

East Texas Baptist University



Staff Handbook

Revised August 14, 2009

Table of Contents

Preface	3
Mission Statement	3
Vision Statement	4
Personnel Policies and Practices.....	5
Procedures for Employment of Personnel	13
Employee Compensation	14
Employee Classifications	14
Terminations	15
Employee Benefits	15
Drug and Alcohol Policy	16
Services for Employees	17
Types of Leave	17
Insured Benefits	20
Index.....	23

PREFACE

This staff employee handbook is intended to provide a reference guide to employment practices at East Texas Baptist University and includes policies and procedures applicable to ETBU employees who are classified as administrative or staff personnel, hereafter referred to as staff. East Texas Baptist University endorses the plans, policies, and procedures described herein; however, it reserves the right to revoke, suspend, terminate, or deviate from any or all such plans, policies, or procedures, whole or in part, at any time, with or without notice. This handbook is not intended to be a substitute for the Policy and Procedures Manual of East Texas Baptist University; and should there be discrepancies with the Policy and Procedures Manual, the official Policy and Procedures Manual will prevail. The language used in this handbook is not intended to create nor is it to be construed to constitute a contract between East Texas Baptist University and any one or all of its employees. Staff employment at East Texas Baptist University is at-will. This means either the employee or the University may terminate the employment relationship at any time, with or without cause. The contents of this handbook supersede all prior published staff employee handbooks.

As a Christian institution of higher education, ETBU's intent is to maintain high moral, legal and ethical standards of conduct and the best business practices in all matters pertaining to the operation of the University. It is expected that all employees will adhere to these standards.

In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, East Texas Baptist University does not illegally discriminate in employment on the basis of race, sex, color, national or ethnic origin, age, disability, or military service. Under federal law, the University may discriminate on the basis of religion in order to fulfill its mission. Inquiries or complaints should be directed to the Vice President for Administration and Finance. In its programs and activities, the University does not discriminate on the basis of race, color, sex, national origin, age, disability or status as a veteran or disabled veteran.

Mission Statement

East Texas Baptist University is an undergraduate institution affiliated with the Baptist General Convention of Texas since 1912. Our purpose is the development of intellectual inquiry, social consciousness, wellness, skills for a contemporary society, global awareness, and Christian character; for we believe that these endeavors prepare students to accept the obligations and opportunities to serve humanity and the Kingdom of God. Our primary focus is on a quality academic program of baccalaureate studies in the humanities, natural and social sciences, fine arts, and selected professional areas. We are committed to Christian stewardship and to providing and maintaining an environment conducive to learning, leadership development and academic excellence. We affirm that the liberal arts form the surest foundation for education and that the Christian faith provides the surest foundation for life.

We strive to serve students of varied ages and of diverse socioeconomic, geographic, cultural, ethnic, and religious backgrounds. We seek students who demonstrate a potential for success in our supportive and challenging environment. We employ Christian faculty who are dedicated to teaching, scholarship, advising, and service as they model the principles of the Christian faith. As a Baptist university, we are committed to the integration of learning and Christian faith in the pursuit of truth.

Vision Statement

Our vision is to provide "A World of Opportunity in a Community of Faith."

Organization

Each job at East Texas Baptist University is a significant one. Each employee has his or her own place of responsibility that is essential to the total operation of the University.

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

- A. Provost/Vice President for Academic Affairs
 - 1. Department Chairs/Faculty
 - 2. Deans of Schools
 - 3. Director of Library
 - 4. Director of Advising and Career Development
 - 5. Director of Institutional Technology
 - 6. Registrar

- B. Vice President for Administration and Finance
 - 1. Director of Financial Services
 - 2. Director of Physical Facilities
 - 3. Director of Athletics
 - 4. Contracted Services—Bookstore, Cafeteria, and Construction
 - 5. Coordinator for Payroll and Benefits

- C. Vice President for Student Services
 - 1. Director of Housing/Summer Camps
 - 2. Director of Student Life/Intramurals
 - 3. Director of Student Activities
 - 4. Director of Cafeteria Food Service
 - 5. Post Office

- D. Vice President for Enrollment Management and Marketing
 - 1. Director of Admissions
 - 2. Director of Financial Aid
 - 3. Director of Public Relations

- E. Vice President for Spiritual Development
 - 1. Director of Great Commission Center
 - 2. International Education
 - 3. Director of Baptist Student Ministry
 - 4. Missionary-in-Residence
 - 5. Director of Church and Denominational Relations

- F. Vice President for Institutional Advancement
 - 1. Director of Alumni
 - 2. Director of Annual Fund

PERSONNEL POLICIES AND PRACTICES

Employment Notice

An employment notice will be provided to all employees to document the title, classification, present salary, and estimated value of benefits. Without this notice, no person shall be considered to be officially employed by the University. This notice does not provide an employee any contractual rights, either during or after employment. Persons employed as University staff maintain the employment relationship as employment-at-will.

Orientation

A supervisor will help each employee get started by reviewing this handbook and its contents. In addition, the supervisor will discuss office procedures, keys, job description, and a number of other items during "in-processing." The policies and practices outlined in this handbook are intended to clarify the University's requirements and to promote a clearer understanding of what is expected.

Arrangements should be made at the time of employment for each new employee to meet with the Coordinator of Payroll and Employee Benefits for payroll orientation and enrollment in University-provided benefit plans.

Anniversary Date

June 1 is the "anniversary date" for all employees. For persons employed six months or more prior to June 1, a year's service credit will be awarded and will be eligible for an annual pay increase, if given. Persons employed prior to June 1 will receive vacation on a prorated basis to be taken during the ensuing twelve months. This date is important for many reasons, especially because it is used in determining eligibility for certain benefits such as vacation accrual rate.

Work Schedules

The normal business hours are 8:00 a.m. until 4:30 p.m., Monday through Friday. However, the hours the employee is expected to work will be determined by need and established schedules in the employee's department. Departments offer different services and varied work hours. All full-time employees will adhere to a 40-hour workweek. The employee's supervisor will inform the employee of the work schedule and will give him/her as much advance notice as possible when changes must be made. The employee's supervisor has the responsibility to arrange work schedules to meet the operating needs of his/her department.

Identification Cards

The employee must obtain a staff identification card from the office of the Vice President for Student Services. The identification card can be used for several services offered on campus, such as check cashing, bookstore purchases (at a discount), and library usage.

Dress and Decorum

Professionally appropriate standards of dress and decorum should be practiced in each work place.

Vehicle Registration and Parking

Free parking areas are available to full-time employees. If the employee wishes to park a vehicle on campus, he/she must register with the University Security Office. The University does not guarantee parking spaces will be available for each permit issued. The University assumes no responsibility for the vehicle or its contents.

Partisan Politics

Employees are permitted to engage in partisan politics on an individual basis. In all correspondence, public statements, and other communications, employees should use home address and personal stationery, and make no reference to their University affiliation. No member of the University speaks for any other member in partisan political matters, and the University, as an entity, must avoid partisan politics to maintain its tax-exempt status. As a tax exempt charity, the University is not permitted to and does not endorse candidates for political office, or otherwise participate in a political campaign.

Commitment of University Resources

Authority to commit University resources is delegated in writing by the trustees annually to specified individuals, ordinarily the President, Vice President for Administration and Finance, the Director of Financial Services, and others as may be delegated. All other employees who attempt to order, buy, contract, or procure goods or services without following approved procedures may find themselves **PERSONALLY LIABLE** for the payment involved and possibly for additional damages sought by the vendor. Each departmental supervisor will explain how to obtain necessary supplies and services. It is unlawful for individuals to purchase goods for personal use claiming tax exemption through ETBU tax-exempt status.

Acceptance of Gifts or Favors

Employees who receive personal gifts or favors from donors, vendors or potential vendors, students or potential students, alumni, or others who have or may seek a relationship with the University must report such receipt of gifts or favors, whether cash, goods, or services, to the Vice President for Administration and Finance when fair market value exceeds \$25.

Use/Misuse of University Property

Employees may use fixed facilities such as library, gym, lounges, and cafeteria as a benefit on a non-conflict basis with University business; however, fees may be charged for these services. Movable equipment such as projectors, tables and chairs, office equipment, vans, and other items may be used upon written request through the supervisor and appropriate vice president. Use must be non-commercial and in support of or not contradictory to University goals, values, principles, or morals. Each employee is liable for fines, breakage, injury, or other costs arising from personal use of University facilities or equipment.

The Office of Vice President for Administration and Finance will dispose of salvage or surplus property in ways that shall be most beneficial to the University.

Thefts or missing University property must be reported immediately to campus security or the employee's supervisor.

Confidentiality of Information

Employees are not to divulge student information or internal university information to outsiders, including media or governmental representatives, without approval of supervisors.

Privacy Rights of Students

East Texas Baptist University is subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). This federal law affords students rights of access to education records and imposes regulations on the University in the release and disclosure of education records to third parties.

In order to comply with this law, ETBU has formulated and adopted institutional policies and procedures to be followed by the University and by those interested in gaining access to education records. These policies and procedures allow students: the right to inspect substantially all of his or her education records; the right to prevent disclosures of education records to third parties; and the right to request amendment or correction of education records believed to be inaccurate or misleading. These policies are available for inspection and review in the office of the Registrar.

Under no circumstances shall a member of the staff disclose an education record that is in his/her possession or control to any person other than the student to whom it pertains. All requests to inspect and review records not within the staff person's possession or control and all requests by third parties (including the student's parents) to inspect and review records shall be referred to the Registrar.

It is the policy of the University to allow students to inspect and review their education records unless those records contain any of the following:

1. Information on more than one student;
2. Financial information on his or her parents; or
3. Confidential letters and statements of recommendation if the student has waived his or her right to inspect the letters and the letters are related to the student's admission to the University, application for employment, or receipt of honorary recognition.

Reporting Accidents or Injuries

When an accident occurs at work and results in personal injury to the employee, the employee must report the accident immediately to his/her supervisor. The employee or his/her supervisor must report the accident to the Office of Vice President for Administration and Finance so that a report can be prepared. Injuries from accidents that occur at work may be covered under our Worker's Compensation Policy. For more information, see the Insured Benefits--Worker's Compensation section.

Solicitation of Funds

The Vice President for Institutional Advancement must approve solicitation of funds from co-workers, alumni, or off-campus entities; the Vice President for Student Services must approve solicitation of funds from students.

Financial Responsibility

If University funds are to be handled in any way--sales, club activities, and petty cash--it must be through procedures approved and recorded by the Office of Vice President for Administration and Finance and be subject to periodic audit. Independent accounts or other methods of receiving or disbursing University funds are prohibited.

Reporting Address Changes and Changes in Status

The employee should report to the Office of Vice President for Administration and Finance any change in his/her name, address, beneficiary designation, income tax withholding allowances, or immigration status.

Voluntary Transfer/Promotion

A "voluntary transfer" is reassignment, at the employee's request, to a vacant position having the same or a lower salary grade as the employee's present position.

"Promotion" is the reassignment to a position with a higher grade in the University's classification system than the employee's present position.

How to Apply: Available positions will be posted on the bulletin board in Marshall Hall and on the ETBU web site. If you find a position of interest for which you are qualified, you should contact the Office of Vice President for Administration and Finance.

Employment of Family Members (Nepotism)

Immediate family members may not be employed in situations where one family member has direct influence over the other's conditions of employment. For purposes of this policy, "immediate family" is defined as spouse, parents, grandparents, children, grandchildren, parent-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.

Outside Employment

Any work the employee does for another employer while he/she is employed full time at ETBU should be compatible with the Christian nature and values of the University. Requests for approval of outside employment must be made in writing to the appropriate vice president at the beginning or during the current academic year. Outside work must not interfere with, compete with, or otherwise hinder the employee's job performance at ETBU. Outside work must not be done on ETBU time or premises, or with ETBU's services, supplies, or equipment. East Texas Baptist University also requires that the employee not use his/her position at ETBU to obtain personal work or business. Care should be taken to avoid any appearance that in outside work the employee is acting as an employee or agent of the University.

Leaving East Texas Baptist University

If the employee plans to leave ETBU's employ, a minimum of two weeks' written notice is expected. Giving notice is good business practice and allows the employee's supervisor time to plan for replacement activities. An exit interview with the Coordinator of Payroll and Employee Benefits is required to clear campus financial obligations and to turn in identification cards and keys.

Personnel Files

The employee's official personnel file is located in the Office of Vice President for Administration and Finance. Personnel records usually consist of wage and salary information (including benefits) and general personnel data. The employee or his/her supervisor may view the employee's file by appointment with the Office of Vice President for Administration and Finance.

Service Awards

East Texas Baptist University believes that loyal service is worthy of recognition. Therefore, ETBU gives recognition for each five years of service.

Awareness and Campus Security Act

In compliance with its duties under federal law, the University, through University Security, makes annual disclosures of campus crime statistics. Federal law requires these disclosures to be made to current students, employees, and prospective students and employees. More information can be found on the ETBU website at www.etbu.edu/Physical+Facilities/crimestats.htm

Inclement Weather Policy

Offices will normally remain open across campus, even when classes are cancelled. Please be aware that unless an official announcement is made to the media that offices are closed, the employee is to assume that only classes are dismissed. If the employee is unsure about the status of whether or not offices are closed, he/she should contact the appropriate supervisor. The decision to close offices will be made by the President or his designee.

Use of Tobacco Policy

Use of tobacco is prohibited on the East Texas Baptist University campus and vehicles.

Weapons on Campus

All types of weapons, knives with blades over six inches in length, or any other devices that could be construed as a weapon are strictly prohibited.

Profanity on Campus

As a Christian University profanity on campus is strictly prohibited. Violations of this policy may result in termination.

Discriminatory Harassment

East Texas Baptist University is committed to providing an environment in which all persons are safe from harassment and intimidation based on his/her race, color, religion, gender, national origin, age or disability. Harassment can include physical conduct or verbal innuendo, which creates an intimidating, hostile, or offensive environment, or that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age or disability, or that of his/her relatives, friends, or associates, and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work performance;
3. Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, the following:

1. Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that relate to race, color, religion, gender, national origin, age or disability, and
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age or disability and that is placed on walls, bulletin boards, or elsewhere on the employer's premises, or circulated in the workplace.

Such harassment is contrary to the Christian standards of conduct expected of all members of the University community, students, staff and faculty. It may also be illegal. Any person who has a complaint regarding harassment should contact the Vice President for Administration and Finance.

Sexual Harassment

Sexual harassment is a form of discriminatory harassment. East Texas Baptist University is committed to providing its students, faculty and staff with an environment free from implicit and explicit coercive behavior used to control, influence or affect the well being of any member of the University community. Sexual harassment of any person is inappropriate, unacceptable and contrary to the Christian standards of conduct expected of all members of the University community. Conduct constituting sexual harassment is hereby specifically prohibited and will result in appropriate sanctions up to and including termination or expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature, submission to which is made a condition of a person's exercise or enjoyment of any right, privilege, power, or immunity, either explicitly or implicitly.

In relation to the foregoing, sexual harassment may range from unthinking and often unintentional verbal denigration of a person on the basis of gender to actual physical assault. Some examples that may constitute sexual harassment are: offensive sexual flirtations, advances, or pressure for sexual activity; unwanted touching, pinching, or unnecessary brushes; unwanted exposure to sexual graffiti, photographs or suggestive objects; sexual innuendoes or statements made at inappropriate times or disguised as humor, or obscene gestures; disparaging remarks about one's gender; or any offensive or abusive physical contact.

Conduct, whether on or off university property, will constitute sexual harassment when:

1. Submission to, or toleration of, such conduct is made (either explicitly or implicitly) a term or condition of employment or participation in other University-related activities;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions or academic decisions affecting such individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's ability to function normally or of creating an intimidating, hostile or offensive environment.

Informal Procedures – Persons believing that they have been the victims of sexual harassment may use one of the following informal procedures:

1. Persons may seek a resolution of the matter through discussions with the alleged offender. Before adopting this approach, however, persons may choose to seek advice about how best to confront an individual whose conduct is offensive. Students are encouraged to consult the Student Services about University personnel or another student. Faculty and staff may seek assistance through the appropriate Vice President.
2. If no resolution is forthcoming or if direct confrontation is deemed inappropriate, the person may report the incident or incidents to the alleged offender's immediate or general superior. The supervisor should attempt to resolve the complaint while endeavoring to maintain the complainant's anonymity, if requested. Supervisors are encouraged to consult with the appropriate Vice President when necessary.
3. A complainant may elect to report an incident of sexual harassment to the appropriate administrator in the following manner:

<u>Alleged Offender</u>	<u>Appropriate Contact</u>
Faculty Member	Vice President for Academic Affairs
Staff Member	Appropriate Vice-President
Students	Vice President for Student Services
Non-University Personnel	Vice President for Administration and Finance

Complaint Procedure for Harassment and Other Discrimination

The University has in place grievance systems that provide for the prompt and equitable resolution of complaints of discrimination, including but not limited to sexual harassment. All complaints made to University officials shall be immediately registered with the Vice President for Administration and Finance. That Vice President is the designated Equal Opportunity Officer and the officer who shall coordinate the enforcement of the University's nondiscrimination policies and procedures, including but not limited to Title IX compliance and complaints.

If you suspect that your rights under any of the University's policies prohibiting harassment and discrimination have been violated, you may register your complaint with the Vice President for Administration and Finance. Upon receipt of a complaint, which alleges a violation of these policies, the Vice President for Administration and Finance will investigate the charge(s). An investigation will normally include an interview with the person filing the complaint, the person(s) accused of violating the nondiscrimination and anti-harassment policies, and any person designated by either of the principal parties as witnesses to the incident in question. The investigation should be completed within 30 days of the receipt of the complaint. The matter will be presented to the President in the form of written recommendations. At the President's discretion, he may accept the recommendations, interview the person's involved, direct further investigation by the University, and/or hold formal hearings on the matter. If formal hearings are ordered, no party shall be allowed to be represented by legal counsel. This process shall be completed and the President will attempt to make a final decision on the merits of the complaint within 60 days of receipt of the complaint by the University. The decision of the President shall be final.

Grievance Policy

East Texas Baptist University recognizes the right of its employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices, or differences of interpretation of policy that might arise between the University and its employees. Therefore, an employee may present a grievance in the manner described below. This grievance procedure is available to all full-time, part-time, regular, and temporary non-faculty personnel.

Step One

The University encourages the resolution of grievances on an informal basis whenever possible. Therefore, as a general rule, the employee should discuss the problem with his/her supervisor and give the supervisor an opportunity to correct the situation or provide an answer to explain the matter. When a problem cannot be resolved in this manner, the University provides for a formal review, which will seek a fair and timely resolution.

Step Two

Any formal grievance must be in writing, signed by the employee, and submitted to the appropriate Vice President within ten working days from the date the employee first has knowledge of the circumstances giving rise to the grievance. The written grievance should: state the facts that form the basis of the employee's complaint; identify relevant persons with knowledge of the situation, and state the remedy sought by the employee. Within **five** working days from the receipt of the written grievance, the vice president or his/her designated representative will attempt to schedule a meeting with the employee, the immediate supervisor, and any other individuals the Vice President determines will assist in the investigation and resolution of the problem. The meeting will normally be held within **ten** working days from receipt of the written grievance.

The Vice President or his/her designated representative should render a decision in writing to the employee within **ten** working days from the date the meeting was held. Copies of the decision shall be forwarded to the employee's supervisors. The decision should state findings of fact and conclusions as to the employee's allegations. The decision will grant or deny the remedy requested or present some modified remedy. The decision of the Vice President will be final unless appealed to the Grievance Committee by the employee.

Step Three

Appeals to the Grievance Committee must be made within **ten** working days following the date the employee is notified of the decision of the Vice President.

The Grievance Committee shall consist of five non-faculty employees of the University appointed by the President. Appointments are for a period of two years. These appointees should be a representative mix of supervisory/nonsupervisory employees of the University and of major operating areas of the University. No member(s) of the Grievance Committee who has been involved in the case of the complainant shall be allowed to hear the appeal. In such case, the President shall appoint a temporary substitute to fill the vacant seat on the Committee.

The Grievance Committee shall hold a hearing, which shall include: an opening statement, presentation of evidence, an opportunity for questions by members of the committee, and a closing statement. The employee shall represent him/herself. The

University shall be represented by its designee. Neither party shall be represented by legal counsel. The Committee shall arrange for the proceedings to be tape-recorded.

Within **ten** working days of the hearing, the Grievance Committee should submit a written report to the President. Copies of the report shall be made available to the employee and the University's representative. The report shall contain findings of fact and recommendations

Step Four

The President shall adopt, reject, modify, or refer the matter to the Grievance Committee for further findings and report back to the President. The decision of the President shall be final.

Employees are expected to exhaust the remedies available to them in this grievance procedure prior to instituting any action in a local, state, or federal court or agency. If an employee files an action in such a court or agency prior to completion of these grievance procedures, the University reserves the right to discontinue the grievance proceedings if, in its judgment, it determines that continuation of the proceedings either will not conclude the case or will be unnecessarily duplicative.

PROCEDURES FOR EMPLOYMENT OF PERSONNEL

When information is received that there will be a vacancy or that a new position is to be considered, the President and the Vice President of that area will confer to determine if there is to be a position filled and the nature of the job.

Authorization or Determination of the Position: After the determination of a vacancy, there shall be a job description for the position developed or reviewed and the President will sign the personnel authorization form.

Posting the Position: The position will be posted to allow current University personnel and outside candidates to apply until the position is filled.

Seeking the Applicant: The office of the Vice President for Administration and Finance shall be responsible for referring all staff candidates to the appropriate divisions. Position announcements will be widely distributed to assure a diverse pool of potential applicants.

Seeking Information on the Applicant: The applicant shall complete an employment application. References will be checked on the potential employee. Applicants will also be asked to submit to a background check.

Interview: The appropriate divisional Vice President and department representative shall conduct interviews as may be necessary.

Approval: The departmental supervisor, divisional Vice President, and President will approve the applicant. In cases of professional employment (faculty, administrators, and other professionals), the President is the final authority on filling all regular, full-time positions.

EMPLOYEE COMPENSATION

East Texas Baptist University attempts to provide compensation to staff employees on the basis of the prevailing practice in the community for work of a similar nature, of equity within the University, and of the availability of financial resources.

The type of job, job grade, and job performance the employee has determines his/her salary. The responsibilities and duties that appear on the job description serve as the basis for determining the employee's job.

Wage and salary increases can be acquired for one or more of three reasons: unusually meritorious performance in current job and above average potential for promotion; promotion to a job with greater responsibility and salary; or as part of a general pay increase to all employees, which may be granted at the University's sole discretion. Merit and general increases are dependent upon the administration's assessment of the financial condition and outlook of the University.

Salaries and wages are reviewed periodically, generally once each year. On occasion, minimum wage requirements may mandate certain across-the-board raises.

Employees will be paid twice monthly by direct deposit to the cooperating financial institutions of the employees' choice.

Travel Expenses: Employees may be reimbursed for reasonable travel expenses resulting from approved college-related travel. If employees use personal vehicles for University business, they will be reimbursed at a mileage rate equal to the current Internal Revenue Service standard mileage rate in effect January 1 of each fiscal year. Employees who are reimbursed at the standard mileage rate may not be reimbursed for any vehicle related expenses (gas, carwash, tire repair, etc.). Itemized receipts and mileage must be filed with the reimbursement request within 30 days of the expense. A partial advance may be requested.

EMPLOYEE CLASSIFICATIONS

For purposes of salary and benefit administration and other personnel actions, non-teaching employees covered by this handbook are placed in the following categories:

1. **Regular Employee:** An employee who is hired to fill an established position with an expected duration of three months or longer. "Regular" should not be construed as an assurance of long-term employment. Regular employees are further classified as:
 - A. **Full-time:** An employee who is scheduled to work 40 hours per week averaged over the fiscal year (2,080 hours during the fiscal year). Such employees are eligible for full University benefits, provided they meet the requirements specified in the individual benefit plans.
 - B. **Part-Time:** An employee who is scheduled to work less than 30 hours a week (less than 1,560 hours during the fiscal year). Part-time employees are not eligible for University benefits.
2. **Temporary Employees:** An employee who is engaged to work full-time or part-time, with the understanding that employment will be terminated as of a specific date or upon completion of a specific assignment. Temporary employees are not eligible for any University benefits.

EXEMPT and NON-EXEMPT Employees

Fair Labor Standards Act (FLSA) exempts broad categories of “white-collar” jobs from minimum wage and overtime requirements if they meet certain tests regarding job duties and responsibilities and are paid a certain minimum wage. Exempt employees must perform certain types of work, must perform that work a certain percentage of the time, and must generally be paid on a “salary basis.” In order to determine your employment status, please contact the office of Vice President for Administration and Finance.

East Texas Baptist University does not grant compensatory time for exempt employees.

TERMINATIONS

Employment may be terminated at will by the University or by the employee upon written notice. Terminations are of two kinds:

Voluntary Termination (Resignation)

At the employee's initiative, employment may be terminated. The employee is expected to communicate his or her resignation in writing and give at least two weeks notice to his or her immediate supervisor.

Involuntary Termination

The University may terminate any employee for the reasons included in, but not limited to, the following: reduction or shifts in work force; inability or unwillingness to perform job assignment in a satisfactory manner; refusal to support University ideals, morals or standards; willful misconduct; extraordinary misconduct such as violence to another employee, a student, or University property.

The University reserves the right to terminate any employee convicted of a felony, or any offense involving, in its opinion, moral turpitude and to suspend from service with or without pay, an employee indicted or otherwise accused of such an offense, and may terminate for other behavior adversely reflecting on the University.

EMPLOYEE BENEFITS

Benefits, except as noted, apply to regular full-time employees. The University reserves the right to change, add, delete, or alter the benefits provided its employees at any time for any reason.

Severance Pay

The University does not provide severance pay. Unused sick or personal time will not be paid. Unused vacation time will be paid at the salary rate applicable at the time of severance, up to the maximum.

Holiday Pay

Non-exempt employees who are required to work on approved University holidays will be paid at 1 1/2 their regular hourly rate for any hours worked. A minimum of three hours pay will be paid to any employee who is called in or scheduled to work on an approved holidays.

The employee is paid time and one-half for the hours worked on these holidays, but only actual hours worked will be counted when computing overtime pay for that week.

Payroll Deductions

The following items are normally deducted from your paycheck:

- Income tax
- Social Security (listed as FICA on your paycheck)
- Retirement (for full-time employees)

You may elect to have deductions taken from your paycheck for the following:

- Payment for ETBU health and dental insurance premiums
- Retirement annuity contributions
- United Way contributions
- Other

DRUG AND ALCOHOL POLICY

Standard of Conduct

East Texas Baptist University is an alcohol and drug-free campus. The possession, sale, use or distribution of any alcoholic beverage and/or illicit drugs or drug paraphernalia on campus or at any University-sponsored activity is prohibited. In addition, the unlawful possession, sale, use, or distribution of any illegal drug on campus or at any university sponsored event is prohibited. Violation of these standards of conduct shall result in the imposition of one or more of the disciplinary sanctions set forth below. Violation of these standards of conduct may also be illegal conduct punishable under local, state, and federal law.

Disciplinary Sanctions

Any employee found to be in violation of this drug and alcohol policy shall be subject to one or more of the following disciplinary sanctions. East Texas Baptist University reserves the right to exercise total discretion in the imposition of disciplinary sanctions.

The use, possession, or distribution of alcoholic beverages or illegal drugs or drug paraphernalia on campus or at any University sponsored activity may result in required participation in a treatment program, suspension without pay, immediate termination, and referral of the matter for criminal prosecution.

Communicable Disease Policy

East Texas Baptist University does not discriminate against students, staff, or faculty who has been diagnosed as having AIDS or other communicable diseases, except when their participation or employment may endanger the health of others, or where their continued employment cannot be reasonably accommodated without undue hardship. The University has a policy and detailed guidelines for conducting an ongoing

review of individual cases involving those with communicable diseases. Any restrictions or accommodations required of such persons are imposed in accordance with all applicable state and federal laws. Confidentiality of medical information pertaining to those with such diseases is preserved under federal and state Law.

SERVICES FOR EMPLOYEES

Check Cashing

Employees may cash personal checks in the Cashier's Office, subject to posted limits.

Athletic Pass

Football: Employees may attend regular season games at no cost by displaying their University identification. Employees may pick up one complimentary pass for their spouse at the football office. Other family members must pay.

Basketball: Employees and spouses may attend by displaying their university identification. Other family members must pay. Tournaments and/or play-off games are excluded.

Other Athletic Events: Admission is free. Tournaments and/or play-off games are excluded.

Bookstore

Employees receive a 10% discount on most of the items sold in the University bookstore, except textbooks.

Tuition Waiver for Full-Time Employees, their Spouses and Children

Full-time staff employees (40 hours per week), their spouses, and unmarried children under 24 years of age, who enroll in ETBU courses, are eligible for a staff grant covering tuition waiver. No other fees or charges are included in the grant.

Tuition Exchange Program

East Texas Baptist University participates in a Tuition Exchange Program with a number of participating institutions. Schools participating and guidelines for the program are reviewed annually. Contact the Office of Financial Aid for complete details and listings of participating schools.

Library

The Mamye Jarrett Library is available to all ETBU employees. For specific details contact library personnel.

TYPES OF LEAVE

An employee may be absent from work with the supervisor's approval. Whether the employee is paid or not depends upon the circumstances of the absence. Excessive absenteeism may affect salary increase considerations and could be cause for termination.

Two days of personal leave may be granted each year. This leave will be

charged to accrued sick leave earned by the employee. The employee must arrange with his supervisor for this absence at least one day in advance. Personal leave is not intended to be used as vacation.

Sick Leave

Sick leave will accrue for time worked from benefit date at the rate of twelve days per year for all employees. A maximum of 30 days may accumulate. This time is provided to protect employee against immediate loss of income due to brief illnesses and certain other short duration, uncontrollable emergencies or situations. It is not provided for personal business or pleasure or as a supplement to vacation time and may not be taken except for reasons listed:

- Personal illness or convalescence. Absences of greater than two days may require a doctor's statement. Report this on the time record as sick leave.
- Illness of spouse, dependent children, or parent requiring employee's personal presence. Report this on the time record as sick leave.
- Death in family, limited to parent, father/mother-in-law, spouse, child, brother or sister, grandparent, grandchild, aunt or uncle, son/daughter-in-law, brother/sister-in-law. Three workdays is normal, but supervisors should be as accommodating as possible. Executor duties or other complications may require longer periods with supervisor's approval. Report this in the time record as sick leave.

Unused sick or personal time will be determined by calculating the total number of days accrued since benefit date, less total days used to date. Balance represents unused sick or personal time, up to the maximum of 30 days. Unused sick time is not paid upon termination or retirement.

Vacation Leave

All regular, non-teaching, 30 hr/wk or more employees are eligible for two (2) weeks of paid vacation following each twelve (12) months of continuous employment at ETBU. June 1 of each year will be considered the anniversary date for all employees. Days will be prorated for the first year based on date of hire. After five (5) years of continuous employment, one (1) additional week of vacation will be earned.

It is desirable that vacation time be taken in blocks of no less than one day and must be taken within the twelve (12) month period following the anniversary date.

Vacation dates will be arranged between the employee and his or her supervisor so that the vacation will fall in a mutually convenient time period. All vacation requests must be approved in writing by the employee's supervisor. When possible, vacation time preferences are given to employees according to seniority. The Office of Vice President for Administration and Finance must be notified when vacation is taken.

Holidays

Holidays are designated by the administration for the fiscal year beginning June 1. Holidays will be keyed to the academic schedule and may not necessarily coincide with bank, legal, or religious holidays. Employees have the right to take one major religious holiday without pay upon written approval of supervisor.

Jury Duty

If the employee is summoned for jury duty, he/she should notify his/her supervisor immediately. If the court excuses the employee from jury duty during working hours, he/she should report to work immediately. East Texas Baptist University pays regular salary while the employee serves on jury duty. However, time off for personal court appearance will not be paid unless taken from vacation or personal time.

Required National Guard or Reserve Duty

Employees may use paid vacation time for required National Guard or Reserve duty.

Absence without Pay

Under certain circumstances employees may be allowed to be absent without pay (i.e. sabbaticals, travel, etc.). During this unpaid leave, the University will provide no benefits, except those allowed by the policies of insurance. Employees continue at their expense health, dental, and life insurance coverages as described under "Insured Benefits." All accrued benefits are reinstated upon return to full-time employment. See ETBU Policy Manual for details.

Family and Medical Leave

An employee may be granted family or medical leave after being employed by the University at least twelve (12) months as a full-time employee.

While the University treats pregnancy-related illness and disability as any other illness or disability, the University, in addition, permits female and male employees to be absent for a period not to exceed twelve (12) weeks on an unpaid maternity/paternity or family or medical leave for the following purposes: 1) caring for a child following his or her birth, adoption, or placement in the employee's home for foster care; 2) caring for a spouse, child, or parent who has a serious health condition; or 3) recovering from a serious health illness or injury which renders one unable to perform one's job responsibilities.

An employee who gives at least a "one-month" advance notice of his or her anticipated date of departure for family or medical leave, the length of the leave, and the employee's intention to return to full-time employment after family or medical leave shall be restored to his or her previous or a similar position with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of the leave. If the employee is prevented from giving a one-month advance notice because of a medical emergency that necessitates that the leave begin earlier than originally anticipated, she or he shall not forfeit rights and benefits to the family or medical leave. If the employee's job position is so unique that the University cannot, after reasonable efforts fill that position temporarily, then the University shall not be liable for failure to reinstate the employee at the end of the leave.

If the University finds that the employee has utilized the period of leave to actively pursue other employment opportunities or if the University finds that the employee has worked part-time or full-time for another employer during the period of leave, then the University shall not be required to reinstate the employee at the end of the leave. Whenever the University shall determine that the employee will not be reinstated at the end of the leave because the position cannot be filled temporarily or because she or he has used the leave to pursue employment opportunities or to work for another employer, the University shall so notify the employee. The employee must cooperate to provide certifications by medical professionals documenting the health conditions of the employee, spouse, child, or parent. At the employer's expense, second and third opinions may be secured if the employer has reason to doubt the validity of the initial certification.

Family or medical leave shall not affect the employee's right to receive vacation time, accrued sick leave, or any other benefits or rights of employment.

INSURED BENEFITS

East Texas Baptist University insurance programs are designed to protect employees from extreme financial hardships. The cost to participate in the total program is presently reduced because ETBU pays a large portion of the insurance premium. East Texas Baptist University's insurance program consists of the following:

- Health insurance
- Life insurance
- Short-term disability insurance
- Long-term disability insurance
- Long-term Care

Health Insurance

All employees working 30 or more hours each week (1,560 hours or more during the fiscal year) are eligible for health insurance benefits. Employees must complete insurance enrollment forms before coverage can be in effect. To insure coverage beginning at the earliest date, employees should complete these forms at the Office of Vice President for Administration and Finance as soon as possible.

East Texas Baptist University provides health care through the University's self-insured plan. All insurance premiums paid by the employee are paid through payroll deduction. Booklets describing the plan in detail are available from the Office of Vice President for Administration and Finance. Employees should analyze the plan carefully to determine coverages. East Texas Baptist University neither recommends nor accepts liability for services provided by the medical provider.

Upon termination of employment, COBRA benefits are available at rates established each year by ETBU.

Life Insurance

The amount of employee life insurance is determined by the base salary effective each June 1. Life insurance coverage is equal to one year's base salary up to a maximum of \$75,000.

Short-Term Disability Insurance

If, while insured, an employee becomes totally disabled (unable to perform job duties, as determined by the policy carrier) due to injury or sickness and the disability continues without interruption for a period longer than the elimination period provided in the insurance contract, the employee will be eligible for disability benefits.

Long-Term Disability Insurance

The University provides for extended benefits if the short-term benefits provided by the Short-Term Disability Insurance plan are exhausted. The elimination period for this plan coincides with the benefit period for the short-term plan. All provisions of the plan must be met in accordance with the plan description.

Long-Term Care

The University provides a "Long-Term Care" insurance policy for its employees to assist with the cost of care in an approved facility if an employee is disabled and requires extended nursing care. The employee may pay for increased coverage under this group plan.

Annuity Benefits

Upon full-time employment, employees are required to participate in an employer matched, tax-sheltered annuity plan. The University will match any employee contributions made to the annuity plan of a minimum of 1% and up to a maximum contribution of 8% of the employee's gross base salary. All funds are tax-sheltered with the intent of saving the employee income tax. However, the entire salary is taxable for Social Security purposes.

Social Security

Social Security benefits are paid for death, total disability, and retirement, provided the employee has been covered by Social Security for a period of time sufficient for eligibility. Claims benefits should be filed with the local Social Security office.

East Texas Baptist University shares the cost of these benefits by matching the employee's contribution.

Workers' Compensation

The Workers' Compensation Laws of Texas protect all ETBU employees. This benefit covers accidental injuries and occupational diseases that arise out of and in the course of employment.

Any disease or injury that may qualify as employment-related must be reported immediately to employee's supervisor. The supervisor must contact the Office of Vice President for Administration and Finance no later than one working day after the accident so that a First Report of Work Injury form can be completed. All Workers' Compensation claims are filed through the Office of Vice President for Administration and Finance.

Cafeteria Plan

Health coverage purchased by employee, medical expense reimbursement, and dependent care expense reimbursements are covered in the University Cafeteria Plan. These coverages are paid with before-tax dollars. Details of the Cafeteria Plan may be obtained in the Office of Vice President for Administration and Finance.

Index

Absence without Pay	19
Acceptance of Gifts or Favors	6
Anniversary Date	5
Annuity Benefits	21
Athletic Pass	17
Awareness and Campus Security Act	9
Bookstore	17
Cafeteria Plan	22
Check Cashing	17
Commitment of University Resources	6
Complaint Procedure for Harassment and Other Discrimination	11
Confidentiality of Information	7
Discriminatory Harassment	9
Dress and Decorum	5
Drug and Alcohol Policy	16
Employee Classifications	14
Employee Compensation	14
Employment Notice	5
Employment of Family Members (Nepotism)	8
Exempt and Non-exempt Employees	15
Family and Medical Leave	19
Financial Responsibility	8
Grievance Policy	12
Health Insurance	20
Holiday Pay	16
Holidays	18
Identification Cards	5
Inclement Weather Policy	9
Involuntary Terminations	15
Jury Duty	19
Leaving East Texas Baptist University	8
Library	17
Life Insurance	21
Long-Term Care	21
Long-Term Disability Insurance	21
Mission Statement	3
Organization	4
Orientation	5
Outside Employment	8
Partisan Politics	6
Payroll Deductions	16
Personnel Files	9
Preface	3
Privacy Rights of Students	7
Procedures for Employment of Personnel	13
Profanity on Campus	9
Reporting Accidents or Injuries	7
Reporting Address Change and Changes in Status	8
Required National Guard or Reserve Duty	19
Service Awards	9
Severance Pay	15
Sexual Harassment	10
Short-Term Disability Insurance	21
Sick Leave	18
Social Security	21
Solicitation of Funds	7
Tuition Exchange Program	17

Tuition Waiver for Full-Time Employees	17
Use/Misuse of University Property	6
Use of Tobacco Policy	9
Vacation Leave	18
Vehicle Registration and Parking	6
Vision Statement	4
Voluntary Terminations (Resignations)	15
Voluntary Transfer/Promotion	8
Weapons of Campus	9
Workers' Compensation	21
Work Schedules	5