



# EMPLOYEE HANDBOOK

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**This Employee Handbook Does Not Create a Contract of Employment**

Content contributions by:



## Table of Contents

<b>INTRODUCTION TO UNION PRESBYTERIAN SEMINARY .....</b>	<b>6</b>
MISSION STATEMENT .....	6
MISSION & PURPOSE .....	6
CORE VALUES .....	6
PURPOSE OF THIS EMPLOYEE HANDBOOK .....	6
EQUAL EMPLOYMENT OPPORTUNITY .....	7
NON - DISCRIMINATION & ANTI-HARASSMENT .....	8
<b>EMPLOYMENT .....</b>	<b>9</b>
EMPLOYEE RELATIONS.....	9
EMPLOYMENT AT WILL.....	9
IMMIGRATION LAW COMPLIANCE.....	9
EMPLOYEE CLASSIFICATIONS .....	9
PERSONNEL FILE UPDATE.....	11
OPEN JOB POSTINGS.....	11
EMPLOYMENT OF RELATIVES.....	11
CONFLICT OF INTEREST/OUTSIDE EMPLOYMENT STATEMENT .....	12
OUTSIDE EMPLOYMENT .....	13
OTHER ACTIVITIES OUTSIDE NORMAL WORK HOURS .....	13
WHISTLEBLOWER PROTECTIONS.....	13
CONFIDENTIALITY & NON-DISCLOSURE.....	13
<b>COMPENSATION &amp; PERFORMANCE MANAGEMENT .....</b>	<b>15</b>
SEMI-MONTHLY PAYROLL.....	15
DIRECT DEPOSIT.....	15
PAYROLL DEDUCTIONS .....	15
TIME AND ATTENDANCE RECORDS .....	15
OVERTIME .....	16
ELIGIBILITY .....	16
PROCEDURE .....	16
SALARY INCREASES .....	16
GENERAL INFORMATION .....	16
PRORATED INCREASES.....	16
EMPLOYEE PERFORMANCE EVALUATIONS .....	17
INTRODUCTORY PERFORMANCE EVALUATIONS .....	17
ANNUAL PERFORMANCE EVALUATIONS .....	18
<b>ON THE JOB .....</b>	<b>19</b>

<b>ATTENDANCE &amp; PUNCTUALITY .....</b>	<b>19</b>
<b>WORKING HOURS.....</b>	<b>19</b>
<b>MEALS/BREAKS .....</b>	<b>19</b>
<b>PERSONAL APPEARANCE &amp; HYGIENE .....</b>	<b>20</b>
<b>CORRECTIVE ACTION .....</b>	<b>20</b>
<b>INTERNET, EMAIL &amp; VOICEMAIL ACCEPTABLE USE .....</b>	<b>20</b>
<b>SOCIAL MEDIA/BLOGGING.....</b>	<b>20</b>
<b>PERSONAL TECHNOLOGY - CELLULAR PHONES &amp; TABLETS .....</b>	<b>21</b>
<b>TELEPHONE USAGE .....</b>	<b>23</b>
<b>TRAVEL EXPENSE POLICY .....</b>	<b>23</b>
TRANSPORTATION .....	24
LODGING.....	24
MEALS.....	24
<b>ACCEPTING BUSINESS GIFTS .....</b>	<b>24</b>
<b><i>TIME OFF.....</i></b>	<b>25</b>
<b>VACATION .....</b>	<b>25</b>
ELIGIBILITY .....	25
AWARD FOR SUPPORT STAFF EMPLOYEES.....	25
AWARD FOR ADMINISTRATIVE STAFF EMPLOYEES .....	25
GENERAL INFORMATION FOR ALL ELIGIBLE STAFF.....	25
<b>SICK LEAVE .....</b>	<b>26</b>
ELIGIBILITY .....	26
ACCRUAL.....	26
USAGE .....	26
<b>PERSONAL LEAVE.....</b>	<b>27</b>
ELIGIBILITY .....	27
<b>HOLIDAYS .....</b>	<b>28</b>
<b>BEREAVEMENT .....</b>	<b>28</b>
<b>JURY DUTY.....</b>	<b>29</b>
<b>FAMILY AND MEDICAL LEAVE (FMLA) .....</b>	<b>29</b>
<b>OTHER LEAVES OF ABSENCE.....</b>	<b>30</b>
ADOPTION LEAVE.....	30
MATERNITY/PARENTAL LEAVE.....	30
MILITARY LEAVE.....	31
VOLUNTARY LEAVE OF ABSENCE .....	32
<b><i>EMPLOYEE BENEFITS .....</i></b>	<b>33</b>
<b>HEALTH INSURANCE .....</b>	<b>33</b>
<b>LIFE INSURANCE .....</b>	<b>33</b>

<b>DISABILITY – SHORT TERM .....</b>	<b>34</b>
<b>DISABILITY – LONG TERM.....</b>	<b>35</b>
<b>FLEXIBLE SPENDING ACCOUNTS (FSA) .....</b>	<b>35</b>
<b>RETIREMENT PLAN.....</b>	<b>36</b>
FOR ADMINISTRATIVE STAFF & FACULTY .....	36
FOR SUPPORT STAFF.....	36
<b>SUPPLEMENTAL RETIREMENT PLAN.....</b>	<b>37</b>
<b><i>SAFETY &amp; SECURITY .....</i></b>	<b><i>38</i></b>
<b>WORKERS’ COMPENSATION INSURANCE .....</b>	<b>38</b>
HOW TO APPLY FOR BENEFITS.....	38
<b>VIOLENCE IN THE WORKPLACE.....</b>	<b>38</b>
<b>WEAPONS IN THE WORKPLACE .....</b>	<b>39</b>
<b>INCLEMENT WEATHER POLICY .....</b>	<b>39</b>
<b>TECHNOLOGY SECURITY.....</b>	<b>39</b>
<b>SMOKING POLICY .....</b>	<b>40</b>
<b>PET POLICY .....</b>	<b>40</b>
<b>SUBSTANCE ABUSE POLICY .....</b>	<b>40</b>
<b>PRIVACY POLICY AND PRACTICES.....</b>	<b>42</b>
<b><i>LEAVING UNION PRESBYTERIAN SEMINARY .....</i></b>	<b><i>44</i></b>
<b>RESIGNATION .....</b>	<b>44</b>
<b>BENEFITS .....</b>	<b>44</b>
<b>EXIT PROCESS .....</b>	<b>44</b>
<b>FINAL PAYCHECK.....</b>	<b>44</b>
<b><i>COMMUNITY GRIEVANCE AND DISCIPLINE .....</i></b>	<b><i>44</i></b>
<b><i>EMPLOYEE HANDBOOK ACKNOWLEDGMENT .....</i></b>	<b><i>45</i></b>
<b><i>EMPLOYEE HANDBOOK ACKNOWLEDGMENT .....</i></b>	<b><i>46</i></b>

## LETTER FROM THE PRESIDENT

### **Welcome new employee!**

On behalf of your colleagues, I welcome you to Union Presbyterian Seminary and wish you every success.

We believe that each employee contributes directly to Union Presbyterian Seminary's growth and success, and we hope you will take pride in being a member of our team.

This Handbook is designed to acquaint you with Union Presbyterian Seminary and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the Handbook. It describes many of our mutual responsibilities, as an employee and employer, and outlines the programs developed by Union Presbyterian Seminary to benefit you.

No Employee Handbook can anticipate every circumstance or question about policy. As Union Presbyterian Seminary continues to grow, the need may arise, and Union Presbyterian Seminary reserves the right, to revise, supplement, or rescind any policies or portion of the Handbook from time to time as it deems appropriate, in its sole and absolute discretion. Only the President has the ability to adopt any significant revisions to the policies in this Handbook. Employees will, of course, be notified of such changes as they occur.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Dr. Brian K. Blount

# INTRODUCTION TO UNION PRESBYTERIAN SEMINARY

## **MISSION STATEMENT**

Union Presbyterian Seminary, “the Seminary”, equips Christian leaders for ministry in the world – a sacred vocation that requires deep learning, commitment to service, and an ability to read culture and circumstance in the light of the rich resources of scripture and theological tradition.

## **MISSION & PURPOSE**

The Seminary’s core mission is to participate in the mission of the church by forming and equipping leaders for the work of ministry, for building up the body of Christ (*Eph 4:12*).

## **CORE VALUES**

As a theological Seminary of the Presbyterian Church (USA) standing within the Reformed tradition:

- We confess the Lordship of Jesus Christ. We believe that Jesus is God in the flesh, the Son of that One whom he called Father, whose life, ministry, death and resurrection have transformed the world. As the risen and living Lord, Jesus has called us to bear witness to his transformative presence in the world.
- We serve as a theological resource for church and society.
- We weave together distinctive approaches to theological education for pastoral and educational ministries.
- We educate, inspire, and empower leaders for congregational life, theological scholarship, and bold Christian service to the world.
- We seek to participate faithfully in the Holy Spirit’s transformation of the Seminary, the church, and through the church, the world.

## **PURPOSE OF THIS EMPLOYEE HANDBOOK**

The **Union Presbyterian Seminary Employee Handbook** (*Employee Handbook*) has been prepared to acquaint employees with current personnel policies, procedures, and benefits of Union Presbyterian Seminary, an Equal Opportunity Employer. The policies, procedures, and benefits described herein are not terms or conditions of employment and exist solely at the discretion of the Seminary.

Please note that while this Handbook covers the employment relationship of the Seminary to all employees, the employment relationship with members of the Seminary Faculty is further defined in the Faculty Manual posted on the school's BlackBoard website. In the event of any conflict between the policies and procedures outlined in the Employee Handbook, and those found in the Faculty Manual, the Faculty Manual shall govern.

The ***Employee Handbook*** describes the practices Union Presbyterian Seminary generally prefers to follow, but the Seminary at all times maintains the discretion to follow other practices it may find appropriate under the circumstances. The Seminary maintains the exclusive right to interpret, modify, suspend, or eliminate any or all, or any part of, the policies, procedures, and benefits set forth in the ***Employee Handbook*** at any time, with or without notice.

The language used in this ***Employee Handbook*** is not intended to create, nor is it to be construed to constitute, an offer to contract or a contract between Union Presbyterian Seminary and any one or all of its employees. Similarly, any other booklet, manual, memorandum, or policy statement issued or maintained by Union Presbyterian Seminary does not constitute a contract or an offer to contract between Union Presbyterian Seminary and any one or all of its employees.

Throughout the Employee Handbook you will find mention of our Business Office. Some employees working within the Business Office hold job duties related to Human Resource Management and are empowered to execute or advise on Human Resource related matters. Any mention of a Human Resource representative or our Human Resources Department/Office is intended to reference Human Resource Management related staff that work within our Business Office.

Many of the benefits described in the ***Employee Handbook*** are described more fully in plan documents, contracts, policies, summary plan descriptions or other booklets. In the event there is a conflict between the ***Employee Handbook*** and the information provided in any benefit plan document, contract, policy, summary plan description, or booklet, the benefit plan document, contract or policy will govern.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Union Presbyterian Seminary is an equal opportunity employer. As such, it is Union Presbyterian Seminary's policy to provide equal employment opportunity to all qualified employees and applicants for employment without regard to unlawful consideration of race, color, gender, national origin, age, disability or any other status protected by federal, state or local law applicable to a religious educational Seminary.

## **NON - DISCRIMINATION & ANTI-HARASSMENT**

Union Presbyterian Seminary is committed to providing a work environment free of unlawful physical, psychological, or verbal harassment. Harassment will not be tolerated. Individuals found to be engaging in harassment will be subject to disciplinary action, including, if Union Presbyterian Seminary finds it appropriate, termination of employment for a first offense. This policy applies to sexual harassment as well as harassment based on race, color, religion, age, national origin, disability, or any other unlawful factor. For further guidance and details related to our Sexual Misconduct Policy please refer to the Policies & Procedures Booklet, accessible to all employees via our Intranet. It is typically made available to all employees to view via Intranet, along with other new employee paperwork. Existing employees who are in need of a copy of this full policy can request it through our Vice President for Finance and Administration.



## EMPLOYMENT

### **EMPLOYEE RELATIONS**

Union Presbyterian Seminary believes that a free, mutually voluntary relationship is best for everyone involved and promotes the best environment for both individual and organizational growth and accomplishment. This is consistent with Union Presbyterian Seminary's philosophy to reward individual achievement and to strive toward positive relations with all of its employees.

Union Presbyterian Seminary sincerely hopes that each employee's relationship with the Seminary will be mutually rewarding and satisfying.

### **EMPLOYMENT AT WILL**

Employment with Union Presbyterian Seminary is based on employment at will. An employee has the right to terminate his or her employment with the Seminary at any time and for any reason the employee sees fit. Similarly, Union Presbyterian Seminary has the corresponding right to terminate the employment of any employee if the Seminary determines in its discretion that such action is appropriate. Unless otherwise agreed in writing by the President, no employee is hired for any specified term or under any agreement contrary to this policy. No employee or representative of Union Presbyterian Seminary other than the President has any authority to enter into any employment agreement for any specified period of time or to make any agreement contrary to this policy.

### **IMMIGRATION LAW COMPLIANCE**

A Federal law entitled, "The Immigration Reform and Control Act of 1986," requires the Seminary to only employ those candidates who are authorized to work in the United States. This means that, as a condition of employment, candidates must bring with them on their first day of employment proof of their eligibility to work in the United States. The types of documents to be provided as proof of eligibility to work in the United States are included with the I-9 form to be completed prior to the start of work. Newly hired or re-hired employees who fail to provide such proof within the legally allowed time will not be eligible for employment with the Union Presbyterian Seminary.

### **EMPLOYEE CLASSIFICATIONS**

The job for which Union Presbyterian Seminary employs you is defined in a number of ways including Exempt or Non-Exempt, as defined by law under the Fair Labor Standards Act and Full-Time or Part-Time.

- Employees considered **Exempt** are those who are paid a salary and typically work in a qualifying Executive or high level Administrative or Professional role. Due to the nature of their work, Exempt employees are ineligible for overtime.
  - **SAFE HARBOR:** There are limited circumstances where deductions from the salaries of exempt employees are permissible. If you are an Exempt employee and believe that an improper deduction has been made to your salary, you should immediately report this information to your direct manager. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.
- **Non-Exempt** employees are those who are generally paid by the hour and are eligible for overtime for any hours physically over 40 in a week. Work by Non-Exempt employees in excess of forty (40) hours per week must be authorized in advance and approved by their manager.
- **Full-time** employees are those that work 30 hours or more per week.
- **Part-time** employees are those who work less than 30 hours per week. Part-time employees are not eligible for most of the benefits offered by Union Presbyterian Seminary, as of the distribution date of this Handbook.
  - Part-time employees enrolled in a benefit plan prior to the distribution of this Handbook may be grandfathered into the affected benefit plan.

Finally, an employee can be classified in any of the following categories, which also defines benefits plan eligibility, in addition to being Full-time or Part-time.

- **ADMINISTRATIVE STAFF** employees bear major management responsibilities and perform the planning, organizing, motivating, and controlling functions necessary to assure the overall success of the Seminary.
- **SUPPORT STAFF** employees assist the administrative staff as well as other Seminary leadership in accomplishing the mission of the Seminary.
- **STUDENT** employees work on a temporary basis, with the understanding that their employment is only for a specified term, typically ending at the completion of an assignment or course of study. Student employees are generally Part-Time, scheduled to work less than 30 hours per week, and are ineligible for any of the benefits offered by Union Presbyterian Seminary.
- **FACULTY** employees handle the primary teaching responsibilities of the Seminary. The Seminary's relationship with Faculty is governed not only by this Employee Handbook but also by Faculty Manual, which shall take precedent in case of conflict between the two documents.

## **PERSONNEL FILE UPDATE**

It is important to keep employee records current. When an employee's home address, marital status, number of dependents, or similar personal information changes, the employee should notify the Business Office.

Emergency contact information should always be current and on file in the Business Office.

Employees should keep their managers informed of any changes in contact information.

## **OPEN JOB POSTINGS**

### **GENERAL INFORMATION**

It is the policy of Union Presbyterian Seminary to announce open positions internally via the Seminary e-mail system to all faculty and staff, while at the same time advertising the positions to the general public.

- It is the department manager's responsibility to check with the Controller to insure that adequate funds have been budgeted for the position.
- The Business Office will review all job descriptions prior to advertising or posting the job opening.
- Interviewing and formal hiring decisions will then be made by the head of the department once all qualified candidates have been reviewed. It is critical, that prior to extending the job offer, the department review the job offer with the Business Office so that labor laws are followed and salary and benefit offers are consistent with Seminary guidelines and practices.

### **INTERNAL POSTING PROCESS**

- It is the Seminary's policy to identify candidates for, and fill job openings with, the best qualified candidate.
- In order to assure that existing employees have an opportunity to apply for vacant positions, the Seminary's Human Resource staff in the Business Office will distribute notice of available job openings, together with any appropriate job description, to the Seminary community simultaneously with distribution outside the Seminary community.
- If an existing Seminary employee chooses to apply for an available vacant position, he or she should send a cover letter and resume directly to the hiring manager for consideration.

## **EMPLOYMENT OF RELATIVES**

This policy is designed to avoid the common problems associated with the hiring of relatives such as charges of favoritism, conflicts of interest, personal discord and scheduling conflicts

that work to the disadvantage of both the Seminary and its employees. Therefore, it is the Seminary's policy not to hire or engage, as an employee or as an independent contractor, a relative of any other than a current employee or Trustee in any capacity. *This policy does not apply to related individuals who are already employed by the Seminary as of the effective date of this policy (April 1, 2011).*

This policy is not meant to create a blanket prohibition on the Seminary entering into a vendor/contractor relationship with an organization that employs a relative of a Seminary employee or Trustee. However, it does suggest that relationships with vendors/contractors that employ relatives of Seminary personnel will be avoided where such individuals are in positions of significant authority in relation to anticipated interaction with the Seminary.

For the purposes of this policy, "relative" shall be defined as the employee's spouse, parent, child, sibling, grandparent, stepparent, stepchild, step-sibling, in-law, aunt, uncle, nephew, niece, first cousin or any other member of the employee's household.

In the event a Seminary employee later becomes a "relative" with another employee or vendor/contractor, appropriate Seminary administrators must be notified so that any potential conflict may be evaluated and resolved.

Any exceptions to this policy must be approved by the President and two other members of the Executive Staff of the President of the Seminary.

## **CONFLICT OF INTEREST/OUTSIDE EMPLOYMENT STATEMENT**

Union Presbyterian Seminary expects all employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the Seminary. Business dealings that create a conflict between the interests of the Seminary and an employee are unacceptable. The Seminary recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to its business. However, the employee must disclose any possible conflicts so that the Seminary may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the Seminary's business dealings.

Although it is not possible to specify every action that might create a conflict of interest, listed below are those that most frequently present a problem.

- Using proprietary or confidential Seminary information for personal gain or to Union Presbyterian Seminary's detriment;

- Using Seminary assets or labor for personal use or gain; and/or
- Violation of provisions of law or the Seminary's policies or rules.

If an employee has any question concerning whether an action or proposed course of conduct would create a conflict of interest, he/she should immediately contact their manager to obtain advice on the issue. An employee must promptly disclose actual or potential conflicts of interest to his/her manager. Approval will not be given unless the relationship will not interfere with the employee's duties or will not damage the Seminary's relationship. A violation of this policy may result in immediate and appropriate corrective action, up to and including termination from the Seminary.

### **OUTSIDE EMPLOYMENT**

Employees who engage in other employment, business or profession must do so during non-Union Presbyterian Seminary scheduled work hours. Employees may not at any time pursue any other employment, business or profession that conflicts with the interests of Union Presbyterian Seminary or interferes unreasonably with the employee's performance of their Union Presbyterian Seminary duties. Union Presbyterian Seminary's insurance will not cover injuries sustained on second job site.

### **OTHER ACTIVITIES OUTSIDE NORMAL WORK HOURS**

Union Presbyterian Seminary employees are expected to perform their required work functions during the normally scheduled work hours. Variations from these normally scheduled work hours, either temporarily or permanently, can be granted in writing by the departmental manager (flex-time).

Attendance at one Union Presbyterian Seminary class in the fall or spring terms during normal working hours requires written approval of the manager. This time must either be made up by the employee or an appropriate reduction in pay will be invoked, either of which must be subject to manager approval.

### **WHISTLEBLOWER PROTECTIONS**

Information regarding this policy can be found by viewing the Policies & Procedures Booklet, accessible to all employees via our Intranet.

### **CONFIDENTIALITY & NON-DISCLOSURE**

The protection of confidential business information is vital to the interests and the success of Union Presbyterian Seminary. It is important for our employees to understand that certain Seminary information is proprietary in nature and is the sole property of Union Presbyterian Seminary.

Any personal information related to employees or students of Union Presbyterian Seminary is confidential and restricted and must not be shared with anyone outside the Seminary without

prior approval of the Vice President for Finance and Administration. Such confidential information includes, but is not limited to, the following examples:

- Home address or telephone number
- Social Security number
- Grades or course enrollment information
- Health related information
- Personal financial information (pay rate, scholarship amounts)
- Employee benefit information

If you are not sure about whether a particular type of information is subject to this confidentiality duty, refer inquiries to your manager, authorized Union Presbyterian Seminary representative or authorized Human Resource representative.

Employees, who improperly use or remove confidential Seminary information from Seminary premises, will be subject to corrective action, up to and including termination of employment, even if they do not actually benefit from the disclosed information. Union Presbyterian Seminary will use all legal means it has available to recover losses due to theft or misuse of any Seminary property.

## **COMPENSATION & PERFORMANCE MANAGEMENT**

### **SEMI-MONTHLY PAYROLL**

Pay dates for all employees are the 15<sup>th</sup> and last business day of the month. If a payday falls on a weekend or holiday, the checks or direct deposits will be available on the last business day before the normal pay date.

### **DIRECT DEPOSIT**

All employees are highly encouraged to have their paychecks deposited directly into one or more bank accounts. Direct deposit enrollment forms are made available with new employee paperwork or at any time in the Business Office.

### **PAYROLL DEDUCTIONS**

Payroll checks will generally be subject to Federal, State and Social Security Tax withholding. They may also include miscellaneous payroll deductions which an employee elected or specifically authorized in writing and/or garnishments which the Seminary is legally required to act on.

### **TIME AND ATTENDANCE RECORDS**

Union Presbyterian Seminary is required under the provisions of the Fair Labor Standards Act to keep an accurate record of time worked by each employee.

Non-exempt employees must complete semi-monthly electronic records recording all hours worked. Paid time off (vacation, sick, personal days, closures) also need to be recorded on the electronic timesheets.

Exempt employees must submit timesheets or electronic records showing vacation and sick time used. In addition, any other time away from the job should be recorded, such as jury duty, family medical leave, bereavement days, etc.

Timesheets or electronic records must be approved by the employee's manager according to the payroll schedule, normally the day following the end of a pay period.

Timesheets, electronic records, timecards, and memorandums will remain on file in the Business Office for a period of time specified by law, and are subject to audit by various regulatory agencies.

## **OVERTIME**

The Seminary's workweek is from 12:01 a.m. Monday through Sunday midnight. Non-Exempt employees normally work 37.5 hours per week. However, certain departments such as Physical Plant may work a different schedule consisting of 40 hours per week. On rare occasions, a manager may determine that it is necessary for an employee to work hours beyond the normal workweek.

Overtime is actual time worked exceeding 40 hours during the standard Union Presbyterian Seminary work week. Paid leave and holidays do not qualify as actual time worked.

## **ELIGIBILITY**

- **Exempt Status:** Provisions of the Fair Labor Standards Act **do not** apply, and therefore positions in this category are not eligible for overtime payment. Usually, persons in executive, professional, and administrative classifications are included in this category. The U.S. Department of Labor provides Fact Sheets which help to identify what job duties are considered exempt from overtime. These Fact Sheets can be obtained through the Human Resources staff in our Business Office.
- **Non-Exempt Status:** Provisions of the Fair Labor Standard Act **do** apply, and positions in this category are eligible for overtime payment.
- Employees who are unclear about their status should contact the Human Resource staff members in our Business Office.

## **PROCEDURE**

- **Overtime must be scheduled and approved by the employee's manager.**
- A Non-Exempt employee who works more than 40 hours during the workweek will receive payment for **overtime** hours at 1.5 times his/her regular hourly rate.

## **SALARY INCREASES**

### **GENERAL INFORMATION**

The Seminary operates on a July 1 to June 30 fiscal year basis. No employee, or group of employees, is guaranteed a salary increase each fiscal year. When it is possible to authorize increases, the increases are generally effective at the start of the fiscal year.

### **PRORATED INCREASES**

For new administrative and support staff employees who begin employment **after** July 1, the following proration schedule applies:



Percent Proration of Pay Increases for Administrative and Support Staff Based on Starting Date	
Start Date	Percent of the Normal Increase
07/01 - 09/30	100%
10/01 - 12/31	100%
01/01 - 03/31	50%
04/01 - 06/30	25%

*(This proration schedule was approved by the Executive Staff of the President 03/2007)*

## **EMPLOYEE PERFORMANCE EVALUATIONS**

### **GENERAL INFORMATION**

Employee evaluations are considered an important measurement of both the administrative and support staff performance at Union Presbyterian Seminary. The evaluations for administrative and support staff fall into two categories: an initial evaluation period during the first three months of employment and an annual performance evaluation thereafter. Employee evaluations for Student workers are not required or expected. Employee evaluations for Faculty are governed by the Faculty Manual.

### **INTRODUCTORY PERFORMANCE EVALUATIONS**

- The first three months of employment for an administrative or a support staff employee provides for an introductory evaluation period. Certain positions may require a longer evaluation period.
- During this period, the employee's performance and adjustment to the job are initially evaluated, and the employee, in turn, evaluates the job as it meets his or her needs. At some point during the introductory period the employee receives a formal performance appraisal from the manager. The manager will provide on-going coaching as appropriate during the introductory period.

- An employee is not guaranteed that his or her employment will continue throughout the evaluation period, as no employee, during or after the evaluation period, is guaranteed employment for any particular length of time.

### **ANNUAL PERFORMANCE EVALUATIONS**

- All administrative and support staff employees are to be evaluated annually near or on the employee's anniversary date, or on a regular annual basis agreed upon by the reviewing manager and the employee. Sample evaluation forms are available from the Business Office, for those who wish to use them.
- It will be the department head or immediate manager's responsibility to prepare the evaluation form, discuss the evaluation with the employee, and forward the signed original form to the Business Office. A copy of the review should be given to the employee. **All evaluations should be kept confidential.**
- Only persons authorized by the Vice President for Finance and Administration should be allowed to review these forms. They may be observed in the Business Office when necessary by those authorized to do so.
- Receiving an annual evaluation is not a guarantee for a compensation increase.

## **ON THE JOB**

### **ATTENDANCE & PUNCTUALITY**

Regular attendance and punctuality are the foundation of dependability and good work performance. Excessive and habitual absenteeism and tardiness have a direct adverse impact on an employee's performance, progress and continued employment with the Seminary.

Employees are responsible for being ready to start work at their scheduled time and continue working until their scheduled hours of work are completed. It is your obligation to notify your manager as far as possible in advance of your scheduled workday, whenever you will be late or absent, to state the reason for such lateness or absence, and to advise when you expect to return to work. If you know you are going to be late or unable to report to work due to illness or other reasons, you should make every reasonable effort via phone to contact your manager at least 1 hour prior to your start time. If your manager is unavailable, you should contact the next level of your department's management. If that manager is unavailable you are required to leave a message that should include a telephone number where you can be reached. If you are physically unable to make a personal call, you must have someone else call for you.

Texting and or emailing in notice of lateness or unexpected absence is generally permitted as long as proper advance notice is provided and that communication is remitted to the employee's direct manager.

Excessive absenteeism and tardiness may result in appropriate corrective action, up to and including termination from the Seminary.

Nothing in this Handbook is a guarantee by Union Presbyterian Seminary of hours of work per day, per week, per year, or of any specific work schedule.

### **WORKING HOURS**

Hours of work vary depending on your responsibilities, job classification and location. New employees are given a schedule to follow upon hire. If a work schedule changes, your manager will provide you advance notice of such a change. Generally, Administrative and Support Staff work a 37.5 hour week. Employees within the physical plant work a 40 hour week.

Library hours vary depending on time of year, as do the hours to work. Due to extended hours that the library is open, library staff may need to adjust their schedules to cover operations.

### **MEALS/BREAKS**

Full-time employees are provided either a 30 minute or 1 hour unpaid meal break, depending on responsibilities, job classification and manager discretion.

Union Presbyterian Seminary encourages 15-minute morning and afternoon breaks for full-time and part-time employees.

## **PERSONAL APPEARANCE & HYGIENE**

While Union Presbyterian Seminary is generally a business casual dress environment, it is expected that all employees will maintain a clean and neat appearance and will project a professional and business-like image in dealing with other employees, students, vendors, and the general public. Good hygiene and pride in your appearance will ensure that employees are comfortable in our daily interactions.

## **CORRECTIVE ACTION**

Counseling and corrective actions are intended to provide employees an opportunity to correct performance or, as circumstances warrant, for Union Presbyterian Seminary to terminate the employment relationship. The corrective action process may include counseling, coaching, verbal warnings, written warnings or termination of employment. These are not progressive steps that the Seminary is obligated to follow in any prescribed order. The Seminary maintains the sole authority, right and responsibility to respond to the issue, conduct or event that may lead to the application of corrective action in the manner it deems appropriate. This includes any legal remedies available to recover a loss, particularly in cases of theft of physical or intellectual property.

In situations involving allegations of Sexual Misconduct (as defined in the Seminary's Sexual Misconduct Policy in our Policies & Procedures Booklet), the Seminary's Sexual Misconduct Policy and Procedures supersede and apply in lieu of all other procedures and policies set forth herein. For further guidance and details related to our Sexual Misconduct Policy please refer to the Policies & Procedures Booklet, accessible to all employees via our Intranet.

## **INTERNET, EMAIL & VOICEMAIL ACCEPTABLE USE**

**No employee has an expectation of privacy in their usage of Union Presbyterian Seminary's computers, Internet, e-mail or voicemail system. The employee should not interpret the use of a password protection as creating a right or expectation of privacy for the employee.**

Employees must follow the Union Presbyterian Seminary policy on Acceptable Use of Technology, listed within the Policies & Procedures Booklet accessible to all employees via our Intranet.

## **SOCIAL MEDIA/BLOGGING**

Union Presbyterian Seminary recognizes the importance of the Internet in shaping public thinking about our Seminary and our current and potential students, employees and partners.

For detailed information regarding our Social Media/Blogging policy please refer to the Policies & Procedures Booklet, accessible to all employees via our Intranet.

## **PERSONAL TECHNOLOGY - CELLULAR PHONES & TABLETS**

### **Cellular Phones & Smart Phones**

In recognition of the fact that employees who regularly travel in order to fulfill their job responsibilities at Union Presbyterian Seminary need to remain in touch with their on-campus colleagues and others, even while traveling, the Seminary has adopted the following policy regarding payment for cell phones or smart phones.

Given the wide popularity of cell phones and smart phones, it is assumed that all employees have one of these devices. As a legitimate and necessary business expense, the Seminary will reimburse a portion of the cost of the service needed to operate a cell phone or smart phone for all Authorized Employees. A list of Authorized Employees, for purposes of this policy, will be approved and revised as necessary by the Executive Staff of the President (ESP). Reimbursement will be up to a specified maximum amount as established (and revised) by ESP.

In order to obtain non-taxable reimbursement **up to** the specified maximum amount, Authorized Employees **must** submit copies of relevant documentation (normally a bill or bills) to the Business Office no more often than once per calendar quarter.

### **Tablets**

For those employees who have a legitimate business need to use an electronic tablet to fulfill or complete their job duties, the Seminary will purchase and provide that device. This tablet will remain the property of the Seminary. Employees who use a Seminary owned tablet should personally arrange for needed or desired connectivity services and data plans. For these employees, the Seminary will reimburse the cost of a service/data plan, up to a specified maximum.

In order to obtain non-taxable reimbursement **up to** the specified maximum amount, employees who use a Seminary owned tablet **must** submit copies of relevant documentation (normally a bill or bills) to the Business Office no more often than once per calendar quarter.

The Executive Staff of the President will approve and revise as necessary, both the list of authorized users of Seminary-owned tablets and the amount of data plan reimbursement.

## **Protecting Seminary Information & Property**

Union Presbyterian Seminary requires that employees exercise good professional judgment when using the camera feature on their cellular phones or tablets in the workplace. Seminary information or any type of Seminary property should be protected as confidential and never distributed as public unless authorized to do so. This includes information that comes in paper, digital, sound, photo or video form.

## **Safety Issues for Cellular Phone Use**

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use OR use their personal cell phone for business are prohibited from using their phone while driving except in hands free mode. Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs. Safety must come before all other concerns.

Any cell phone use (other than hands free option) is prohibited under the following:

- While driving on Seminary business
  - This includes but is not limited to running errands or attending meetings or other off site events during the workday, and
- While driving on personal time if the phone usage would be Seminary related; such as answering a client or manager's call or email.

Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

**Union Presbyterian Seminary has zero tolerance for any type of texting or emailing while driving.**

Since this policy prohibits employees from using a cell phone while driving, employees who are charged with traffic violations resulting from the use of their phones while driving will be solely responsible for all liabilities that result from such actions.

Employees found to be in violation of this policy will be subject to corrective action, up to and including termination of employment.

## **Special Responsibilities for Managerial Staff**

As with any policy, management employees are expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

For further related guidance, please refer to Personal Technology policy, located in the Policies & Procedures Booklet, accessible to all employees via our Intranet.

## **TELEPHONE USAGE**

The campus telephone system is also considered part of the campus network and is operated and maintained by the Technology Services Department. As with the campus computer system, employees are expected to use the telephone system primarily for Union Presbyterian Seminary related business, and to act reasonably and responsibly when needing to use the system for personal calls.

Each employee is assigned a unique, confidential access code to use for making long distance telephone calls. This code should be considered the employee's own, is used for identification and billing purposes, and should not be distributed to others.

Employees are discouraged from using the telephone system for making personal long distance calls, and should only do so in emergency or other unusual circumstances, and only when using a personal long distance telephone card with a toll-free access number. In an emergency situation where an employee has no telephone card and needs to make a personal long distance telephone call, the employee is responsible for the charge and reimbursing the Seminary for the call. For information related to using our Skype Room, please contact the Admissions Department. The Skype Room Guidelines – Richmond are located in our Policies & Procedure Booklet hosted on our Intranet.

Employees are reminded that excessive use of the telephone for personal calls or the charging of personal calls to Union Presbyterian Seminary (outside of the situation described above) is cause for disciplinary action and/or termination of employment by the Seminary.

## **TRAVEL EXPENSE POLICY**

### **GENERAL POLICY**

All staff expenditures must conform to this reimbursement policy. In addition, when a staff person has hosted a constituent or attended an event or conference related to the charge, it should be so noted on the receipt. The ***Request for Disbursement*** form must be approved by the traveler's manager or other appointed person before submission to Union Presbyterian Seminary's Business Office. Receipts must accompany all expenses listed on the ***Request for***

**Disbursement** form. Variances noted by the manager will be discussed with the traveling staff member. Staff members should plan their travel carefully for the next year at budget time and then stay within their budgets as much as possible. All staff members should remember that travel costs are funded by donor gifts and should spend accordingly, being confident that each could justify his or her expenses to any donor.

### **TRANSPORTATION**

Staff members are expected to purchase the least expensive air or rail tickets possible, planning ahead to take advantage of lower fares. When driving to a destination, first choice of auto should be the Seminary, listed within the Policies & Procedures Booklet accessible to all employees via our Intranet. Operation of the Seminary car must be in conformity with the Seminary Automobile Policy. If a personal automobile is used, the staff member is reimbursed for mileage at the prevailing federally allowed rate. Charges for gasoline in a personal car are not reimbursable separately from the mileage reimbursement.

### **LODGING**

Generally, staff members should not stay in hotels more luxurious than those they would choose for personal travel. When traveling to a conference, lodging in the conference hotel is encouraged, at the conference rate. If the staff member is invited by a constituent, family member, or friend to stay with that person and the staff member chooses to do so, she/he may take the host to dinner or give the host a small token gift as thanks for eliminating a hotel bill.

### **MEALS**

Staff members are expected to eat modestly and as they would at home or spending their own funds. Staff members are encouraged to take advantage of complimentary breakfasts and conference meals when offered.

### **ACCEPTING BUSINESS GIFTS**

Employees must receive prior approval from Union Presbyterian Seminary management to receive gifts of any nature from, or to give gifts to, students, suppliers, or vendors, other than certain promotional items of little or no monetary value containing the Seminary logo or sales information, e.g., T-shirts, coffee mugs, pens, key chains, etc.



## TIME OFF

### **VACATION**

#### **ELIGIBILITY**

This benefit is available to full time employees, with a lump sum of time awarded upon hire and on each anniversary date thereafter.

#### **AWARD FOR SUPPORT STAFF EMPLOYEES**

Eligible support staff employees are allowed vacation time according to the length of continuous Union Presbyterian Seminary service:

- |  |                  |
|--|------------------|
| A. At the beginning of Years 1 - 5                       | 10 vacation days |
| B. At the beginning of Years 6 - 10                      | 15 vacation days |
| C. Beginning in the 11 <sup>th</sup> year and thereafter | 20 vacation days |

#### **AWARD FOR ADMINISTRATIVE STAFF EMPLOYEES**

Full-time administrative staff employees are entitled to four weeks paid vacation per year, awarded upon hire and on each anniversary date thereafter.

#### **GENERAL INFORMATION FOR ALL ELIGIBLE STAFF**

- An employee continues to earn vacation while on the following types of leave:

Vacation	Paid Sick Leave (regular and short term)
Maternity Leave	Personal Leave
Parental Leave	Leave for Adoption
Holidays	Worker's Compensation Leave
Bereavement Leave	Jury Duty
Temporary Military Duty	
  
- Employees on authorized unpaid leave of absence do not earn vacation benefits
  - Employees who are on an unpaid leave of absences at the time this Handbook is distributed may be grandfathered in under differing plan/benefit rules.
  
- Earned vacation shall be taken at times mutually acceptable to the employee and the employee's immediate manager. Department work requirements will always be a prime consideration and the employee's manager will make final decisions as to when vacation may be taken.
  
- Vacation will normally be taken during the anniversary year in which it is earned. However, employees may carry over unused vacation days up to a maximum of 20 days. The carry over benefit accumulates as days are carried over, year after year, until the number of "banked" vacation days equal 20.

## **VACATION PAYOUT OR ADJUSTMENT UPON TERMINATION**

Generally, employees who leave the Seminary in **good standing** will be eligible to receive payment for some or all vacation hours earned but not used.

**Good standing** is defined as a no fault termination or proper voluntary resignation. Payment of vacation may be forfeited if you leave the Seminary **not in good standing**. Examples of such include but are not limited to failing to provide proper notice of resignation, failing to work through the resignation period, or in the event of termination for cause.

Employees, who leave the Seminary and have taken more vacation than what would have been earned through the last day of work, will owe the Seminary the difference, which will be deducted from the employee's final paycheck. **An employee's signature on the Acknowledgment to this Handbook permits the Seminary to take this action when necessary.**

## **SICK LEAVE**

Union Presbyterian Seminary is concerned that an employee's income be protected during periods of bona fide sickness, injury, and other family health situations beyond the employee's control. To meet such contingencies for a comparatively short period of time, eligible employees are granted a sick leave privilege.

### **ELIGIBILITY**

Full-time employees.

### **ACCRUAL**

Sick leave begins to accrue with the completion of an employee's first full month of service.

Full-time employees earn one day of sick leave for every complete calendar month of employment for a total of twelve (12) sick days during a one-year period from one anniversary date to the next.

The maximum number of sick leave days that an employee may accrue is thirty (30) work days.

### **USAGE**

Sick leave may be used for:

- Personal illness or injury
- To care for sick or injured family members
- For an employee's routine appointment with a physician, dentist, hospital, physical therapist or optometrist
- Birth of a child (see "Maternity / Parental Leave Policy")

## **PROCEDURE**

- An employee who must take sick leave is expected to notify his/her immediate manager at the earliest possible time, and must keep the manager informed of plans to return to work.
- If the condition (whether the employee's or a family member's) is a "serious health condition" for purposes of Family and Medical Leave, and the employee is eligible for Family and Medical Leave, the employee must provide notice and certification as described in the Family and Medical Leave Guideline.
- All sick leave must be designated on the employee's time sheet, which is approved by the immediate manager.
- Managers may require a physician's certification affirming that employees are unable to perform work for medical reasons.

## **COMPENSATION FOR SICK LEAVE AT TERMINATION OF SERVICE**

Sick leave is a benefit that is meant to replace income in the event of an unexpected illness. It is not meant to supplement or add to a vacation benefit. Therefore, as of the date of distribution of this Handbook, employees are no longer eligible for a payout of any unused sick leave.

## **EXCLUSIONS AND LIMITATIONS**

- Illnesses occurring during an authorized leave of absence or vacation are not covered by sick leave benefits.
- Sick leave may not be used for vacation or similar purposes.
- Sick leave pay is not applicable for absences due to a work-related injury for which compensation is provided under the Workers' Compensation Act.

## **PERSONAL LEAVE**

The Seminary realizes that circumstances occasionally occur that make it necessary for employees to be away from their jobs for reasons other than illness. In order to meet this need, the equivalent of one regular day of paid personal leave is permitted per year (anniversary to anniversary).

## **ELIGIBILITY**

Full-time support staff employees with one full year of continuous employment.

Student, part-time, administrative employees and faculty are not eligible for this benefit.

## PROCEDURE

- All requests for personal leave shall be submitted in advance and shall be subject to approval by the immediate manager.
- Where possible, requests should be submitted no less than one week in advance of the date of the requested absence (except in the case of emergency or illness where earlier or prior notice is not possible).
- ***Carry over is not permitted.***

## HOLIDAYS

Union Presbyterian Seminary normally observes the following holidays during which the Administrative Offices are closed:

- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Break
- Christmas Break

Because the above days vary on the calendar, an annual schedule will be published by the Business Office to establish the holiday schedule each year. Other days may be added at breaks between academic terms.

- Full-time employees are eligible for paid holidays.
- Holiday pay is only paid if the holiday is one of the employee's regularly scheduled days to work.

Some departments may from time to time determine they must provide services on holidays. In the event an eligible employee's services are required on the scheduled holidays, equivalent compensatory time off will be granted.

## BEREAVEMENT

When a death occurs in an employee's immediate family, the employee will be allowed necessary time off with pay up to a maximum of three days at the time of death.

An employee's immediate family for this purpose will include the employee's parents (or legal guardian), brother, sister, spouse, children, or spouse's parents, grandparents, or those living in the household.

For the death of extended family (aunts, uncles, nephews, nieces, and very close friends), one day of bereavement leave will be allowed at the time of death.

Time off for bereavement leave pursuant to the above guidelines will not be deducted from the employee's sick leave, vacation allowance, or personal leave.

If an employee takes additional time beyond the allowances mentioned above, then the additional time is considered vacation time. Use of a personal leave day, if applicable, may be used if additional time is needed beyond the allowance for bereavement leave.

## **JURY DUTY**

Union Presbyterian Seminary supports employees who are called to serve as jurors. Employees should notify their managers when they are called to serve.

## **POLICY**

- Leave with pay is allowed for regular, full-time employees who serve as jurors.
- A manager may request documentation from the employee confirming the dates scheduled for jury duty.
- Jury duty should be appropriately recorded on timekeeping records.

## **FAMILY AND MEDICAL LEAVE (FMLA)**

The Family and Medical Leave Act (FMLA) provides eligible employees with up to 12 weeks (*or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness*) of unpaid leave for certain family and medical reasons during a 12 month period. During this leave, an eligible employee is entitled to continued group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee has a right to return to the same or to an equivalent position.

To be eligible for this type of leave, employees must be employed at Union Presbyterian Seminary for one year and 1,250 hours or more to be eligible for FMLA. Proper documentation must be obtained in order to qualify for FMLA leave or FMLA intermittent leave. Our FMLA policy and Request for Leave form may be obtained from the Business Office. To view our full FMLA policy, please refer to the Policies & Procedures Booklet, accessible to all employees via our Intranet.

## **OTHER LEAVES OF ABSENCE**

### **ADOPTION LEAVE** **POLICY**

Union Presbyterian Seminary's Family and Medical Leave policy allows eligible employees to take leave upon the adoption of a child. Adoption Leave provides an amount of compensation in connection with adoption leave.

#### **ELIGIBILITY**

Full-time employees who are primary caretakers for adopted children, and who qualify for leave for an adoption under the Family and Medical Leave guidelines, are eligible for this benefit.

#### **PROCEDURE**

A request for adoption leave must be submitted to the employee's immediate manager as soon as the adoption is approved. Such requests shall be reviewed on an individual basis with arrangements to be determined by the employee and manager. The employee must also follow any procedures required for Family and Medical Leave.

#### **COMPENSATION**

A full-time employee is entitled to six weeks' time off with full pay for the occasion of the adoption of a child.

With the advance permission of the Vice President for Finance and Administration, the six-week's leave provision at full pay can be negotiated to become twelve weeks at half pay.

### **MATERNITY/PARENTAL LEAVE**

#### **POLICY**

Union Presbyterian Seminary's Family and Medical Leave Policy allows eligible employees to take a leave for the birth of a child. The Maternity/Parental Leave policy provides an amount of compensation in connection with such leave.

#### **ELIGIBILITY**

Full-time employees who qualify for leave for birth of a child under the Family and Medical Leave policy are eligible for this benefit.

## **PROCEDURE**

An eligible employee must present a written request to his/her manager 30 days in advance. Final approval is granted by the Vice President for Finance and Administration. The employee must provide certification as described in the Family and Medical Leave (FMLA) full policy in the Policies and Procedures Booklet, accessible to all employees via our Intranet.

## **COMPENSATION**

A full-time employee is entitled to six weeks' time off with full pay for the occasion of the birth of his or her infant child or children. This leave period is to start when the mother must or elects to stop working due to the pending birth, or the father elects to be at home prior to or immediately after the birth.

In the case of the employee mother, once the six-week period ends if for medical reasons the employee cannot return to work, sick leave provision then will apply followed by short-term disability if applicable. In no case can the combination of six-weeks parental leave, sick leave, and short-term disability exceed six months. Thereafter, if medical reasons dictate, long-term disability provisions would apply.

With the advance permission of the Vice President for Finance and Administration, the six-week's leave provision at full pay can be negotiated to become twelve weeks at half pay.

## **MILITARY LEAVE**

### ***Reserve Duty***

- Employees serving in the military reserve or National Guard are not required to take vacation time for military leave.
- They will receive the difference between their regular compensation and the base pay and allowance that they receive from the military, up to a maximum of two weeks per year.
- The manager should be contacted as soon as possible to make a payroll adjustment.

### ***Active Duty***

- Employees who enter the military on an active duty status shall be granted a leave of absence as prescribed by law.
- Benefits for such individuals will continue in accordance with the terms of the law and the terms of any applicable benefit plans or programs.

## **VOLUNTARY LEAVE OF ABSENCE** **POLICY**

Circumstances occasionally occur that make it necessary for employees to request a voluntary leave of absence that is not covered by specific types of leaves. When such a situation arises the employee should make a request to his/her manager.

### **REQUEST PROCEDURE**

- An employee should request a leave without pay in writing from his/her manager.
- The request should outline reasons and the time needed
- The manager should then make a recommendation in writing to the Vice President for Finance and Administration.
- Decisions are made on the merits of each request.

### **PROVISIONS**

- No vacation or sick leave accrues during voluntary leaves of absence.
- Length of service continuity generally is not broken. Support staff should see their retirement plan *Summary Plan Description (SPD)* for a description of how leaves of absence affect service credited under that plan.

Life, health, and disability insurance may be continued at the discretion of the Vice President for Finance and Administration during periods of voluntary leave. However, if coverage is continued, then the employee must pay the total premiums when on leave for more than four weeks.



## EMPLOYEE BENEFITS

### HEALTH INSURANCE

Union Presbyterian Seminary offers eligible employees and their eligible dependents health insurance designed to pay for or reimburse employees for covered medical expenses.

Plans offered can vary by the region in which an eligible Union Presbyterian Seminary employee works. Coverage is provided subject to certain limitations and restrictions as outlined in plan documents.

Generally, full-time employees (except ordained ministers who are enrolled in the Board of Pensions Plan) are eligible to enroll in coverage on their first day of employment, provided they begin employment on the first day of the month. If employment begins after the first of the month, eligible employees who elect health insurance will generally have a coverage effective the 1<sup>st</sup> day of the month following their start of employment.

Medical benefits programs are very specific and detailed as to covered occurrences, deductibles and requirements. You may be eligible to receive a contribution from the Seminary towards the cost of health insurance plans. You will be provided this information and your portion of the cost for coverage at the time you sign up for the coverage you elect and during periods of Annual Enrollment. You will be required to contribute your portion, which will be automatically deducted from your paycheck on a pre-tax basis.

Once you have selected the benefits level and coverage you desire, you must maintain these benefits until the Seminary's next annual enrollment period. There are certain exceptions to this policy such as the addition of a new dependent, divorce, loss of current coverage due to a change in spouse's job or other significant qualifying events.

Enrolled employees will generally receive insurance cards with policy information and insurance phone numbers that can be used to obtain answers to coverage questions. Employees may also contact the Business Office for additional assistance.

### LIFE INSURANCE

Group Life and Accidental Death and Dismemberment insurance is generally provided to full-time employees through an accredited insurance carrier. **All premiums for eligible employees are paid by Union Presbyterian Seminary.** Insurance is provided during active employment and ceases upon termination. Details of coverage options are made available with enrollment materials. Complete coverage information is explained in the **Group Life Insurance Summary Plan Description** that is provided to each eligible employee at employment or upon a change to

eligible status. There is a taxable component to an employee on the premiums paid by the Seminary for any benefits in excess of \$50,000. If applicable, this tax is deducted from an employee's last paycheck of the calendar year.

Employees with questions about this benefit, or who need to make beneficiary changes, should contact an authorized Human Resource representative in our Business Office.

## **DISABILITY – SHORT TERM**

Union Presbyterian Seminary is concerned that an employee's income be protected during periods of bona fide sickness or injury that extend beyond the period of sick leave. This benefit is funded entirely by the Union Presbyterian Seminary and internally administered by the Business Office.

Short Term Disability leave is generally provided to qualifying full-time employees, who have satisfied one full year of service and 1,250 hours of continuous employment over the prior 12 months. Student and part-time employees are ineligible for this benefit.

Short Term Disability Leave is intended to partially replace income lost (generally two-thirds of the employee's base pay) by an employee due to injury or illness up to the point the employee may be eligible to collect under Long Term Disability. Short Term Disability Leave is not for Worker's Compensation related illness or injury. Regular deductions for benefits will continue from short term disability compensation checks/deposits. Short term disability compensation is taxable income.

### **EXCLUSIONS AND LIMITATIONS**

- All accrued sick leave must have been exhausted before commencement of short-term disability leave.
- Short-term disability leave may not be used to care for sick or injured family members.
- All sick leave combined (regular and short-term disability) cannot exceed six (6) months.
- When leave extends beyond the full FMLA period (12 weeks), Union Presbyterian Seminary generally attempts to return the employee to his/her original position, but the Seminary cannot guarantee that this will be done. If it is not possible or not appropriate to return the employee to his/her original position, the Seminary will attempt to offer the employee a comparable position at a comparable pay level.
- In the event that an employee is returning from a leave covered by the Family and Medical Leave Act, within the period allowed by that Act, Union Presbyterian Seminary will comply with the provisions of that Act regarding reinstatement.
- If the employee fails to return on the previously agreed-upon date, Union Presbyterian Seminary shall assume that the employee has resigned effective immediately.
- Vacation may continue to accrue while an employee is on short-term disability leave.

### **HOW TO APPLY FOR BENEFITS**

- The employee should make a written request for “short-term disability leave” to his/her manager.
- Conditions justifying short term disability are virtually always “serious health conditions” under the Family and Medical Leave policy. Thus, leave compensated under this policy also constitutes Family and Medical Leave and applies against the 12-week annual entitlement for such leave.
- An employee seeking short term disability must provide notice and certification as described in the Family and Medical Leave policy.
- A doctor’s certification is needed for an employee to go on short term disability leave as well as for an employee to return to work. The return-to-work certification must state whether the return is with or without limitations.
- Contact the Business Office for forms and additional assistance.

### **DISABILITY – LONG TERM**

Long Term Disability insurance (LTD) is generally provided to full-time employees. Premiums are paid entirely by the Seminary.

Generally this benefit is intended to partially replace lost income lost due to illness or disability, after satisfying the waiting period, as described in the Summary Plan Description.

The Long Term Disability Summary Plan Description is provided to eligible, full-time employees upon hire. It includes information related to exclusions and limitations. Copies can be obtained from the Business Office.

### **FLEXIBLE SPENDING ACCOUNTS (FSA)**

#### **GENERAL INFORMATION**

Enrollment in Flexible Spending Accounts is available to eligible, full-time employees. Generally, eligible employees may enroll upon hire or during periods of Annual Enrollment. This benefit is administered through a third party administrator.

Details about waiting period, covered benefits and types of covered claims are distributed during periods of enrollment.

Employees fund their FSA accounts through payroll deduction on a pre-tax basis. Administrative costs are paid by Union Presbyterian Seminary. Federal law governing FSA’s specifies that any money remaining in an employee account at the end of grace period that follows the end of the plan year will be forfeited, subject to any carry over limits.

Employees with questions about this benefit should contact our Business Office.

## **RETIREMENT PLAN**

### **FOR ADMINISTRATIVE STAFF & FACULTY**

Retirement benefits in the form of a defined contribution plan through Teacher's Insurance and Annuity Association – College Retirement Equities Fund (TIAA-CREF) are provided to eligible administrative employees and full-time faculty. Eligible employees, outside of ordained ministers who are enrolled in the Board of Pensions plan, are eligible for coverage upon employment or when they change to administrative status.

The defined contribution retirement plan is designed to provide participants with income after their retirement. Participants have the choice of investments ranging from single life annuities to equities, bonds, and real estate.

Human Resource representatives, within our Business Office, will enroll eligible employees upon employment or status change. TIAA-CREF will send information to the employee and provide instructions for accessing their account on the TIAA-CREF website. The website provides information about the plan, investment choices and performance.

Contributions are paid by Union Presbyterian Seminary and are submitted monthly to TIAA-CREF at a designated rate of the employee's base salary.

### **FOR SUPPORT STAFF**

Retirement benefits are provided to eligible support staff employees through *The Retirement Plan for Employees of Union Presbyterian Seminary*, a defined benefit pension plan.

Contributions to fund the plan are paid by Union Presbyterian Seminary.

All employees, except students and those employed in teaching or administrative positions, are eligible to participate in the retirement plan if they work a minimum of 1,000 hours per year and meet the plan's other requirements. Eligible employees receive a copy of the plan's Summary Plan Description upon employment or upon change in status. A copy of the Summary Plan Description is also available through the Seminary's Intranet. Enrollment is automatic and there are no forms to complete at employment. Special rules apply for employees who begin work before the age of twenty-one or after the age of sixty, and for employees who have breaks in service.

The retirement plan is designed to provide participants with income after their retirement. The amount of a participant's retirement income depends on his/her years of service with Union

Presbyterian Seminary and his/her compensation. An employee attains a vested interest, that is, becomes eligible to receive benefits at retirement under the plan, after five (5) years of qualifying service.

Employees with questions about this benefit should contact our Business Office.

## **SUPPLEMENTAL RETIREMENT PLAN**

An optional, employee-funded, supplemental retirement benefit is available to eligible employees through annuity contracts with the Teacher's Insurance and Annuity Association – College Retirement Equities Fund (TIAA-CREF).

Eligible employees may contribute towards “tax-sheltered” or “tax deferred” annuity accounts, in accordance with Section 403(b) of the Internal Revenue Code. These accounts are designed to provide additional retirement income. Contributions reduce an employee's pay on a pre-tax basis and are credited to the employee's account maintained by TIAA-CREF. The amounts employees may contribute and the timing of withdrawals are subject to certain restrictions. Descriptive brochures, prospectuses, and applications are available on the TIAA-CREF website.

All full-time and part-time, faculty, administrative, and support staff employees are eligible to enroll in this benefit. Student employees are not eligible for this benefit.

A Salary Reduction Form, which is available from the Business Office, initiates the enrollment process. A Human Resource representative will then create an account for the employee online with TIAA-Cref. Once this has been completed an employee will receive an email directly from TIAA-Cref with instructions for completing their enrollment process on their website. In addition, the website provides information about the plan, investment choices, plan performance and how to assign beneficiaries.

Employees with questions about this benefit should contact our Business Office.

## SAFETY & SECURITY

### **WORKERS' COMPENSATION INSURANCE**

#### **GENERAL INFORMATION**

Workers' Compensation benefits are provided through a major commercial carrier in accordance with laws of the states in which we operate.

#### **COVERAGE**

**All personnel** injured while performing their job duties for Union Presbyterian Seminary are covered by the provisions of the Workers' Compensation Act. The Workers' Compensation Law for the States of Virginia and North Carolina provides standardized compensation coverage and approved medical care for employees absent from work due to on-the-job injuries.

#### **HOW TO APPLY FOR BENEFITS**

- On-the-job accidents or injuries should be reported immediately to the employee's manager. In an emergency the employee should also seek medical attention immediately.
- It is the manager's responsibility to relay the appropriate information to the Business Office without delay. If an injury occurs outside of normal Business Office hours, it must be reported no later than the start of the next business day.
- A Human Resources staff member will file the claim and the insurance provider will work with the state Workers' Compensation Commission to determine if the claim is eligible for Workers' Compensation benefits.
- The insurance provider will assign a case number to the claim and advise the employee and Human Resources that the claim is either eligible or denied by the Workers' Compensation Commission.
- The insurance provider will assist the employee in finding an approved medical doctor or specialist as needed.
- If the claim is **eligible**, all bills for medical services covered by Workers' Compensation should be submitted to the insurance provider.
- If the claim is **denied** by the Workers' Compensation Commission, the employee must seek medical reimbursement through their health insurance plan.
- Contact the Business Office for additional information.

### **VIOLENCE IN THE WORKPLACE**

Union Presbyterian Seminary provides a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all

provisions of our workplace violence policy. We do not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not inclusive, provides examples of conduct that are prohibited:

- Causing physical injury to another person;
- Making threatening remarks which cause injury to another person or subjects another individual to emotional distress;
- Intentionally damaging Seminary property or property of another employee;
- Possession of a weapon while on Seminary property or while on Seminary business; and
- Committing acts motivated by, or related to sexual harassment or domestic violence.

Any potentially dangerous situations must be reported immediately to your manager. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. Threats, threatening conduct or any other acts of aggression or violence in the workplace are a violation of this policy. Any employee determined to have committed such acts will be subject to corrective action, up to and including termination. Non-employees engaged in violent acts on the Seminary's premises will be reported to the proper authorities and prosecuted to the fullest extent of the law.

## **WEAPONS IN THE WORKPLACE**

As stated in the Policies & Procedures Booklet, accessible to all employees via our Intranet, the possession or use of firearms (other than by an authorized law enforcement representative), as well as the possession or use of explosives or other dangerous weapons, is strictly prohibited on any property owned or used by Union Presbyterian Seminary.

## **INCLEMENT WEATHER POLICY**

Closing and delay information will be available on the Union Presbyterian Seminary Inclement Weather Hotline at 804-278-4364 and on our main number, (800) 229-2990. In the event of an extended loss of power, our primary telephone system may not be operational.

For further guidance and details related to our Inclement Weather Policy please refer to the Policies & Procedures Booklet, accessible to all employees via our Intranet.

## **TECHNOLOGY SECURITY**

The security of the campus network and technology system is of great importance and it is essential that employees act responsibly as the "first line of defense" for the campus network.

Every employee with computer and/or e-mail access is assigned a unique login ID and a unique password. An employee's password is strictly confidential and should never be shared with a colleague, an off-campus associate or a student assistant. Contact technology services immediately if you feel the confidentiality of your password has been compromised.

Employees are responsible also for the physical security of their computers. Employees should take appropriate actions to secure their system if away from their work areas for an extended time (logging out, locking office door, etc.) Computers in reception areas or other "high traffic" locations should be logged off and powered off at the end of the work day or when not in use.

Employees should not share any information regarding the campus computer network, their individual computers or the telephone system to those outside the community unless directed to do so by the Director of Technology Services.

### **SMOKING POLICY**

A full policy on smoking in the workplace is covered within our Policies & Procedures Booklet, accessible to all employees via our Intranet.

### **PET POLICY**

A full policy on pets in the workplace is covered within our Policies & Procedures Booklet, accessible to all employees via our Intranet.

### **SUBSTANCE ABUSE POLICY**

It is the policy of the Seminary to provide a healthy workplace and to take reasonable measures to ensure that alcohol or drug use does not jeopardize the success or safety of our operations, employees or students.

The use of drugs and alcohol is a concern when it interferes with the efficient and/or safe performance of work, including an employee's dependability. Individuals who are under the influence of drugs and/or alcohol are a danger, not only to themselves, but to all those around them. Addiction to drugs and/or alcohol can also severely impact an employee's performance, increase absenteeism and unnecessarily contribute to increased medical expenses. To enforce the Seminary's commitment to a drug-free workplace, the following actions are not permitted on Seminary premises, in Seminary vehicles or while otherwise engaged in the conduct of Seminary business:

- Using, possessing, distributing, selling, dispensing, manufacturing, transferring, offering, furnishing or being under the influence of illegal or illicit drugs or other controlled substances (as defined under Federal, State and Local laws and regulations); or
- Working without notice to the immediate manager while using prescription or non-prescription drugs which may impair alertness, judgment or coordination.



## Drug Testing

The Seminary reserves the right to conduct drug and alcohol testing of all employees/applicants in the following circumstances: (1) Pre-Hire, (2) Reasonable Suspicion; (3) Post-Accident.

- **Pre-Hire:** Applicants for certain positions, for safety related reasons, must satisfy a drug and alcohol test. Any offers of employment are conditioned upon satisfying this prerequisite.
- **Reasonable Suspicion:** If the employee's manager has "reasonable suspicion" that an employee has a detectable amount of alcohol or illegal drugs in their system while on Seminary premises or at a client work-site, management will request that this employee be tested and disciplinary actions will be taken if test results are positive. Reasonable suspicion includes, but is not limited to: observation of behavior, such as slurred speech, unsteady walking, abrupt mood swings, breath (Alcohol), or odor; observation of physical manifestations frequently associated with some form of substance abuse, *e.g.*, needle marks, sudden nosebleeds; accidents; injuries; excessive absenteeism; declining productivity; observed use or possession of drug paraphernalia and/or suspicious activity indicating possible involvement with prohibited substances or alcohol.
- **Post-Accident:** The Seminary reserves the right to require any employee involved in a work-related accident to submit to a drug test, including when the Seminary's Worker's Compensation Insurance carrier requests it.

## Testing Procedures

In accordance with Federal and state laws, Union Presbyterian Seminary will:

1. Use only State/NIDA certified laboratories for its job-related drug and alcohol testing;
2. Inform the employee tested, at the employee's request, of the address of the laboratory that will test the specimen;
3. Provide any employee who has tested positively and whose test results have been confirmed with the following information within 30 days of the date that the test was performed:
  - a) A copy of the laboratory test including the test results;
  - b) If applicable, written notice of Union Presbyterian Seminary intent to take disciplinary action, terminate employment or change the conditions of continued employment.

Any employee who is convicted under a criminal drug statute for a violation occurring in the workplace or on Seminary business must notify the Seminary. Conviction means a finding of guilt or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal, state or local criminal drug statutes.

Employees who violate the Seminary's Substance Abuse Policy may be subject to corrective action up to and including termination from the Seminary.

## **PRIVACY POLICY AND PRACTICES**

We respect the privacy of personal information and handle it securely. Our practices apply to all current and former clients and employees.

### **Why We Collect Personal Information**

- to process payroll
- to establish and maintain personnel files
- to determine eligibility for health care coverage
- to provide human resources and benefits administration services to you

We may also be required to collect and keep certain information so that we meet legal and regulatory requirements. We keep this information after an employee's employment and/or health care coverage ends.

### **Personal Information We Collect from Employees**

We ask all employees to complete a new hire information packet. The information in this packet may include: Name, Address and Phone Number, Birth Date, Gender, Social Security Number, Dependents, Emergency Contact and Beneficiaries Information. Employees may also provide personal information when they fill out benefits enrollments forms, surveys or contact an authorized Human Resource representative in our Business Office.

### **Personal Information We Collect From Others**

We may also receive personal information about our employees from others, such as:

- Employers, insurance agents and brokers
- Health care providers (doctors, clinics, hospitals)
- Insurance companies that provide coverage to our employees

The information we collect from others may include, for example, eligibility, claims and payment information.

### **How We Protect Personal Information**

We use strict safeguards to protect the personal information of our employees. These safeguards include how we store personal information in workspaces and computers and how we transfer that information within the Seminary. We only allow authorized employees to see personal information when it is part of their job to provide services directly to other employees. These employees are informed about the safeguards we have in place, our privacy policies, and the law that protects privacy.

### **When We Disclose Personal Information**

We may share personal information we collect (as described above) within our Seminary as permitted by law. We do not share personal employee information outside of our Seminary except when the law allows or requires us to do so. For any other types of disclosures to third

parties, we require an employee request or authorization. Some examples of persons to whom we disclose personal information include the following:

- Our attorneys and auditors, who need the information to provide their services to us
- authorized representatives given permission by the employee
- health care providers, insurance agents and brokers
- persons issuing a subpoena (or other legal process) covering the information
- law enforcement and regulatory authorities when requested

### **Individual Rights**

Employees can access the personal information we collect upon request. We may be prevented from sharing information with you for various reasons, including legal matters. We try to keep employee information correct and current. If you believe that any personal information we have about you is not accurate, please let us know by contacting your manager.

### **Other Information**

We may change our privacy policy and practices from time to time and will notify our employees accordingly.

## **LEAVING UNION PRESBYTERIAN SEMINARY**

### **RESIGNATION**

Advance written notice of at least two weeks is required unless shorter notice is acceptable to the employee's immediate manager and the Vice President for Finance and Administration. A Termination Form should be completed by the employee's manager and forwarded to the Human Resources team in our Business Office. Employees who fail to provide or work through the notice period will not depart in good standing and may forfeit payment of some or all earned paid leave benefits.

### **BENEFITS**

Certain benefits may have continuation of coverage OR conversion privileges.

- **Health Care**—If the employee is eligible for the continuation of health care coverage as stipulated in the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), specific information concerning this benefit will be provided by the Seminary's third party administrator.
- **Life Insurance** – An employee may have life insurance conversion privileges.

### **EXIT PROCESS**

An employee's manager or an authorized Human Resource representative will speak with separating employees to ensure an orderly closure to the employment relationship. Near or on the employee's last day, arrangements will be made for the return of all uniforms, keys, Seminary I.D. card, publications, materials, equipment, and other property of Union Presbyterian Seminary. These items must be returned by the employee prior to leaving the Seminary's employment.

### **FINAL PAYCHECK**

The employee's final paycheck will be available to the employee in accordance with state and Federal laws and regulations. If there are unpaid obligations to the Seminary, the final paycheck may reflect any appropriate and legally allowed deductions or adjustments that the employee has voluntarily agreed to in writing.

## **COMMUNITY GRIEVANCE AND DISCIPLINE**

### **COMMUNITY GRIEVANCE AND DISCIPLINE POLICY**

For information related to this policy please refer to the Policies & Procedures Booklet, accessible to all employees via our Intranet.



## EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I acknowledge that I have received a copy of Union Presbyterian Seminary's Employee Handbook, which was and continues to be accessible via the Seminary's Intranet, along with the complementing Policies & Procedures Booklet. I understand that it is my responsibility to read both of these documents, abide by the provisions within, and refer to them as questions arise.

I understand that violations of the policies contained in the Handbook, including the anti-harassment policy, could result in corrective action, up to and including termination. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from my manager.

I acknowledge that a printed copy of the Seminary's most current Employee Handbook is available for review in the Business Office.

Subject to the rights and privileges of tenure for applicable faculty, I understand that Union Presbyterian Seminary is an "at-will" employer and as such, employment with Union Presbyterian Seminary is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause and without prior notice. No manager or other representative of the Seminary (except the Seminary's President) 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.

In addition, I understand that this Handbook states Union Presbyterian Seminary's policies and practices in effect on the date of publication and future publications or policy changes would supersede any and all other versions of this Employee Handbook. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with Union Presbyterian Seminary for benefits or for any other purpose.

I further understand that the information contained in the Handbook represents guidelines for the Seminary, which are continually evaluated, and that the Seminary reserves the right to modify the Handbook or amend or terminate any policy, procedure, or employee benefit program at any time.

Please sign and date this receipt and return it to the Business Office.

Employee Signature: \_\_\_\_\_

Employee Print: \_\_\_\_\_ Date: \_\_\_\_\_

**For employee's records**



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Employee Print: \_\_\_\_\_ Date: \_\_\_\_\_

**For employee file**