time employees with ten years of service. Please see the following chart to determine your sick time accrual.

**SICK Non-Exempt**

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<thead>
<tr>
<th>Sick Rate Type</th>
<th>Months of Service</th>
<th>Accrual Rate per pay period</th>
<th>Annual Hours</th>
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**SICK Exempt**

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### 5.4 Family and Medical Leaves of Absence

The Seminary understands the importance of family issues to our employees, and is supportive of these needs. Because employees may find it necessary to take leave from their jobs for a temporary period to address certain family responsibilities or their
own serious health conditions, and in order to comply with The Family and Medical Leave Act of 1993 (FMLA), the following family and medical leave policy has been established.

An eligible employee may take up to 12 weeks of unpaid leave during a 12 month period, if the procedures of this policy are followed and leave is requested for any of the following reasons:

1. The birth or adoption of a child or the foster care placement of a child (leave for this purpose must be completed within 12 months of the date of birth or placement).

2. To care for a spouse, parent (but not parent "in-law"), son or daughter of the employee if that individual has a serious health condition.

3. A serious health condition of the employee that renders the employee unable to perform his or her essential job functions.

   A serious health condition is defined as an illness, injury, impairment, or physical or mental condition involving either inpatient care; an extended period of incapacity from work or school involving continuing treatment by a health care provider; continuing treatment by a health care provider for a chronic or long term illness; or prenatal care.

4. 26 weeks of leave is permitted for eligible employees to care for a covered military service member during a 12 month period.

An employee taking FMLA leave for personal illness or to care for a sick family member need not take such leave continuously and may take it on an intermittent basis, or by reducing the employee’s scheduled work hours if medically necessary. The Seminary may require that the employee provide certification from the health provider caring for the employee and/or family member that leave must be taken in that manner. Employees may be requested and/or required by their supervisor to arrange a particular schedule or to reschedule appointments or treatment to better accommodate the operations of the department, subject to the consent of the health care provider. Also, in cases of intermittent and reduced schedule leaves, the Seminary may temporarily transfer the employee to another available position (with equal pay and benefits) that better accommodates the employee's need for leave. If leave is not taken continuously, it will be deducted from the employee's entitlement to leave in increments of no less than one hour.

Employees (staff, faculty, administration and possibly part-time, temporary and student employees) are eligible under this policy if they have been employed for at least 12 months by the Seminary, and have worked at least 1,250 hours during the 12 month period prior to the time leave would begin under this policy. The Seminary will make the determination of whether or not an employee is eligible at the time of the leave request.
An exception to the eligibility requirement would apply to regular, full-time employees who give birth or who adopt a child and have completed only three consecutive months of employment. These employees are eligible for 8 weeks of maternity/paternity leave and must give at least 2 weeks notice of anticipated date of departure and intention to return. All other aspects of the family and medical leave policy, with the possible exception of medical certifications, would apply to the 8-week maternity/paternity leave of absence. (Employees who are eligible under both the maternity/paternity leave provision and the family and medical leave policy, should be aware that these two leaves run concurrently and may not be used consecutively.)

The 12 weeks of available leave will be calculated by measuring forward from the date an employee's first FMLA leave begins. The first 12-month period begins when the employee first commences FMLA leave. The next 12 month period begins the first time leave is taken after the initial 12 month period.

All requests for family and medical leave should ordinarily be initiated by contacting your supervisor and followed up with a written request for such leave. This will assist in working out appropriate schedules. If you have a question regarding your supervisor's response, or if for any reason you would prefer to request a leave directly through the Human Resources Department, you may so by contacting the Director of Human Resources. Upon receiving a request for leave, the supervisor should immediately contact the Human Resources Department to determine eligibility and to ensure appropriate leave procedures are followed.

If the need for family or medical leave is foreseeable (i.e., in the case of leave for the birth or adoption of a child, for planned medical treatment, etc.), the employee should provide 30 days advance notice to the Seminary. If the need for leave is not foreseeable, notice should be given by the employee as soon as possible and practicable (ordinarily within one to two business days of when the need for the leave becomes known to the employee). Any oral requests for leave should be followed by a written request for leave ordinarily within three business days after the oral request is made.

Employees do not need to expressly state that they are taking family and medical leave as long as the reason for their absence (paid or unpaid) is covered by FMLA. If the Seminary thinks that a leave may qualify under the family and medical leave policy, we will discuss this with the employee and will request any necessary medical certifications. A determination will be made on whether or not it is or was a FMLA qualifying leave and if so the time will be charged to the 12-week maximum accordingly.

The Seminary may require documentation relating to the necessity for family or medical leave by a health care provider. (Forms for this purpose of medical certification are available from the Human Resources Department.) Medical certifications should be submitted to the Human Resources Department within 15 days of the date requested by
the Seminary. All information relating to a request for family or medical leave will be kept confidential to the fullest extent possible.

Employees on leave may be requested to periodically report on their status and intent to return. Also, the Seminary may require an employee to recertify the medical condition when the employee requests an extension of leave, when circumstances have changed, etc.

**Employees may elect to use accrued vacation or personal holiday time** during any leave under this policy, but are not required to do so. In the case of an employee’s own illness or serious health condition (including childbirth), the employee is required to use any accrued sick time, which they may have available, during the leave. The employee may also use up to five of his or her accrued sick days per year to care for an immediate family member with a serious health condition. If an employee elects to utilize paid-time-off benefits, the time elected must be used at the onset of the leave until exhausted, prior to the unpaid portion of the leave. In any case, the period of approved FMLA leave (including paid and unpaid time) may not normally exceed 12 weeks.

**Health, life and long-term disability insurance benefits** ordinarily provided by the Seminary will continue during the period of approved leave. Employees will continue to be responsible for the employee contribution toward the health insurance and spending account plans. During any paid time off portions of the leave, regular deductions for insurance coverage and spending account contributions will continue. The employee should make timely arrangement with the Human Resources Department to pay for his or her part of such coverage during any unpaid portions of the leave. Normally, payment would be expected at the same time, as payroll deductions would have been made. Although employees are not required to pre-pay any contributions prior to their leave, an employee can request to make pre-payment and to take advantage of pre-tax payroll deductions. Any outstanding amounts due the Seminary because of unreimbursed health insurance benefits provided during the leave will be deducted from the employee's first pays upon return.

Employees will not accrue vacation or sick time during any unpaid portion of a leave of absence, and are not eligible for compensation for any holidays, which fall during any unpaid portion of a leave.

**An employee taking leave under this policy will be restored to the same or equivalent position** (unless the employee would have been terminated in the absence of any leave, e.g. reduction in force, termination of a temporary job, etc.). In the case of leave taken for the employee’s own serious health condition, the Seminary may require employees to submit medical certifications, indicating their fitness for duty, prior to restoration.

**Extensions to leave are not automatic.** A request for an extension will only be considered if it is received prior to the expiration of the approved leave and supported by any necessary medical certifications. Twelve weeks is the maximum amount of
leave normally available under the family and medical leave policy. If a leave is extended beyond 12 week, it may possibly be covered under another leave policy and may lose the protections afforded by this policy.

Taking of leave will not result in any loss of benefits or conditions of employment accrued prior to the beginning of the leave period. Employees are expected to return to work at their normal starting time on the next scheduled workday following the leave’s end. Employees who fail to do so will be considered as having voluntarily terminated their employment.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Employees are encouraged to contact the Human Resources Department if they have questions regarding this policy. The Human Resources Department will be available to assist and support employees relating to any parental, family or medical leave issue.

5.5 Accommodation for Nursing Mothers

For up to one year after the child’s birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. Gordon-Conwell has designated the room located outside the Great Room on the Hamilton campus for this purpose. Nursing mothers wishing to use this room should request the room by contacting Human Resources at (978) 646-4051. Employees who work offsite or in other locations will be accommodated with a private area as necessary.
5.6 Small Necessities Leave

Employees who are eligible for the Family and Medical Leave are also eligible for the Small Necessities Leave. This leave allows for a total of 24 hours of leave during a 12 month period, in addition to leave under FMLA to:

- Participate in school activities related to the educational advancement of the employee’s son or daughter, such as a parent teacher conference
- Accompanying the employee’s son or daughter to routine medical or dental appointments such as check-ups
- Accompanying an elderly relative of the employee’s to routine medical or dental appointments or appointments for other professional services related to the elder’s care such as interviewing a nursing home, etc.

Like FMLA the SNL may be taken intermittently and may be taken in increments of no less than one hour.

SNLA is unpaid; however an eligible employee may elect or a supervisor may require an employee to utilize accrued vacation and personal holiday or sick time (if related to illness) for time taken under SNLA.

Employees are required to provide as much notice as practical when there is a need for leave time – seven days when the need to the leave is foreseeable. For more information on this leave please contact Human Resources.

5.7 Personal Leaves of Absence

If you desire a leave of absence without pay or benefits not otherwise stipulated in this handbook, you should apply in writing, as far in advance as possible, to your supervisor, with a copy to the Director of Human Resources. Such request must specify the reason for the leave, the date the leave will begin, the duration of the leave and the employee's intention to return to his or her position. Requests for personal leaves of absence are reviewed on a case-by-case basis. Any personal leave of absence is granted solely at the discretion of Gordon-Conwell.

The decision on a request for a personal leave of absence is made by the Divisional Vice-President (or Dean) in consultation with the supervisor and the Director of Human Resources. The leave may be granted taking into consideration the needs of the department and Seminary at that time, the nature of the leave, and the employee's work record. (Informal personal leaves, however, of up to two weeks may be granted by your supervisor with written notification to the Human Resources Department and the Divisional Vice-President or Dean).

Employees must have completed their three-month introductory period. Normally, personal leaves may not exceed three months.
A personal leave of absence may be granted under the following circumstances:

- The employee must exhaust all accrued personal holiday and vacation time earned to date at the onset of the leave of absence. This paid time off may not be spread out over the leave period.

- There will be no accrual of sick time or vacation time during the unpaid portions of the leave. Employees will not be eligible for compensation for any holidays, which fall during any unpaid portion of a leave of absence.

- During personal leaves of absence, certain employee benefits may not apply. During personal leaves of absence not exceeding 3 months in length Life and long-term disability benefits (if applicable), however, ordinarily provided by the Seminary will continue during the period of approved leave to the extent allowed under our contracts with these two insurers. During the paid time-off portions of the leave, regular deductions for health insurance coverage and spending account contributions will continue. An employee may choose to continue their health insurance benefits during the unpaid portion of the leave; however, they are responsible for paying the full premium and making necessary contributions for these benefits. Prior to the commencement of their leave, employees must make arrangements with the Human Resources Department regarding the timely payment of these premiums and contributions. Normally, payment would be expected at the same time, as payroll deductions would have been made. Although employees are not required to pre-pay any contributions prior to their leave, an employee can request to make pre-payment and take advantage of pre-tax payroll deductions. Any outstanding amounts due the Seminary because of unreimbursed health insurance benefits provided during the leave will be deducted from the employee's first pays upon return.

- Although the Seminary cannot guarantee reinstatement in all cases, we will make reasonable attempts to restore an employee who returns to work at the end of his/her leave to the same or similar position.

If during the employee's leave of absence, it becomes necessary for the Seminary to fill the vacant position on a regular basis, the employee may be requested to return to work prior to the scheduled ending date of his/her leave. If the employee is unable to return, the position will be filled and upon termination of the original period of leave, the employee will be considered for other open positions for which he or she is qualified.

- The Seminary reserves the right to terminate a leave if the reason for the absence can no longer be demonstrated as valid.
Extensions to leaves are not automatic and require the same review, recommendations and decision process as the original application.

Employees are expected to return to work at their normal starting time on the next scheduled workday following the leave's end. Failure to do so will result in termination as a voluntary quit.

5.8 Absence for Military and Uniformed Services

In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), the Veterans’ Benefit Improvement Act of 2004 and to support those serving in our country’s military and uniformed services, the seminary is pleased to extend appropriate leave benefits to regular staff, faculty and administrative employees who are serving in the military and uniformed services.

Individuals serving in the military and uniformed services are encouraged to contact the Human Resources Department for details on leave eligibility, notice requirements, leave duration, benefit provisions and reinstatement criteria. Generally, a regular employee is eligible to be granted leave and reinstatement by providing appropriate notice (advance notice when possible), having less than 5 years of cumulative military/uniformed service while employed by Gordon-Conwell, returning to work or applying for reemployment in a timely manner after the conclusion of service (to be determined based upon length of military service), separating from military service under honorable conditions and assuming that an individual’s position would not have been otherwise impacted (during but not related to military service) and thus eliminated under an institutional reduction in force.

Military leave is generally unpaid; however, individuals may elect to utilize accrued vacation benefits or personal holiday time at the onset of the leave. Seminary provided health insurance may be continued by the employee and his or her covered dependents for up to 24 months while in the military and at the individuals own expense of the full premium amount. Individuals who do not elect continued coverage during military leave, still retain rights to be reinstated to the Seminary sponsored health plan upon reemployment.

Under USERRA, an individual’s time limits for returning to work depend on the duration of military service. For service of one to 30 days – the individual must report back to work by the beginning of the first regularly scheduled workday upon completion of military service. For service of 31-180 days, the individual must make application for reemployment within 14 days of completing his or her service. And, for individuals with 181 days or more, the individual must make application for reemployment within 90 days after completing his or her military service. The Seminary will make reasonable efforts to qualify returning employees for reemployment into the position that the individual would otherwise be entitled to hold such as refresher training, technological updates, etc.
The Seminary will not discriminate on the basis of an individual’s past or present military service or veteran status – including veterans with disabilities. For more specific information about your rights and responsibilities relating to military leave, please contact the Human Resources Department.

5.9 Absence for Jury Duty/Court Appearances

All employees called to Jury Duty or to serve as a witness in court are given time off from work. The Seminary will pay all exempt employees and all regular, full-time, non-exempt employees regular pay, less the amount paid by the state or local jurisdictions for all time served.

Regular part-time classification A and classification B non-exempt employees, as well as temporary staff employees will be paid for the first 3 days of service only, (assuming the first three days fall during their regularly scheduled days of work). After the three-day period, the state pays jurors on a per diem basis.

Employees should present the Order to Appear as soon as possible after receipt so those work schedules may be adjusted. If compensated for serving as a juror, indication of the sum received should also be presented.

When not required to serve actively as a juror or witness, employees will be expected to report to work.

5.10 Time Off to Vote

The seminary encourages employees to exercise their right to vote. While it is normally expected that an employee would have opportunity to vote before or after work, if needed, an employee will be granted unpaid time off to vote. Requests should be made to the supervisor and up to three hours will be provided to vote.

5.11 Absence for Death in Family

In an effort to assist our employees in time of death in the immediate family, it is the policy of the Seminary to allow bereavement time off with pay. Upon notification to your supervisor, you may be granted as many as three days off with pay by reason of death in your immediate family. Members of the immediate family are considered to be mother, father, wife, husband, sister, brother, daughter, son, grandparents, and these relatives of your spouse. Employees who desire more time off may request to use vacation time, personal holiday, or take days off without pay.

5.12 Volunteers for Commencement and Baccalaureate
An employee who volunteers to work at the Commencement or Baccalaureate Services or the Baccalaureate banquet will receive paid time off during the following week. For working at one activity an employee will receive one-half a day off. For working at two or more activities, an employee will receive a day off. The time off must be used during the week following commencement. The time off must be scheduled in advance with your supervisor.

SECTION VI: INSURANCE, RETIREMENT AND RELATED EMPLOYMENT BENEFITS

The following sections on group health and related benefits serve to briefly introduce employees to the various employment benefits offered by the seminary. For official information on these plans including specific eligibility guidelines, coverages, etc., please refer to the official plan documents and contracts. The seminary reserves the right to make changes to group health and other employment benefits at its sole discretion and the descriptions in this handbook do not represent a contract between the employee and the seminary.

6.1 Health Insurance

Full-time employees are encouraged to enroll in the health plans offered by the seminary. The group plans provide medical and dental insurance coverage to participating employees of the Seminary as well as their eligible dependents.

Enrollment in the plan is not automatic. You must apply, during the first 30 days of employment, to be enrolled. Coverage is effective the first of the month following the date of hire, or on the date of hire should it fall on the first of a month.

Should an employee decide not to participate, they may not opt to participate again until the annual open enrollment period or unless there is a qualifying family event.

Health insurance is on a contributory basis. A portion of the premium is paid for by the seminary; the remainder is paid for by the employee through pre-tax payroll deductions. The contribution amount made by the seminary is reviewed annually and is subject to change.

For more detailed information on the health insurance plans offered by the seminary as well as for information on the seminary’s compliance with the Patient Protection and Affordable Care Act, please contact the Human Resources Department or refer to the official plan documents.
Consolidated Omnibus Budget Reconciliation Act (C.O.B.R.A.)

Under a federal law, commonly known as COBRA, employees and beneficiaries may be eligible to continue on the group health plan for a limited time at their own expense, following events such as termination, death, reduction of employment hours, divorce or separation, retirement, or other covered qualifying events when their coverage under such plan would otherwise cease.

For more information, including your rights and responsibilities under this Act, please contact the Human Resources Department or refer to the COBRA "Very Important Notice" (Appendix D.2)

6.2 Life and Accidental Death & Dismemberment Insurance

Group term life and accidental death and dismemberment insurance is currently provided for all full-time employees.

Application for enrollment in the plan is made at the time your full-time employment begins and is effective the first of the month following the date of your full-time employment or on the date of your full-time employment, should it fall on the first of a month.

6.3 Long Term Disability Insurance

The Seminary covers each of its full-time employees for long term disability and assumes the full premium for this currently insured coverage. The benefit amount is at 60% of an employee's insured monthly earning subject to a maximum amount of $5,000 per month. There is a six-month qualifying period prior to the onset of benefits, subject to the terms of the plan. The seminary will provide extended sick pay to eligible employees to maintain continued income during the waiting period (refer to "Sick Time" section V.3). For more information on the long-term disability insurance coverage, please refer to the "Schedule of Insurance" in your long-term disability materials or contact the Human Resources Department.

6.4 Workers’ Compensation

All employees are covered under the Worker's Compensation Act. The cost of this coverage is paid by the Seminary.

All on-the-job accidents, no matter how slight, should be reported to your supervisor and to the Human Resources Department. Medical attention, if needed, may be received at the nearest hospital of your choice. An accident form must be completed and forwarded to the Human Resources Department for appropriate filing.

Should on-the-job injuries or illnesses result in time lost from work, you will be paid in accordance with the sick leave policy for as long as necessary or until your sick leave is
exhausted. Any payments received from the Worker’s Compensation insurance for time already compensated by the seminary are to be returned promptly to the seminary. Any of these injury or illness absences not covered by the sick leave benefit will be subject to the Workers’ Compensation program in accordance with the appropriate rules and state and federal regulations.

(Please refer to section III.9 "OSHA Policy Statement" for more information on the Seminary's policies in this area.)

6.5 Supplemental Life Insurance Plan

A voluntary supplemental group term life insurance plan is available to eligible employees. This coverage is paid for through convenient payroll deductions and allows for savings as employees are purchasing insurance at group rates. Please refer to the plan booklets and documents for information on benefits, eligibility, and coverage.

6.6 Vision Insurance Plan

Vision insurance is available to eligible employees. The voluntary group plan provides vision insurance coverage to participating employees of the seminary as well as their eligible dependents. Employees must enroll within the first 30 days of employment or during the annual open enrollment period. Coverage is effective on the first of the month following date of hire (or on the date of hire should it happen to fall on the first of the month), or on July 1st if elected during open enrollment. Please refer to plan brochures and documents for detailed information, cost and official coverage guidelines.

6.7 Legal Insurance

This voluntary legal insurance plan is available to eligible employees and paid through convenient payroll deductions. Please contact Human Resources for policy brochures and information on plan benefits, rates and eligibility.

6.8 Flexible Benefits / Reimbursement Accounts & Premium Conversion

Full-time employees are eligible to participate in the Seminary’s Flexible Benefits/Reimbursement Accounts Plan. This plan not only converts your contributions towards the Seminary health insurance plans into a pre-tax expense, but also allows you to defer a portion of your compensation into a benefit vehicle known as a reimbursement account or spending account. You use the balance in these accounts to reimburse yourself for qualified expenses. The ability to build a personal benefit program on a tax-favored basis is the prime advantage of the spending account plan.

You may establish reimbursement accounts for two separate categories of predictable expenses: health care expenses and dependent care assistance. Participants should
be aware, however, that they cannot change their elections during the plan year unless they have a qualifying change in family status. Also, any amounts unused will be forfeited at the end of the plan year claims period so participants should make elections carefully and conscientiously.

You may build a completely new plan each year. Eligible employees may decide to participate at their time of hire and/or during the annual re-enrollment period each year.

Information on the plan including enrollment forms, the summary plan description and worksheet can be obtained from the Human Resources Department.

6.9 Retirement Plan

The retirement plan is administered by the Teacher's Insurance and Annuity Association of America and the College Retirement Equities Fund (TIAA-CREF). Eligible employee may participate beginning with the first of the month on or following date of hire. There is a two-year service requirement before funds attributable to seminary contributions become vested.

Eligibility requirements and the various policies, procedures and options of the retirement plan are available in the Human Resources Department and in the Summary Plan Description. Information is automatically provided to you when you become eligible, and all retirement plan information is updated as needed.

Also available are tax-deferred annuities offered by TIAA-CREF through the Seminary. These tax deferred annuities (including the group supplemental retirement annuity) can supplement your core retirement plan savings. These tax-deferred contributions, which are conveniently made through payroll reductions, are over and above any amounts that may be contributed to your basic Defined Contribution Retirement Plan by you and/or the Seminary. If you are interested in learning more about the core Defined Contribution Plan or the Tax Deferred Annuity Plan, please contact the Human Resources Department to obtain official information on these plans.

6.10 Service Award Program

Successfully carrying out the daily operations and mission of the Seminary is dependent upon long term service by dedicated staff employees.

The Seminary formally recognizes the service of full-time and part-time employees through the presentation of service award gifts at five-year intervals.

6.11 Tuition Benefit Program

As an institution of higher education and as part of our belief in encouraging individuals to become knowledgeable of God's inerrant Word, competent in its interpretation,
proclamation and application in the contemporary world, we encourage employees to take advantage of the educational courses offered at the Seminary. In upholding this belief, we are pleased to make available various tuition audit, waiver and scholarship benefits to eligible employees.

All active full-time employees are eligible to take advantage of this benefit, beginning with courses that start after the employee completes two-years of regular, full-time service as a staff member. (For example, an employee hired as full-time in August 2005, would be eligible for this benefit as of the Fall semester 2007.) Eligible employees who wish to take courses through this benefit program must meet regular admission requirements and pay the standard application fee. Full-time employees include all exempt and non-exempt employees working 30 or more hours per week. It should be understood that should an individual's status change, and they are no longer employed by Gordon-Conwell, or no longer working in a full-time capacity, this benefit will no longer apply. If there is a change in status during the time an employee is enrolled in a course(s) for which tuition has been waived, then that course(s) will be covered under the tuition benefit. All subsequent courses, however, will not be covered by this benefit. Please note that a courtesy audit benefit is available to staff who wish to take classes themselves during the two-year wait period.

With their supervisor's approval, an employee may take up to a maximum of three courses per calendar year under this benefit program (any additional courses would be paid for by the employee): Normally, one course per fall semester and one course per spring semester, and one course during summer or during winter session. A maximum of one course per semester or session may be allowed during an employee’s normal working hours, but only if the following criteria are met:

1. The employee has received the supervisor's initial verbal and subsequent written approval to do so.

2. The employee agrees to make up the time they miss because of a class during the same day or within that same workweek. The employee's supervisor will decide which option is utilized.

3. The employee fully understands that his/her primary role at Gordon-Conwell is that of an employee, and should work performance suffer in any way because of involvement in course work, the team leader has the right to withdraw this privilege.

An employee should further understand that due to the intensive nature of many courses, especially courses offered during winter or summer session, the supervisor has the authority to approve or disapprove an employee’s request to take such a course under tuition waiver based upon the nature of the course, the nature of the individual's job, departmental needs and the supervisor’s objective judgment of the particular situation.
The waiver of tuition benefit applies to regular curriculum courses, and courses offered through the Boston Theological Institute program. The waiver of tuition also applies to independent study programs and directed study courses and Semlink, however, the student is required to pay upfront the portion of the tuition which covers the Seminary's cost of course materials and faculty stipend. Certain masters' level specialized educational programs such as the MA in Counseling are also covered under the tuition waiver benefit. Considering these types of programs have limited enrollment, the Seminary reserves the right to deny an individual the privilege of taking related courses under the tuition waiver benefit if such individual's enrollment replaces that of a paying student (i.e., if the course limit is near or at maximum). The waiver of tuition benefit applies to the Doctor of Ministry program. For staff, the typical annual Doctor of Ministry residencies and associated projects are equal to 3 courses under the waiver benefit. As fees are not covered under the tuition waiver policy for any degree program, Doctor of Ministry continuation fees are not eligible for waiver.

The Ockenga Life and Ministry Diploma is also available at a reduced rate for staff members. (For more information, please contact the Ockenga Institute.)

The tuition benefit is also extended to spouses and children of full-time employees (but not the spouse of employee's children) beginning with courses that start after the employee has satisfied the two-years of full-time service requirement. This benefit is equal to 50% of the net tuition bill (fees not included), awarded through the Financial Aid Office. (The spouse or child must apply for financial aid through the normal process.) Eligible spouses and children must also pay the application fee, as well as any other applicable fees associated with being a student, however, no matriculation deposit is required. Regular admission requirements must be met. (Please note that under current regulations scholarships awarded to the spouse or children of an eligible employee are ordinarily NOT considered taxable income. Employees are encouraged to seek their own tax advisors to satisfy themselves about applicable tax issues.)

The tuition benefit is slightly different for the spouse and children of faculty members and members of the President’s Administrative Team (please contact the HR Office for specific guidelines and eligibility), and will be treated as taxable compensation to the employee – in compliance with federal tax rules.

Again, this waiver of tuition benefit and scholarship benefit applies only to the above-mentioned courses, and the benefit will immediately be withdrawn should a spouse’s partner, or a child’s parent’s status change (i.e., they are no longer employed by Gordon-Conwell, or they no longer work on a full-time basis.) If a spouse or child is enrolled in a course(s) during the time the employee has a change in status, that course(s) will be covered under the tuition benefits, however, future courses will not be eligible.

There is no limit on the number of courses a spouse or child may take per year or semester, unless a limit is deemed necessary by the Seminary, such as in programs with limited enrollment.
It is an employee’s responsibility to apply for this benefit (forms available from the HR office), and submit required forms in a timely manner each semester by the set deadlines.

As with all policies outlined in this Handbook, the Tuition Benefit Program is subject to change including termination at any time.

6.12 Scholarships at Gordon College

Children and spouses of full-time staff members may be eligible for the Gordon-Conwell Scholarship (currently at 75 percent of tuition) at Gordon College for undergraduate education, pending admission to the college. This aid will be awarded by Gordon College as part of its regular aid awards and is subject to review on an annual basis. This benefit is available to full-time, active employees after a 5 year service requirement has been met.

6.13 OTHER BENEFITS

Please also refer to the Appendices A, B, C and D for campus specific services and benefits.

SECTION VII: DISCIPLINARY PROCEDURES AND TERMINATION ISSUES

7.1 Disciplinary Procedures

Like at all other institutions and organizations, order and discipline are necessary at the Seminary to promote efficiency, service and cooperation. For this reason, it may be helpful to identify some examples of types of conduct that are not appropriate and that may lead to disciplinary action, possibly including immediate termination. Although it is not possible to provide an exhaustive list of all types of such conduct, following are some types of prohibited conduct:

• Any conduct which is inconsistent with the standards of the Seminary including failing to adhere to the fundamental Christian beliefs and principles set forth in the Employee Standards, Community Life Statement and Mission Statement.

• Violation of Seminary policy on Drugs and Alcohol.

• Theft, pilferage, or misappropriation of funds, property, records or supplies belonging to the Seminary or members of the Seminary community.
• Breach of confidence with regard to personal or business affairs of anyone in the Seminary community.

• Bringing onto Seminary property, dangerous or unauthorized materials, such as explosives, firearms or other similar items.

• Sexual harassment or other unlawful harassment.

• Insubordination, including improper conduct toward a supervisor or refusal to perform tasks assigned by a supervisor in the appropriate manner.

• Serious discourtesy directed to those in the Seminary community.

• Excessive absences or tardiness. (Note: absence of three consecutive days without notification to your supervisor is automatically considered a voluntary termination unless such failure to notify is due to a physical inability to do so or other acceptable reasons.)

• Unsatisfactory performance.
  - Idleness

• Violation of any other official Seminary policy.

It is important that all employees regularly perform to the best of their abilities. There will be occasions, however, when employees perform at an unsatisfactory level, violate a policy, or commit an act that is inappropriate. In such cases, the Seminary may choose to exercise its discretion to utilize forms of discipline that are less severe than termination. Examples of forms of less severe action include oral warnings, written warnings and probation.

Gordon-Conwell will, if possible, follow the procedures described in this section. Nothing in this policy gives an employee the right to receive any particular level of discipline in any given situation, nor does anything in this policy limit Gordon-Conwell or the employee's right to terminate employment at any time, with or without notice.

The disciplinary process may result in one or more of the following sanctions:

**Sanction 1: Oral Warning**

The supervisor discusses with the employee specific reasons for the warning. A specific time may be given in which to correct the performance. The initial oral warning is documented and a copy is kept at the Human Resources Department in the employee’s personnel folder.
Sanction 2: **Written Warning**

If the employee's performance does not improve, or the violation is serious enough, a written warning is given by the supervisor. This warning may indicate that continuance of this performance may be cause for further disciplinary action up to and including probation or termination. The employee will be given a copy of the written warning, and the original will be placed with the Human Resources Department, kept in the employee's personnel folder.

Sanction 3: **Probation**

If the employee's performance does not improve or the violation is serious enough, the supervisor may put the employee on probation which may include additional various expectations, requirements and actions. The terms of the probation will be put in writing provided to the employee and an original will be placed with the Human Resources Department, and kept in the employee's personnel folder.

Sanction 4: **Termination**

If the employee's performance does not improve, or should in the judgment of the Seminary the violation warrant immediate termination, the Seminary will terminate the employee.

While one or more of these sanctions may be imposed in connection with a particular employee, no formal order or system is necessary. The Seminary may terminate the employment relationship without following any particular series of steps whenever it determines, at its own discretion, that such action is necessary.

Nothing in this section on Discipline shall be interpreted to contradict the nature of the at-will employment. As stated elsewhere, employees are employed at-will. As permitted by law, this means that the Seminary and the employee are free to end the employment relationship at any time for any reason, or for no stated reason, with or without notice.
7.2 Termination Issues

Voluntary Terminations

Resignations

An employee may decide to voluntarily resign from his or her position at any time, for whatever reason he or she chooses.

If for some reason you chose to leave the employ of the Seminary, please talk it over with your supervisor before making a final decision. The talk may be helpful to you both; many problems may be resolved through such a discussion.

If an employee decides to leave, he or she should submit a resignation letter to his or her immediate supervisor with a copy to the Director of Human Resources. Employees are requested, but not required, to give at least two weeks notice to the Seminary when terminating employment. Exempt employees are requested, but not required, to give at least four weeks notice.

Retirement

Retirement for staff employees is not mandatory at any age. Employees who decide to retire are requested to give the Seminary adequate notice of this decision, as is the case for all voluntary terminations.

Pre-retirement planning information and assistance is available from the Human Resources Department. Employees are encouraged to seek assistance from the Human Resources Department as well as other sources such as the Social Security Administration; TIAA-CREF, etc. well in advance of the retirement date so that ample time is available for planning and decision making.

Involuntary Terminations

Discharge

The Seminary has the right to discharge any employee with or without cause and with or without notice.

Employees who are discharged will be paid all wages due them, including accrued unused vacation time, according to federal and state law.

Reduction in Force
A reduction in force ordinarily occurs with the elimination of a position, or the reduction of hours of a position, which may result from a change in the Seminary's programs, from budgetary restrictions, from the restructuring of a department, from the expiration of a grant, etc. Before it is implemented, a proposed reduction in force must be reviewed by the President's Leadership Team, the Director of Human Resources, and the supervisor.

The Human Resources Department will be available to offer assistance to the affected employee in the way of job search support including assistance with resume preparation, interviewing skills and out placement referral. The Human Resources Department will also consult with the employee on benefit continuation issues and will conduct normal exit interview procedures.

Although the Seminary cannot guarantee alternative placement, if an employee's position has been eliminated through a reduction in force, she/he will receive consideration for other appropriate positions available at the Seminary for which she/he is qualified.

**Exemption from Unemployment Insurance**

For employees working in Massachusetts, the Seminary is exempt from the provisions of the Massachusetts Employment Security Law. The Seminary is considered exempt under the law as our operations are performed primarily for religious purposes.

Former employees working in Massachusetts are therefore not eligible to collect unemployment compensation based upon employment at Gordon-Conwell.

Employees working in North Carolina or Florida should contact the director of human resources for more information.

**Exit Interview**

All employees who leave the Seminary will participate in an exit interview with the Director of Human Resources. In addition to the interview itself, benefit continuation matters will be discussed, payroll matters including calculation of accrued unused vacation time that will be paid will be confirmed, keys and issued ID cards will be accepted, etc.

Upon termination from employment for any reason, by either employee or the Seminary, the employee shall immediately return all Seminary property to the supervisor and provide all passwords utilized by the employee to the supervisor.
APPENDIX A – HAMILTON CAMPUS

A.1 Chapel

Members of the Seminary community on the South Hamilton campus are encouraged to worship with the community at the All School Chapel, which is held once a week on Wednesday mornings from 11:10 AM – 12:00 PM. All school offices, faculty offices, the library, the cafeteria, the Book Centre and other service areas are closed for the full hour and no meetings other than community worship are scheduled at that time. The only services maintained during this hour will be those of campus safety and security as well as the receptionist. These are for the purpose of handling only emergencies.

Employees are also encouraged to attend chapel on the other days of the week on which chapel is held with the understanding that this attendance be compatible with your workload and with the approval of your supervisor. (Making up the work time missed is at the discretion of the supervisor.)

A.2 Staff Prayer Meetings

You are invited and highly encouraged to attend the weekly staff prayer meeting. Please be sure to coordinate with your supervisor to ensure that your absence from your office is compatible with needs of your department. Weekly prayer meeting is held on the Hamilton campus every Monday at 8:00am. This prayer meeting is led by a staff member on a voluntary basis.

A.3 Parking and Automobile Regulations

You have the responsibility to register your automobile with the Department of Public Safety, Campus Safety and to follow the regulations of the Seminary in regard to automobile use on the campus. For further information, see the document entitled "Campus Guide to Auto and Public Safety Regulations" on the website www.gcts.edu under Current Students, Hamilton Main Campus, Campus Safety, Automobile Regulations: Hamilton Campus.

A.4 The Bennett Center at Gordon College

The Bennett Center at Gordon College offers aerobics classes, the use of racquet ball courts, a pool, a rock climbing wall, and exercise equipment at a discount for Gordon-Conwell staff and spouses of staff. For details please contact the Bennett Center directly.

A.5 Check Cashing
Employees are permitted to write personal checks for cash at the Cashier's window during its open hours. The maximum that may be cashed is $100 per day and checks are to be made out to "GCTS Cash".

A.6 Keys

Keys are issued by the Department of Public Safety, Campus Safety and must be returned directly upon termination of employment. Unauthorized use of Seminary keys is prohibited and may result in disciplinary action. Keys remain the property of the seminary and are not to be duplicated, loaned or given to anyone other than the individual to whom the key was issued.

A.7 Lost and Found

The Department of Public Safety, Campus Safety office is in charge of lost and found articles.

A.8 Library Services

Employees are welcome to use Gordon-Conwell Libraries and may check items out. Hamilton staff may make interlibrary loan requests.

A.9 Mail Services

Incoming mail will be distributed by noon Monday through Friday. Outgoing mail is picked up each afternoon, Monday through Saturday. There is no mail delivery on Sundays or federal holidays. There is a drop in the mailroom lobby for mail addressed to members of the Seminary community. This mail is placed in the boxes often throughout the day. Authorized notices in quantity for the students and/or faculty and staff should be given to the mail clerk for distribution. The mailroom window is open from 9:00 AM until 4:00 PM, Monday through Friday.

A.10 Food Services

Meals are served in the cafeteria. Dining Services at Gordon Conwell is managed by Sodexo Campus Services.

Vending Machines
Vending machines offering beverages and snacks are located in Kerr and the Academic Center.

Catering Services
For those who are planning private parties and/or weddings, Sodexo offers a full repertoire of catering services as part of their Campus Dining Program. From simple
parties and bountiful buffets, to elaborate dinners and elegant events, the Catering Department can be the solution to students' special needs. For more information, please contact Dining Services at 978-646-4041 or visit http://www.gordonconwell.edu/hamilton/current/Food-Services.cfm.

A.11 Notary Service

Notary services are available through the Office of the Vice President for Finance and Operations.

A.12 Sales and Services on Campus

The granting of concessions on campus is the prerogative of the Vice President for Finance and Operations. The regulation governs any business projects or solicitations undertaken on campus sponsored by students, faculty, staff or other individuals and organizations.

As a general policy, there can be no business activity which is in direct competition with any of our auxiliary enterprises; specifically, the exhibit and sale of books other than through Book Centre is prohibited.

A.13 Give and Take Shoppe

The Give-And-Take Shoppe, located on the South Hamilton campus, is a ministry available to the whole Seminary community for free clothing exchange, maintained by volunteers. The shoppe is open during posted hours. Drop your donations at the door and feel free to take anything you need. For more information contact Student Life Services.

A.14 Use of School Facilities

The use of school facilities can be coordinated through the Physical Plant office.

A.15 Weekly Announcements

A weekly announcement sheet called the Friday A.M. is emailed each Friday while school is in session. During the summer months, the Friday A.M. is published only once a month in June and July, with no publications in August. Items for Friday A.M. are to be submitted via email to Copy Services by noon on Wednesday prior to the next Friday’s publication.

A.16 Staff Association
The Gordon-Conwell Theological Seminary Staff Association was organized in 1976. All employees who are not members of the President’s Leadership Team or faculty and who fill officially designated staff positions are members of the Staff Association.

The primary purposes of the Association are to serve as a forum in which various needs and concerns can be expressed and to cultivate and preserve community within the staff.

The Association is directed by an Executive Committee whose responsibilities are to plan opportunities for staff fellowship, coordinate all committee activities and to act as a communication channel between the Staff and Administration.

A.17 Nursery School Scholarships

Scholarships are available for children of full-time, benefits eligible staff, faculty and administrative employees who are enrolled in Gordon-Conwell’s Nursery School program. The benefit is a 50% of tuition scholarship for a 2 (half day) program at the Nursery school for each child enrolled. (Note: this is the maximum scholarship amount available per term regardless of the number of days a child is enrolled at the nursery school.)

The scholarship is available beginning with Nursery School terms that begin after the employee’s date of hire or date of change into a benefit eligible position. (If an employee has a change in status and is no longer eligible, the scholarship benefit would continue through the end of that term only.)

Scholarship application forms are available through the HR Office or the Nursery School. Any questions regarding a child being admitted or enrolled in the Nursery School should be directed to the Director of the Nursery School.

A.18 Credit Union

The Seminary participates in the services provided by Metropolitan Credit Union. Metropolitan Credit Union is a state-chartered credit union servicing local communities. They offer competitive interest rates on savings and loans to their members. Payments can be arranged through convenient payroll deductions.

An employee of the Seminary is eligible to become a member of the credit union by completing the credit union application form, which is available in the Human Resources Department.

A.19 Group Automobile & Homeowners Insurance

The Seminary offers a group automobile and homeowners insurance to benefit eligible employees. This can be paid through payroll deduction over a 12-month period without
interest charges. There is a discount on the automobile insurance and there may be a
discount on the homeowner’s policy,

Please see the Human Resources Department for full details and appropriate forms.

A.20 On-campus Housing Policy for Faculty and Staff

Pending availability of seminary apartments, there are some limited opportunities for
staff to live conveniently on-campus. Staff are encouraged to contact the Housing
Office for details on availability, application procedures and policy guidelines. Typically,
application is made during the late spring and summer months.

APPENDIX B – BOSTON CAMPUS

B.1 Nursery School Scholarships

Scholarships are available for children of full-time, benefits eligible staff, faculty and
administrative employees who are enrolled in Gordon-Conwell’s Nursery School
program. The benefit is a 50% of tuition scholarship for a 2 (half day) program at the
Nursery school for each child enrolled. (Note: this is the maximum scholarship amount
available per term regardless of the number of days a child is enrolled at the nursery
school.)

The scholarship is available beginning with Nursery School terms that begin after the
employee’s date of hire or date of change into a benefit eligible position. (If an
employee has a change in status and is no longer eligible, the scholarship benefit would
continue through the end of that term only.)

Scholarship application forms are available through the HR Office or the Nursery
School. Any questions regarding a child being admitted or enrolled in the Nursery
School should be directed to the Director of the Nursery School.

B.2 Credit Union

The Seminary participates in the services provided by Metropolitan Credit Union.
Metropolitan Credit Union is a state-chartered credit union servicing local communities.
They offer competitive interest rates on savings and loans to their members. Payments
can be arranged through convenient payroll deductions.

An employee of the Seminary is eligible to become a member of the credit union by
completing the credit union application form, which is available in the Human Resources
Department.
B.3 **Group Automobile and Homeowners Insurance**

The Seminary offers a group automobile and homeowners insurance to benefit eligible employees. This can be paid through payroll deduction over a 12-month period without interest charges. There is a discount on the automobile insurance and there may be a discount on the homeowner's policy.

Please see the Human Resources Department for full details and appropriate forms.

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**APPENDIX C – CHARLOTTE CAMPUS**

C.1 **Weekly Staff Prayer Meeting**

Weekly staff prayer meetings are regularly held on the Charlotte campus and Jacksonville site on Wednesday mornings from 9:15 AM – 9:45 AM. All staff and faculty are encouraged to attend.

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**APPENDIX D – JACKSONVILLE CAMPUS**

**APPENDIX D -- MISCELLANEOUS**

D.1 **Statement of Non-Discrimination**

Gordon-Conwell Theological Seminary, as an equal opportunity employer and as an institution which receives federal funds, is committed to non-discrimination against employees and employment applicants.

In the spirit of and in compliance with related laws, all employment related decisions are made without regard to an individual's race, age, physical or mental disability, military service, color, gender, national origin, genetic information, or ancestry. These non-discriminatory policies and practices apply to our educational programs and activities and extend to the employment, admissions, and recruitment of both students and employees.
Individuals, who have questions concerning the Seminary's policies of non-discrimination relating to employment, are encouraged to bring them to the attention of the Director of Human Resources.

Employees should be aware that the Seminary has an officially designated Title IX Coordinator; Ms. Lita Schlueter, Dean of Students/Director of Student Life Services, Kerr Building 318, (978) 646-4060 or litas@gcts.edu.

**D.2 COBRA VERY IMPORTANT NOTICE**

**Continuation Coverage Rights Under COBRA**

Introduction
With regard to being covered under your employer’s group health plan (the Plan); this notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan, as well as other health coverage alternatives that may be available to you through the Health Insurance Marketplace (the Exchange). This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who are covered under the Plan when they would otherwise lose their group health coverage. For additional information about your rights and obligations under the Plan and under federal law, you should review the Plan’s Summary Plan Description or contact the Plan Administrator.

What is COBRA Continuation Coverage?
COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a “qualifying event.” Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a “qualified beneficiary.” You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because either one of the following qualifying events happens:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.
If you are the spouse of an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because any of the following qualifying events happens:

- Your spouse dies;
- Your spouse’s hours of employment are reduced;
- Your spouse’s employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events happens:

- The parent-employee dies;
- The parent-employee’s hours of employment are reduced;
- The parent-employee’s employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the plan as a “dependent child.”

There may be other coverage options for you and your family. When key parts of the healthcare law take effect, you’ll be able to buy coverage through the Health Insurance Marketplace. In the Marketplace, you could be eligible for a new kind of tax credit that lowers your monthly premiums right away, and you can see what your premium, deductibles, and out-of-pocket cost will be before you make a decision to enroll. Being eligible for COBRA does not limit your availability for coverage for a tax credit through the Marketplace. Additionally, you may qualify for a special enrollment opportunity for another group health plan for which you are eligible (such as a spouse’s plan), even if the plan generally does not accept late enrollees, if you request enrollment within 30 days.

**When is COBRA Coverage Available?**

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, or the employee’s becoming entitled to Medicare benefits (under Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event.

**You Must Give Notice of Some Qualifying Events**
For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child’s losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide this notice to: Laura Bowerman, Assistant Director, HR.

How is COBRA Coverage Provided?

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), your divorce or legal separation, or a dependent child's losing eligibility as a dependent child, COBRA continuation coverage lasts for up to a total of 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement. For example, if a covered employee becomes entitled to Medicare 8 months before the date on which his employment terminates, COBRA continuation coverage for his spouse and children can last up to 36 months after the date of Medicare entitlement, which is equal to 28 months after the date of the qualifying event (36 months minus 8 months). Otherwise, when the qualifying event is the end of employment or reduction of the employee’s hours of employment, COBRA continuation coverage generally lasts for only up to a total of 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

Disability extension of 18-month period of continuation coverage

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of continuation coverage. In this event, please notify Laura Bowerman, Assistant Director HR within 60 days.

Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event while receiving 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if
notice of the second qualifying event is properly given to the Plan. This extension may be available to the spouse and any dependent children receiving continuation coverage if the employee or former employee dies, becomes entitled to Medicare benefits (under Part A, Part B, or both), or gets divorced or legally separated, or if the dependent child stops being eligible under the Plan as a dependent child, but only if the event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

If You Have Questions

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor’s Employee Benefits Security Administration (EBSA) in your area or visit the EBSA website at www.dol.gov/ebsa. (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA’s website.)

Keep Your Plan Informed of Address Changes

In order to protect your family’s rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

Plan Contact Information
The Human Resources Office
(978) 646-4051
Gordon-Conwell Theological Seminary
130 Essex Street
South Hamilton, MA 01982
Employee Acknowledgment Form

The employee handbook describes information about the seminary’s policies and procedures, and my responsibilities as an employee. Since the information, policies, and benefits described here are subject to change, I acknowledge that revisions to the handbook may occur without prior notice. I understand that revised information may supersede, modify, or eliminate existing policies before such notices are officially published.

I acknowledge that the handbook does not create a contract of employment between myself and the seminary. The terms of my employment have been set out in the initial offer of employment.

Accordingly, I understand that my employment is “at will” and that neither I nor the seminary is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time for any reason. Nothing in the Handbook should be construed to amend or limit the “at will” nature of the employment relationship.

I understand that I should consult with the Human Resource department regarding any questions concerning the handbook or other matters. I acknowledge that I have read this Employee Acknowledgment Form.

A copy of this form must be signed, dated and returned to the Human Resources Office. Thank you.

______________________
Printed Name:

______________________
Signature

______________________
Date