



**STAFF
HANDBOOK**

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Kansas Campus

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WELCOME LETTER

Welcome to Saint Paul School of Theology. As our mission statement suggests, we strive to prepare “people for innovative, creative ministry through rigorous academic life; the exploration of Scripture, tradition, and ministry practices; and diverse, contextual experience.” I am grateful to you for helping us pursue our work.

This handbook contains the policies and procedures that aid all of us at Saint Paul in serving our students, advancing our mission, and promoting a healthy work environment at our campuses in Kansas City and Oklahoma City as well as in our online programs. Your knowledge of and adherence to these policies and procedures will not only promote your work but will benefit all of us who work alongside you.

Thank you for joining us at Saint Paul and for your part in preparing our students for their vocations.

Grace and Peace,

A handwritten signature in blue ink that reads "Neil Blair". The signature is written in a cursive style with a large initial "N".

Neil Blair
President

Our Mission

Centered in Christ and rooted in the Wesleyan tradition, Saint Paul School of Theology is a seminary of intentional relationships committed to the formation of people for innovative, creative ministry through rigorous academic life, the exploration of Scripture, tradition, ministry and practices, and diverse, contextual experience.

Our Values

Heritage

We believe that our mission is in faithful response to the call of Christ Jesus to preach the Good News, to care for those who are in need of healing, and to set at liberty those who are oppressed. This learning community is founded on the revelation of God disclosed in the witness of Scripture, and the life of the church, rooted in the Wesleyan and United Methodist traditions, and lives and works in the context of the ecumenical church and with people of other religious traditions.

Education

We believe that holistic formation for ministry and mission happens in the context of a worshipping Christian community which models the interconnectedness of all life by its participatory decision-making processes and corporate life.

As an educational community we are committed to pluralistic, functional teaching and learning across geographic divides, emphasizing interdisciplinary studies and a diversity of perspectives toward a goal of preparing leaders with theological integrity.

We believe that this theological education must include rigorous scholarship, lifelong learning, integrated reflection/practice, and a global outlook.

Focus of Ministry

We are committed to providing theologically informed and competent leadership for the local church and for the church at large through the preparation of both clergy and laity, and through the corporate witness and service of the seminary.

This ministry should be characterized by prophetic vision, caring presence, and inclusive evangelism.

FOREWORD

Whether you have just joined our staff or have been at Saint Paul School of Theology for a while, we are confident that you will find our institution a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of Saint Paul School of Theology to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Human Resource department. This handbook does not confer any contractual right, either express or implied, to remain in the institution's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the institution, or you may resign for any reason at any time. No supervisor or other representative of the institution (except the President or Board of Trustees) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

The procedures, practices, policies, and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except Saint Paul School of Theology employees and others affiliated with Saint Paul School of Theology whose knowledge of the information is required in the normal course of business.

Some subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

Any questions you have regarding this handbook or information contained within should be addressed to the Human Resource department at 913-253-5060.

SECTION ONE

COMMITMENT TO EQUAL OPPORTUNITY

Saint Paul School of Theology welcomes persons from all backgrounds and beliefs to join our Community. We seek to create and foster a sense of community that facilitates the development, both personal and professional, of all our members, including faculty, staff, and students. Saint Paul School of Theology is committed to providing equal opportunities for all persons regardless of race, color, creed, religion, sex, pregnancy status, sexual orientation, marital status, national origin or ancestry, age, gender, disability, citizenship or impending citizenship status, gender identity, veteran status, or any other status protected by law (“protected status”). This is reflected in all policies, programs, and procedures of the Seminary. Saint Paul School of Theology complies with all applicable federal, state, and local equal opportunity laws and strives to keep the institution free from all forms of illegal discrimination and harassment.

As part of its commitment to equal opportunity, the Seminary is committed to providing reasonable accommodation to qualified individuals with disabilities. Any applicant or employee, who requires reasonable accommodation to complete the application process, and/or to perform the essential functions of the job, should contact the Director of Human Resources. Any student with a disability who requires assistance to ensure access to educational opportunities should contact the Associate Dean of Students.

Consistent with the requirements of Title IX of the Education Amendments of 1972* and its implementing regulations, and Section 504 of the Rehabilitation Act of 1973* and its implementing regulations, Saint Paul School of Theology has designated individuals responsible for coordinating the Seminary’s Title IX and Section 504 compliance. Students or employees with concerns or complaints about discrimination on the basis of sex or disability in employment or an education program or activity may contact any one of the following individuals:

Director of Human Resources
913-253-5060

Associate Dean of Students
913-253-5028

Vice President of Academic Affairs and Dean
913-253-5019

Equity Compliance Officer and Title IX Coordinator
913-253-5091

Individuals may also contact the Office for Civil Rights of the U.S. Department of Education.

*Title IX seeks to reduce or eliminate barriers to educational opportunity caused by sex discrimination in institutions that receive federal funding.

* Section 504 says no otherwise qualified individual in the United States shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

COMMITMENT TO ANTI-HARASSMENT, ANTI-DISCRIMINATION, AND ANTI-RETALIATION

The purpose of this policy is to uphold Saint Paul School of Theology's commitment to preserving the fundamental dignity and rights of all individuals involved in Seminary activities. Prohibited discrimination, harassment, and retaliation are contrary to the education and employment values of Saint Paul School of Theology. All members of the Saint Paul community have the right to be free from harassment, discrimination, and retaliation from anyone – students, faculty, staff, supervisors, co-workers, or others, including clergy, congregation members, vendors, suppliers, and contractors with whom the employee or student has contact as a result of the individual's employment, study, or contextual education ministry setting while at Saint Paul.

Preventing prohibited discrimination, harassment, and retaliation is the responsibility of all members of the Saint Paul community. Possible violations of this policy (a "Concern") should be reported as soon as possible to designated personnel noted in this policy. Every effort will be made to respond to Concerns of perceived prohibited conduct in a reasonable, thorough, and timely manner. If anyone feels that the Seminary has not met its obligations under this policy, that person should contact the Director of Human Resources, Associate Dean of Students, Equity Compliance Officer/Title IX Coordinator, or Vice President of Academic Affairs and Dean.

Prohibited Behaviors and Conduct

a. Discrimination.

It is a violation of this policy to discriminate on the basis of race, creed, color, religion, national origin, sex, gender, age, disability, pregnancy status, sexual orientation, veteran status, or any other status protected by law, in any educational/academic or employment programs, experiences, activities, and opportunities.

b. Harassment.

Saint Paul School of Theology prohibits unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an employee or person because of race, color, sex, religion, age, national origin, disability, pregnancy status, or any other protected status protected by law. This prohibition applies to all individuals who work for or with the Seminary, or other persons conducting business with Saint Paul. Examples of conduct prohibited by this policy include, but are not limited to, jokes, language, comments, suggestions, innuendoes, or pranks that are hostile or demeaning with regard to a protected status or have the purpose or effect of creating an intimidating, hostile, abusive, or offensive environment.

c. Sexual Harassment

As part of the above-stated policy, no student, faculty, staff, or any person may sexually harass another individual. Prohibited sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or other non-verbal conduct of a sexual nature when (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any educational program, activity, or employment; (2) submission to or rejection of such conduct by an individual is used as a basis for any education or employment decision affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's education or work performance or creating an intimidating or hostile learning or working environment. Sexual violence is a prohibited form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to use of drugs and/or alcohol or to an intellectual or other disability. Some examples of sexual violence may include, but are not limited to, rape, sexual assault, sexual battery, and sexual coercion.

Saint Paul School of Theology has zero tolerance for any prohibited behaviors or conduct and violators will be disciplined, up to and including expulsion or termination.

Any student or employee who has a question, concern, or complaint of discrimination, including harassment based on his/her protected status or retaliation is encouraged to bring the matter to the immediate attention of the Director of Human Resources, the Associate Dean of Students, Equity Compliance Officer/Title IX Coordinator, or the Vice President of Academic Affairs and Dean. Any Saint Paul School of Theology official who becomes aware of any complaint of harassment should contact Human Resources immediately.

d. Retaliation.

Saint Paul School of Theology prohibits retaliation against anyone for reporting discrimination/harassment, assisting in making a complaint, or cooperating in an investigation. Retaliation prohibited by this policy includes, but is not necessarily limited to, disparaging comments, uncivil behavior, or other negative treatment of an employee because a complaint was made pursuant to this policy or otherwise cooperated with Saint Paul's investigation. Anyone who believes he/she has experienced or witnessed retaliation should immediately notify the Director of Human Resources, the Associate Dean of Students, Equity Compliance Officer/Title IX Coordinator, or the Vice President of Academic Affairs.

ADDRESSING CONCERNS

It is Saint Paul's belief and expectation that members of the Saint Paul community will act in good faith and with consideration and respect for one another at all times and will avoid intentionally engaging in behavior that violates its policies.

All Concerns will be held in confidence to the extent practicable. However, confidentiality cannot be guaranteed. All participants in any concern are encouraged to respect confidentiality to protect the privacy and reputations of all individuals involved. Obviously, individuals may have appropriate and confidential discussions with a dean, supervisor, or the Human Resources Director regarding the matter. Any breach of confidentiality may result in disciplinary proceedings up to and including expulsion from the Seminary or discharge from employment under this or other applicable Seminary policies.

- a. **Notification.** Consistent with these expectations and beliefs, Saint Paul encourages and empowers, but does not require, any individual who experiences or witnesses conduct or behavior prohibited by its Policies to respectfully and appropriately notify the party engaging in the offending behavior that the behavior is unwelcome and/or offensive and/or perceived/experienced as a violation of a policy. Saint Paul further expects and encourages anyone who is notified that his or her communication, behavior or conduct is unwelcome and/or offensive to another or perceived/experienced as a violation of a Saint Paul policy, to be receptive to such information. It is expected that they be open to dialogue on the issue, as well as to be open to change/discontinue the referenced conduct/behavior, to strive for reconciliation, and not to punish or retaliate against another member of the community who respectfully and appropriately shares such information. Open, frank, and respectful conversations are opportunities for mutual growth, understanding and trust, for moving from brokenness to grace, from alienation to reconciliation, and from conflict to resolution. If the violation occurs under Title IX, staff are required to notify if they have seen or have been made aware of Title IX violations.
- b. **Reporting procedure.** In the event an offended party opts not to directly notify the offending party that his or her behavior is unwelcome and/or offensive and/or perceived/experienced as a violation of a policy, or if that notification does not result in a satisfactory resolution and reconciliation then the concerned party is encouraged to raise the matter within a reasonable time following the incident, usually within 180 days of its occurrence, with the Director of Human Resources, Associate Dean of Students, Equity Compliance Officer/Title IX Coordinator, or Vice President of Academic Affairs and Dean.

- c. Initiating institutional procedures to address a concern.
In order to allow Saint Paul to formally investigate incidents and to correct prohibited behaviors so as to prevent such prohibited behavior from worsening or repeating, the concerned party(ies) may be asked to make a written complaint to one of the above-named Saint Paul representatives. The Saint Paul representative will review with the concerned party the protections and procedures provided in its policies and guide her/him in the next steps toward the option(s) selected. The concerned party may be asked to sign an acknowledgement that such did occur. If the violation is a Title IX violation, those policies must be followed.
- d. Mediation. When deemed appropriate, Saint Paul School of Theology will offer all concerned parties the opportunity to participate in mediation as an option for seeking and reaching a mutually satisfying resolution and reconciliation around the behavior identified by the reporting party. Only if both (all) parties agree to mediation will mediation occur. The person identified as the mediator may be someone from within or from outside the Saint Paul community following the consent/approval of the party reporting the concern(s), the party about who the concern has been reported, and Saint Paul School of Theology.
- e. Investigation. If Saint Paul does not deem mediation an appropriate option, or mediation is not agreed to by all parties, or mediation does not result in a mutually satisfactory resolution, Saint Paul will initiate a formal investigation.

FORMAL INVESTIGATIONS OF CONCERNS

Saint Paul is committed to investigating and resolving concerns of behavior or conduct prohibited by its policies as confidentially, as quickly and as practicable for an effective investigation and resolution of the concern. The length, duration, and precise details of each investigation will necessarily depend on the particular circumstances under investigation. The complaints that might be investigated by this procedure include, but are not limited to, behaviors identified under the "anti-harassment/intimidation" and "consensual romantic or sexual relationships" policies.

- a. All Concerns deemed necessary to investigate will be promptly and thoroughly investigated by the appropriate Seminary officials, generally initiated by the Human Resources Director or the Vice President for Academic Affairs and Dean. Saint Paul will act to ensure that any improper conduct ceases immediately and corrective action is taken to prevent its recurrence. Any student, faculty, staff, or other person doing business with Saint Paul will be subject to the full range of corrective action, up to and including recommending discharge or expulsion from the Seminary. Saint Paul will inform the alleging party of the resolution of the Concern as appropriate. Saint Paul will notify the alleging party of the conclusion of the investigation.
- b. Investigators will communicate only with those who must know of the complaint and with those who may provide facts and details about the complaint. Investigations may include interviews and review of written documents in order to gather facts and details. The findings will be formalized and provided only to those who need to know.
- c. Investigators will formalize their findings in a confidential written report that will generally be provided to the President, Vice-President for Academic Affairs and Dean, and Human Resources Director, except for any person(s) about whom the concern was raised. Based on the report of the investigators, these persons will decide what action is appropriate to take toward the party about whom the concern has been raised. In all cases in which the party about whom a concern has been raised remains in the Saint Paul community, that party will receive a permanent instruction of non-retaliation. Additional action taken with respect to the party about whom a complaint has been raised could include any of the following, or a combination:

- closure with no further action toward the party about whom the complaint has been raised (except the permanent instruction of non-retaliation)
- review with the party about whom the complaint has been raised of Saint Paul's policies and expectations
- suspension
- demotion
- transfer away from complainant
- final written warning
- individualized training
- termination or removal from the Saint Paul community OR
- other action Saint Paul determines appropriate under the circumstances

d. All Concerns will be treated confidentially to the extent practicable for effective resolution. No person will suffer direct employment or educational consequences or retaliation as a result of making a good faith report or taking part in the investigation of a Concern. An individual who knowingly alleges a knowingly false or frivolous Concern against another will be subject the full range of corrective actions, up to and including expulsion and/or termination from the Seminary.

CAMPUS CONDUCT HOTLINE

As part of Saint Paul School of Theology's continuing effort to promote "zero tolerance" of unethical behavior and conduct, Saint Paul School of Theology has implemented a **Campus Conduct Hotline®** designed to make it easy to report concerns about possible violations of our institution's conduct, ethics, and employment policies. **Campus Conduct Hotline®** is available for use around the clock, seven days a week. Because the **Hotline** is operated by an independent organization, any calls made through this **Hotline** are completely confidential and anonymous. To address any question or concern about a possible violation of our ethics or employment policies, dial toll-free to **866.943.5787**. Once you have dialed the toll-free number, you will be greeted by a person who will take all the information. Within one business-day of your call, a summary of the interview will be forwarded to our institution. Our goal will be to have a basic response back to you in five business days. To receive your response, you will need to call back and provide the five-digit case number that has been assigned to you. At that time, you might be asked to provide additional information or to call back at a later date. You will be able to keep checking back for updates until your case is closed.

Because of the built-in confidentiality, it is important that you try to be as specific as possible about the information you provide. Alternatively, if you would like someone to contact you directly, you can leave your name along with a phone number where and when you would prefer to be called. To repeat, at no time are you required to identify yourself and all information provided can be completely confidential and anonymous. For more information about the Campus Conduct Hotline, please contact the Human Resources Department.

AMERICANS with DISABILITIES ACT (ADA) and the ADA AMENDMENTS ACT (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Saint Paul School of Theology to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

The Seminary will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Saint Paul School of Theology. Contact the Human Resource department with any questions or requests for accommodation.

CONFIDENTIALITY AND EMPLOYEE CONDUCT

The successful operation and reputation of Saint Paul School of Theology is built upon the principles of impartial dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. While employment with Saint Paul School of Theology is at the mutual consent of Saint Paul School of Theology and the employee, and either party may terminate that relationship at any time, with or without cause, your employment with Saint Paul School of Theology assumes an obligation to ethical and professional conduct.

Confidentiality

The continued success of Saint Paul School of Theology is dependent upon the trust of our students and constituencies and we are dedicated to preserving that trust. Employees owe a duty to Saint Paul School of Theology, its students, the church, and various other constituencies to act in a way that will merit the continued trust and confidence of all who are associated with our institution.

You are expected to maintain confidentiality, even after you leave our employment. Additionally, our students entrust Saint Paul School of Theology with important personal information. The nature of this relationship, in addition to federal laws, requires maintenance of confidentiality of all protected information. If you are questioned by someone outside the Seminary or your department and you are concerned about the appropriateness of giving them certain information, you are not required to answer. Instead, as politely as possible, refer the request to the Human Resources Office or the Registrar's Office.

In the performance of assigned duties, the staff of Saint Paul School of Theology Seminary may have access to or be involved in the processing of confidential information, including student and/or employee data, Seminary and/or business data. All staff must adhere to the FERPA (Family Educational Rights and Privacy Act). For more information about FERPA, please contact the Registrar's Office.

Use or disclosure of confidential information for personal gain or any purpose other than official Seminary business is strictly prohibited and may be grounds for discipline, up to and including employment termination. When in doubt as to whether certain information is confidential, prudence dictates that none be provided without first establishing that disclosure has been authorized by an appropriate authority. This applies to both internal and external disclosure.

Employee Professional and Ethical Conduct

Saint Paul School of Theology respects the dignity and value of individual students, staff, faculty, and visitors. Accordingly, it is expected that every employee show that same respect and concern for others so that all members of the community can achieve their full potential. When Saint Paul School of Theology has reason to believe that the conduct of any or some members of the community prevents or hampers others from performing their work, Saint Paul School of Theology will intercede.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Director of

Human Resources for advice and consultation.

To ensure orderly operations and provide the best possible work environment, Saint Paul School of Theology expects employees to follow rules of conduct that will protect the interests and safety of all employees and the institution. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or student-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from workstation during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

Compliance with this policy of ethical conduct is the responsibility of every Saint Paul School of Theology employee. Disregarding or failing to comply with this standard of conduct could lead to disciplinary action, up to and including possible termination of employment.

CONSENSUAL ROMANTIC OR SEXUAL RELATIONSHIPS

Although we recognize that close personal relationships may exist or develop between members of the Saint Paul Community, including but not limited to consensual romantic relationships, appropriate limitations on such relationships are prudent.

1. Romantic or sexual attention by any adult toward any minor child is absolutely prohibited. Any sexual abuse of a child will be reported according to applicable laws.
2. Non-consensual, or coercive romantic or sexual attention between or among adults is strictly prohibited in all circumstances as detailed in the Policy Prohibiting Harassment/Intimidation.
3. Even welcome, consensual romantic or sexual relationships between or among adults are prohibited when:
 - One party has power over the other party and/or is responsible for making decisions regarding the other party's participation in/with the Saint Paul Community, such as directing, supervising, hiring, promoting, evaluating, grading, advancing, or developing the academic or employment experience of the other party to the behavior.
 - One party has a position of confidence, authority, or spiritual guidance over the other party.

- One party is a subordinate under the other party's supervisory line of authority.
- One party is a faculty or staff member and the other is a student.
- One party is a student in a contextual education ministry setting and the other is a congregant within the same ministry setting and they were not spouses or partners prior to being assigned to the ministry setting.
- There is a potential for significant interference with either party's work or academic performance or ability to conduct himself/herself in a professional manner.
- A conflict of interest may be created by the relationship.
- Other situations as determined.

Students may enter into and create relationships with other students that do not violate the criteria set forth above and/or do not otherwise adversely affect the Community environment.

Consensual romantic or sexual relationships between employees (administrators, faculty, and staff) of Saint Paul School of Theology may be permissible if they are not otherwise prohibited by any criterion set forth above, and/or that would not otherwise adversely affect the Community environment.

All Community members – employees and students alike – should consider carefully the potential problems inherent in such relationships. At the earliest stage of a relationship between community members where there is a power differential, or the appearance of such, that may raise questions regarding its appropriateness, the persons involved shall disclose the relationship and dialogue with their supervisor and/or vice-president level administrator for guidance on appropriate precautions to protect the interests of all parties.

Failure to follow this policy may result in disciplinary action, up to and including dismissal from employment and/or the Saint Paul Community. Saint Paul representative(s) will address any incidents or situations that are reported to them.

NEPOTISM

Saint Paul School of Theology wants to ensure that practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion, and transfer. Close relatives, partners, those in a dating relationship, or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins, and domestic partner relatives. If employees begin a dating relationship or become relatives, partners, or members of the same household and if one party is in a supervisory position, that person is required to inform management and Human Resources of the relationship.

Saint Paul School of Theology reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

WORKPLACE BULLYING

Saint Paul School of Theology defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, on any location where Seminary conducts educational programs or activities or has employees and/or in the course of employment or study.” Such behavior violates the institution’s conduct policy, which clearly states that all employees will act with the utmost integrity.

The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives, that the institution will not tolerate bullying behavior. Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. Saint Paul School of Theology considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person’s work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

Employees found in violation of this policy will be disciplined up to and including termination.

VIOLENCE IN THE WORKPLACE

All employees, customers, students, and other constituents must always be treated with courtesy and respect. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, customer, student, or other constituent will not be tolerated. Saint Paul School of Theology resources may not be used to threaten, stalk, or harass anyone at the workplace or outside the workplace, and the Seminary treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence, and suspicious individuals or activities should be reported as soon as possible to a supervisor, Human Resources, or member of Saint Paul School of Theology’s management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the Human Resource department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. Saint Paul School of Theology will not retaliate against employees making good-faith reports, and the Seminary is committed to supporting victims of intimate partner violence by providing appropriate resources and providing time off for reasons related to intimate partner violence.

Saint Paul School of Theology will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a

report will be protected as much as possible, and the Seminary will not retaliate against employees making good-faith reports of violence, threats, or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, Saint Paul School of Theology may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Saint Paul School of Theology encourages employees to bring their disputes to the attention of their supervisors or Human Resources before the situation escalates, and the Seminary will not discipline employees for raising such concerns.

WEAPON FREE POLICY

In the interest of maintaining a safe academic and employment environment free of violence and danger for all students, faculty, staff, and visitors, Saint Paul School of Theology prohibits the possession, transportation, storage, or use of any and all weapons including firearms, ammunition, explosives/incendiary devices, dangerous chemicals, hazardous materials, or flammable materials on any Seminary owned or leased property (including motor vehicles) or at any Seminary-sponsored function (regardless of whether or not the party has a permit to carry a concealed firearm). The policy applies to all Seminary students, faculty, staff, contract employees, vendors, and visitors on Seminary property or at any Seminary-sponsored function. This policy does not apply to any law enforcement personnel engaging in official duties.

If students, faculty, or staff believe another person covered by this policy possesses a concealed handgun or other weapons in violation of this policy, they should immediately report this information to a Seminary official. Students, faculty, and staff should be aware that the enforcement of this policy might involve confronting individuals carrying dangerous weapons. They should not take any unnecessary risks or compromise their safety in enforcing this policy.

The Seminary reserves the right to search all personal and Seminary-owned or leased vehicles, packages, containers, briefcases, purses, backpacks, desks, enclosures, offices, or other Seminary owned/leased property for the purpose of determining whether any weapon has been brought onto its premises in violation of this policy. These searches will only be conducted in the event of reasonable suspicion a violation of this policy has occurred and will be conducted in accordance with applicable law. The President, Academic Dean, Vice Presidents, Directors, and other managers/supervisors are responsible for assuring compliance with this policy.

Failure to abide by this policy, or to report knowledge of a possible violation of it, will subject a student or faculty/staff member to disciplinary action including, but not limited to, expulsion or termination, and disclosure of the incident to appropriate law enforcement authorities.

DRUG-FREE WORKPLACE

Saint Paul School of Theology is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. The Seminary is also committed to complying with the Drug-Free Schools and Campuses Act Amendments of 1989, and the Drug-Free Workplace Act of 1988. Therefore, the Seminary has established the following policies:

Expectations. Each employee should be aware of workplace safety, realizing that impaired employees cannot perform safely or productively. The Seminary expects that all employees report to work and remain in a condition that is free from the effects of alcohol or unlawful use of drugs. All employees should remain alert to impaired behavior or substance abuse by others and report any concerns immediately to a supervisor or human resources. The legal use of prescribed drugs is permitted on the job only if it does not impair the

employee's ability to perform the essential functions of the job effectively in a safe manner for the employee, fellow employees, or students. While on Seminary premises, (including any vehicle), working offsite or while fulfilling any job responsibilities on behalf of the Seminary, Saint Paul School of Theology forbids the unlawful manufacture, distribution, dispensation, possession or use of controlled substances (excluding the lawful possession and use of prescription drugs, as described above), and the unauthorized and/or unlawful manufacture, distribution, dispensation, possession, or use of alcohol.

Further, as a condition of employment, employees must notify Saint Paul School of Theology Director of Human Resources, within five (5) calendar days if he/she is convicted of a criminal drug violation while on Seminary premises or while conducting Saint Paul School of Theology business.

Disciplinary Actions. Violations of these policies may be grounds for discipline, up to and including employment termination and referral for prosecution.

Legal Sanctions. Apart, separate, and distinct from Saint Paul School of Theology's policies, employees who engage in the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illicit or illegal drugs or alcohol are subject to sanctions under local and municipal ordinances, Kansas Statutes, the United States Code, and other applicable local, state and federal laws. Such sanctions could include, without limitation, fines and imprisonment. The severity of the sanctions imposed for drug possession or distribution offenses depends on the type and quantity of drugs, prior conviction, and whether death or serious injury resulted. Sanctions may be increased for offenses that involve distribution to minors or occur on or near Seminary premises. In addition, other federal laws require or permit forfeiture of personal or real property used to illegally possess, facilitate possession, transport, or conceal a controlled substance. A person's right to purchase a firearm or receive federal benefits, such as student loans, grants, contracts, or professional or commercial licenses may also be revoked or denied as a result of a drug conviction.

Health Risks Associated with the Abuse of Alcohol or Use of Illicit Drugs. The use, misuse, or abuse of drugs and alcohol can lead to or result in a variety of health risks including, but not limited to, addiction, dependency, physical infirmities, trauma, mental and emotional disorders, and, in some cases, harm to unborn children.

Drug and Alcohol Problems. Employees with alcohol and other drug-related problems are encouraged, and, in some cases, may be required to utilize the services of private and/or community agencies to receive appropriate information, treatment, counseling, or referral services. The Director of Human Resources will conduct a biennial review of the Seminary's Alcohol and Drug Policy to (1) determine the effectiveness of, and to implement any needed changes to, the alcohol and drug program on campus, and (2) to ensure that the disciplinary sanctions for violating standards of conduct are enforced consistently.

Testing. Drug and alcohol tests may be administered under the following conditions:

- If the employee exhibits conduct that would cause a reasonable person to believe that the employee is under the influence of drugs or alcohol
- If the employee demonstrates a level of job performance which suggests a drug or alcohol problem

An independent, professional laboratory will be used to test for the presence of controlled substances and alcohol when testing is necessary. Termination of employment may occur as a result of a violation of any provision of this policy.

SMOKE-FREE WORKPLACE

It is the policy of Saint Paul School of Theology to prohibit smoking on all Seminary premises in order to provide and maintain a safe and healthy work environment for all employees. Smoking is permitted in designated areas only. Employees who violate the smoking policy will be subject to disciplinary action up to and including immediate discharge.

INCLEMENT WEATHER

If Saint Paul School of Theology is specifically closed to staff (this does not automatically occur as a result of classes being canceled), they will be paid for the time they were scheduled to work that day, even if that time was not actually worked. The CFO/COO makes the determination to close the Seminary for staff. Staff will be notified through electronic means (email, phone alerts, messaging system). If the Seminary is open to staff, employees who do not work will not be paid, unless they elect to use vacation time to cover the absence. If a non-exempt employee is required to work on the day the Seminary is closed, he/she will receive pay for the hours worked plus 7.5 hours OR double the hours worked, whichever is greater. This only applies to those required to work. If a non-exempt employee happens to come in on a day that the Seminary is closed, but is not required to be in the office, he/she will receive normal pay. For the safety of the employee, the Seminary encourages staff to stay home when the Seminary is not open for business.

WHISTLEBLOWING

If any Trustee, employee, or student reasonably believes that some policy, practice, or activity of Saint Paul School of Theology is in violation of law, a written complaint may be filed by that person with the President or Chairperson of the Board of Trustees.

It is the intent of Saint Paul School of Theology to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all Trustees and employees is necessary to achieving compliance with various laws and regulations.

A person is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of the President or Chairperson of the Board of Trustees and provides Saint Paul School of Theology with a reasonable opportunity to investigate and correct the alleged unlawful activity.

The protection described below is only available to Trustees, employees, and students that comply with this requirement. Saint Paul School of Theology or entities operating at its request will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of Saint Paul School of Theology, or of another individual or entity with whom Saint Paul School of Theology had a relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

Saint Paul School of Theology or entities operating at its request will not retaliate against a Trustee, employee, or student who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of Saint Paul School of Theology that the person reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

The President is to implement procedures and means to promote the reporting of concerns about possible violations of the corporation's policies, non-compliance with legal requirements, public policy mandate, and/or unethical behavior. These procedures and means shall provide for confidentiality. Information regarding the procedures and means shall be readily available to all members of the Seminary community.

SECTION TWO

BACKGROUND CHECKS

To ensure that individuals who join Saint Paul School of Theology are well qualified and to ensure that the Seminary maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form. All offers of employment are conditioned on receipt of a background check report that is acceptable to Saint Paul School of Theology. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead Saint Paul School of Theology to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job-related. Saint Paul School of Theology also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

In addition to background checks, all staff, faculty, and students working for the Seminary are highly encouraged to complete Safe Gatherings as part of our collaboration agreement with the United Methodist Church of the Resurrection. Safe Gatherings is an abuse prevention and boundary awareness program that serves the United Methodist Church, designed to create a safe environment for all children, youth, and vulnerable adults. For more information on the Safe Gatherings program process contact the Human Resources Department.

CLASSIFICATION OF EMPLOYEES

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and Saint Paul School of Theology.

- Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime and are generally hourly employees.
- Exempt employees are generally professional, managerial, administrative, or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor and are generally salaried employees.

Hourly employees are those employees who are not exempt from the provisions of the Fair Labor Standards Act and are paid an hourly wage. Timecards must be filled out by each hourly employee via the electronic time system (Paycom), and supervisors will approve according to the published payroll due date schedule. The two-week pay period begins on a Saturday and ends on the Friday before the next payday.

Overtime work should be approved in advance by the supervisor. Time worked in excess of 40 hours by nonexempt employees with a work week of Saturday through Friday will be paid at 1.5 times the employee's regular pay rate.

Salaried employees receive an annual salary and are exempt from the provisions of the FLSA. The Seminary expects an average work week of 37.5 hours, or as negotiated at the time of employment. For salaried employees the amount of their bi-weekly pay is calculated on the basis of the employee's annual salary divided by 26 paydays such that salaried employees receive 1/26 of their annual salary on each payday during the year.

Saint Paul School of Theology employees are classified as one of the following:

A regular full-time employee is one who is generally assigned a workload of 37.5 hours per week, 52 weeks per year. He/she is generally eligible for full benefits offered to staff persons, subject to terms and conditions of each benefit.

A regular part-time employee with benefit status is one who generally works 52 weeks per year but whose annual salary is based on an average 30-hour work week. A part-time employee with benefit status is generally eligible for full benefits offered to staff persons, subject to terms and conditions of each benefit.

A part-time employee without benefit status is one who performs a regularly scheduled workload amounting to less than 30 hours per week, or one who works less than 52 weeks a year regardless of the number of hours worked.

A student employee must be an enrolled student at Saint Paul School of Theology and is considered a nonexempt, hourly employee. He/she is paid only for hours worked and receives no paid time off or paid holidays. Student employees are not eligible for any benefits.

A temporary employee is one who is employed for a stipend for a particular job, usually for a defined time-period. Temporary employees are not eligible for any benefits. A temporary employee who does not satisfactorily meet the job requirements may be discharged on recommendation of the supervisor and without written warning.

INTERNAL TRANSFERS/PROMOTIONS

All staff position openings below the Vice President level will be announced to the Saint Paul community before being publicly advertised. An eligible employee may request to apply for a position in another department through the normal application procedure if an opening exists in that department. Promotions/transfers are not automatic but are dependent upon the eligibility and the proven performance of the employee and upon the availability of openings in other job classification areas.

Employees with twelve months of service, have a satisfactory performance record, and have no disciplinary actions during the previous 12 months are eligible to request consideration to apply for other jobs as openings become available. Management retains the discretion to make exceptions to the policy.

PERSONNEL RECORDS

Employee files are maintained by the Human Resource Department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with antidiscrimination laws.

Personnel file access by current employees and former employees upon request will generally be permitted within three days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resource Department and may not be taken outside the department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Employees should notify the Human Resources Department of any change of address, telephone number, or any other changes (such as marital status or number of dependents), which may impact benefits as soon as such changes occur.

All reference checks or requests for information on current or former employees are to be directed to Human Resources. Information offered from sources other than Human Resources is considered to be given in the person's individual capacity and not on the Seminary's behalf. No Saint Paul staff or faculty member is authorized to provide an employment reference on behalf of the Seminary without consulting Human Resources. This includes references on LinkedIn, Facebook, Twitter, Google+, or other social media networking sites. If you choose to provide a reference to a current or former coworker, you must not reference or include any information regarding Saint Paul School of Theology. Reference checks for former student workers should be directed to Financial Aid. Students need to provide a written release that they wish for their student employment records to be released.

ATTENDANCE POLICY

To maintain a safe and productive work environment, Saint Paul School of Theology expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Saint Paul School of Theology. From time to time, it may be necessary for you to be absent from work. Saint Paul School of Theology is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Paid time off has been provided for this purpose.

If you are unable to report to work, or if you will arrive late, please contact your supervisor immediately. Leave a voicemail message and/or call the supervisor in accordance with preference/expectations of your supervisor. If you know in advance that you will need to be absent, please request this time off directly from your supervisor. When you call in to inform Saint Paul School of Theology of an unexpected absence or late arrival, email or dial your supervisor's desk directly. If you cannot reach the supervisor directly, leave a voicemail message or email. If you are arriving to work late, please include when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency, or for some other reason, be sure to have someone call for you. Absence from work for three (3) consecutive days without notifying your supervisor or the Human Resources Office may be treated as a voluntary resignation at the discretion of the Seminary.

If you are absent because of an illness for three (3) or more successive days, your supervisor may request that you submit written documentation from your doctor before you will be allowed to return to work. If you are absent for eight (8) or more consecutive days, you must submit written documentation from your doctor stating you are able to resume normal work duties before you will be allowed to return to work.

A consistent pattern of questionable absences can be considered excessive and may be cause for concern. In addition, excessive lateness or leaving early without letting your supervisor know will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration. Your supervisor will document any absence or lateness, and their reasons. Be aware that excessive absences, lateness, or leaving early may lead to disciplinary action, up to and including termination.

PROGRESSIVE DISCIPLINE POLICY

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

Saint Paul School of Theology supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our values, HR best practices, and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. The seminary reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on the seminary and our community.

The following outlines Saint Paul School of Theology's progressive discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Final written warning / Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final written warning and/or be placed on a Performance Improvement Plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the institution. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.
- **Suspension:** Suspension may be with or without pay and may be deemed necessary by the appropriate Saint Paul official as a form of disciplinary action, typically reserved for serious misconduct or behaviors and/or for investigations.

Saint Paul School of Theology reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion, and discharge.

SEPARATION OF EMPLOYMENT

Saint Paul School of Theology understands that there are many facets of the employment situation beyond the control of either the employee or the institution.

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Most resigning employees are encouraged to provide two weeks' notice in writing, to facilitate a smooth transition out of the institution. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
- **Retirement:** Employees who wish to retire are required to notify their department director and the Human Resource Department in writing at least three (3) months before the planned retirement date.
- **Job abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the Human Resource Department at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.
- **Layoff/Reduction** - The Seminary endeavors to avoid layoffs or staff reductions. However, layoffs or staff reductions may be necessary because of budgetary, workload, or other conditions. Employees will be given as much notice as possible of layoff or a reduction in force.
- **Involuntary Termination:** Seminary-initiated, generally due to misconduct or performance issues.

RETURN OF COMPANY PROPERTY

The separating employee must return all Saint Paul School of Theology property at the time of separation, including cell phones, keys, PCs, and identification cards. The separating employee shall contact the Human Resource department as soon as notice is given to schedule an exit interview on a mutually agreed upon date. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Saint Paul School of Theology, or return of Saint Paul School of Theology-owned property. Suggestions, complaints, and questions can also be voiced.

REHIRE

Former employees who left Saint Paul School of Theology in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted to the Human Resource department, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required.

Supervisors must obtain approval from the Human Resource Director prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals, or any other benefits.

An employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

SECTION THREE

PAY PERIODS AND PAYCHECKS

Most regular employees are paid every other Friday (a bi-weekly schedule), normally twenty-six (26) times per year. Health, dental, and vision benefits premiums are taken from the first two paychecks of each month, or from twenty-four (24) paychecks per year. All employees are paid bi-weekly with paychecks being direct deposited or mailed out on payday according to the published schedule. Employees are strongly encouraged to take advantage of the direct deposit. Direct deposit into the account/institution of the employee's choosing is encouraged and preferred by the seminary. At present, one's paycheck may be designated to be directly deposited in up to 3 accounts/institutions.

When a payday falls on a holiday or banking holiday, paychecks for employees not set up for direct deposit are issued on the next available active working day. Again, direct deposit offers convenience and security of funds and is the preferred method of payment. Employees are strongly encouraged to have paychecks deposited directly into their personal bank accounts. Earnings statements on each payday are available through PayCom. Direct deposit authorization forms and details are available in the Human Resources Department.

Pay Corrections

Saint Paul School of Theology makes every effort to pay employees correctly and timely each pay period. In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of his/her supervisor and the Human Resources Department so that corrections can be made.

WORK WEEK / WORKDAY DEFINITION

A regular work week consists of 37.5 hours. Working days may vary as each department's work schedules are geared to its own work program. Daily working hours are assigned by the supervisor and are subject to change as the need arises. Consistent with the provisions of the wage and hour law, each supervisor is to plan the normal work schedule of the employees under his/her jurisdiction. Any deviation from a regular work week or typical workday schedule must be submitted by the supervisor to the Human Resources Department.

A day is defined as the calendar day from midnight to midnight. The typical workday schedule for most full-time personnel is from 8:00 a.m. to 4:30 p.m., Monday through Friday, with an hour lunch break. However, a scheduled workday and the scheduled days of the work week vary by department and may be changed.

MEAL/REST PERIODS

Full-time, non-exempt employees may receive a fifteen-minute rest period during the first half of their work shift and another fifteen-minute rest period during the second half. Part-time, non-exempt employees receive a fifteen-minute rest period for each four hours of continuous work time. For non-exempt employees, rest breaks are paid, and meal breaks are not paid. Rest periods may not be used to cover late arrival or early departure, nor are they cumulative if not taken. Generally, 37.5 hour per week employees receive a one-hour lunch. All rest breaks are at the discretion of the supervisor.

RECORDING TIME WORKED

Accurately recording hours worked is the responsibility of every non-exempt employee. Supervisors are responsible for ensuring that such employees are accurately recording all time worked. Federal and state laws require Saint Paul School of Theology Seminary to keep an accurate record of time worked in order to calculate employee pay and determine benefits eligibility. Time worked is all time actually spent performing services, duties, or work on behalf of Saint Paul School of Theology Seminary. Non-exempt employees are strictly prohibited from working "off-the-clock," i.e., working without recording the time worked. Supervisors are strictly prohibited from instructing employees to avoid recording overtime hours in lieu of compensatory time.

Exempt employees must report time away from work, including but not limited to paid time off days, bereavement leave, etc. Non-exempt employees must log hours worked on a daily basis and exempt employees as days away are incurred. All managers should review and approve their employee's time on a bi-weekly basis. All time must be recorded via the electronic time system, PayCom.

Failure to accurately record all hours worked may result in discipline, up to and including employment termination. Failure to comply with this policy, altering or falsifying time records, and/or working or requesting another to work "off the clock," may result in disciplinary action, up to and including employment termination.

REQUIRED PAYROLL DEDUCTIONS

The school is required to withhold certain federal and state statutory taxes from all employees' wages. This amount is determined by the number of exemptions the employee claims when completing the Employee's Withholding Allowance Certificate, more commonly known as the W-4 Form. The number of exemptions may be changed by the employee at any time he/she wishes to do so by submission of a new W-4 Form to the Human Resources Department. W-4 forms are available from the Human Resources Department.

The school participates in the FICA plan, more commonly known as Social Security. This program requires the non-ordained and non-student employee to contribute a percentage, as stated by law, of his/her earnings. The school contributes an amount as established by law. These amounts will change as the federal tax laws change. In accordance with IRS guidelines, Social Security Tax is not withheld from employees who are clergy. Clergy may designate a portion of their compensation as housing allowance each year.

Employee Financial Obligations to the School

Employees who have a financial obligation to the school, such as, but not limited to, a Dwinell Loan, agree to have this amount withheld from their paychecks. The amount to be withheld is a contract agreement between the school and the employee.

Payroll deductions will be made from paychecks for any personal charges or expenses incurred by the employee, and/or balances owed to the school, such as, but not limited to, checks returned for insufficient funds and associated fees.

If for any reason employment is terminated, all amounts owed to the Seminary are due in full immediately, and balances will be deducted from the final paycheck where applicable by law.

Optional Payroll Deductions

A significant portion of Saint Paul's annual budget comes from gifts and donations from individuals. An employee wishing to make a regular contribution to the Seminary through payroll deduction may arrange this in the Development Office.

STAFF PERFORMANCE MANAGEMENT

Saint Paul School of Theology is committed to fostering the success of its employees and enhancing their effectiveness in a constructive way. To ensure that staff members perform their jobs to the best of their ability, it is important that they be recognized for good performance and receive appropriate guidance and feedback from their supervisors when necessary. Consistent with this commitment, the performance evaluation of all staff should be on-going and frequent. However, formal, written evaluations of performance shall occur at least once a year during a common review cycle (generally toward the end of the fiscal year).

The written performance evaluations will be discussed by the staff member and the supervisor and be signed to acknowledge that the evaluation has been discussed. After it is signed by the supervisor, a copy of that evaluation will be given to the employee and the original placed in the employee's personnel file. If the

employee does not agree with the evaluation as prepared by the supervisor, the employee may prepare a statement to be attached to and to become a part of the evaluation file. If the employee does not agree with the process of the evaluation, then the employee may discuss the process of the evaluation with the Human Resources Department within 30 days of his/her evaluation.

SECTION FOUR

HOLIDAYS

Saint Paul School of Theology currently grants holiday time off to all eligible employees on the approximately 25 days listed below:

- * New Year's Day (January 1)
- * Martin Luther King, Jr. Holiday (third Monday in January)
- * Maundy (Holy) Thursday
- * Good Friday
- * Memorial Day (last Monday in May)
- * Independence Day (July 4)
- * Fridays during the Summer
- * Labor Day (first Monday in September)
- * Wednesday before Thanksgiving
- * Thanksgiving (fourth Thursday in November)
- * Friday after Thanksgiving
- * Christmas Eve Day (December 24)
- * Christmas (December 25)
- * All days between Christmas and New Year's

Saint Paul School of Theology will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. Each fiscal year the administration will determine in advance the dates of the holidays in subsequent fiscal year. A list of those dates will be published each year.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

If employees must work on Christmas Day or Thanksgiving Day, by determination of the supervisor, they will receive holiday pay plus wages at 1.5 times their straight-time rate for the hours worked on the holiday.

PAID TIME OFF (ANNUAL LEAVE)

At Saint Paul School of Theology, we believe that while work makes up a large portion of an employee's life, a balance between work life and personal life is essential in maintaining quality performance and commitment. To help foster this belief, Saint Paul has designed a time off policy that incorporates both annual leave and sick policies into one, a Paid Time Off plan (PTO). Paid time off provides eligible staff members with paid time away from work that can be used for vacation, personal time, illness, or time off to care for dependents. This plan will be applicable to all eligible staff. Eligible staff are those whose work week is considered to be at least 30 hours per week. PTO hours are credited on a monthly basis on the second payroll of each month and are immediately available to be used. Eligibility to earn PTO is contingent on an employee having worked or utilized PTO for the entire month. PTO is not earned for months when unpaid leave is taken. PTO is earned on

the following schedule:

Paid Time Off Schedule for Employees Working *at least 30 hours/week*:

Years of Eligible Service	Hours credited per month	Total hours Credited Per year	Equivalent # of days during year	Maximum accrual days/hours
0 up to 1 yrs	9.375	112.5	15	
1-5 yrs	12.50	150	20	30 days / 225 hours
6-10 yrs	15.625	187.50	25	30 days / 225 hours
Over 10 yrs	18.75	225	30	30 days / 225 hours

Maximum Accrual

PTO is designed to give staff time needed away from their everyday work schedule. We encourage staff to use their time to rejuvenate, relax, and spend time with family and friends outside of work. In accordance with this philosophy, a maximum number of 225 hours of accrued and unused PTO hours may be accrued. (This is equal to six weeks of time off.) If an employee reaches the maximum earned and unused PTO hours, he or she will not earn any more PTO hours until time off has been taken. Accruals will start up again once the hours decrease. In order to ensure proper balance between work and personal life, staff may not cash out PTO hours. PTO is paid at straight time and is never part of any overtime calculation.

Administration

PTO should be scheduled as early as possible in advance, according to department policy, and have supervisory approval. PTO hours must be recorded in the electronic time system, (PayCom).

Exempt absences are to be deducted from the employee’s PTO bank in whole days only. Exempt absences will be reported bi-weekly in the electronic time management system (PayCom).

Extended Illness

If an illness causes a staff member to be absent in excess of three (3) consecutive days, a doctor’s release may be required before the staff member may return to work. Such certification should be submitted to the Human Resources Department, who will work with the employee’s supervisor. Available PTO hours should be used.

Payment of Unused Paid Time Off

Employees who are terminated voluntarily without adequate two-week notice and employees who are terminated involuntarily for any reason other than job elimination are not entitled to payment for accrued, unused PTO. Employees who resign or retire with at least a two-week notice will be paid for all unused, accrued PTO. Pay will be automatically reduced for any unearned PTO that has been taken. Unaccrued PTO hours are not eligible for payout. It is expected that a terminating employee will work the entire time designated by his/her notice, at the convenience of the institution without utilizing PTO.

BEREAVEMENT LEAVE

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately. Bereavement leave will be granted unless there are unusual business needs or staffing requirements.

Paid bereavement leave is granted according to the following schedule:

- Employees are allowed five days of paid leave in the event of the death of the employee's immediate family, generally defined as spouse/partner, child, father, father-in-law, mother, mother-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson, or stepdaughter.
- Employees are allowed three days of paid leave in the event of death of the employee's relatives, generally defined as brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, grandparent, grandchild, or spouse/partner grandparent.

Exceptions to this policy may be permitted on an individual basis at the discretion of management and should be made with the best interests of the employee in mind. Supervisors should also consider the location of the employee's family and the location of the funeral. Supervisors may wish to grant the maximum time permissible if the family or funeral is not in the area.

JURY DUTY LEAVE

Saint Paul School of Theology encourages employees to fulfill their civic responsibilities by serving jury duty when required. All pay and benefits continue uninterrupted while an employee is in service to the courts. The employee may also retain the jury duty compensation paid them by the courts.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Additionally, subpoena in court as a witness will constitute an excused absence with pay from normal scheduled hours of work.

MILITARY LEAVE

Saint Paul School of Theology is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the institution's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or institution policy. If any employee believes that he or she has been subjected to discrimination in violation of institution policy, the employee should immediately contact Human Resources.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Employees requesting leave for military duty should immediately contact Human Resources to request leave as soon as they are aware of the need for leave. For request forms and detailed information on eligibility, employee rights while on leave, and job restoration upon completion of leave, refer to the policies, and contact Human Resources.

VOTING TIME

Saint Paul School of Theology Seminary encourages employees to exercise their privileges and duties as citizens, including their rights to vote. According to Kansas and Oklahoma State voting laws, staff who are eligible to vote are entitled to two (2) consecutive hours during the time the polls are open for the purpose of voting. For example, if the polls are open from 7 a.m. to 7 p.m., an employee who reports to work at 9 a.m. has two (2) consecutive hours within which to vote (7 a.m. to 9 a.m.). Likewise, an employee who leaves work at 4 p.m. also has three (2) consecutive hours within which to vote (5 p.m. to 7 p.m.).

Staff who do not have sufficient time outside their normal work schedule to vote can request paid time off to vote in accordance with applicable state laws. Unless otherwise required by law, Saint Paul School of Theology Seminary does not consider paid voting leave, as time worked for the purpose of computing overtime pay for non-exempt employees.

PAID PARENTAL LEAVE POLICY

Saint Paul School of Theology will provide up to (2) weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child.

Eligible employees must meet the following criteria: (1) Have been employed with the company for at least 12 months (the 12 months do not need to be consecutive). (2) Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin. (3) Be a full- or part-time, regular employee (temporary employees and students are not eligible for this benefit). In addition, employees must meet one of the following criteria: (1) Have given birth to a child. (2) Be a spouse or committed partner of a woman who has given birth to a child. (3) Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy. Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employee's accrued PTO. Upon exhaustion of accrued PTO any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA. The company will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave. The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request. As is the case with all company policies, the organization has the exclusive right to interpret this policy.

SECTION FIVE

BENEFITS

Saint Paul School of Theology Seminary currently provides a variety of benefits to our eligible faculty and staff. Please contact the Human Resources Department for detailed information on all of our plans. You may also request a printed copy of the summary of benefits as well as copies of the comprehensive summary plan descriptions from Human Resources.

The Seminary currently provides health, dental, long-term disability, life and accident insurance to full-time employees. Eligibility to participate in insurance plans is dependent upon the terms of each individual plan. Details are available in the Human Resources Department. A premium only plan is available for payroll-deducted health insurance premiums. The Seminary also offers payroll-deducted Flexible Spending Accounts that permit reimbursement of expenses for healthcare and dependent care. Employees may opt to designate a portion of their pre-tax compensation for one or more of healthcare or dependent daycare expenses reimbursement within the limits and guidelines of IRS for such plans. These operate on a calendar year and changes may be made each December for January 1 implementation.

Current eligibility requirements, enrollment forms, and more detailed information are available from the Human Resources Department. These plans are subject to change.

RETIREMENT PROGRAM

The retirement program of the institution consists of a 403 (b) plan, approved by the Board of Trustees, carried by MassMutual. All employees normally eligible to receive benefits will become eligible for participation in the retirement plan after twelve months of continuous employment. Current eligibility requirements, enrollment forms, and more detailed information are available from the Human Resources Department.

DWINELL LOAN FUND

Saint Paul, by terms of a will, has established the Merrill M. Dwinell Loan Fund. Application for a loan from the fund and additional details may be secured from the Human Resources Department.

EDUCATIONAL DEPENDENT GRANT

Educational grants for dependent children of full-time employees are available for those enrolled as full-time students in post high school education programs for which a degree or diploma is offered. Detailed information is available in the Human Resources Department. Requests for grants will be distributed each year during budget preparation time with instructions for submitting the request to the Human Resources Department.

WORKER'S COMPENSATION PROGRAM

Employee safety is very important to Saint Paul School of Theology. Therefore, a concerted effort is made in the planning, management, and performance of all operations to prevent accidents and to provide a safe and healthy work environment. Employees should perform the functions of their job in a safe manner and should report any potential safety hazards to their manager or to Human Resources. It is expected that employees using Seminary vehicles will obey all traffic laws, refrain from texting and e-mailing while driving, and will use hands-free technology if speaking on the cell phones in the vehicles.

However, if an on-the-job injury or occupational illness does occur, the following steps must be taken:

- It is the policy of the Seminary that all work-related injuries or illnesses be reported immediately.
- For any injury, faculty/staff should notify the Human Resources Department. The manager should then be notified.

- Human Resources will oversee the completion of a Report of Injury form for the appropriate state. The faculty/staff member will provide information to accurately complete the form.
- If minor medical attention is needed beyond minor first aid, Human Resources will refer the injured employee to an occupational medicine doctor because worker's comp injuries are not covered under regular health insurance. Worker's comp charges are paid through the Seminary's worker's compensation carrier. The occupational medicine doctor will have worker's compensation information on file. Unless it is after hours or on the weekend, faculty and staff should not go to their regular physician for injuries that take place at work.
- If the injuries are serious, life threatening, or after regular business hours, call an ambulance. If taken to the hospital, the employee should have the hospital contact Saint Paul School of Theology Human Resources so that we may provide insurance information to the hospital. It is important that you do not provide your regular health insurance card to the hospital in the case of a workplace injury as that will complicate and delay payment of charges.
- Injured employees may refuse medical care or first aid and may be required to sign a waiver indicating that they do not wish to be treated. Workers' compensation situations that qualify as serious health conditions under the Family and Medical Leave Act will be treated as such. If an employee receives compensation from a workers' compensation carrier for an absence caused by a workers' compensation related illness/injury, the employee will not also receive payment for sick, vacation, holiday, short-term disability, or other internal sources of paid time off. In accordance with state law any employee who submits a fraudulent Workers' Compensation claim and/or misrepresents facts can be found guilty of a Class A misdemeanor and may be subject to substantial criminal fines as well as Seminary discipline up to and including employment termination.

ENROLLMENT IN SAINT PAUL COURSES

Staff may enroll in Saint Paul courses for academic credit or continuing education credit by paying an administrative fee of \$50 per course. No other tuition or fees, except for immersion classes travel expenses, apply to staff under this benefit. Staff may enroll at this special rate in one course per semester, with a maximum of two courses per academic year, contingent on the following conditions:

- the course does not interfere with their staff responsibilities
- the minimum regular enrollment requirement for the class is met without counting staff enrollees
- a limited enrollment course is not full (a staff member's enrollment may fill vacancies, but should not prevent a matriculated student from enrollment)

Courses may be taken for academic credit only if the staff member is admitted and classified as a non-degree student. Cross-registration courses are not available to staff for either credit or continuing education credit. Staff are not eligible to take courses, as a degree seeking student, at a discount or waived fee.

Staff members should make a written proposal to their supervisor for permission to enroll in courses during normal work hours. Time off for the course shall be negotiated with the supervisor and may include the use of paid time off or flex time within the same week of class attendance. A copy of each proposal will be forwarded to the Human Resources Office for review and periodic monitoring of staff participation throughout the institution.

The following procedures outline the steps required to utilize this benefit.

Course for continuing education credit

- Secure permission of supervisor and negotiate time off for the course
- Contact the instructor regarding requirements for successful participation and completion of the course

- Complete registration process by contacting the Registrar’s office, and paying the administrative fee for the course
- If course is an Immersion:
 - Complete the appropriate paperwork for the immersion with the instructor
 - The staff member is responsible for the full cost of the immersion’s travel expenses charged to each participant

Course for academic credit noted on SPST transcript

- Secure permission of supervisor and negotiate time off for the course
- Complete the full admissions process for non-degree student status
- Complete a registration form available from the Registrar’s Office and pay the administrative fee for the course
- Twenty-five percent of the amount of that course’s tuition will be reported to the IRS as taxable income
- If course is an Immersion:
 - Complete the appropriate paperwork for the immersion with the instructor and/or the Business Office
 - The staff member is responsible for the full cost of the immersion’s travel expenses charged to each participant

LECTURESHIPS, CONTINUING EDUCATION EVENTS, AND OTHER TRAINING OPPORTUNITIES

Staff may register for and attend lectureships and continuing education events on the Saint Paul campus with the permission of the supervisor. Registration fees may be waived for staff members. Any other costs beyond registration fees will be paid by the staff member.

Saint Paul encourages staff development and personal growth. Employees should discuss with their supervisor continuing education and training goals and opportunities that can contribute to their performance of responsibilities and keeping abreast of trends related to their duties. The supervisor, in consultation with the Human Resources and Finance Departments and within constraints of the Seminary budget, must approve any such opportunities and the expenditure to support the staff’s attendance of such events.

Staff members may, and are generally encouraged to, participate in committee meetings, chapel, and other school functions as their workload permits, and with supervisor approval of such time away from regular job duties and responsibilities.

SECTION SIX

BUSINESS TRAVEL AND EXPENSE POLICY

General Guidelines

These policies and procedures are designed to act as a guideline for business travel and miscellaneous expense reimbursements. They are based on practices employed by most organizations of our size and take into consideration what is considered reasonable and customary. We challenge all employees to use professional judgment when incurring expenses on behalf of Saint Paul School of Theology. It is recognized that, in some isolated cases, business related expenses might need to be reviewed on a case-by-case basis; however, this primarily applies if the expense in question was not discussed in this policy.

ALL APPROVED EXPENSES INCURRED MUST BE IN ACCORDANCE WITH YOUR INDIVIDUAL DEPARTMENTAL BUDGET. IF YOU ARE UNCLEAR AS TO YOUR BUDGET, PLEASE CONTACT YOUR DEPARTMENT HEAD OR FINANCE PRIOR TO INCURRING ANY EXPENSES.

This policy is designed to accomplish the following key points:

Ensure all employees have a clear and consistent understanding of policies and procedures for business travel and expenses.

Ensure employees are reimbursed for legitimate business travel expenses.

Provide employees who must travel with a reasonable level of service and comfort at the lowest possible cost.

Maximize the organization's ability to reduce travel expenses.

Provide the appropriate level of accounting and business controls for the organization to ensure that expenses are reviewed and approved by the appropriate person.

Responsibility

The traveler is responsible for complying with these policies. The budget manager who approves and signs expense reports is responsible for accurately reviewing expense reports for compliance. Saint Paul School of Theology will reimburse employees for all reasonable and necessary expenses while traveling on authorized business. Saint Paul School of Theology assumes no obligation to reimburse employees for expenses that are not in compliance with this policy. The Saint Paul School of Theology CFO must approve any deviation from this policy.

Enforcement

Employees who do not comply with this policy may be subject to delay or withholding of reimbursement and/or disciplinary action up to and including termination.

Alcoholic Beverages

Saint Paul School of Theology policy prohibits alcoholic beverages as a reimbursable/allowed expense, in keeping with the United Methodist Book of Discipline. Receipts submitted for reimbursement/as support for SPST credit card expenditures must provide sufficient detail to ensure that no alcoholic beverages are included in the expense item.

Reporting Guidelines

Employees who have incurred out-of-pocket expenses and are requesting reimbursement must file expense reports no later than 30 days following the completion of the trip or incurring the expense, or the expense will not be reimbursed. All expense reports submitted will be reimbursed following the regular SPST check-writing timeline. Employees using SPST credit cards must file the credit card report, with all documentation and approvals, by the fifth business day of the following month, or the credit card will be suspended and/or cancelled.

Documentation Requirements

Employees must provide the following information, on the expense report form, in order to be reimbursed for any business-related meals:

- Name of individuals present, their titles, and company name
- Business purpose of the meeting
- Name and location of where the meal or event took place
- Exact amount and date of the expense
- A detailed receipt for all business-related meals must be attached to the expense report form

Employees must submit the following documentation with their Expense Report:

- Air/rail – original passenger receipt
- Hotel – detailed hotel receipt, plus credit card receipt or other proof of payment
- Car rental – rental agency invoice

Please note, restaurant receipts that only reflect the total restaurant charge and credit card statements are not considered an acceptable form of receipt. The receipt must provide the details of the expense. Expense reports containing entries that cannot easily be supported by receipts will be returned to the person submitting the expense report. Actual bills/receipts must be submitted whenever possible; photocopies will be acceptable only with explanation as to why the original is unavailable. Receipts must include the name of the vendor, location, date, and dollar amount.

Incorrect or Incomplete Expense Reports

Expense reports that are incorrect, incomplete, or include disorganized receipts:

- Will be returned to the approver for completion
- May result in delay or non-reimbursement of specific items
- May result in suspension/cancellation of SPST-issued credit card

Disregard for company policy or altering of receipts can result in disciplinary action up to and including termination.

Travel Authorization

Employees must complete the Travel Authorization Form in advance of travel to obtain approval to spend travel dollars in advance of the trip. This form is located in Public Folders, Accounting & Finance Folder, or can be obtained by contacting the CFO or Controller. The authorization form is required for all trips requiring overnight stay or air travel and must be signed by the employee's Budget Director or supervisor.

Logging Your Expenses

Employees must complete the Expense Report for reimbursement of expenses. This form is located in Public Folders, Accounting & Finance Folder, or can be obtained by contacting the CFO or Controller.

Air Travel

Air travel reservations should be made in such a manner as to secure the best available fare. When traveling by air:

- Employees are expected to use the lowest logical airfare available
- Employees are expected to reserve the flight well in advance of the trip so as to procure the lowest possible airfare.

Upgrades for Air Travel

Upgrades for air travel are not reimbursable. If an employee wishes to upgrade, it is done at the employee's expense.

Cancellations

When a trip is cancelled after the ticket has been issued, the traveler should inquire about using the same ticket for future travel. Employees should reuse airline tickets if: a) they are traveling on the same route, or b) airfare eligibility requirements are met.

Airport Parking

When parking at an airport is part of business travel, it is expected that employees will utilize Long Term parking lots. Short Term parking fees will not be reimbursed.

Auto Travel: Car Rental

Employees may rent a car to get to their destination when driving is more cost effective than airline or other modes of travel. Employees may rent a car at their destination when it is less expensive than other transportation modes such as taxis, airport limousines, and airport shuttles. Whenever multiple employees are traveling together, every effort to rideshare or carpool must be made.

Employees must reserve a car in the compact rental car category. At time of rental, inspect the car and be sure that any damage found is noted on the contract before the vehicle is accepted. Employees may book a car rental class of service one level higher when:

- The upgrade is available at no extra cost
- Two or more company employees are traveling together
- Cars in the authorized category are not available
- Transporting excess baggage such as booth displays

Should a rental car accident occur, employees should immediately contact the rental car company, local authorities as required, and the CFO. Rental car gas is reimbursable with proper documentation.

Uber/Lyft/Taxi/Shuttle Parking Fees

The use of airport shuttles and taxis upon arrival at the employee's destination is the preferred mode of transportation. Ask for a receipt if one is not offered. This documentation aids in the expense-tracking process.

Business Use of Personal Vehicle

Employees may use their personal vehicle for business purposes if it is less expensive than air travel, renting a car, taking a taxi, or using alternate transportation. It is the personal responsibility of the vehicle owner to carry adequate insurance coverage for their protection and for the protection of any passengers. Saint Paul School of Theology is not responsible for damage to your personal auto when you are using it for Seminary business. Mileage is reimbursed at the rate established by the IRS. This mileage allowance is in lieu of actual expenses for gasoline, repairs, tags, insurance, and depreciation. Therefore, actual expenses for those items will not be reimbursed when your personal vehicle is used for business. To be reimbursed for the use of your personal vehicle for business, employees must list on the expense report:

- Date and business purpose of the trip
- Locations traveled to and from
- Mileage

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Saint Paul School of Theology may not be used for personal use without prior approval.

Note: Traveling between the KC and OKC campuses are not reimbursed at the IRS mileage rate, rather, SPST has set a standard rate of reimbursement. Please contact the CFO or Controller to obtain this rate of reimbursement.

Business Meals

Employees will be reimbursed for business-related meals taken with other employees only in the following circumstances:

- When guests of SPST are present. There must be a business, or potential business, relationship between the guest and SPST
- When, for confidentiality reasons, business must be conducted off SPST premises

The following documentation is required by the IRS, and must be recorded on the expense report:

- Names of individuals present, their titles, and company name
- Name and location of where the meal or event took place
- Business purpose of the meeting
- Exact amount and date of the expense

Please note that employees will not be reimbursed for entertaining other employees unless there is a direct reporting relationship between them, or unless permission from the Budget Director/Supervisor has been obtained.

Miscellaneous Expenses

The miscellaneous designation is for expenses that do not fit into the previous categories yet are directly business-related and therefore reimbursable. ONLY the following items can be considered as reimbursable business expenses:

- Office services
- Currency conversion fees
- Business gifts of reasonable value with prior management approval
- Laundry/dry cleaning/suit pressing for trips exceeding three (3) days
- Seminar fees/training classes with prior approval

Be sure to note that the following items are NOT reimbursable under this policy:

- Country club membership dues
- Parking tickets or other fines
- Delinquency fees/finance charges for personal credit cards
- Expenses for travel incurred by companions/family members
- Loss/theft of personal funds or property/lost baggage
- Avoidable “no show” charges for hotel, car rental, or other reservations
- Non-compulsory insurance coverage
- Rental car upgrades
- Repairs due to accidents

Never assume that an item will be covered under the “Miscellaneous” category. Check with your manager if an item you need is not outlined specifically in this policy.

Approval/Authorization Process

The employee’s manager must approve all expense reports. No employee is authorized to approve his/her own, a peer’s, or a manager’s expense report. The manager is responsible for verifying:

- Business purpose
- Correct totals
- Supporting documentation and receipts
- Policy compliance

In addition, the person in attendance with the most senior title must put the expense on his/her expense report to facilitate review by a more senior person not in attendance.

Remember:

- Employee is responsible for complying with SPST Travel and Business Expense Reimbursement Policy

- Manager who approves and signs the expense report is responsible for reviewing the report for compliance

Once approval has been obtained, be sure to make a copy of the signed report, along with copies of your receipts, to keep for your own records.

The SPST Travel and Business Expense Policy Guidelines are designed to facilitate successful and cost-effective travel. Please check with Accounting and Finance regarding questions.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

NEWS MEDIA

To ensure that all Seminary-related information is accurate and up to date, all requests for comment are to be referred to **the President’s Office or Advancement Office** for a response. No statement which involves Saint Paul School of Theology, its policies, employees, or students, is to be released verbally or in writing; all inquiries are to be referred to the person(s) named above.

DRESS CODE

The school asks only that its personnel report to work attired properly for the work to be undertaken and with consideration of the image of a church-related school. Legal requirements, usually related to health and safety, stipulating specific items of dress will be followed. The repeated failure to dress appropriately is cause for disciplinary action, up to and including termination.

PERSONAL PROPERTY

Saint Paul School of Theology cannot be responsible for losses of personal property that is lost, damaged, or stolen. If you bring personal property/items/belongings into the office or Seminary property, you are responsible to keep track of them. If you do bring personal property to the premise, you need to understand that it will not be covered under the Seminary's insurance and because of limitations on personal homeowners' policies with business property away from the home premises, it may not be covered under your homeowner's coverage either.

Also, Saint Paul School of Theology prohibits any items on the premises or worksite that are sexually suggestive, offensive, or demeaning to specific individuals or groups, along with firearms or other weapons. Employees should understand that all personal property brought onto the employer's premises may be inspected for purposes of enforcing the organization's policies and to protect against theft.

USE OF COMPANY PROPERTY AND EQUIPMENT

Each employee is expected to respect the property of Saint Paul School of Theology. Damaging buildings, equipment, vehicles, or other company property is prohibited. Removing unauthorized property from company premises without prior approval is prohibited and may result in disciplinary action, up to and including termination.

Employees are expected to exercise good judgment and care in the use of company equipment. When necessary, use of the office telephone for local personal calls is permitted. It is expected that you will not abuse this privilege and that calls will be short and to the point during work periods. Too many personal calls (made/outgoing and/or received/incoming) are costly to the Seminary. Personal long-distance calls charged to the Seminary are prohibited. Use a personal calling card or ask the long-distance operator to charge the call to your home telephone number.

ELECTRONIC COMMUNICATION AND INTERNET USE

The following guidelines have been established for using the Internet, company-provided cell phones, and e-mail in an appropriate, ethical, and professional manner:

- Internet, company-provided equipment (e.g., cell phone, laptops, computers), and services may not be used for transmitting, retrieving, or storing any communications of a defamatory, discriminatory, harassing, or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane, or offensive language; creating, viewing, or displaying materials that might adversely or negatively reflect upon Saint Paul School of Theology or be contrary to our best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.

- Employees must not use the system in a way that disrupts its use by others. Employees must not send or receive large files that could be saved/transferred via thumb drives. Employees are prohibited from sending or receiving files that are not related to work.
- Employees should not open suspicious e-mails, pop-ups, or downloads. Contact IT with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the institution.

Right to Monitor

All Seminary-supplied technology and Seminary-related work records belong to the institution and not to the employee. Saint Paul School of Theology routinely monitors use of company-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

SOCIAL MEDIA – ACCEPTABLE USE

Below are guidelines for social media use.

The purpose of social media is to promote and raise awareness about the mission, values, services and activities of an organization. Saint Paul School of Theology uses the following social media outlets to convey such: Facebook, Twitter, Instagram and LinkedIn. The Director of Events and Public Relations is the primary person responsible for posting to these social media accounts.

If faculty or staff have an event, activity or information that would be beneficial to post to the Saint Paul social media accounts, the Director of Events and Public Relations needs to be made aware four to six weeks ahead of the event to ensure sufficient time for the announcement to be posted, if it fits the Saint Paul mission, vision, and/or values.

Faculty and staff are encouraged to share Saint Paul’s social media content to their personal pages at any time, to help promote and raise awareness of Saint Paul activities and news. If faculty or staff choose to discuss issues in higher education or events happening in the world where Saint Paul is or can be referenced, include a sentence like this: *“The views expressed on this [site, blog, etc.] are mine and do not necessarily reflect the view of Saint Paul School of Theology.”*

It is not the intent of the Communication policy to silence or monitor remarks of faculty, staff, or members of the Board; however, it is necessary to create a policy that protects the integrity of the institution. Therefore, faculty, staff, and members of the Board of Trustees are asked to follow the above guidelines when approached to give remarks on behalf of the seminary.

Employees may not post financial, confidential, sensitive, or proprietary information about the institution, students, employees, or applicants. Employees may not post obscenities, slurs, disparaging comments, or personal attacks that can damage the reputation of the institution, students, employees, or applicants. Saint Paul School of Theology may monitor content on the Internet. Policy violations may result in discipline, up to and including termination of employment.

INCLUSIVE LANGUAGE: ITS USE AND IMPLICATIONS

Saint Paul School of Theology is committed to carry out this calling in a community of learning and formation, which honors and engages a diversity of perspectives. We seek to be and to model the hospitable and welcoming community that the church is called to be.

Saint Paul is a community founded on the revelation of God disclosed in the witness of scripture and the life of the church. As a Christian community, we seek to be a faithful and relevant witness to that revelation through language that speaks truthfully of God and of humanity created in God's image.

People of faith may differ in their understanding of the necessity of using inclusive language in the learning and worshipping community. The following principles are provided for the purpose of informing our understanding of inclusiveness and shaping our practice.

1. We covenant to model in our common life the kind of Christian love regarding language that we are committed to bring about in all the ministries of the church:
 - Because we are seeking to bring the Gospel to all God's people
 - Because we recognize the importance of language in articulating and shaping our understanding of what is revealed to us about God and God's people
 - Because in naming our hurts, healing may begin
2. We covenant to celebrate unity in our common belief in Christ Jesus and the gift of our diversity:
 - Because we see our diversity as a strength, informing serious and sustained dialogue concerning issues crucial to our common faith
 - Because our commitment to this dialogue manifests our unity in Christ
3. We covenant to show honor and respect as we engage in the critical task of dialogue among our different perspectives, reexamining our own assumptions and discovering new understandings:
 - Because we encounter one another as persons for whom Christ died
 - Because we continue to see through a glass dimly, and do not, ourselves, possess the whole truth
 - Because we are limited by our finitude and our various cultural and social perspectives
 - Because our speaking of God and humanity requires the sharing of insights and ongoing critical reflection within a community
4. We covenant to be inclusive in our language about people and avoid stereotypes and language that is pejorative or demeaning:
 - Because we recognize the dignity and worth of every human being
 - Because we seek language that is not only truthful but expressed with Christian love
5. We covenant to speak our God-language with humility as well as assurance:
 - Because we recognize the limitation of human language in our speech about God
 - Because, while the revelation of God makes our speech possible, the infinite mystery of God, at the same time, transcends our language
 - Because language about God always points beyond itself
6. We covenant together to seek language in our worship that shows an awareness of and sensitivity to our differing perspectives and cultures:
 - Because we are one body, with diverse members
7. We covenant to practice inclusiveness in our own writing and speaking in accordance with the preceding principles.
8. We covenant to search for ways to be inclusive when we use materials written by others.

COMMUNICABLE DISEASES AND EMPLOYEES

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission to students or other employees. The term “communicable disease” will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

The health risk to immune depressed employees is determined by their personal physician. The health risk to others in the agency environment from the presence of an employee with a communicable disease is determined on a case-by-case basis by the employee’s personal physician, a physician chosen by the agency, or public health officials.

Health data of an employee is confidential, and it will not be disclosed to third parties. The corporation’s Human Resource office shall keep any employee medical records in a secure file separate from employees’ personnel file.

It is the responsibility of the President, in conjunction with the Director of Human Resources, to develop administrative regulations stating the procedures for dealing with employees with a communicable disease.

Employee Handbook Acknowledgment and Receipt

The employee handbook describes important information about Saint Paul School of Theology, and I understand that I should consult my manager or the Human Resources Director regarding any questions not answered in the handbook. I have entered into my employment relationship with Saint Paul School of Theology voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Saint Paul School of Theology can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

I understand and agree that other than the President or Board of Trustees, no manager, supervisor or representative of Saint Paul School of Theology has any authority to enter into any agreement for employment other than at will; only the President of the institution has the authority to make any such agreement and then only in writing signed by the President of Saint Paul School of Theology.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with Saint Paul School of Theology. By distributing this handbook, the institution expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by Saint Paul School of Theology, and the institution reserves the right to change my hours, wages, and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the President and the Board of Trustees has the ability to adopt any revisions to the policies in this handbook.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE