

STAFF HANDBOOK

Nazarene Theological Seminary

March 1, 2010

Table of Contents

WELCOME FROM THE PRESIDENT	1
INTRODUCTION TO NAZARENE THEOLOGICAL SEMINARY	2
EMPLOYMENT GUIDELINES.....	3
Terms of Employment.....	3
Introductory Period	3
Employee Classification.....	4
Workday	4
Workweek	4
Pay Dates.....	4
Timekeeping Requirements.....	5
Overtime.....	5
Children in the Workplace	5
Closing for Inclement Weather	5
Copyrights	6
Entrance/Exit Interviews.....	6
Job Duties.....	6
Lunch and Break Periods	6
Pay Advances	7
Performance Evaluations	7
Personnel Records.....	7
Punctuality and Attendance	7
Reduction in Force	7
Reimbursement of Professional Expenses	8
Resignation.....	8
Safety.....	8
Severance Pay	9
Solicitation on Campus	9

DISCIPLINE, DISCHARGE, AND GRIEVANCES.....	10
Disciplinary Actions	10
Policy.....	10
Procedure.....	10
Discharge/Dismissal.....	10
Work Rules.....	11
Grievances Procedure.....	12
Employment Termination	14
STANDARDS OF CONDUCT	15
General Conduct.....	15
Dress Standards.....	15
Customer Relations	15
Confidentiality	15
BENEFITS AT NTS	17
Medical Insurance	17
Dental Insurance.....	17
Health Savings Account.....	17
Life Insurance/Accidental Death and Dismemberment	17
Short-term Disability.....	18
Long-term Disability	18
Travel Accident Insurance	18
Long-Term Care.....	18
Workers' Compensation.....	19
Retirement Plan.....	19
Social Security	19
Holidays and Office Closures	19
Paid Time Off Days (PTO)	20
Bereavement.....	21
Leave of Absence.....	21
Jury or Witness Duty.....	21
Employee Tuition Discount	22

EMPLOYEE SERVICES AND CONVENIENCES.....	23
Building Use after Hours	23
Central Calendar	23
Chapel Attendance	23
Commons	23
Information Ownership and Access	23
Keys.....	24
Library.....	24
Mail	24
Mailboxes.....	25
Maintenance and Media Requests.....	25
Notary Public	25
Parking	25
Petty Cash.....	25
Seminary Equipment	25
Social Committee	26
Staff Kitchen	26
Staff Meetings	26
Supply Room/Ordering Supplies	26
Telephones, Fax and Copy Machines	27
GUIDELINES AS REQUIRED BY FEDERAL REGULATIONS.....	28
Antifraud Policy	28
Drug-free Workplace.....	30
Family and Medical Leave	30
Nondiscrimination.....	32
Sexual and Other Unlawful Harassment	33
EMPLOYEE ACKNOWLEDGMENT FORM.....	34

WELCOME FROM THE PRESIDENT

Welcome to Nazarene Theological Seminary! As part of the NTS community, I trust you will find your work here to be fulfilling and meaningful.

Our primary responsibilities are first to be a Christian community into which women and men are invited as they prepare for a life of service and ministry and second to serve as a theological resource to the Church. Everything we do is with these two matters in mind. As a distinctly Christian community, we worship together, work together and seek to relate to one another in Christian unity.

It is a pleasure to have you on the “team.” As you have questions, please do not hesitate to ask.

Blessings,

A handwritten signature in black ink, appearing to read "Ron Benefiel". The signature is stylized with a large, sweeping initial "R" and a cursive "Benefiel".

Ron Benefiel

INTRODUCTION TO NAZARENE THEOLOGICAL SEMINARY

Our mission statement reads, “The Mission of Nazarene Theological Seminary, a graduate school of theology in the Wesleyan-Holiness tradition, is to prepare women and men to be faithful and effective ministers of the Gospel of Jesus Christ, and to offer itself as a theological resource in service to the Church of the Nazarene, its sponsoring denomination, and the wider Christian Church. We take that mission seriously and encourage you to “own it” as your own mission while serving here as an employee.

All non-faculty employees are responsible to the President, through the Dean for Administration, for the performance of their duties. The immediate supervisor assigns specific responsibilities. Any questions, comments, and/or suggestions about job responsibilities can be directed to the supervisor or to the Dean for Administration. The President is always ready to consult with staff members about any matter.

This staff handbook contains information about benefits and policies of the Seminary. Nazarene Theological Seminary is an "employment at will" employer. This handbook is not an employment contract and is not intended to create contractual obligations of any kind. The Seminary administration reserves the rights to modify, delete, and define any of the benefits, policies, or procedures contained in this handbook. This handbook is offered to each employee in an effort to enhance his/her understanding of personal job assignments and the work environment that is Nazarene Theological Seminary.

EMPLOYMENT GUIDELINES

Terms of Employment

Neither the acceptance of an application for employment, nor any subsequent entry into any type of employment relationship, either in the position applied for, or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other customary practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Nazarene Theological Seminary, or otherwise to change in any respect the employment-at-will relationship between the Seminary and the employee. Such relationship cannot be altered except by a written instrument signed by the President of the Seminary. Both the employee and NTS may end the employment relationship at any time, without specified notice or reason, and without liability by NTS to the employee except for earned wages or salary.

Introductory Period

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. NTS uses this period to evaluate employee capabilities, work habits, and overall performance.

Any significant absence will automatically extend an introductory period by the length of the absence. Paid Time Off (PTO) cannot be used during the introductory period. If NTS determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period. Upon satisfactory completion of the period, employees enter the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other NTS provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Employee Classification

Employees are classified into one of three categories:

1. Full-time Employees are those who work at least 30 hours per week on a twelve-month basis. Full-time employees are eligible for all benefits described in this Handbook. Some full-time employees are classified as exempt if they meet the standards as established by the Labor Department. Otherwise, employees are considered non-exempt.
2. Part-time Employees are those who work less than 30 hours per week on a regular basis. Part-time employees are eligible for worker's compensation insurance. In addition, part-time employees are eligible for holiday benefits, Paid Time Off (PTO), jury duty, and bereavement leave on a pro-rata basis as well as social security benefits, but are not eligible for other benefits as described in the benefit section of this Handbook.
3. Temporary Employees are those who are hired for a specific task, for a limited period of time, and may work 30 hours or less per week. Temporary employees do not participate in benefits other than social security. Temporary employees working less than 20 hours per week or on a random work schedule will be paid as an independent contractor and not placed on the payroll.

Workday

The full-time workday can be scheduled between the hours of 7:00 a.m. and 6:00 p.m. All offices must be staffed between the hours of 8:00 a.m. and 4:30 p.m. Full-time employees must take a lunch break of at least 30 minutes each workday. Each Supervisor will establish the work schedules for their departments.

Workweek

The official work week for payroll purposes is Sunday, 12:00 a.m. through Saturday, 11:59 p.m.

Pay Dates

Non-exempt employees are paid "in arrears" on bi-weekly Fridays. Exempt employees (including faculty) are paid "current" twice monthly, on the 15th and 30th of each month. In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Employees may elect at the time of hire, or anytime thereafter, to have their wages electronically deposited to their bank account. With direct deposit, funds are available on the morning of each payday. Request forms are available in the Human Resources Office.

Timekeeping Requirements

Government regulations require an accurate accounting of the hours worked by all employees. Full-time non-exempt, part-time, and temporary employees use a bi-weekly time sheet to record hours worked. Exempt employees complete a monthly report indicating Paid Time Off (PTO) days, and other absences.

Overtime

Non-exempt workers are entitled under Federal regulations to overtime pay for hours worked in excess of 40 hours in a work week at a rate not less than time and one-half their regular rates of pay. Overtime hours are allowed in only the most unusual of circumstances.

Immediate supervisors must approve, with the concurrence of the Dean for Administration, all overtime work. It is the responsibility of immediate supervisors in a timely manner to report overtime situations to the Human Resources Office.

Federal regulations prohibit working overtime in advance without pay in order to have time off at a later date. Further, the Seminary complies with legal requirements that time off in lieu of overtime pay must be within the same work week that the overtime is worked.

Children in the Workplace

No child of any age may be cared for by the parent on the premises while performing his/her duties as an employee during regular working hours. Any temporary exceptions to this policy (such as an employee needing to bring a child to work for a few hours because of unforeseen circumstances) must be approved by a member of the Administration.

Closing for Inclement Weather

On rare occasions, the Administration may decide to close school because of adverse weather conditions. If that happens, the offices and library are closed and employees are not expected to report to work. Full-time employees are compensated when the Seminary is closed due to inclement weather. If the Seminary is officially open and an employee

has difficulty arriving because of icy conditions or vehicle problems, he/she will be expected to make up the time, use available PTO time, or have the hours deducted from pay.

Copyrights

Nazarene Theological Seminary purchases and maintains copyrighted materials, which are used in its business, including books and other written materials. Any duplication of software or other copyrighted materials for any purpose other than authorized backup, or removal of copyrighted materials from Seminary premises without permission is strictly prohibited. Violation of this guideline, including failure to report unauthorized copying or removal by another employee, may result in discipline up to and including termination. Violators may also be subject to civil liabilities and criminal penalties under federal law.

Entrance/Exit Interviews

Newly hired employees are required to complete employment forms at the time of hire. At that time employees will be issued keys, be given a copy of the Staff Handbook and be asked to sign an acknowledgment form.

NTS will schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, final paycheck, repayment of outstanding debts to NTS, or return of NTS-owned property. Suggestions, complaints and questions may also be submitted for review.

Job Duties

Each staff position has a list of job duties. This may be obtained from the Human Resources Office. A procedure manual is also available for each position. As changes occur in a position, employees are asked to update the position's procedure manual and job duties in consultation with the supervisor/administrator.

Lunch and Break Periods

Salaried employees are entitled to a one-hour lunch. Full-time, hourly employees must take a lunch break of at least 30 minutes per work day. No time is set aside or allotted for a coffee break in the morning or afternoon. It is recommended that employees take brief breaks especially if tedious, repetitive tasks are being performed during the course of the day.

Pay Advances

An advance is defined to mean, “before the normal stated time for payment.” Salary advances are given only for extreme emergency reasons. Request for other reasons are to be avoided. Approval is granted only with written request to the Dean for Administration.

Performance Evaluations

Performance evaluations are conducted for the purpose of goal setting, improving communication between supervisors and employees, and reevaluating tasks and procedures. It is the intent of the evaluation that the employee be an active participant in the evaluation process. Evaluations will be conducted at least once a year and more often as the supervisor and employee determine.

Personnel Records

Personnel files are business records of Nazarene Theological Seminary and are the property of NTS. Current employees may inspect their individual personnel record. Requests for inspection of records will be granted at reasonable intervals only and at a maximum of two times a year. A representative of the Seminary will be present at the time the employee inspects his/her personnel record. The request to inspect records must be submitted in writing.

Punctuality and Attendance

Employees are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for co-workers and supervisors.

Employees are expected to report to work as scheduled, on time and prepared to start work. If an employee is unable to report for work, he/she must call the supervisor. If the supervisor cannot be reached, please inform the Human Resources Office. Excessive or unexcused absenteeism may result in discipline up to and including termination of employment. Each situation of excessive absenteeism or tardiness shall be evaluated on a case-by-case basis. However, even one unexcused absence may be considered excessive, depending on the circumstances.

Reduction in Force

All Nazarene Theological Seminary employees are employed at-will. In the event that a reduction in the size of the Seminary’s workforce becomes necessary, the Seminary

reserves the right to make all decisions on present and future needs as determined in the Seminary's sole discretion. Relevant factors may but need not include NTS' staffing requirements and employee skills, knowledge, performance and experience. Seniority alone will not be determinative and need not be considered if Nazarene Theological Seminary determines in its sole discretion that other factors should control. NTS will implement termination, whether or not part of a reduction in force, in the manner that best meets the requirements of the Seminary at that time.

Reimbursement of Professional Expenses

NTS will provide all of the supplies and equipment for employees to function in assigned roles. It should not be necessary for employees to purchase office supplies or other supplies for which they might seek reimbursement. If employees need office supplies, they should be ordered from the receptionist. Reimbursement will not be made to employees for purchasing their own office supplies simply because they like to use a certain brand of ink pen or a certain type of stapler.

A select group of employees are asked to assist with meal functions on campus. Those employees may incur costs for decorations or food supplies for which they may seek reimbursement on a requisition signed by the department supervisor.

Occasionally employees incur expenses such as driving a personal vehicle on NTS business or the cost of meals while out of the city on Seminary business. Such "business trips" must be approved in advance by the immediate supervisor. Reimbursement for meals will be for the employee only and not for any family or friends who may accompany him/her on a trip. Mileage reimbursement shall be at the published IRS rate. However, employees will receive reimbursement for the lower of 1) the mileage calculation or 2) a discounted, published, fourteen-day-advance, round trip, coach airfare to and from the same city plus the assumed cost of a rental car should one be necessary to get from the airport to the destination. Actual costs of public ground transportation, tolls, meals, etc., will be reimbursed upon submission of a requisition form and appropriate receipts.

Resignation

Employees are asked to provide a written notice at least two weeks prior to terminating employment. Failure to do so may make the employee ineligible for rehiring.

Safety

It is the policy of the Seminary to provide a safe and healthy workplace for employees consistent with the requirements of the Occupational Safety and Health Act of 1970

(OSHA). The Dean for Administration is responsible for compliance with OSHA and the Maintenance Supervisor is responsible for monitoring compliance. Employees are encouraged to report any unsafe physical conditions or hazards to the Maintenance Department. Should an employee be injured during the course of business, the injury should be reported immediately to his/her immediate supervisor and to the Dean for Administration.

Severance Pay

Employees have no entitlement to severance pay upon termination. If, at its discretion, Nazarene Theological Seminary decides to grant severance payments, these payments will be determined by the Seminary at the time of separation based on current business conditions and other factors.

Should NTS decide to offer severance pay to any employee, eligibility will depend on signing a legal release giving up the right to bring any legal action against the Seminary contesting termination.

Employees terminated for poor performance or for violations of company guidelines will usually not be offered severance pay.

Solicitation on Campus

The solicitation of friends and co-workers to purchase items being sold for fund raisers is common to all. In addition, some employees operate businesses outside of their Seminary employment or have family members, or friends who run businesses. Obviously, it could be very distracting to the work environment if constant solicitations were being made of NTS employees during business hours in support of these causes. Therefore, "active" solicitation by any employee of other employees or students is prohibited during work time. "Passive" solicitation such as bulletin board announcements or order forms in the lunchroom is permitted with the permission of the Dean for Administration. "Active" solicitation by non-employees is prohibited at any time on the campus.

DISCIPLINE, DISCHARGE, AND GRIEVANCES

Disciplinary Actions

The purpose of this policy is to provide a fair and objective means of correcting and improving employee behavior/performance and if necessary, administering discipline.

Policy

Supervisors should inform employees of rules and regulations. Examples of improper employee behavior/performance appear in the Work Rules section of this handbook. The steps outlined for disciplinary action in this staff handbook are recommended as a reasonable, consistent procedure. Although the Seminary's philosophy of discipline is a corrective and progressive one, there are some offenses serious enough to warrant penalty lay-off or discharge the first time these offenses are observed.

The employee should make every effort and use every available means to improve his/her behavior. If the behavior still does not improve, progressive disciplinary action, up to and including discharge, is appropriate. Prior to the discharge, the supervisor must consult the Dean for Administration (Human Resources Office) concerning the circumstances warranting the discharge.

Procedure

Disciplinary action should be taken as soon as possible after a work rule violation or unacceptable behavior. When the work rule violation is minor, the employee's supervisor may elect to counsel the employee for the first offense rather than initiating discipline. It may be appropriate to make a record of the counseling session for future reference.

Discharge/Dismissal

This action should be taken as recommended in the Work Rules. The Dean for Administration must review each discharge **before** it is implemented to insure consistency with Seminary policy. If it is determined that discharge is the appropriate course of action, the supervisor must review the facts leading to discharge with the employee; he/she must be told clearly why he/she has been discharged and advised of the grievance procedure. In addition to a Disciplinary Action Notice, a written statement summarizing the reasons for discharge will be provided to the employee and placed in the employee's file.

Work Rules

Key: O: Oral Warning, W: Written Warning, S: Disciplinary Suspension, D: Dismissal. These are listed after each rule in ascending action order (1st, 2nd, 3rd, 4th).

1. Poor performance of duties, including failure to follow instructions or to maintain established standards of workmanship or productivity, because of an unwillingness to perform or carelessness. (O,W,S,D)
2. Violation of an attendance policy involving unscheduled absence or tardiness for whatever reason, including failure to report to the work station at the beginning of the scheduled shift or leaving the work station prior to the scheduled conclusion of the work period, and absences which exhibit a pattern or trend. (O,W,S,D)
3. Failure to inform the supervisor when leaving the work station, or failure to report back to the work station at the scheduled conclusion of a work break or meal period. (O,W,S,D)
4. Failure to conform to the Seminary dress code policy. (O,W,S,D)
5. Use of profane, abusive, or loud/boisterous language on Seminary premises, or actions which may be discourteous or harmful to others. (O,W,S,D)
6. Use of another's computer sign-on or computer access code or providing another the use of an individual's sign-on code without proper authorization. (W,S,D)
7. Failure of an absent employee to notify the supervisor on each day of absence, unless such notice requirement is waived, or notification not provided in accordance with departmental procedures. (W,S,D)
8. Failure to adhere to the Seminary's safety policies or procedures, including failure to immediately report an accident on Seminary premises involving an on-the-job injury or property damage. (W,S,D)
9. Insubordination, including refusal to accept instructions from supervisors or other proper authorities. (S,D)
10. Unauthorized or improper use of Seminary property. (S,D)
11. Failure to appropriately interact with anyone on Seminary premises (including visitors, students, faculty, or other employees). (S,D)
12. Being in an unfit condition to perform the duties of the job, including sleeping on the job, or working under, or suspected of working under, the influence of drugs or alcohol. (S,D)
13. Falsifying Seminary records, including intentional failure to accurately record time records, or registering the time card of another employee without proper authorization. (D)
14. Threats, fighting, or other physical action against another person while on Seminary premises. (D)
15. Commission of any crime on Seminary premises such as theft, unauthorized removal of or willful damage to property, unauthorized possession of alcohol/weapons/explosives, gambling, and being found in possession of illegal drugs, or, commission of a work-related crime while off campus. (D)

16. Consecutive absences of three (3) workdays without notifying the supervisor; if, by the end of the employee's third regularly schedule workday, such notification is not provided in accordance with departmental procedures. (D)
17. Behavior which compromises another's safety or privacy, or discloses confidential Seminary information. (D)
18. Any activity which violated federal or state standards regulating the provision of professional services, or violation of regulations affecting continued licensure, commissioning or certification in a profession. (D)
19. Any other conduct deemed inappropriate by NTS.

NTS reserves the right to terminate any employee who accumulates three violations of any of the above 19 rules, in any 30 day period.

Grievances Procedure

The grievance procedure is designed to facilitate the handling of complaints and disputes between the employee and the Seminary over working relationships, working conditions, employment practices or differences in interpretations of policies. An employee who believes he/she has a legitimate grievance may undertake the following procedure in order to rectify the matter. In certain circumstances, an employee may be suspended either with or without pay, as determined appropriate by the Seminary, pending the outcome of the grievance procedure.

Step I: Discussion of the problem with the immediate supervisor is encouraged as a first step with the objective of solving the matter informally. Employees should bring their grievances, complaints, or misunderstandings to the attention of their supervisor in a timely manner in order to resolve them as quickly as possible. Generally, in order for a grievance to be timely, it must be presented within ten (10) days of occurrence. There may be situations that an employee feels cannot be discussed with the immediate supervisor. In these cases, employees are encouraged to request a meeting with the department head or administrator. The Office of the Dean for Administration is also available to assist or advise regarding grievance procedure.

Step II: If the problem is not resolved within a short period of time after discussion with the supervisor, then the employee may formalize the grievance in writing and present it to the department head or administrator. The written grievance will identify the policy or regulation that is alleged to have been violated, will contain the remedy sought, and will be signed and dated by the employee. The employee should file a written grievance within ten (10) days after presentation of the grievance to the supervisor, if resolution has not occurred within that time period. The department head or administrator may affirm, reverse or modify the supervisor's decision, and will notify the employee of the decision in writing within ten (10) working days after receiving the appeal.

Step III: If the employee is not satisfied with the decision of the department head or administrator, he/she may, within five (5) working days after receiving the decision, appeal to the Dean for Administration. The appeal will be in writing and will include all of the information included in the initial grievance and subsequent appeals, all the decisions related thereto, and any other pertinent information the employee may wish to submit. The appeal will be signed and dated by the employee.

The Dean for Administration will investigate the grievance, and will give the employee the right to present the case orally. The Dean for Administration has the option to select a three-member panel from the Seminary community to also hear the case and review the actions to ensure Seminary procedures have been followed and due process afforded to the employee. The Dean for Administration may affirm, reverse, or modify the previous decision in writing within ten (10) working days after receiving the appeal.

Step IV: If the employee is not satisfied with the decision rendered at Step III of the grievance procedure, he/she may, within five (5) working days after receiving the decision, appeal to the President. The appeal will be in writing and will include all of the information included in the initial grievance and subsequent appeals, all the decisions related thereto, and any other pertinent information the employee may wish to submit. The appeal will be signed and dated by the employee.

The President may affirm, reverse, or modify the previous decision in writing within ten (10) working days after receiving the appeal. The appeal, together with the President's findings, may be reported to the Board of Trustees.

Step V: An appeal to the Board of Trustees must be made within ten (10) working days after receiving the decision by the President. Otherwise, the findings of the President become final. The appeal will be in writing and will include all of the information included in the initial grievance and subsequent appeals, all the decisions related thereto, and any other pertinent information the employee may wish to submit. The appeal will be signed and dated by the employee.

Upon the receipt of written appeal, the President will notify the Chair of the Board of Trustees. The Chair will schedule the grievance appeal for hearing at the next regular board meeting, or as otherwise determined appropriate by the Chair. The Board may refuse the appeal, thereby affirming the findings of the President of the Seminary, or it may hear the appeal. The Board, or its designated committee, shall have access to all facts and information they may feel relevant and material to the issue.

Upon conclusion of such appeal, the Board, or its designated committee, will render a finding in writing, which will be final.

The decision(s) the employee receives during the Grievance Procedure will be considered final unless a request is made for further review as described. If the employee does not ask for further review of the grievance, within the specified time limit, it will be assumed that he/she is satisfied with the decision and, at that point, the grievance will not be considered any further. The time limits are firm unless the parties involved in the grievance mutually agree in writing to extend the time limit. Such extensions may be justified by the complexity of the case or by the unavailability of individuals involved.

The Seminary will not tolerate any form of retaliation against employees who elect to avail themselves of this procedure. The procedure should not be construed, however, as preventing, limiting, or delaying the Seminary from taking disciplinary action against any individual, up to and including termination, in circumstances (such as those involving problems of overall performance, conduct, attitude, or demeanor) where the Seminary deems disciplinary action appropriate.

Employment Termination

Termination of employment is defined as follows:

- Resignation – voluntary employment termination initiated by an employee
- Discharge – involuntary employment termination initiated by the organization
- Retirement – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

The State of Missouri is an “employee at will” state and, as such, either the employer or employee is free to terminate the employment relationship at any time. Should an employee plan to leave the employment of NTS, two weeks notice would be appreciated.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee’s expense if the employee so chooses. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

STANDARDS OF CONDUCT

General Conduct

The Seminary has few rules for the conduct of staff. As a mature person and an employee of Nazarene Theological Seminary, you should desire to be an example of Christian holiness. It is expected that all areas of life will be shaped by that desire.

NTS is an official institution of the Church of the Nazarene and supports the Covenant of Christian Conduct and Covenant of Christian Character as set forth in the Manual of the Church of the Nazarene. These statements emphasize wholesome and character-building modes of life.

Violation of Seminary policies or regulations can, upon review by the Seminary administration, result in discharge from the institution.

Dress Standards

Employees are expected to dress professionally at all times. Neatness, tidiness, modesty, without extreme of fashion, should be the ideal for employees representing the Seminary. Supervisors are responsible for the carrying out of these guidelines and are amenable to the Seminary Administration in this regard. At all times employees will be required to consider safety, security, and liability issues. Shoes should be worn at all times. All employees are required to wear appropriate protective gear when operating machinery.

Customer Relations

All persons who come to NTS, whether for academic, social or business reasons, should be treated courteously. Employees should make visitors feel welcome and gladly offer assistance.

Confidentiality

Confidential information concerning past and present employees, students, clients, donors and firms with whom the Seminary does business is to be maintained in strict confidence. Employees should, therefore, never share or discuss such information without clear and prior authorization. Failure to protect confidential information could result in disciplinary action up to and including termination of employment.

Employees are reminded of the following confidentiality statement related to student records contained in the Seminary's administrative software program:

“You are attempting to access information that is protected by federal privacy law. Disclosure to unauthorized parties violates the Family Educational Rights and Privacy Act (FERPA).

You should not attempt to proceed unless you are specifically authorized to do so and are informed about FERPA. When accessing the system, you must access only that information needed to complete your assigned or authorized task.

You may communicate the information only to other parties authorized to have access in accordance with the provisions of FERPA.

You are connecting to a monitored proprietary service. Access to this system is limited to authorized users of Nazarene Theological Seminary. All other use is prohibited.”

For further information, employees may wish to visit the following web site:
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/>

BENEFITS AT NTS

Medical Insurance

Full-time employees are eligible for medical insurance immediately upon employment. The program can cover employees, spouses, and dependent children to age 19 (full-time student may be covered to age 24). Coverage is outlined in publications available in the Human Resources Office.

Dental Insurance

Full-time employees are eligible for dental insurance immediately upon employment. The program can cover employees, spouses, and dependent children to age 19 (full-time student may be covered to age 24). Coverage is outlined in publications available in the Human Resources Office.

Health Savings Account

In accordance with IRS guidelines, employees who participate in the medical plan must open a Health Savings Account (HSA). Full-time employees may authorize the Seminary to withhold part of their pay for deposit into their HSA account for the purpose of paying certain unreimbursed healthcare expenses incurred by the employee. Consult the Human Resources Office for further information.

Life Insurance/Accidental Death and Dismemberment

Full-time employees are covered with group term life insurance for an amount equal to their annual salary, rounded to the nearest \$1,000. This policy includes an accidental death and dismemberment rider. The Seminary pays the premium. Additional insurance is available up to a maximum of 150% of the employee's salary for a nominal premium. The employee may also elect and pay the premium for insurance on family members. Consult the Human Resources Office for further information.

The Seminary also offers an additional voluntary Accidental Death and Dismemberment policy where the premium is paid by the employee. Consult the Human Resources Office for further information.

Short-term Disability

Full-time employees are eligible to receive short-term disability payments after one year of continuous service. The benefit begins on the eighth consecutive day of absence from work due to disability after all credited Accrued Sick Leave (ASL) has been depleted. Paid Time Off (PTO) may be used during the seven day waiting period. The benefit is \$30 per work day and may continue for a maximum of 12 weeks within the period of one year. No benefit is paid for disability that is covered by Worker's Compensation Insurance.

Long-term Disability

Full-time employees are entitled to long-term disability insurance, which consists of salary and pension continuance. The Seminary pays the full premium.

Salary Continuance Insurance: Employees who become disabled as a result of a non-occupational accident or sickness will receive monthly benefits. Benefits begin after a continuous absence from work of 90 days and cease when an employee is able to return to work or reaches age 70. The benefit coordinates with Social Security disability to provide up to 60% of the employee's salary at the time of the disability.

Pension Continuance Insurance: In case of disability, after 90 days the Annual Pension Supplement (APS), as determined by the Pensions & Benefits office of the Church of the Nazarene, will be deposited in the employee's Fidelity 403(b) retirement account on an annual basis until the employee returns to work or until retirement age is reached.

Travel Accident Insurance

Employees who are required to travel out of town for the Seminary, and who are enrolled under this coverage, are protected against loss resulting from bodily injury sustained through accidental means. The Seminary pays the premium.

Long-Term Care

Full-time employees are covered with a base long-term care insurance program provided by the Seminary and may purchase additional coverage if they wish. Family members may also qualify for purchase of this insurance with proof of insurability and at the sole expense of the employee. Consult the Human Resources Office for further information.

Workers' Compensation

All employees are entitled to workers' compensation benefits. In the event of a work-related accident, Worker's Compensation Insurance provides medical and hospital service; and when applicable, the employee will receive compensation in accordance with Missouri State Law. Employees will be compensated by NTS for their scheduled hours on the day of injury.

Should an employee suffer an accident while at work or on Seminary business, it should be reported to the employee's supervisor immediately or as soon as possible following the injury or accident (not to exceed 72 hours later). Should an employee fail to notify his/her supervisor and the Human Resources Office of an "on the job" accident and the employee suffers complications from it later, there could be reasonable doubt at the time of his/her claim and he/she could lose compensation.

Retirement Plan

A defined contribution retirement plan [403(b)] is available to all full-time employees. The employee is eligible for enrollment on the first of the month following date of hire and may make additional voluntary contributions as allowed by IRS regulations. An employer contribution will be made for each eligible participant who contributes a minimum amount determined by the Seminary. Consult the Human Resources Office for further information.

Part-time employees can make voluntary contributions to a tax-shelter annuity plan or a group supplemental retirement plan. The Seminary does not match voluntary contributions made by part-time employees.

Social Security

Each employee, as required by law, is included in the Social Security program. Deductions are made from each pay period.

Holidays and Office Closures

The Seminary observes the following six paid holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. In the event any of these holidays fall on the weekend, the administration will determine if the Thursday before or the Monday after shall be deemed the official holiday.

Part-time employees will be paid holiday pay on a pro-rata basis according to their normal scheduled hours as follows:

10-19 hours per week	4 hours
20- 25 hours per week	5 hours

Occasionally the academic calendar may require employees to work on a holiday. When this happens, full-time employees must take another day off during the same pay period in consultation with their supervisor. If a part-time employee works on a holiday he/she will be paid at his/her regular hourly rate.

At the discretion of the Administration, the offices and library may be closed on some of the days between Christmas Day and New Year's Day. In that case, full-time employees will be paid their normal pay. Part-time employees will be paid solely for hours worked during this period.

Paid Time Off Days (PTO)

Each full-time, 36 hour employee is entitled to sixteen Paid Time Off (PTO) days per calendar year. PTO days are a combination of what previously were considered vacation, sick, and personal days. After ten years of continuous Seminary employment, a full-time, 36 hour employee is entitled to twenty PTO days per year. Full-time persons working less than 36 hours per week will receive a pro-rated share of the PTO benefit. Part-time employees accrue PTO days on the basis of .043 hours accrued per hour worked.

PTO leave may not be taken during the introductory period. Employees are credited with their annual PTO entitlement on the first work day of each calendar year and records are kept on a calendar year basis. Employees employed subsequent to the first work day of a calendar year receive a pro-rated annual PTO entitlement. Upon termination of employment or retirement, the final payroll payment will reflect shortage or excess of that year's PTO time.

PTO for any reason including vacation, illness, doctor/dentist appointments, emergency auto repair, etc., may be taken from the PTO allotment in not less than thirty minute increments.

The amount of PTO recorded must be reconciled to each work week. The total number of hours worked and/or PTO and other benefit hours taken (ASL, holiday, bereavement, jury duty) cannot exceed 36 hours in any given work week. Employees may elect to "offset" the amount of PTO taken for an absence during one week of the pay period by working additional hours in the other week of the pay period, but the total number of hours worked in any given work week cannot exceed 40 hours unless approved in advance by the immediate supervisor.

By and large, employees must use their PTO entitlement within the entitlement calendar year. However, full-time 36 hour employees may carry over up to seven PTO days per year into an Accrued Sick Leave (ASL) “bank” not to exceed 90 days. The ASL days may be used during extended illnesses of four or more days. If all PTO has been used in a year, then ASL may be used for illnesses of less than four days. Upon termination or retirement, ASL is not paid to the employee.

Employees may not receive a lump sum payment in lieu of taking PTO except upon termination of employment. PTO days should be approved in advance, when possible, by the immediate supervisor.

Bereavement

When death occurs in a full-time or part-time employee’s family, the employee will be granted bereavement leave with pay for up to three working days. For purposes of this benefit, “family” is defined as a spouse, child, parent, brother, sister, grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law. Paid Time Off (PTO) days may be used when additional time is needed with the approval of the immediate supervisor. The Seminary recognizes that occasionally an employee must miss work for the funeral of others in his or her life who are not an immediate family member, but whose death is as mournful as the death of an immediate family member. An unpaid leave for such an occasion may be taken with the approval of the immediate supervisor.

Leave of Absence

Employees may request a leave of absence without pay. If the leave exceeds 30 days, the employee will be required to pay his/her own premiums for insurance coverage during the leave. PTO time does not accrue during a leave of absence. Arrangements for a leave of absence must be made through the supervisor with the approval of the Dean for Administration.

Jury or Witness Duty

Full-time and part-time employees whose service on a jury or as a witness in a court trial causes the employee to be absent from work shall not suffer a loss in regular pay. In the case of jury duty, the employee will receive his/her pay less the amount of pay received for serving on the jury (pay for travel not considered). The Seminary will pay the difference. It is the responsibility of the employee to notify the supervisor at the time of the summons. Written verification of service from the court clerk is required.

Employee Tuition Discount

All employee tuition discounts are calculated on the Nazarene rate.

1. After 90 days of employment full-time staff employees are given a discount on tuition. The discount schedule is as follows:
 - a. During first year of employment 25% discount
 - b. During second year of employment 50% discount
 - c. During third year of employment 75% discount
 - d. During fourth and subsequent years of employment 100% discount
2. Part-time staff working between 20 and 29 hours per week are given one free class per regular semester. If preferred by the employee, one or both of the two annual classes can be taken during the summer term. Part-time employees will become eligible for the discount following 90 days of employment.
3. Full-time employees may receive one free class per term if that “discount” is greater than the discount listed in # 1 above.
4. No discount is available for spouses or children of employees.

EMPLOYEE SERVICES AND CONVENIENCES

Building Use after Hours

Any employee desiring to be in the building after hours should inform the Maintenance Supervisor and the Dean for Administration. Use of the building after hours for non-work related purposes must be cleared with the Dean for Administration.

The Library is only to be used during library hours. The Library Conference Room is to be used only upon the approval of the Library Director, Dean for Administration, or the President.

Central Calendar

A complete calendar of Seminary events is maintained by the Business Office. The central calendar can also be viewed in the Public Folders section of Microsoft Outlook. Any events which include the Seminary community (whether held at the Seminary or not), should be placed on the central calendar. This includes the use of the Library Conference Room and other classrooms for committee meetings. A facility request form should be completed for events other than regularly scheduled classes for all use of classrooms, conference rooms, etc.

Chapel Attendance

Staff members are encouraged to attend chapel at least once per week and otherwise as schedules and workloads permit, with the permission of the immediate supervisor.

Commons

The Seminary operates a campus store adjacent to the Seminary. Hours of operation are posted.

Information Ownership and Access

Employees must be aware of their responsibilities relating to information security and are required to review the NTS Staff Information Security Handbook located on the NTS website. When employees sign the acknowledgement form found at the end of the Employee Handbook they are also acknowledging and accepting the NTS Staff Information Security Handbook.

Acceptable uses of computers, networks, electronic mail, and other information technology can help enhance Seminary communications and build a sense of community. Unlawful or inappropriate uses, however, reduce the amount of resources available to satisfy the Seminary's purpose and can infringe upon the rights of others.

In brief, the NTS Staff Information Security Handbook educates employees of security issues and makes them aware of their responsibilities in the following areas:

- Ownership and access of all forms of information including communication
- The Seminary reserves the right to monitor and filter all forms of information stored on or passing through Seminary systems.
- Internet usage must be appropriate and lawful at all times
- Installation of unapproved software on computer systems
- Use of copyright materials
- Proper use of passwords and encryption to protect information. Passwords must be at least eight characters in length and contain upper and lower case letters, numbers and if possible special characters such as: @, &, +. Please see the entire list in the NTS Staff Information Security Handbook.
- Password maintenance
- Clean desk policy requires that all computers be locked (password protected) whenever a user is not at his or her desk and that sensitive or protected information not be left in plain view but rather locked in a desk or cabinet drawer.

Keys

The receptionist keeps a master key for the building. This may be secured for obtaining records from the archival file room, entrance into offices at the occupant's request, and emergency use only. Keys for individual office and outside doors will be distributed to employees when hired and must be returned to the Business Office upon termination of employment. Library keys are distributed through the Library office.

Library

Employees may use the library resources. A library card will be issued to an employee upon his/her first visit.

Mail

Mail is delivered to NTS on each work day. Interoffice items may be sent to the Nazarene Publishing House (NPH) or Global Ministry Center (GMC) through the shuttle service without postage attached.

Each department is responsible to seal and affix postage for outgoing US mail, and ensure that the correct post-mark date is used. Consult with the Business Office regarding shipping of items weighing more than 16 ounces and regarding flat rate or bulk mail.

Each employee is expected to seal and stamp his/her own personal mail and pay the Business Office at the time of metering for any personal items

Mailboxes

Mailboxes for the faculty and staff are provided in the copy room next to the Business Office. Student mailboxes are located in the Commons.

Maintenance and Media Requests

A form is available through the Dean for Administration Office on which to request repairs, supplies, equipment, etc. Please make requests on this form and submit it to the Dean for Administration office at least 24 hours in advance. Requests may also be made via e-mail. If e-mail is used, please cc: the Dean for Administration Office.

Notary Public

The Seminary provides notary public service free of charge to employees and students. If an employee needs a document notarized, please contact the Business Office.

Parking

Designated areas in both parking lots are reserved for faculty and staff. Commercial vehicles, school buses, etc., are not to be parked in the lots.

Petty Cash

The Business Office maintains a petty cash fund. These funds are available to employees for purchase of business-related items. Requests for \$25 or less may be made from petty cash. Request forms must be signed by department supervisors.

Seminary Equipment

The Seminary provides employees with the necessary equipment to perform their assignments. Seminary equipment should not be used for personal use, nor removed from

the physical confines of the Seminary unless it is approved (see below) or your job specifically requires use of NTS equipment outside the physical facility.

Computer equipment, including laptops, should not be used for personal use - this includes word processing and computing functions. Employees should not install any unapproved programs to computers without the written permission of the Information Technology department. Please reference the NTS Staff Information Security Handbook located on the NTS website.

Employees may borrow certain pieces of Seminary equipment upon the written approval of the Dean for Administration. The employee assumes full responsibility for the equipment. Should the equipment be lost, stolen or damaged, the cost of repair or replacement will be the sole responsibility of the employee.

Social Committee

A social committee is appointed annually by the Dean for Administration. They organize farewells, birthday celebrations and the annual Christmas party for staff.

Staff Kitchen

For the convenience of employees, there is a break room located on the main floor of the Seminary. A refrigerator and microwave are available for employees' use. It is the responsibility of each person who uses the kitchen to leave the facility clean and orderly.

Staff Meetings

Staff meetings are held as needed. These meetings are held to inform offices of events, procedures, problems, etc. that are taking place within the Seminary community, as well as to discuss any concerns with relation to the Seminary. If an employee has concerns or ideas to be presented at one of the meetings, please pass it along to the office of the Dean for Administration. Appropriate items will be placed on the agenda.

Supply Room/Ordering Supplies

General office supplies are available in the storeroom located within the copy machine room. Requests for additional supplies should be submitted to the Business Office either in writing (forms available in copy machine room) or via e-mail.

Telephones, Fax and Copy Machines

Telephones are provided at each work station for conducting Seminary business, and employees should keep personal local phone calls to a minimum. Employees should use their cell phone for all personal long distance calls.

Fax and copy machines are located in strategic areas for conducting Seminary business. A nominal fee is charged for personal use of these office machines, and employee discretion is appreciated. Please see the Business Office for the current fee schedule and to make payment for personal use.

GUIDELINES AS REQUIRED BY FEDERAL REGULATIONS

Antifraud Policy

The Seminary administration is responsible for establishing the cultural environment, training employees and volunteers, assessing fraud risks, implementing internal controls and monitoring activities designed to prevent and detect misappropriation of the institution's assets and intentional material misrepresentation of its financial or other data or other actions constituting fraud. It is the administration's responsibility to communicate this policy to all board members, employees and volunteers and their responsibility to comply with this policy.

Actions Constituting Fraud

It is the Seminary's policy that actions constituting fraud are not permitted. These actions include but are not limited to:

- Theft of cash, securities, merchandise, equipment, supplies or other assets.
- Misuse of NTS employees, property, credit cards, cell phones or other resources.
- Submission of personal or fictitious employee expenses for reimbursement or fictitious or inflated vendor invoices or payroll records for payment.
- Receiving kickbacks or other unauthorized personal benefits from vendors or others.
- Forgery or fraudulent alteration of any check, bank draft, statement, billing, record, form, report, return or other financial document.
- Intentional material misclassification or misrepresentation of revenues, expenses, costs or other data in financial statements, reports, regulatory returns, applications or other communications.
- Intentional failure to disclose material related party transactions, noncompliance with lender requirements or donor/grantor restrictions or other required disclosure matters.
- Intentional improper use or disclosure of confidential donor, client/customer, employee or Seminary proprietary information.
- Any other illegal or unethical activity.

The policy applies to fraud or suspected fraud by board members, employees, volunteers, vendors, contractors, consultants and others doing business with the Seminary.

Reporting Responsibilities and Safeguards

It is the responsibility of every administrator, employee or volunteer to report, preferably in writing, discovered or suspected unethical or fraudulent activity immediately to the President of the Seminary and the Chairman of the Board.

No reporting party who in good faith reports such a matter will suffer harassment, retaliation or other adverse consequences. Any administrator or employee who harasses or retaliates against the party who reported such a matter in good faith is subject to discipline up to and including termination of employment. Additionally, no administrator, employee or volunteer will be adversely affected because they refuse to carry out a directive which constitutes fraud or is a violation of state or federal law.

Any allegation that proves to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Discovered or suspected matters can be reported anonymously or on a confidential basis. Anonymous allegations will be investigated, but consideration will be given to seriousness of the issue, its credibility and the likelihood of confirming the allegation from other reliable sources. In the case of allegations made on a confidential basis, every effort will be made to keep the identity of the reporting party secret, consistent with the need to conduct an adequate and fair investigation.

Allegations will not be discussed with anyone other than those who have a legitimate need to know. It is important to protect the rights of the persons accused, to avoid damaging their reputation should they be found innocent and to protect the institution from potential liability.

Investigation Procedures

The President, Chairman of the Board or their delegate will investigate all allegations on a timely basis. The investigation may include but is not limited to examining, copying and/or removing all or a portion of the contents of files, desks, cabinets and other facilities of the Seminary without prior knowledge or consent of any individual who may use or have custody of such items or facilities when it is within the scope of the investigation.

The reporting party must not attempt to personally conduct investigations, interviews or interrogations related to the alleged fraudulent activity.

Resolution Procedures

The results of the investigation will be reported to the Executive Committee of the Board of Trustees. Actions taken against the perpetrator of alleged fraud will be determined by the supervisor of the perpetrator in consultation with the supervisor's supervisor and legal counsel.

(Policy Adopted by Board of Trustees, September 2006)

Drug-free Workplace

The Federal Drug-Free Schools and Communities Act Amendment of 1989 requires that the Seminary annually distribute a copy of this policy to all employees.

Nazarene Theological Seminary prohibits the possession, use, manufacture, or distribution of alcohol or illegal drugs by employees on campus or as part of any Seminary activity. The Seminary prohibits anyone being under the influence of drugs or alcohol while on the premises of or working for the Seminary. This policy applies to both part-time and full-time employees. Any employee violating this policy is subject to disciplinary action, up to and including termination.

Any employee convicted of criminal conduct related to drugs must notify the Dean for Administration or the President within five days of any such conviction. If local, state, or federal laws have been broken on campus or during Seminary activities, NTS may also notify appropriate law enforcement agencies.

Illegal possession or use of drugs or alcohol may result in criminal prosecution.

Drugs and alcohol in the workplace contribute to many accidents. More than 200,000 people are treated in hospitals and another 25,000 die each year from drug-related accidents and associated health problems. Alcoholism is the largest drug problem in the United States. Use of alcohol or drugs while driving may result in injury to others and subject the driver to criminal prosecution. Drunk driving produces more than 25,000 traffic deaths each year. Alcoholism creates many social, family, and financial problems.

Family and Medical Leave

Nazarene Theological Seminary complies with the Family and Medical Leave Act of 1993 (FMLA).

In accordance with the FMLA, all employees may be eligible for up to twelve work weeks of unpaid family and medical leave every twelve months if they have (1) been employed by NTS for at least twelve months and (2) worked for NTS for at least 1,250 hours during the twelve months before the leave begins.

Employees may be eligible for the above for the following reasons:

1. Birth or adoption of a child (entitlement to leave expires twelve months after birth or placement);
2. To care for a seriously ill child;
3. To care for a seriously ill spouse or parent;
4. For an employee's own serious illness that makes the employee unable to perform the functions of the position.

In addition, the National Defense Authorization Act for 2008 adds two new categories of FMLA leave:

1. Care for Injured Service members – an employee may take FMLA leave to help care for a family member in the armed forces or the national guard who is being treated for a serious illness or injury
 - a. “Family Member” means the employee’s spouse, child, parent or *nearest blood relative*.
 - b. The employee may take *up to 26 weeks of leave to care for the injured service member*. However, the 26 weeks is a “one-time” leave entitlement that must be used during a single 12-month period.

2. Family Members Called to Active Duty – FMLA leave for up to 12 weeks for a “qualifying exigency” related to an employee whose spouse, parent or child is on active duty or who has been called to active duty. The U.S. Department of Labor is preparing regulations that define a “qualifying exigency.”

A serious health condition deserving of leave under the FMLA is also broadly defined to include an illness, injury, impairment, or physical or mental condition that involves (a) inpatient care in a hospital, hospice, or residential medical facility, or (b) continuing treatment by a health care provider.

When the necessity for leave is foreseeable, the employee must provide his or her Supervisor and Dean for Administration with at least thirty days notice. Employees who have no reasonable excuse for failing to give thirty days notice may have the beginning date of their leave delayed.

A request for leave will be supported by certification issued by a health care provider which states:

1. The date the condition commenced;
2. The probable duration of the condition;
3. The medical facts regarding the condition; and
4. A statement that the employee is needed to care for a son, daughter, spouse, or parent, or a statement that the employee is unable to perform the essential functions of his or her position.

The Seminary may require, at its expense, a second medical opinion as to the validity of an employee's request for leave. If the first and second opinions differ, the seminary may, at its expense, get a third medical opinion, which will be binding on the seminary and employee.

The Seminary may require certification every thirty days during the leave.

Employees must use all of their Accumulated Sick Leave (ASL) at the beginning of leave if the leave is for the employee's personal illness. ASL may be used at the discretion of the employee for time away for the illness of family members. After the employee has exhausted his or her PTO and ASL, the remaining leave will be without pay.

An employee who takes leave due to his or her own serious health condition is required to present certification from a physician that the employee is able to resume work.

The Seminary will normally continue to pay the employee's medical and health insurance, life insurance, long-term disability insurance, retirement coverage, and workers' compensation during family and medical leave on the same basis as if the employee were not on leave. If the employee normally pays for any coverage, the employee must make arrangements with the Human Resources Office to continue paying for coverage after the employee has exhausted his or her PTO and ASL. Failure to do so may result in loss of coverage.

When an employee notifies the Seminary that he or she does not intend to return to work, the Seminary will no longer pay for benefits. PTO accrual and holiday benefits will be suspended during the unpaid leave.

The employee should notify his or her Supervisor as soon as possible of the date the employee intends to return to work.

Nondiscrimination

In order to provide equitable employment and advancement opportunities to all individuals, employment decisions at NTS will be based on merit, qualifications, and abilities. NTS does not discriminate in employment opportunities or practices on the basis of race, color, disability, sex, national origin, age, or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Dean for Administration. Employees may raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Sexual and Other Unlawful Harassment

Harassment on the basis of sex (including same sex), race, color, national origin, age, disability, or other classes protected by applicable law is against the policies of NTS.

Sexual harassment involves (a) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a term or condition of employment, or (b) making submission to or rejection of such conduct the basis for employment decisions, or (c) creating an intimidating or hostile working environment by such conduct.

The following are examples of sexual harassment:

- Verbal: Sexual innuendo, suggestive comments, insults, threats, jokes about gender specific traits, unwanted sexual advances, or sexual propositions.
- Nonverbal: Making suggestive or insulting noises, leering, pinups, drawings, cartoons, or whistling or making obscene gestures.
- Physical: Touching, pinching, brushing the body, sexual contact or assault.
- Threats or demands to submit to sexual requests as a condition of continued employment or to avoid loss, or offers of employment benefits in return for sexual favors.
- Retaliation for having reported or threatened to report harassment.

Any employee who believes he or she has been the subject of sexual or other harassment or who is aware of a violation of this policy should report the conduct immediately to his/her supervisor, the Dean for Administration or any other member of the administration. Include details of the incident or incidents, names of the individuals involved, and names of any witnesses. NTS will undertake an investigation of the harassment allegations as confidentially as possible.

Any employee found by NTS to have engaged in harassment will be subject to disciplinary action, up to and including termination.

NTS will not retaliate against employees for raising any concerns regarding sexual harassment, and will not tolerate or permit any form of retaliation against employees by management or co-workers. Knowingly untrue claims of harassment, however, will not be tolerated and may be grounds for discipline, up to and including termination.

EMPLOYEE ACKNOWLEDGMENT FORM

**Staff Handbook
Revised March 1, 2010**

The employee handbook describes important information about NTS and I understand that I should consult the Dean for Administration regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Date

Employee's Name (Typed or Printed)