



# EMPLOYEE HANDBOOK

**JUNE 2018**

## TABLE OF CONTENTS

<b>I.</b>	<b>INTRODUCTION .....</b>	<b>1</b>
<b>II.</b>	<b>EMPLOYEE CLASSIFICATIONS.....</b>	<b>1</b>
<b>III.</b>	<b>NON-EMPLOYEE CLASSIFICATIONS.....</b>	<b>2</b>
<b>IV.</b>	<b>PERSONNEL ADMINISTRATION.....</b>	<b>3</b>
<b>V.</b>	<b>EMPLOYMENT PROCEDURES .....</b>	<b>3</b>
<b>VI.</b>	<b>COMPENSATION .....</b>	<b>6</b>
<b>VII.</b>	<b>BENEFITS .....</b>	<b>7</b>
<b>VIII.</b>	<b>ALTERNATIVE DISPUTE RESOLUTION.....</b>	<b>16</b>
<b>IX.</b>	<b>GENERAL INFORMATION .....</b>	<b>17</b>
	<b>APPENDIX 1 Policies for On-campus Religious Groups/Ministry Advisors .....</b>	<b>23</b>
	<b>APPENDIX 2 Volunteer Policy .....</b>	<b>25</b>
	<b>APPENDIX 3 Background Screening Policy .....</b>	<b>26</b>
	<b>APPENDIX 4 Computer Lab Reservation Policy.....</b>	<b>29</b>
	<b>APPENDIX 5 Consensual Relationship Policy .....</b>	<b>30</b>
	<b>APPENDIX 6 Policy Prohibiting Harassment .....</b>	<b>32</b>
	<b>APPENDIX 7 Office, Building, and Mailbox Key Policies .....</b>	<b>35</b>
	<b>APPENDIX 8 Nepotism Policy .....</b>	<b>37</b>
	<b>APPENDIX 9 Information Technology Policies .....</b>	<b>38</b>
	<b>APPENDIX 10 Professional Internship Policy.....</b>	<b>48</b>
	<b>APPENDIX 11 Recruitment Policy... ..</b>	<b>49</b>
	<b>APPENDIX 12 Services of the Ombudsperson .....</b>	<b>51</b>
	<b>APPENDIX 13 Whistleblower Policy .....</b>	<b>54</b>
	<b>APPENDIX 14 Employee Recommendation to Amend Handbook.....</b>	<b>56</b>

## **I. INTRODUCTION**

This Employee Handbook is provided to Daniel Matthew Ecclesiastical College (DMEC) Employees as a guideline to the institution's general employment policies and procedures that are applicable to all College Employees. Policies that are applicable only to faculty and not staff, and vice versa, are covered separately in the Faculty Handbook or the Staff Handbook. The Ecclesiastical policies control in conflict with policies listed within this handbook. However, generally all rules apply to the in cases of conflict, the Faculty or Staff Handbook takes precedent over the Employee Handbook.

All employment policies, practices, and guidelines outlined in this Handbook, except where noted, may be revised, revoked, or supplemented at any time, at the sole discretion of the College's Board of Regents. No promises, representations, or inducements have been made, nor are any made hereby on the College's behalf, to any individual because of this publication. Nothing herein is, nor shall it be, construed or deemed to constitute a contract of employment or any part of any contractual obligation in any respect whatsoever.

## **II. EMPLOYEE CLASSIFICATIONS**

Employees of Daniel Matthew Ecclesiastical College compose three separate classifications and Daniel Matthew Ecclesiastical College follows criteria established under the federal Fair Labor Standards Act for exempt status. These classifications are:

- 1) Exempt, full time
- 2) Non-exempt, full-time
- 3) Non-exempt, part-time, temporary and Ministers

Staff working an average of 25 hours or more per week on a year-round basis (1300 hours or greater over 12 continuous months) and faculty with an academic year credit load of 15 hours or more are classified as benefits eligible employees and are entitled to participate in all fringe benefits.

Faculty with less than a 15-credit hour load, staff who regularly work an average of less than 25 hours per week on a year-round basis (less than 1300 hours over 12 continuous months) and those who work on a temporary or as needed basis are classified as non-benefits eligible employees and do not qualify for any fringe benefits provided by the College.

### **III. NON-EMPLOYEE CLASSIFICATIONS** (e.g., Ministry Advisors, Volunteers, Interns, and Independent Contractors)

The College recognizes the representation of external groups that provide individuals to serve as resource persons or “advisors” for the campus community (i.e. Fellowship of Christian Athletes, Habitat for Humanity, etc.). The College also recognizes other individuals who volunteer their time and efforts on behalf of the College. Professional internships are working situations in which an individual who has already completed at least a baccalaureate degree at an accredited institution commits to full or part-time work for a period of no more than one academic year, during which he or she receives no compensation. The purpose of such an internship is to provide the intern with substantial "hands on" experience in his or her chosen field (See Appendices 1, 2 & 10 for further information). An independent contractor is a natural person, business, or corporation that provides goods or services to the College under terms specified in a written contract and these relationships are not considered and should not be construed as an employee of the College.

The request form for approval of non-employee services can be found on DMEC Connect: Authorization for Contracted Services/Volunteers/Internships

## IV. PERSONNEL ADMINISTRATION

**A. THE HUMAN RESOURCES OFFICE.** The Human Resources Office, under the direction of the Vice President of Finance and Facilities/CFO, is responsible for:

- Administering personnel policies and payroll
- Maintaining employment records including classifications, absences, rates of compensation, hours of work, appropriate performance evaluations, salary and wages, and fringe benefits.

**B. HUMAN RELATIONS REVIEW COMMITTEE (HRRC).** The purpose of the HRRC is to act as an investigatory and ruling body for complaints of discrimination, harassment, or other matters deemed appropriate for the committee which are received from students, faculty, and staff. The HRRC may be requested to assist in resolution of a grievance or to assist the Office of Human Resources with other sensitive personnel matters.

The President of the College appoints the College Diversity Officer to serve on the Committee. The Provost and Vice President of Finance and Facilities/CFO are responsible for recommending to the President the appointment of one faculty member (as a member of the faculty cabinet) and one staff member who are currently serving or have previously served in an elected or appointed office at the College. Additionally, the faculty and staff officers will each appoint for recommendation to the Provost and Vice President of Finance and Facilities/CFO an at-large alternate member to the Committee; hence, the Committee consists of three (3) members and two (2) alternate members. The College Ombudsperson offers informal, alternative dispute resolution services (see Section VIII and Appendix 12), therefore, cannot serve on the HRRC. A representative from the Human Resources Office serves as a non-voting ex-officio member of the HRRC.

Criteria for appointment to and membership on the HRRC include demonstrated impartiality, integrity, and respect for confidentiality.

---

If an individual is appointed and agrees to serve on the HRRC, they are expected to serve 3-5 years, barring extraneous circumstances. Each member of the HRRC receives confirmation of their re-appointment from the Human Resources Office at the beginning of each calendar year.

If a pending case or situation presents a conflict of interest for a member of the HRRC including, but not limited to, consensual relationships or nepotism, said member will be excused from participating in the review of that case and the appropriate alternative will serve in this case.

The Committee will report their investigative finds and rulings to the Provost concerning faculty and student matters and to the Vice President of Finance and Facilities /CFO concerning staff matters. The HRRC assessment is presented to the Provost concerning faculty and student matters and to the Vice President of Finance and Facilities /CFO concerning staff matters for consideration and final resolution. The final resolution will be forwarded to the Human Resources Office for appropriate dissemination and filing.

All members and alternates of the HRRC will receive annual training in procedures, regulations, and best practices related to discrimination, harassment, conflict resolution, background screening, conducting investigations, and other relevant matters.

## **V. EMPLOYMENT PROCEDURES**

- A. HIRING.** Employment at Daniel Matthew Ecclesiastical College is strictly based on merit and ability to perform the requirements of the position. Any employment or pre-employment testing is strictly limited to ascertaining skills of the applicable jobs where such testing is appropriate.

While the Human Resources Office can assist in the advertising, screening, and testing of potential employees, the final decision concerning the selection of the employee is the responsibility of the department supervisor/division chair, with appropriate approvals of the President and Vice President.

Position openings are always posted internally on the College (in-house) website and are normally advertised externally (see Appendix 11). Daniel Matthew Ecclesiastical College is an “Equal Opportunity Employer.” Applicants, including internal candidates but excluding faculty, are required to apply for Employment in addition to materials detailed in the job posting.

The procedural guide and forms to be used in the search and hiring process can be found on DMEC Connect:

- Procedural Guidelines
- Authorization for Personnel Search and Interview
- Authorization for Extension of Offer and Hire

**B. BACKGROUND SCREENING.** Daniel Matthew Ecclesiastical College Conducts background screening on all employment candidates who offered positions.

Current employees will be screened prior to transfer to another position or promotion to a Division Chair or Budget Manager position.

Non-employees such as advisors, independent contractors, interns, and other volunteer workers with direct student contact or oversight also are subject to background screening.

The type of background information that may be collected includes, but is not limited to, social security trace, education verification, employment verification, criminal background check, credit report (if permitted), and motor vehicle record.

This process is conducted to verify the accuracy of the information provided by the candidate and determine her/his suitability for employment, transfer, or promotion (see Appendix 3 for more information).

**C. NON-DISCRIMINATION.** In keeping with its mission of “concern for a better world...implemented in an educational community dedicated to the welfare of humanity,” and with the Christian Church’s (Disciples of Christ) call for “a society which proclaims and honors the rights of all persons,” no one shall be discriminated against in employment at Daniel Matthew Ecclesiastical College because of race, color, national origin, ancestry, age, sex, marital status, disability, unfavorable discharge from military service, military status, status as a Vietnam-era or special disabled veteran, genetic information, citizenship, or order of protection status, in accordance with applicable law.

**D. IMMIGRATION LAW COMPLIANCE.** Daniel Matthew Ecclesiastical College does not unlawfully discriminate based on citizenship or national origin but, at the same time, is committed to employing only United States citizens and aliens who are authorized to work in the United States.

---



In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Daniel Matthew Ecclesiastical College within the past three (3) years or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Office. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

- E. REASONABLE ACCOMMODATION.** Daniel Matthew Ecclesiastical College will make reasonable accommodation to any known disability of a qualified applicant or employee unless the accommodation would cause an undue hardship. An employee should contact the Human Resources Office to request an accommodation.
- F. OUTSIDE EMPLOYMENT.** Daniel Matthew Ecclesiastical College permits a full-time employee to be employed part-time for another employer, providing any such employee receives prior approval by the appropriate supervisor and Vice President and that the outside employment does not impair the employee's performance of full-time College responsibilities. (See also Faculty Handbook )

The College reserves the right to review outside employment at any time to determine if a conflict or other problem exists. In the event of a violation of this policy, the employee will be given the opportunity to sever the outside employment relationship.

- G. CONFLICT OF INTEREST.** Each employee is expected to conduct private business and personal activities in a manner that avoids conflict with the interests of Daniel Matthew Ecclesiastical College.

Conflict of interest is defined as any activity or interest which has direct or indirect financial consequences and impairs or may be seen to impair an individual's independent, unbiased judgment in the performance of his or her responsibilities to the College. This definition also applies to any activity or interest conducted by family members.

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family; (a) an ownership or investment interest in any entity with which the College has a transaction or arrangement, or (b) a compensation arrangement with the College or with any entity or individual with which the College has a transaction or arrangement, or (c) an actual or potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the College is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are more than incidental. "Family" includes a spouse, parent or other ancestor, sibling (or spouse), child (or spouse), grandchild (or spouse) or great- grandchild (or spouse), or any other relative if the latter resides in the same household as the interested person.

It is not possible to define all situations which could constitute a Conflict of Interest. Therefore, it is the responsibility of all employees to seek guidance prior to entering any such situation or to report timely any existing situation covered under this Policy. For staff, any such situations should be reported to the Human Resources Office, who will communicate the matter to the Human Relations Review Committee (HRRC), the Vice President of Finance and Facilities/CFO, and the Provost, and to the President when it is warranted. The HRRC will oversee any investigation and will participate as appropriate, and recommend any waiver or action to be taken. The HRRC assessment is presented to the Vice President of Finance and Facilities /CFO for consideration and final resolution and will be forwarded to the Human Resources Office for appropriate dissemination. (For faculty, refer to the Faculty Handbook, Chapter IV. Paragraph G and H.) Early disclosure, reporting, or seeking of guidance is strongly encouraged, since this increases the likelihood that a simple change in procedures or duties often can resolve the matter satisfactorily. In the event a Conflict of Interest is not reported by the employee and becomes known by other means, this could result in disciplinary action, up to and including termination of employment. (See supplementary Staff Handbook sections VI and VIII and Faculty Handbook Chapter IV Paragraphs G and H)

Upon initial association with the College, employees shall be required to sign a statement disclosing the existence of any actual or possible Conflicts of Interest. In addition, certain employees identified as principal officers and key employees will be required to renew this acknowledgement annually.

In all activities conducted as an employee of the institution, an employee should always place the lawful and legitimate interests of the College over personal gain.

## VI. COMPENSATION

- A. **PAY PERIODS.** Exempt employees generally are paid semi-monthly, on the 15<sup>th</sup> and the last day of the month. Non-exempt employees generally are paid bi-weekly on Friday. If a pay day falls on a holiday, Saturday, or Sunday, employees are paid the last business day prior to such holiday, Saturday or Sunday. The Daniel Matthew Ecclesiastical College payroll is electronically transferred and directly deposited into the employee's bank account. No pay advances will be made. **Any change in an employee's banking information must be reported to the Human Resources Office no less than ten (10) days prior to the effective payroll date.**

- B. PAYROLL DEDUCTIONS.** The College is required by law to make certain deductions from an employee's paycheck: federal and state withholding, Social Security and Medicare taxes. If there is any change in withholding status, it is the employee's responsibility to advise the Human Resources Office. Withholding for additional employee programs including, but not limited to, savings, annuities, additional optional insurance, and contributions may be arranged. In addition, the College's fringe benefit programs may require deductions depending on the programs in which the employee is enrolled. The College strives to comply with all applicable wage and hour laws. In the event of an inadvertent or improper deduction from pay, employees must immediately notify the Human Resources Office which will review the situation and make changes as necessary. Any questions, concerns, or complaints about pay deductions should be directed to the Human Resources Office. The College will promptly investigate reports of improper deductions. If the College determines an improper deduction has been made, the employee(s) will be properly reimbursed.
- C. PAY INCREASES.** Pay increases are not automatic. Compensation is reviewed periodically and supported by performance evaluations and other applicable resources. Other pay adjustments may however, under specified conditions, be effective from time to time on a case-by-case basis. Some factors affecting pay rates include but are not limited to: promotion, job performance, available funding, and the needs of the College. Any questions concerning an employee's rate of compensation should be discussed with her/his immediate department supervisor/division chair.

## **VII. BENEFITS**

- A. GENERAL.** The fringe benefits portion of the total compensation program of Daniel Matthew Ecclesiastical College Consists of two categories: those mandated by local, state, or federal legislation and those authorized by the College Board of Regents. The needs of individuals and the College change from time to time, therefore, the Regents maintain the right and the duty to improve, modify, decrease, or eliminate certain benefits or substitute or provide entirely new benefits. Whatever action might be taken in this regard, the College will continue to attempt to remain competitive. Any change of aforesaid will normally be accomplished by advance notification, if feasible. Amendments to benefits may be made with or without the concurrence of the Faculty if such amendments are announced before signing of annual contracts for the next school year and that such amendments go into effect for the next school year and not before, except when early adoption/implementation is required by law or regulations. Unless otherwise stated, eligibility for fringe benefits is effective on the date of full-time hire. Questions regarding fringe benefits should be directed to the Human Resources Office.
- B. GOVERNMENTAL BENEFITS**
- 1. SOCIAL SECURITY.** Daniel Matthew Ecclesiastical College participates in the federal programs of Old Age and Survivors Disability and Medicare as noted on the paystub as

“Soc SEC” and “Medicare” respectively. Participation is required and a statutory deduction is made. For each deduction reported on an employee’s paycheck, the College has contributed at the federally mandated percentage on her/his behalf to the Social Security System.

2. **WORKER’S COMPENSATION.** The Worker’s Compensation law of Missouri covers each employee of the College. This law covers medical expenses as well as certain loss of compensation for injuries incurred in work related accidents. The full premium connected with this benefit is paid by Daniel Matthew Ecclesiastical College. All injuries incurred on the job must be reported to the department supervisor/division chair and the Human Resource Office within 24 hours of injury or the employee may be subject to disciplinary action, up to and including termination of employment. If a Worker’s Compensation claim is found false, the employee will be disciplined as outlined (See supplementary Staff Handbook sections VI and VIII and Faculty Handbook Ch. IV. G. and H.
3. **UNEMPLOYMENT INSURANCE.** An employee who exits the College may, under certain situations, be eligible to receive unemployment compensation. The Missouri Department of Employment Security determines eligibility and the amount of compensation paid. The cost of unemployment insurance is borne solely by the College.
4. **FAMILY AND MEDICAL LEAVE ACT (FMLA).** Employees are eligible if they have worked for the College for at least twelve (12) months (the months of service do not have to be consecutive) and have a total of at least 1,250 actual worked hours over the twelve (12) month period preceding the start of the intended absence.

FMLA leave does not have to be taken all at once and can be used on an intermittent basis. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the College’s operations.

Eligible employees are entitled to take up to 12 weeks of unpaid, job- protected leave in a single 12-month period. Unpaid leave must be granted for *any* of the following reasons:

- For incapacity, due to pregnancy, prenatal medical care, or child birth;
- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.

The College requires paid leave to be substituted for unpaid leave. For such paid leave, employees must comply with the College’s normal paid leave policies.

Advanced Notice and Medical Certifications:

If the following requirements are not met, FMLA leave may be delayed or denied:

- The employee ordinarily must provide 30 days' notice when the leave is "foreseeable" and as soon as is practicable when it is not.
- The employee must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave.
- The College requires medical certification to support a request for leave because of a serious health condition, as well as a fitness for duty release to return to work. The College may require second or third opinions for medical certification (at the College's expense).

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the Armed Forces to a foreign country may be granted 12 weeks of FMLA leave to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member to take up to 26 weeks of leave to care for the service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, and certain recent veterans, who have a serious injury or illness.

#### Job Benefits and Protection:

- For the duration of FMLA leave, the College must maintain the employee's health coverage under any "group health plan."
- Upon return from FMLA leave, most employees must be restored to their original or equivalent pay, benefits, and other employment terms.
- The use of the FMLA leave cannot result in the loss of any employment benefit that was awarded prior to the start of an employee's leave.

#### Unlawful Acts by the College:

FMLA makes it unlawful for the College to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

#### Enforcement:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.

- An eligible employee may bring a civil action against the College for violations.
- 5. MILITARY LEAVE (The Law).** You will be granted military leave under the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA), whether voluntary or involuntary, if each of the following conditions are met:
- a. The military service is to be performed in a uniformed service and includes the following:
    1. Full-time or reserve units of the Army, Navy, Marine Corps, Air Force and Coast Guard;
    2. The National Guard;
    3. The commissioned corps of the Public Health Service; and
    4. Any other category of person designated as a “uniformed service” by the President in time of war or national emergency.
  - b. Written or oral notice of the military service is provided to the College by you or an appropriate officer of the branch of the uniformed service in which you will be serving. However, no notice is required if doing so is impossible or unreasonable because of military necessity or other legitimate reasons.
  - c. The combined length of your previous military absences from the College does not exceed five years, excluding any exempt periods of military service. The following categories of service are exempt from the five-year service limitations:
    1. Required training for reservists and National Guard members, including two-week annual training sessions and monthly weekend drills.
    2. Service from which a person, due to no fault of the person, is unable to obtain a release before the expiration of the five-year period.
    3. Service required beyond five years completing an initial period of obligated service.
    4. Active duty service (other than for training) performed because of a national emergency or war, or in support of a critical or operational mission.

**C. DANIEL MATTHEW ECCLESIASTICAL COLLEGE BENEFITS**

- 1. PENSION PLAN.** All benefits eligible employees generally are covered under the Pension Plan in which the College participates. (The plan applicable to non-management Maintenance Department staff is in the Staff Handbook SEC. IV A.1.) Daniel Matthew Ecclesiastical College Contributes an amount equal to seven percent (7%) of the employee’s gross salary for employees enrolled in the Plan. Of the seven percent (7%) that the College contributes, three percent (3%) is used to purchase disability and life insurance for the employee and four percent (4%) is for employer pension contribution which becomes vested after the employee completes two (2) years of service. Employees are required to make a seven percent (7%) of gross salary contribution, which is income tax deferred and vested immediately. For further information, please refer to your Pension Plan brochure.

2. **TOTAL DISABILITY INSURANCE.** This benefit is intended to provide the covered employee with a monthly income benefit (in addition to Social Security benefits) in the case of total and permanent disability. This benefit is provided under the Pension Plan in which the College participates and is available after one year of employee participation in the Pension Plan. For further information, please refer to your Pension Plan brochure. Premium costs are borne entirely by the College.
3. **LIFE INSURANCE.** The Pension Plan in which the College participates provides for death benefits in an amount equal to three times the employee's annual salary, up to a maximum benefit of \$50,000 for employees under age 60 and up to a maximum benefit of \$30,000 for employees age 60 and older. For further information, please refer to your Pension Plan brochure.

Provided under a separate Insurance Carrier and not a part of the Pension Plan, an additional standalone \$10,000 Term Life, Accidental Death & Dismemberment Insurance policy is included in the fringe benefit package. Premium costs are borne entirely by the College.

4. **COMPREHENSIVE MEDICAL/DENTAL INSURANCE.** A comprehensive medical and dental insurance program is available to all benefits-eligible employees. Participants in the medical insurance program are also enrolled in the Proctor Preferred Plan, a discount program sponsored by Proctor Hospital (Peoria, Missouri).
5. **EMPLOYEE ASSISTANCE PROGRAMS (EAP).** The College may provide employee assistance programs to supplement the comprehensive medical insurance program. (ex. short-term counseling for family, personal or work relationship issues)
  - a. Psychotherapy or psychological evaluations and treatment; an employee may elect to utilize the employee's medical insurance coverage or the supplemental service provided by the College with a maximum of three (3) College paid visits per service provider contract term. Please contact the Human Resources Office for further details.
6. **SUPPLEMENTAL TAX DEFERRED RETIREMENT ACCOUNT OPTION.** Employees may participate in an additional tax deferred retirement account program if they so choose. Under this option an employee may, through a proper salary reduction agreement, divert part of her/his compensation before income tax to invest in an additional tax deferred retirement account. Program selection is limited. For further information contact the Human Resources Office.
7. **SUPPLEMENTAL INSURANCE.** A variety of optional supplemental insurance policies are available through American Family Life Assurance Company (AFLAC), Glenworth Financial, Texas Life and other carriers. The entire premium cost is borne by the employee and may be tax deferred depending on the policy.
8. **FLEXIBLE SPENDING ACCOUNT.** This program is offered through a third-party administrator and allows participants to set aside pre-tax funds for unreimbursed medical and/or dependent care expenses.

- 9. CAMPUS EVENTS AND FACILITIES.** Employees, their spouse and dependent children are invited to all lectures, musicals, plays, Admission events, etc. on campus. Entrance into events generally is free except for a small fee for theatre performances. Henderson's Physical Education Center and Kinnels' Fitness Center facilities are available at no cost for use by employees, their spouse and dependent children (must be at least 18 years of age or accompanied by a supervising adult). Contact the Admission Office at extension 103 for hours of operation and more information.
- 10. EDUCATION BENEFITS.** Upon completion of one year of employment service, benefits eligible employees may enroll in undergraduate courses at Daniel Matthew Ecclesiastical College at no cost for tuition under the education benefit program, up to a maximum of eighteen (18) hours of academic credit per fall or spring semester; nine (9) hours for the summer term. Employees are responsible for all fees associated with the course or any other fees, as well as for the costs of books and materials. Regular admissions procedures apply. The employee must also apply for Financial Aid by completing the applicable Free Application for Federal Student Aid (FAFSA) form. State grants (i.e. IL MAP, etc.) awarded will be applied to tuition charges on the student account prior to any credit for education benefits being given. Federal grants (i.e. PELL, FSEOG, etc.) will be applied to the student account and may be used toward any course expenses incurred and/or refunded at the student's discretion. Federal subsidized and/or unsubsidized loans offered may be accepted or denied at the student's discretion.

The employee must complete an Employee Request for Educational Benefit form for each enrolled course and submit the form to their department supervisor/division chair. A maximum of five (5) hours of scheduled class time per week (time absent from the employee's job responsibilities to attend class) will be allowed between the hours of 8:00 a.m. – 5:00 p.m. Monday through Friday. For a course scheduled during the employee's normal workday, the Employee Request for Educational Benefit form should state how and when the hours taken from the normal work schedule will be completed during each week. The department supervisor/division chair, Senior Staff member, the Director of Financial Aid, and the Human Resources Office must authorize the Employee Request for Educational Benefit form prior to class attendance. Certain courses may require student attendance outside of the normal course hours (e.g., fieldtrips), but falling between the hours of 8:00 a.m. – 5:00 p.m. Monday through Friday. For such additional required hours, the employee must inform her/his department supervisor/division chair, receive approval, and utilize either vacation or personal time. Eligibility for education benefits does not abrogate the supervisor's/chair's responsibility to their department/division and, therefore, does not entitle the employee to a guaranteed release from the normal work schedule. The department supervisor/division chair may refuse to grant time off that, in their opinion, will be detrimental to the operation and responsibilities of the department/division. For faculty members, only, the Provost may grant an exception to the maximum five (5) hours based on the faculty member's course load for that semester.



Employees enrolled in the educational benefit program, both degree seeking and non-degree seeking, must maintain academic eligibility as stated and described in the Daniel Matthew Ecclesiastical College academic catalog to continue in the educational benefit program. If an employee becomes ineligible, they may re- enter the educational benefit program once their standing meets the academic eligibility requirements. Employees enrolled in the educational benefit program agree to allow that at the end of each semester the department supervisor/division chair will confirm with the Student Account Manager and Registrar's Office the employee's academic standing for the educational benefit program.

(Applicable to Staff only) Employees are not allowed to adjust their work schedules to take Summer Term courses. Vacation or personal time must be utilized.

The College reserves the right to limit the number of individuals on tuition waiver who may participate in any cohort program offered at Daniel Matthew Ecclesiastical College including, but not limited to, Organizational Leadership and Special Education. In the case of any such limitation, admission to a cohort will be determined by the Admissions Office process date of the employee's "Letter of Intent to Attend Daniel Matthew Ecclesiastical College" form. The cohort programs' limitation will be one individual on tuition waiver for every five non-tuition waiver individuals.

The Board of Regents of Daniel Matthew Ecclesiastical College has made available to spouses and dependent children<sup>5</sup> of benefits eligible employees, who have completed one year of service, education benefits (tuition waiver only) while enrolled at Daniel Matthew Ecclesiastical College, up to a maximum of eighteen (18) hours of academic credit per fall or spring semester; nine (9) hours for summer term. Regular admissions procedures apply. The spouse/dependent must also apply for Financial Aid by completing the applicable Free Application for Federal Student Aid (FAFSA) form. State grants (i.e. IL MAP, etc.) awarded will be applied to tuition charges on the student account prior to any credit for fringe benefits being given. Federal grants (i.e. PELL, FSEOG, etc.) will be applied to the student account and may be used toward any course expenses incurred and/or refunded at the student's discretion. Federal subsidized and/or unsubsidized loans offered may be accepted or denied at the student's discretion. In cases where the employment relationship with the College is ended, the spouse and/or dependent child(Ren) may continue receiving

---

education benefits through the end of the current semester/summer session of attendance. In cases where the employee dies while under employment of the College; the enrolled at time of death surviving spouse may continue receiving education benefits until they remarry. In the case where the employee is a single parent and dies, the enrolled at time of death dependent child(ren) may no longer meet the definition of dependency, the enrolled former dependent child(ren) will continue receiving education benefits until the earlier of the following occurs: i) reaches age 24 or ii) marries.

The spouse and/or dependent child(ren) enrolled in the educational benefit program at Daniel Matthew Ecclesiastical College, both degree seeking and non-degree seeking, must maintain academic eligibility as stated and described in the Daniel Matthew Ecclesiastical College academic catalog to continue in the educational benefit program. If a spouse and/or dependent child(ren) becomes ineligible, they may re-enter the educational benefit program once their standing meets the academic eligibility requirements.

Spouses and dependent children of benefits eligible employees, who have completed one year of service, generally may receive education benefits (tuition waiver only) at member institutions within the Council of Independent Colleges (CIC) tuition exchange program (undergraduate programs only).

Application for CIC tuition exchange must be coordinated through the Daniel Matthew Ecclesiastical College Human Resources Office and is subject to verification and approval by Daniel Matthew Ecclesiastical College.<sup>6</sup> Acceptance of an initial CIC tuition waiver, and continuation of same (maximum 3 years of renewal), is determined by the host institution and is subject to that institution's eligibility requirements. For more information regarding the CIC tuition exchange program, contact the Human Resources Office.

Prior to the awarding of education benefits for the dependent child(ren), the employee (or surviving spouse) will be required to complete and submit to the Human Resources Office the Dependent Status Verification Form verifying all requirements of dependent status are met. In the event the dependent child receiving education benefits ceases to meet all the requirements of dependent status, the employee (or surviving spouse) must notify the Human Resources Office in writing within thirty (30) days of the ineligibility event.

Falsification of dependent status or failure to provide notice of ineligibility is cause for disciplinary action, up to and including termination of employment. (See supplementary Staff Handbook sections VI and VIII and Faculty Handbook Chapter IV. Paragraph G and H). In situations involving the surviving spouse, falsification and or failure to provide notice of ineligibility will result in revocation of the dependent child's eligibility for education benefits. In the case where the employee is a single parent and dies, the

enrolled at time of death dependent child(ren) are required to confirm in writing their eligibility to continue receiving the education benefits at the beginning of each semester.

11. **ON-THE-JOB ACCIDENT.** All injuries incurred on the job must be reported to the department supervisor/division chair and the Human Resources Office immediately following the injury and not greater than 24 hours after the accident if medical attention was required. Failure to report may subject the employee to disciplinary action, up to and including termination of employment. (See supplementary Staff Handbook sections VI and VIII and Faculty Handbook Chap. VI. G and H).
12. **FUNERAL LEAVE.** Funeral leave with pay up to, but not exceeding, three (3) working days may be granted to benefits eligible employees on the death of an immediate family member; husband, wife, mother, stepmother, father, stepfather, child, stepchild, brother, stepbrother, half brother, sister, stepsister, half-sister, or legal ward, as well as any other relative living in the same household. Funeral leave with pay up to one (1) working day may be granted to benefits eligible employees on the death of other family members; grandparent, grandchild, uncle, aunt, nephew, niece, cousin, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, and daughter-in-law. The College may require proof of such death and relationship as a condition of payment of this leave.
13. **JURY DUTY.** An employee who is called for jury duty or witness service will receive full pay, provided the employee surrenders to the College her/his jury pay or witness fee and reports for work on any full or partial day during which the employee is released from jury duty. The period that an employee is absent for jury duty will not be deducted from the employee's vacation allowance or personal leave, unless s/he chooses to use vacation time or personal leave to offset the time absent for jury duty. If vacation time or personal leave is used, the jury pay or witness fee received is not surrendered to the College. The employee is responsible for notifying her/his department supervisor/division chair and the Human Resources Office of the impending jury duty immediately upon receipt of notice to serve.
14. **DISCRETIONARY UNPAID LEAVE OF ABSENCE.** (For faculty, see Faculty Handbook Chapter V. Paragraph D) A discretionary leave of absence, without pay and authorized in advance, may be granted in extraordinary circumstances including, but not limited to, extended illness or other disability, education, or travel.

A leave of absence means the employee intends to return to the same or similar position. An employee may request a discretionary unpaid leave of absence to provide additional time following a leave granted by the Family and Medical Leave Act.

In no case, will an employee be granted an unpaid leave of absence for alternative employment. Employment elsewhere while on unpaid leave is prohibited and is subject to disciplinary action up to and including termination of employment from the College. Reference Faculty Handbook for exceptions; Fulbright Scholars, visiting professorships, etc.

Requests for leave must be submitted in writing to the department supervisor/division chair for subsequent approval by either the Vice President of Finance & Facilities/CFO, where applicable, or the Provost.

Unpaid leaves of absence normally are limited to ninety (90) days or less. Failure to return to work after an initial unpaid leave of absence is interpreted as a voluntary resignation. Vacation time may be taken at the beginning of an unpaid leave of absence, but not after such an absence. No holiday pay is given for holidays falling within unpaid leave time, and paid leave benefits will not be awarded during such leaves.

Each employee is advised to check with the Human Resources Office for continuation of insured fringe benefits prior to going on unpaid leave. Extended unpaid leave of absence, or extensions to regular paid leave, which total more than six (6) months normally will not be granted. In unusual circumstances when the same are granted, employees returning therefore will have no employment rights other than to be considered for the first job opening for which they are qualified and under no circumstances will such returning employees have any right to displace then current employees as to job title(s), duty(ies), hours, or pay.

## **VIII. ALTERNATIVE DISPUTE RESOLUTION**

### **A. ALTERNATIVE DISPUTE RESOLUTION AND THE OMBUDSPERSON.**

The Ombudsperson at Daniel Matthew Ecclesiastical College is appointed by the President from among those who are members of, or are closely affiliated with, the Daniel Matthew Ecclesiastical College Community. The Office of the Ombudsperson serves as an alternative dispute resolution resource for the Daniel Matthew Ecclesiastical College Community under the ethical principles of independence, confidentiality, impartiality, informality, and privilege as described in “Services of the Ombudsperson” in Appendix 12. Members of the College community who are considering filing a complaint or grievance are encouraged to consult the Ombudsperson. The Ombudsperson has no authority to make decisions, nor is s/he a formal arbitrator or mediator. The Ombudsperson does not act as an advocate. The role of the Ombudsperson is to provide counsel to the complainant on the process to be pursued and, at the complainant’s request, to seek to discover and clarify facts related to the incident or incidents causing the complaint or grievance. In that process, the Ombudsperson may seek to achieve a resolution acceptable to both parties outside of formally established procedures.

The Ombudsperson’s role is available for the entire campus community, faculty, staff, and students and is limited to that described in the “Services of the Ombudsperson” in the appendices of this Employee Handbook (Appendix 12) and the Student Handbook. If attempts to achieve a resolution are not successful, or if the complainant chooses not to request the Ombudsperson’s assistance, the Ombudsperson’s role in the process ends.

## IX. GENERAL INFORMATION

- A. **BONDURANT LOAN FUND.** Limited funds are available for issuance of short-term loans to employees. The maximum loan amount at any one time is the equivalent of one month of the employee's net pay. The interest rate will be determined by the current prime rate. The submission of financial statements may be required of the employee. For more information regarding the Bondurant Loan Fund, contact the Comptroller.
- B. **BOOKSTORE DISCOUNT.** All Daniel Matthew Ecclesiastical College employees are eligible to receive a fifteen percent (15%) discount on purchases made in the bookstore. Textbooks, sale, and special order items are not eligible for the discount.
- C. **COLLEGE BRAND.** The Daniel Matthew Ecclesiastical College identity package, including an exciting logo mark, a positioning statement, and official colors is an important tool used to communicate positively about DMEC's quality and strength. The elements of our graphic identity must be used carefully and consistently, with attention to guidelines and details. The Daniel Matthew Ecclesiastical College Visual/Graphic Standards Guide<sup>7</sup> provides basic information regarding proper use of our logo mark, word mark, shield, and official colors. Contact the Marketing Department for further information or assistance.
- D. **COLLEGE EQUIPMENT.** Various pieces of college equipment or property are entrusted to each employee to perform work assigned to her/him. If the equipment needs repair, servicing, or cleaning, it is expected that the employee report it to her/his department supervisor/division chair. The use of college equipment on or off campus for personal use is prohibited and could lead to discipline, including immediate discharge, unless permission has been granted by the department supervisor/division chair. Equipment entrusted to you must be returned upon termination of employment.
- E. **COMPUTER LAB RESERVATION POLICY.** See Appendix 4.
- F. **CONFIDENTIAL MATERIAL.** Some employees are exposed to items of a confidential nature. This information must not be discussed or released without approval of the proper authority. Unauthorized disclosure of confidential information may be cause for disciplinary action including immediate discharge. The Family Educational Rights and Privacy Act ("FERPA") states that certain records containing student information, other than "Directory Information," generally cannot be provided to a third party, including parents, without the express written consent of the student. Please contact the Registrar's Office with any questions about FERPA.

All employees have a role in protecting the College's information assets whether they deal directly with sensitive or confidential college information.

General guidelines to protect and secure personal information include, but are not limited to:

- Restrict access of information and systems to people who need it to perform their jobs.

- Do not leave paper documents containing sensitive information unattended; protect them from the view of passers-by or office visitors.
- Shred confidential paper documents that are no longer needed and secure such documents until shredding occurs.
- Never allow another person to use your computer account; keep your passwords and computer ID's a secret.
- Workstation screens should not be visible to anyone but the authorized user of secure documents.
- Log out when you leave your computer for long periods of time and "lock" your computer every time that you leave it unattended.

Employees at time of hire are required to sign the College's "Confidentiality Agreement."

**G. CONSENSUAL RELATIONS POLICY.** Refer to Appendix 5.

**H. DRESS CODE.** Employees represent Daniel Matthew Ecclesiastical College to visitors, clients, co-workers, faculty, and students. As an institution, we seek to communicate an image of professionalism to all we meet every day. Appearance and demeanor should reflect this objective always.

**I. DMEC CONNECT INTRANET.** The purpose of this site is to provide the Daniel Matthew Ecclesiastical College Community with a communications vehicle designed to house all campus information for easy access. On-campus access to the intranet site can be found at <http://ww2.dmcollege.org>. This site is accessible ONLY to staff, faculty, Regents, and students.

For off-campus access, go to <http://ww11.dmcollege.org:5024>. At the password prompt, select the appropriate employee classification then type in your network password (not your Gmail webmail password).

To have information included on the site or for questions concerning copyrighted material, contact the Coordinator of Web Services.

**J. EMERGENCY PROCEDURES.** In the event of life threatening or property-theft concerns, CALL St. Louis City Police 911. In the event of a tornado, take shelter immediately and listen to a battery-operated radio. All buildings have emergency procedures posted near exits and elevators.

**K. HEALTH AND SAFETY.** Health and safety are the business of every employee of the College. Some examples of good safety practices are:

1. Maintenance of a work area and desk that is clean and proper.
2. Keeping desk and cabinet doors closed when not in use.
3. Informing the department supervisor/division chair of any defective equipment so that it can be repaired or replaced.
4. Wrapping broken glass, marking it, and putting it aside (not in the wastepaper basket) for the custodian.
5. Being aware of a potential fire hazard from matches and ashes placed in wastebaskets. The use of candles and open flame items is prohibited in campus buildings and office areas.
6. Keeping restrooms and storerooms clean and orderly.
7. Opening one drawer of a file cabinet at a time to avoid an upset and evenly distribute stored materials to avoid empty bottom drawers that can cause an upset.
8. Taking time to be safe, especially when using stairways; walk, don't run.

9. Avoiding use of makeshift equipment and tools.
  10. Not using extension cords over six feet in length except for temporary use (e.g., use with projection). If it is necessary to use extension cords over six feet, making appropriate arrangements so they are not hazardous.
  11. Driving vehicles with care and watching for pedestrians.  
If an unsafe working condition is noted, including a condition that could cause an accident, employees are requested to report it to the department supervisor/division chair.
- L. HUMAN RELATIONS.** Every employee has a moral obligation to see that the College is a little better for them having been an employee. The courtesy extended to others generates a spirit of human dignity. Consideration of fellow employees, students, clients, and vendors is reflected in the promptness with which the telephone is answered, the respect given to those with whom an employee works, and the attitude expressed toward fellow employees.
- M. KEYS TO OFFICES, BUILDINGS, AND MAILBOXES.** Keys are the property of Daniel Matthew Ecclesiastical College. Requests for office and building keys must be made by the department supervisor/division chair to the Human Resources Office. Mailbox keys will be issued by the Print shop and Mailroom Manager. See Appendix 7 for complete policy and procedure.
- N. LOST AND FOUND.** It is in the Cerf Center Office.
- O. MEETING ROOMS.** Various rooms throughout the campus facilities are available for meetings. Availability and reservations may be obtained via DMEC Connect or through the Admission Center Office. Rooms must be reserved appropriately to avoid usage conflicts.
- P. NEPOTISM POLICY.** Refer to Appendix 8.
- Q. NETWORK, SOFTWARE, AND EMAIL POLICIES.** See Appendix 9.
- R. NOTARY.** Daniel Matthew Ecclesiastical College employees may have documents notarized at no charge. Contact the Business Office to utilize this service.
- S. PERSONAL AUTOMOBILES AND PARKING.** All automobiles operating on the college campus must be registered. Parking registration tags are secured from the Student Programs and Services Office at no cost, as well as maps indicating parking lot designations. The College encourages employees to have adequate automobile liability insurance. Parking in certain lots is restricted Monday-Friday 8:00 am-5:00 pm. There is ample parking space on the college campus; thus, parking in unauthorized spaces or lots should not take place. Ticketing may occur for vehicles parked in unauthorized spaces or for not observing designated lot restrictions.
- T. PERSONAL INFORMATION.** Each employee is required to report any changes that may affect personnel records utilizing the Personnel Data Change Form which can be found on DMEC Connect.<sup>9</sup> The following changes must be reported to the Human Resources Office:
1. Change of address
  2. Change of name

3. Change of income tax withholding
4. Change of beneficiary for insurance purposes
5. Change of direct deposit information

- U. PERSONNEL FILES.** The Human Resources Office is the primary custodian of the official employment records of all personnel employed at the College, both past and present, except for certain items for the faculty which reside in the Provost's Office. As a matter of policy about employee personal privacy, we will collect and use only that information that is necessary or relevant to the operating needs of the College or the needs of the employee. Internal access will be limited to those who have legitimate business reasons. Information regarding an employee's home address and telephone number will not be released unless there is an obvious "need to know", in case of an emergency, or by consent of the employee. Any communication or need with HR must be by emailing them at hr@wcnac.org.

The employee's personnel files kept by the Human Resources Office shall be available for examination and review by the employee. Such review or examination shall take place during regular business hours in the Human Resources Office in the presence of the record's custodian or her/his designee and only upon prior notice. Employees must submit a signed request in writing to access her/his file and present valid identification. Nothing may be taken from or added to a personnel file during the review. In most cases, a personnel file will be made available within seven (7) business days from receipt of the written request.

An employee may request copies of items in their personnel file. The first ten (10) copies/pages are free. More than 10 copies/pages within a 3-month period will be charged at \$0.05 per page.

- V. PROTECTION AGAINST PERSONAL LOSS IN COLLEGE BUILDINGS.** Employee personal property brought to the campus is not considered to be in the care, custody, and control of the College and is not covered by any of the College's insurance coverage should the property become damaged or stolen. Personal property is the responsibility of the individual. Employees are encouraged to minimize the amount of personal property used in their work. To the extent that the use of personal property is necessary in an employee's work, the employee should have her/his own personal fire and homeowner policy endorsed to include items used and/or in her/his possession.
- W. RELOCATION EXPENSE.** Daniel Matthew Ecclesiastical College may reimburse one-half of approved household moving expenses (up to a total reimbursement of \$1,000) to benefits eligible employees moving into the area from outside a 150-mile radius of Eureka. Such expenses must be incurred within 18 months of the commencement of employment. Expenses will be limited to actual documented costs (receipts, invoices, etc.); reimbursement for the use of personal vehicles will be limited to the cost of fuel purchased during the move. Reimbursement requests are to be submitted to the department supervisor/division chair for approval and appropriately forwarded to the Business Office.
- X. RESERVING COLLEGE CARS AND SHUTTLES AND RENTAL VEHICLES.** College vehicles and rental vehicles are to be used for College business only and must be driven by College employees (not student employees.) All College vehicles are parked in spots approved the site coordinator. Reservations for College vehicles will be determined on a first-come, first-served basis.



Mileage will be charged to the user's division or department at established per mile rates. The current rate may be obtained by contacting the Business Office. Usage of College cars is coordinated through the Office of Admissions. Usage of College shuttles and rental vehicles is coordinated through the Admission Office.

- Y. SMOKING.** The use of tobacco products is prohibited in all indoor College facilities, owned or leased, and in all College vehicles, owned or leased. Under the Smoke Free Missouri Act, smoking is prohibited within fifteen (15) feet from entrances, exits, windows that open, and from ventilation intakes that serve an enclosed area where smoking is prohibited to ensure that tobacco smoke does not enter the area through entrances, exits, open windows, or other means.
- Z. TELEPHONE CODES.** Employees are issued telephone codes for long- distance telephone calls with the sole purpose to conduct College business only. It is not acceptable for individuals to use telephone codes of other users as telephone codes are identified by department and charged to the employee's primary department.
- AA. ALCOHOL AND DRUG POLICY.**
  - 1. Daniel Matthew Ecclesiastical College strictly prohibits the manufacture, distribution, dispensing, or unlawful possession or use of any controlled substance on College premises. Anyone who violates any portion of this rule will be disciplined per the severity of the violation. Such discipline may include termination of an employee as well as referral for prosecution by the appropriate law enforcement agency.
  - 2. While under the employ of the College, any staff member convicted under a criminal drug statute for an offense which occurred entirely or in part at the College or in a College activity, whether on or off campus, must report that conviction to the VP Finance and Facilities/CFO. Reporting should take place within 5 days of the conviction. The conviction, when reported, will be reviewed by the HRRC and disciplinary action may be taken as appropriate. Failure to report such convictions may result in immediate termination from the College.
  - 3. We believe that alcoholism and drug addiction are illnesses and should be treated as such, and that most those who develop an alcohol or other drug addiction can be helped to recover. The College aids by referral to an appropriate agency or other resource.
  - 4. We believe the decision to seek diagnosis and accept treatment for any suspected illness is the responsibility of the individual. The decision to seek treatment will not be detrimental to employment. Check the College's health plan for coverage. Daniel Matthew Ecclesiastical College will not be responsible for any additional cost not covered by health insurance.

**FAILURE TO COMPLY WITH CONDITIONS OF A TREATMENT**

**PROGRAM COULD RESULT IN TERMINATION OF EMPLOYMENT.**

5. We believe that confidential handling of the diagnosis and treatment of alcoholism and other drug addiction is essential.

**Alcohol and Drug Abuse Treatment Programs:**

Hazelwood Mental Health Center-Eureka Clinic, Eureka,  
Missouri Advocate Eureka Hospital, Eureka, Missouri

## APPENDIX 1

### **POLICIES FOR ON CAMPUS RELIGIOUS GROUPS AND MINISTRY ADVISORS**

The Office of the Bishop II at Daniel Matthew Ecclesiastical College acknowledges the valuable role of religious life on campus, helping members of the college community understand the intersections of faith, inquiry and study as well as supporting student life on campus in countless ways. As a church, related institution of higher learning since its founding in 1992, Daniel Matthew Ecclesiastical College follows its Disciples heritage in a commitment to faith, Ecumenism, and dialogue with other traditions. The hospitality of the College and its offices extends to the whole human community and necessarily includes an openness and respect for the traditions of others.

The Bishop II is charged with oversight of the College's religious life and is the primary institutional liaison for all religious activities on campus. Individuals or groups seeking to engage in ministries or religious fellowships at Daniel Matthew Ecclesiastical College must consult with this office regarding policies, standards and procedures prior to beginning activity on campus.

#### **Policies for Religious Groups on Campus**

The policies below seek to make Daniel Matthew Ecclesiastical College place that: 1) fosters a community that values the life of the spirit; 2) supports the spiritual development and faith lives of Daniel Matthew Ecclesiastical College Community members; 3) engenders freedom of inquiry, conscience, and belief; 4) creates an environment of cooperation and collaboration; and 5) keeps in mind the safety and welfare of our community members. Hence, religious groups must:

#### **Working with the Office of Student Activities**

- Follow the procedures for recognition by the Office of Student Activities including all paperwork and required meetings.
- Select a full-time Daniel Matthew Ecclesiastical College faculty/staff person to serve as Campus Organization Advisor. This is in addition to any recognized Ministry Advisor from an institution outside the college.
- Adhere to the Ethics Code and Daniel Matthew Ecclesiastical College's nondiscrimination policies.

#### **Working with the Office of the Bishop II**

- Submit a signed letter from your denomination or national body acknowledging the group's affiliation, if applicable.
- A student officer of all religious groups must meet once each semester with the Bishop II. It is the responsibility of a student officer of the religious group to arrange meetings with the Bishop II.

#### **Working with the Daniel Matthew Ecclesiastical College Community**

- Adhere to the Posting Policy for campus organizations. Posters must be approved by the Student Programs and Services office. Publicity may also be posted in the Bishop II's Office and groups are encouraged to regularly submit information for the Bishop II's website and/or DMEC Connect.

### **Space and Resources on Campus**

- Recognized student organizations, Campus Advisors, and recognized Ministry Advisors have access to all space on campus as available and as approved by the Cerf Center office. Usage by outside groups will require a fee, unless waived by the Bishop II.

### **Policies for Ministry Advisors**

Daniel Matthew Ecclesiastical College welcomes representatives of diverse religious traditions to become Ministry Advisors, to participate in and nurture religious life on campus, through the process described below.

No recognized Ministry Advisor may function on campus as a representative of a religious organization for students in the absence of a duly recognized and registered student religious organization. Recognized Ministry Advisors agree to abide by and uphold this and all policies of Daniel Matthew Ecclesiastical College.

### **Process for Recognition of Ministry Advisors**

Prior to service on campus, all individuals seeking authorization to work with a student organization must present to the Bishop II an endorsement letter stating that they are appointed by an Ecclesiastical agency or local religious community, with a duly constituted legal body, and stating that they are designated to perform ministry with a specific recognized student organization, in concert with the Office of the Bishop II. The Bishop II will approve the status of recognized Ministry Advisors, after the receipt of the endorsement letter, after appropriate interviews and in consultation with college staff. All Ministry advisors, like all volunteers at the College having direct student contact and/or oversight, must undergo background screening, in accordance with current policy.

### **Temporary Replacements for Recognized Ministry Advisors**

Prior to service on campus, the Bishop II must be notified of any temporary replacements of Ministry Advisors. The Ministry Advisor and the student organization associated with that replacement will be held accountable for all activities, and any activities of invited guests participating in that ministry. Prior to service, replacement ministers of six weeks or more must submit to the Bishop II the endorsement letter mentioned above.

## APPENDIX 2

### VOLUNTEER POLICY

The purpose of this policy is to provide clarity of the role of those who are appointed to act in volunteer service for Daniel Matthew Ecclesiastical College. The department supervisor/division chair must complete and submit the Authorization for Contracted Services/Volunteers/Internships<sup>12</sup> form. Each volunteer must receive an official letter of appointment from either the Provost or the Vice President of Finance and Facilities/CFO. This letter will set forth the following terms and guidelines:

#### Volunteers:

- Are subject to background screening if the position involves direct student contact and/or oversight;
- Work for a specific term;
- Receive no salary or benefits;
- Will be provided with a shared space to do the assigned work and access to a telephone and a computer (if the position requires these amenities);
- Must abide by all College policies, regulations, and practices;
- Will be provided copies of all relevant College handbooks;
- Must not decide with other entities or make statements on behalf of the College or engage in Development\* or lobbying work, without receiving approval for such proposed arrangement(s) from the Supervisor or the Chair of the Division/Department under which the Volunteer is working, as well as with the Provost or with the Vice President of Finance and Facilities/CFO (\*and the Vice President of Development/Alumni Relations) before any action is taken.

Each Volunteer's appointment letter must contain the following:

- The name of the person or persons to whom the Volunteer will directly report;
- A detailed and comprehensive list of tasks and requirements the Volunteer will assume;
- Authorization to decide with other entities or individuals, make statements on behalf of the College, or engage in fundraising efforts, if applicable.

## APPENDIX 3

### BACKGROUND SCREENING POLICY

#### **Purpose**

The purpose of this policy is to describe the terms and conditions under which background screening is conducted. Daniel Matthew Ecclesiastical College believes that hiring qualified individuals contribute to the College's overall strategic success. Background screening serves as an important part of the selection process.

#### **Policy**

Daniel Matthew Ecclesiastical College Conducts background screening on all job candidates post-offer (contingency offer). Current employees will be screened prior to transfer to another position or promotion to a Division Chair or Budget Manager position. The College may also use a third-party administrator to conduct background screening. The type of information that can be collected includes, but is not limited to, social security trace, education verification, employment verification, criminal background check, credit report, and motor vehicle record. This process is conducted to verify the accuracy of the information provided by the candidate and determine her/his suitability for employment, transfer, or promotion. Only job-related information may be used as a basis for denying employment, transfer, or promotion.

The College will ensure that all background screenings are held in compliance with applicable federal and state statutes, such as the Fair Credit Reporting Act. All information related to the background screening will be maintained in the strictest confidence possible.

The College reserves the right to make the sole determination concerning information or any employment decision arising out of the background screening.

When making the offer of employment, transfer, or promotion to the successful candidate, the hiring supervisor must inform the candidate that the offer is contingent upon the successful results of the background screening. The Human Resources Office is responsible for conducting all applicable background screening on the candidate.

#### **General Guidelines:**

**New Hires.** Background screening is required for all new hires for both faculty and staff positions. This includes all full-time, part-time, and temporary part-time employees. Under no circumstances should an employee be allowed to begin work until the Human Resource Office has verified results of the background screening.

**Transfers/Promotions.** Background screening is required for all current employees who are the final candidate for a new or transfer to another position within the College or promotion to

division chair or budget manager. Reassignment of duties not involving promotion or transfer

may necessitate background screening on a case-by-case basis, i.e. the addition of cash-handling responsibilities. Department supervisors/division chairs must notify the Human Resources Office of all reassignment of duties within their department/division.

**Rehires.** Background screening is required for all rehires that have been separated from the College for longer than one (1) year.

**Ministry Advisors, Volunteers, Interns, and Independent Contractors.** Background screening is required for all individuals who, even though not in the employ of the College, serve in positions with direct student contact and/or oversight.

**Authorization.** Authorization for background screening will be obtained from the individual in the form of a standalone disclosure.

### **Verification of Background Checks:**

The results of the background screening will be sent directly to the Human Resources Office for initial review.

If the background screening is favorable, the Human Resource Office will notify the hiring supervisor that the candidate is approved to begin employment, transfer, or promotion.

If any discrepancies or criminal history are noted, the Human Resources Office will provide the individual with a written pre-adverse action disclosure that includes a copy of the individual's consumer report and a copy of "A Summary of Your Rights under the Fair Credit Reporting Act." Convictions will not include criminal history record information ordered expunged, sealed, or impounded, or any conviction that resulted in entry of an order of supervision when supervision was successfully completed. The Human Relations Review Committee (HRRC) will be convened to review adverse results and determine whether the individual should be further considered for the position, transfer or promotion based on the following factors:

*The Offense.* The nature, severity, and intentionality of the offense(s) including, but not limited to:

- a. The statutory elements of the offense (rather than the individual's account of the facts of the offense);
- b. The individual's age at the time of the offense(s);
- c. Number and type of offenses (felony, misdemeanor, traffic, other);
- d. Time elapsed since the last offense;
- e. The individual's probation or parole status;
- f. Whether the circumstances arose out of an employment situation; and
- g. Whether there is a pattern of offenses.

*The Position.* The duties, responsibilities and circumstances of the position, including but not limited to:



- a. The nature and scope of the position, including key access to residential facilities, key access to other facilities, and access to cash;
- b. The nature and scope of the position's student, public, or other interpersonal contact;
- c. The nature and scope of the position's autonomy and discretionary authority;
- d. The amount and type of supervision received in the position or provided to subordinate staff;
- e. The sensitive nature of the data or records maintained or to which the position has access;
- f. The opportunity presented for the commission of additional offenses; and
- g. The extent to which acceptable job performance requires the trust and confidence of the department supervisor, the College, or the public.

The HRRC reserves the right to discuss the results with the candidate to allow the candidate the opportunity to provide further explanation. The Committee will report their investigative finds and ruling to the Provost concerning faculty and students matters and to the Vice President of Finance and Facilities /CFO concerning staff matters for consideration and final resolution which will be forwarded to the Human Resources Office for dissemination.

**Adverse Action Notifications:**

If the assessment of the HRRC is unfavorable, the Human Resources Office will notify the hiring supervisor. If adverse action is taken and the College rescinds or modifies its contingent offer of employment, transfer, or promotion, the candidate will be given notice of such action including information regarding the Consumer Reporting Agency and the candidate's right to dispute and right to request an additional free consumer report.

## **APPENDIX 4**

### **COMPUTER LAB RESERVATION POLICY**

The Records Office assigns all regularly scheduled classes in Lab1 and LAB 3 lab. (Lab1 may not be available for summer classes due to advanced reservations for other college-sponsored programs.) At the beginning of each semester, the Records Office informs IT Department about these scheduled classes with the corresponding instructor names.

Infrequent reservations for classes are arranged through the IT Department. Only LAB 3 labs and LAB 1 are available with an advanced reservation. The Computer Study Center in fellowship Library and HOPE center (First Floor) Lab are not available for classes during the academic year. Summer and Special lab reservations are arranged through the Cerf Center Office. The Cerf Center Office and IT Department will coordinate these reservations. Lab1 requires a key code.

The key code to LAB 1 can only be issued by the IT Department. The code should not be shared with others for security reasons. Key codes are subject to change as necessary without any notice. However, authorized users will be notified of any changes.

The IT Department desires to provide some training prior to use of the lab if such a request is made in advance. The person who reserves the room is responsible for all equipment in the lab during the reservation, and opening and locking the room after use as necessary.

## APPENDIX 5

### CONSENSUAL RELATIONSHIP POLICY

DMEC's mission is to cultivate excellence in learning, service, and leadership. To achieve this mission, Daniel Matthew Ecclesiastical College maintains a small student-faculty ratio, which provides faculty and staff with opportunities to counsel and offer support to students. Flexible office hours, one-on-one guidance/mentoring, and genuine concern for students are hallmarks of the College's faculty and staff.

While faculty and staff are encouraged to develop appropriate educational relationships with students, amorous relationships between faculty or staff members and students, even of a consensual nature, are problematic. This is due to the unequal status of faculty or staff, as employees of the College, and students. Such relationships have the potential to threaten the trust and respect that are necessary for appropriate faculty/staff-student relationships by possibly creating:

- The appearance of undue favoritism or actual undue favoritism by faculty or staff members;
- A hostile and unacceptable environment for other students, faculty, and staff in which obtaining educational benefits appears to be contingent on amorous or sexual favors; and
- Relationships that are less consensual than the faculty or staff member believes because of the complex and subtle effects of the power differential between faculty/staff members and students under their authority.

By jeopardizing the quality of faculty/staff-student interaction, these problems can interfere with the mission of Daniel Matthew Ecclesiastical College. For these reasons, faculty and staff must not engage in or initiate or consent to amorous relationships with students.

#### **Definitions, Disclosure and Reporting Procedures**

An "amorous relationship" is any dating, romantic, physically intimate, or marriage relationship.

In cases of a preexisting amorous relationship (i.e., the employee is married and his or her spouse wants to enroll in classes at the College), the HRRC will review the condition and provide their decision to the Provost concerning faculty and the Vice President of Finance and Facilities/CFO for staff. The appropriate supervisor or administrator must provide prior approval for a non-employee member of the amorous relationship to participate in educational activities at the College (e.g., before the spouse of an employee takes a course at the College). The HRRC assessment is presented to the Provost concerning faculty matters and to the Vice President of Finance and Facilities /CFO concerning staff matters for consideration and final resolution. The

final resolution will be forwarded to the Human Resources Office for appropriate dissemination and filing.

Any student who believes a faculty or staff member may have violated this policy should report the incident or situation to the Dean of Students or the Provost.

Similarly, any faculty or staff member who believes another faculty or staff member may have violated this policy must report the incident or situation to the Human Resources Office or to the Provost.

These officials will investigate and attempt to resolve the problem as expeditiously and confidentially as possible. Students and faculty and staff members will not be retaliated against, penalized, or discriminated against in any way for reporting such incidents or situations. Refer to Appendix 13 Daniel Matthew Ecclesiastical College Whistleblower Policy.

## APPENDIX 6

### POLICY PROHIBITING HARASSMENT

#### (Including Sexual Harassment)

- A. Specific Policy on Sexual Harassment.** Daniel Matthew Ecclesiastical College prohibits all forms of unlawful sexual harassment. Sexual Harassment in employment is any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when 1) submission to such conduct is either overtly expressed or subtly suggested, 2) submission or rejection of the conduct is used as a basis for employment decisions, or 3) such conduct interferes with the employee's job performance or creates an intimidating, hostile, or offensive working environment. Sexual Harassment in higher education is any unwelcome sexual advances or requests for sexual favors made by an executive, administrative staff, or faculty member to a student, or any conduct of a sexual nature that substantially interferes with the student's educational performance or creates an intimidating, hostile, or offensive educational environment.

Sexual harassment can include, but is not limited to, sexually-oriented jokes, flirtation, obscene letters or notes, inappropriate compliments, sexual propositions or advances, "cat calls" or whistling, possession or display of sexually-explicit objects or pictures, exchange of sexual "gag" gifts, inappropriate discussion of one's sexual experiences or desires, comments about an individual's body or appearance, sexual gestures, physical contact such as patting, pinching, or purposely rubbing up against another's body, demands or pressures (actual or implied) for sexual favors, continuing to express sexual or romantic interest after being informed the interest is not welcomed, making promises or suggestions (actual or implied) of preferential or adverse treatment as a result of one's acceptance or rebuttal of sexual advances, and retaliating against an employee for refusing sexual advances.

Harassment of any form may be prohibited even if the person to whom it is directed appears to welcome this behavior or reciprocate it.

- B. Prohibition Against Unlawful Harassment.** Daniel Matthew Ecclesiastical College also expressly prohibits any form of unlawful employee harassment based on race, color, religion, national origin, ancestry, age, sex, marital status, sexual orientation, disability, unfavorable discharge from military service, military status, status as a Vietnam-era or special disabled veteran, genetic information, citizenship or order of protection status. Harassment is prohibited whether it occurs in person, in writing, by telephone, facsimile, e-mail, via the Internet, or through any other means of communication.

Prohibited Harassment can be physical, verbal, or visual. Examples of prohibited physical harassment include, but are not limited to, unwelcome physical contact, invading one's physical space, damaging one's personal property, offensive gestures, or any other offensive act directed at someone because of her/his race, color, religion, national origin, ancestry, age, sex, marital status, sexual orientation, disability, unfavorable discharge from military service, military status, status as a Vietnam-era or special disabled veteran, genetic information, citizenship or order of protection status. Examples of prohibited verbal or visual harassment include, but are not limited to, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of her/his race, color, religion, national origin, ancestry, age, sex, marital status, sexual orientation, disability, unfavorable discharge from military service, military status, status as a Vietnam-era or special disabled veteran, genetic information, citizenship or order of protection status.

- C. **Discipline.** Any employee who engages in, condones, or otherwise participates in any form of harassment in violation of this policy is subject to disciplinary action, up to and including separation. Procedures for faculty are specified in the Faculty Handbook Chapter IV. Paragraph G and H and Chapter VII.
- D. **Complaint Procedure.** An employee who believes s/he has experienced any form of harassment should promptly report the matter to her/his supervisor and to the Human Resources Office, or, if a report to either the supervisor or to the Human Resources Office would be inappropriate, to the Provost and/or to the Vice President of Finance and Facilities/CFO, for investigation.
- E. **Reporting Procedure.** All employees, contractors, and volunteers of Daniel Matthew Ecclesiastical College are required to report immediately to the Provost or Vice President of Finance and Facilities/CFO and to law enforcement officials any sexual assault or sexual attack by any person at any time against any student, faculty member, employee, volunteer or guests to the activities sponsored by of Daniel Matthew Ecclesiastical College or on the campus of Daniel Matthew Ecclesiastical College which they observe or about which they become aware by any means. Any sexual contact or lewd conduct involving a minor shall be deemed to be a sexual assault or sexual attack for purposes of this policy.
- F. **Investigation.** Daniel Matthew Ecclesiastical College takes all complaints of sexual harassment seriously. All complaints will be investigated promptly and thoroughly. Information obtained during the investigation process will be kept confidential to the extent possible under the circumstances.
- G. **Retaliation Prohibited.** Daniel Matthew Ecclesiastical College strictly prohibits retaliation against any employee based on her/his good faith report of harassment or participation in an investigation related to alleged harassment. An employee who believes that s/he has been retaliated against because the employee reported harassment or participated in a harassment investigation should report the matter immediately to

the employee's supervisor and to the Human Resources Office, or, if a report to the supervisor would be inappropriate, to the Human Resources Office and/or to the Vice President of Finance and Facilities/CFO. Refer to Appendix 13 Daniel Matthew Ecclesiastical College Whistleblower Policy.

## APPENDIX 7

### OFFICE, BUILDING, AND MAILBOX KEYS POLICIES

All keys issued are the property of Daniel Matthew Ecclesiastical College.

#### POLICY FOR ISSUANCE, USAGE, AND RETURN OF OFFICE AND BUILDING KEYS

1. Employees in need of keys should make their request through the Department Supervisor or Division Chair.
2. Department Supervisors and Division Chairs are responsible to notify the Human Resources Office via email of their approval of the issuance of keys to staff and faculty members.
3. The Human Resources Office will complete a key request form and forward to Maintenance.
4. The employee will be notified by the Human Resources Office when their key is available to be picked up in the Business Office.
5. The employee must pick up the key in person, review the terms and conditions of use, and sign acknowledgement of terms and receipt.
6. Employees are responsible to report any lost key(s) immediately to both the Human Resources Office and their Department Supervisor or Division Chair.
7. Lost campus building/office keys are subject to a \$25.00 replacement charge per key. Master keys are subject to a \$50.00 replacement charge per key. Applicable replacement charges will be deducted from the employee's next payroll check following the date of issuance. Keys that are returned after charges are assessed will not result in a reversal of the initial charges.
8. The Vice President of Finance and Facilities/CFO, in conjunction with the Director of Physical Plant, will be responsible to determine whether a re-core of the affected area of loss will be required.
9. An employee may be responsible, fully or in part, for the expenses of a re-core.
10. Upon temporary or permanent exit from the College, employees must return keys issued to them or in their possession to the Human Resources Office on or before the employee's final day on campus unless prior arrangement has been made with Human Resources. Keys are not to be left in desks or with other department/division personnel. Keys not returned to the Human Resources Office will be considered lost keys and the employee will be subject to applicable replacement charges as described in #7 above. An existing employee's department supplies budget will be charged in full for any unrecoverable charges for keys that are not returned.
11. Student workers who have keys assigned to them for use during their employment are also subject to the above policies and procedures.



## **POLICY FOR ISSUANCE, USAGE, AND RETURN OF CAMPUS MAILBOX KEYS**

1. Keys for campus mailboxes are issued to staff and faculty members by the Print Shop & Mailroom Office.
2. Employees are to report lost mailbox keys immediately to the Print Shop & Mailroom Office.
3. Lost mailbox keys are subject to a \$25.00 replacement charge. Applicable replacement charges will be deducted from the employee's next payroll check following the date of issuance. The Print Shop & Mailroom Office will notify the Human Resources Office via email of replacement charges that are issued. Keys that are returned after charges are assessed will not result in a reversal of the initial charges.
4. Upon temporary or permanent exit from the College, employees must return mailbox keys issued to them to the Print Shop & Mailroom Office on or before the employee's final day on campus unless prior arrangement has been made with Print Shop & Mailroom Office. Mailbox keys are not to be left in desks or with other department/division personnel. Mailbox keys not returned to the Print Shop & Mailroom Office will be considered lost keys and the employee will be subject to replacement charges as described in #3 above. An existing employee's department supplies budget will be charged in full for any unrecoverable charges for mailbox keys that are not returned.



## APPENDIX 8

### NEPOTISM POLICY

Daniel Matthew Ecclesiastical College strives to achieve excellence in learning, service, and leadership. Thus, the College makes academic progress, employment, and other educational decisions based on ability and performance, rather than on favoritism. To ensure fairness and equity, the supervision and teaching of family and household members must be avoided.

**Policy:** No College employee may 1) participate in decisions directly involving the terms or conditions of employment of a family or household member, 2) directly influence the academic progress, grade, or other evaluation of a student who is a family or household member, or 3) supervise an employee or student who is a family or household member. An employee may not be disciplined for a violation of this policy that occurred prior to the effective date of the policy, but must consult with the Human Resources Office to rectify such a violation that otherwise would continue after the effective date of the policy. In exceptional circumstances, an exclusion from the policy may be granted when eliminating the prohibited activities would unreasonably disadvantage one or both family or household members at the College. Such an exclusion must be sought through the Human Resources Office and the Human Relations Review Committee. The Human Relations Review Committee will provide a recommendation for consideration to the Provost or Vice President of Finance and Facilities/CFO for the final decision.

**Definitions:**

1. "Family Member" means a spouse, parent, child, sibling, half-sibling, step-sibling, foster child, legal ward, nephew, niece, uncle, aunt, grandparent, grandchild, or parent, child or sibling related by marriage.
2. "Household Member" means a person having legal residence in or living in the employee's place of residence, including, but not limited to, a domestic partner of the same or opposite sex.

## **APPENDIX 9**

### **INFORMATION TECHNOLOGY POLICIES**

This policy applies to all College owned or provided information systems, whether provided currently or in the future, including, but not limited to, computers, laptops, cell-phones , zip-drives, and flash drives. This policy applies to all electronic data of the College, including, but not limited to, emails, Word documents, Excel documents, and texts, whether such electronic data is stored on College owned or provided systems or on the User's personal system. The College provides all authorized users access to its data and information systems as a valuable and necessary component of their work. Access and authorization to those information systems and data carries with it a corresponding responsibility of its appropriate use to ensure the secure and reliable operation of the College's information systems.

Employees have no reasonable right of privacy while using College owned or provided systems, devices, or equipment. During normal maintenance operations, during checks to ensure security, or at the written request of the President, Provost, or a Vice-President, authorized personnel may monitor the use of the facilities, resources or technology, may intercept information, and may examine information and stored communications.

Employees specifically acknowledge that they have no expectation of privacy in any data or communication that the Employee has retrieved from, accessed, or sent to or through the Employee's personal email account, including web-based, password protected accounts such as Yahoo or Hotmail, if the Employee accessed the personal email account from an information system owned or provided by the College. Employees are on notice that such activity may subject the Employee's personal email to subpoena or other discovery requests received by the College.

Any activities or information deemed inappropriate by the College or which may be unlawful may be reported to the proper authorities for further action. Inappropriate activities include, but are not limited to, viewing or transmitting obscene materials, harassment of any sort, gambling, and interfering with electronic communications.

#### **Network (Decent)**

#### **Acceptable Use Agreement**

##### **Introduction**

The following document contains general guidelines applicable to all Decent services. Copies of this agreement shall be made available in the Student Handbook, on campus web servers, and in hard copy on administrative reserve in the library. Acceptance of a Decent login account constitutes acceptance of this agreement.

This policy and the published e-mail policy establish the appropriate uses of Decent and its resources. This and other IT policies are included in appropriate handbooks and on the College's web site or the intranet. Users are also informed of these policies when the network and e-mail accounts are assigned. The ultimate responsibility for any policy violation lies with the individual user who originates such a violation.

### **Mission Statement**

The purpose of the Decent is to facilitate the exchange of information that furthers the instructional, scholastic, and service goals and mission of Daniel Matthew Ecclesiastical College. In support of this purpose, Daniel Matthew Ecclesiastical College requires its faculty, students, and staff to practice ethical, responsible, and legal behavior in their use of the network.

### **Assignment of Accounts**

All new students will be assigned Decent login and e-mail accounts once their enrollment is verified by the Records Office. Faculty and Staff will be assigned Decent accounts when the appropriate administrative unit makes a request. In addition, users will be assigned login accounts to access the SONISWEB administrative system as appropriate.

All login accounts issued to an individual is intended for the sole use of that individual and is non-transferrable. The owner of the account is responsible for all network activity on that account. It is not acceptable for a user to share any login account, to give out its password, or to use accounts of other users. The user must log out of the account at the end of every session to protect the user's own account.

It is the user's personal responsibility to both recognize and honor the intellectual property rights of others, making attribution as appropriate. Use of the Decent for any activities that violate copyrights, software license agreements, or other applicable contracts constitutes a violation of this agreement.

The user is expected to know and act in compliance with all policies governing the use of Decent services. Failure to read and understand this policy is not an acceptable excuse for non-compliance with its provisions.

### **Privacy**

Information and resources accessible via Decent are considered private to the individuals and organizations that own or hold rights to them unless otherwise stated. It is, therefore,

unacceptable to use Decent for unauthorized access to other networks or utilization of any such information and resources at other sites.

## **Security**

Network users are responsible for understanding and respecting the security policies of the Decent and all connected networks, and they are responsible for applying available security measures for protecting these systems (e.g., users should select passwords that cannot be easily guessed). Users are expected to take all reasonable steps to insure the integrity, authenticity, and security of the information that they compile or use. Acts that disrupt the operation of the Decent or any connected network are prohibited. Such acts include the propagation of computer malware such as viruses and spyware, and the transmission of information that degrades the performance, functionality, or reliability of any system. To maintain system operations, it may be necessary for the System Administrator to monitor account and system activities, and to maintain activity log files. The network hardware, software, and any other user-assigned devices and IT resources are College's property and users must treat them as such.

## **Unacceptable Use**

Users are expected to respect the values, individuality, productivity, and use rights of other network users. Activities that interfere with this standard constitute a violation of this agreement and include vandalizing the data of another user, impersonating another user, posting personal communications without consent of the author, distributing unsolicited advertising or recruiting materials for non-educational purposes, sending chain mail or excessive messages not desired by the recipient, attempting unauthorized access to other accounts, and using the network in wasteful, threatening, harassing, obscene, or prejudicial ways.

## **Web Pages**

The Daniel Matthew Ecclesiastical College web site may contain both official pages and personal pages. The owner of a personal web page assumes full responsibility for the contents of his or her own page. Any pages in violation of established policies will be removed from the Daniel Matthew Ecclesiastical College web site.

## **Copyright and Legal Issues**

Web page developers, both official and personal, are responsible for knowing and understanding all copyright and trademark rules. Items such as graphics, video, and documents may not be placed on a page without proper permission of the owner of those items.

The use of Decent to transmit information whose content, meaning, reception, or distribution violates applicable local, state, and federal laws (including export laws) is strictly prohibited

## **Network Use and Resource Management**

Some network services such as streaming video, peer-peer networking, and distribution of very large data files can cause network disruptions due to excessive use of network bandwidth. Daniel Matthew Ecclesiastical College reserves the right to use necessary firewalls, to restrict non-essential applications such as online game playing, peer-peer networking, music sharing, and to manage the Internet bandwidth in support of essential services related to its mission. The use of any networking device that could interfere with the campus network is also a serious policy violation.

## **Printer Usage**

Students may use printers available in computer labs for their printing needs. At the beginning of the semester, each student is assigned a printing quota as a monetary value. The fall and spring quota is equivalent to 300 single black and white pages at the current single page cost for students. The summer quota is equal to 150 pages. Double-sided printing is considered as two pages. Color printing is ten times more expensive than black and white printing. Printing more than these quotas will result in an extra cost for students, and this charge will be added to the student's bill. Students have options to monitor their printing costs. For faculty and staff, the actual printing costs are charged as a departmental expense at the end of each month.

## **Penalties for Policy Violations**

Investigations of policy violations will be handled through the following channels:

Faculty - Chief Academic Officer

Staff - Chief Financial Officer

Students - Judicial Committee

If a violation is viewed as excessive (e.g. e-mail or network disruptions), illegal (e.g. threats, harassment, spreading malware), or any other network activity that is disruptive to campus or campus network, it may be necessary for the system administrator to suspend the user's connection and/or the account, and inform the Chief Academic Officer, Chief Financial Officer, or Chair of the Judicial Committee with supporting evidence of the connection or account suspension within 24 hours, after the said violation is under control.

## **When You Leave Daniel Matthew Ecclesiastical College**

Network accounts for students will generally be deleted thirty (30) days after graduation or termination of the academic program at any local church and other centers. For faculty and staff, Decent accounts generally will be deleted seven (7) days after termination of the

appointment at Daniel Matthew



Ecclesiastical College.

Your e-mail account is subject to the following conditions:

- For withdrawn students, the e-mail account will be deleted 30 days after termination of the academic program.
- For Daniel Matthew, Ecclesiastical College graduates, your e-mail account will remain active after graduation.
- For faculty/staff, if desired, your e-mail account will remain active after retirement. Otherwise, your e-mail account will generally be deleted seven (7) days after termination of the appointment at Daniel Matthew Ecclesiastical College. Any inactive e-mail accounts for more than three (3) months are subject to deletion from the e-mail system.

The Records Office is responsible for notifying IT Services with confirmation of withdrawals and awarded degrees; the Offices of the Provost and the Human Resources are responsible for notifications of faculty and staff resignations.

### **Policy for Software and Hardware Acquisition**

One of the primary responsibilities of the Daniel Matthew Ecclesiastical College IT Department is providing computer software and hardware support for the entire campus. To ensure continued support from the IT Department, faculty and staff users must consult the IT Department for any computer software and hardware purchases. This enables the IT Department to:

- purchase appropriate hardware.
- enforce licensing requirements.
- purchase site-licenses whenever such purchases are more Economical.
- access the best possible discounts.
- determine the installation method - network versus the local hard disk.
- make sure hardware requirements are adequate for the software.
- install the software on the network and in the computer labs as necessary.
- prevent incompatibility issues whenever possible.
- evaluate general use software packages and get the appropriate package depending on the best price/performance.
- determine whether a software package can be used among various departments.
- provide software support for commonly used software on campus.

All computer-related hardware purchases go through the IT Department. General computer hardware purchases and upgrades are subject to availability of funds. You may send any specific hardware requests to the IT Director for planning purposes. Some hardware purchases may be charged to the departmental budget.

Any software purchased for campus use can be classified into two groups; software for campus-

wide use and special software for departmental use. Departmental software is specific to a single

department and generally is not intended to be shared with other departments. The Light Designer software package for Theater Arts is an example of such software. The following policy should be used as a guide for budget managers seeking funds for computer software:

### **Software for Departmental Use**

Requests for departmental software should be included in the departmental budget during the annual operating and capital budget process. The department must use the “Vision IT Q project” process when requesting additional technology resources. Additionally, the “Vision IT Q project” process is utilized when an unforeseen need for any specific departmental software during the academic year occurs.

The IT Department may not be able to provide software support for specialized departmental software packages beyond the installation. The person who makes the software request should try to learn the package. Departments will pay for their departmental software updates.

When the software must be installed on the network or in any computer lab, the IT Department staff will install it for end-users. Only the IT Department staff has full access to the network drives and hard disks on all lab computers on campus. Faculty, staff, and students are not allowed to install any software on the network or on the local hard disk on any PC in any computer lab on campus. Any software installed in the temporary directories on the hard disks in any computer lab will be deleted without warning.

### **General Use and Campus-wide Software**

The IT Department is responsible for the purchase and maintenance of software networked campus-wide for general use. Productivity software such as an Office Suite, software needed to communicate with the Internet (ex. browsers, e-mail, etc.), multi-departmental software packages purchased through budget requests, and administrative software are some examples of general use and campus-wide software packages.

### **Other Software**

If you use any software on your office computer obtained without the consent of the IT Department, you may do so at your own risk. The IT Department will not support this software. Installation of some software may replace files on the hard disk, and these files can cause conflicts with the network and other configurations. For some reason if such software causes any network or local malfunctions, the malfunctioning computer will be disconnected from the network until the user removes the program and follows the recommended corrective actions.

Resolving these problems gets the lowest priority from the IT Department. Use extreme caution when you use any software downloaded from the Internet, since these types of software can contain computer viruses or spyware. If you use your own software or any other software on campus, make sure you are not violating any copyright laws or licensing restrictions.

Caution: A Single User@ as it applies to software licensing generally means a single machine, as in a home PC -- not an unlimited number of machines a single user may happen to work on! Read all licensing information before installing any software.

Do not install any software including diagnostic software or try to troubleshoot problems on your office PC on your own. The IT Department staff provides technical support for software selected or installed by the IT Department for campus-wide use, and cannot be responsible for hard disk corruptions and virus infections resulting from careless installations or software downloads by other users. Users are responsible for saving backup copies of their own work saved on the office computer.

## **Daniel Matthew Ecclesiastical College Network (Decent)**

### **Email Policy**

#### **Introduction**

Your email account is generally assigned to you with your Decent login account and is therefore subject to the same privileges, restrictions, and penalties outlined in the Acceptable Use Agreement as well. Failure to read and understand the Acceptable Use Agreement is no excuse for misuse!

This email policy has been developed in response to the acknowledged need for guidelines describing acceptable use of Daniel Matthew Ecclesiastical College's email services. The main purpose for email use is about the teaching, learning, research and appropriate business activities of Daniel Matthew Ecclesiastical College, World Council of the National Assembly of Churches & their integrated auxiliaries. In addition, adherence to guidelines is intended to prevent tarnishing the public image of Daniel Matthew Ecclesiastical College. The public and Daniel Matthew Ecclesiastical College Community tend to view any email messages with eureka.edu domain as an official statement from the College.

#### **System Information**

Daniel Matthew Ecclesiastical College uses Google Apps for Education as our campus e-mail system, and reserves the right to enable only selected additional services, as appropriate, to support its mission. All e-mail accounts are subject to policies applicable to Google Apps for Education. Users are expected to manage their e-mail quota and use other selected applications in a responsible manner to support the mission of the College. The Google Groups and other applications under the eureka.edu domain in Google Apps for Education should only be used for academic and business related activities associated with Daniel Matthew Ecclesiastical College. Users are expected to use a personal Google account or any other e-mail account for their personal activities.

#### **Campus-wide Distribution Lists**

There are system-wide e-mail distribution lists (Google Groups for Education) available for intra-campus communications. Use of these lists is limited to communication necessary to support normal administrative operations of the College. System wide e-mail distribution lists should only be used for critical and timely information concerning Daniel Matthew Ecclesiastical College. Information for awareness, such as campus event information, should be communicated via the intranet.

Organizations, committees and other working groups can create private mailing lists which include their group members.

- a) Student Requests-- general mailing of campus-wide interest shall be mailed to the special e-mail account [studentrequest@wcnac.org](mailto:studentrequest@wcnac.org). When approved by the Dean of Students, based on policy guidelines, these e-mails are sent to appropriate distribution lists.
- b) Faculty and staff authorized by the Provost or the CFO shall have access to the system-wide e-mail lists based on their specific roles and job related duties. They should use these system-wide e-mail lists **only** for their specific work-related communications. Personal or other types of mass e-mails should **not** be distributed via system-wide e-mail lists.
- c) Faculty and staff members may request approval for any communication of campus-wide interest as follows:
  - On academic matters: send your request to [provost@wcnac.org](mailto:provost@wcnac.org)
  - On non-academic matters: send your request to [fa@wcnac.org](mailto:fa@wcnac.org)

If approved by the appropriate VP, the requested communication will be distributed as appropriate.

E-mail communications not suitable via system-wide e-mail lists include, but are not limited to, messages intended for a small fraction of the e-mail list, chain e-mail (any e-mail asking others to forward or re-send the received e-mail), buying/selling personal items, trips/events not sponsored by Daniel Matthew Ecclesiastical College or its administrative/academic units, commercial advertisements of any type, and any communications not related to duties associated with the faculty/staff/student member's position at Daniel Matthew Ecclesiastical College. Mass e-mail distributions or e-mail schemes that can disrupt other network services or e-mail servers are prohibited. Private e-mail lists should not be used to cause excessive network traffic or other e-mail disruptions. All community members/organizations are encouraged to compile and use private mailing lists as appropriate.

Users shall have access to all campus e-mail addresses.

## **Netiquette**

Common courtesy should be extended to all e-mail communications. Fraudulent, harassing, threatening, and obscene messages are not acceptable on the DMEC network. Communications associated with personal financial gains shall not be permitted.

If a user sends e-mails to a group of e-mail recipients at regular intervals (ex. daily or weekly), recipients should have a way to subscribe/unsubscribe to these frequent e-mail communications. The sender is responsible for managing this task. **The Faculty, Staff, and Students e-mail lists (Google Groups) under the DMEC/WCNAC domain should not be used for this type of regular e-mail communications.**

For more information on IT policies and other Decent services, see the IT Departments webpage or appropriate sections of other Eureka web servers and Handbooks. Users may also contact the CFO for any assistance with IT Policy-related matters.

## **Other Types of Information Technology**

### **Personal Email Accounts and Social Network Sites for Business Purposes.**

In no event, should Users use their personal email account or social network site for business purposes.

#### **Use of Blogs, Wikis, and similar social networking websites.**

Users should be aware that any statements a User may post on these types of social networking websites may not be private but may be public and may be seen by anyone including co-workers and other persons from the College.

Any unauthorized statement that involves the College, its business, or any person or entity affiliated with the College made on a social networking website may be subject to disciplinary action up to, and including, termination from employment.

Any statement made that is harassing or otherwise violates a law or regulation or a policy of the College may subject the user to disciplinary action up to, and including, termination from employment.

#### **Use of Cell Phones.**

Users are permitted to bring their personal cell phones to work. Users may address personal business during working hours, but must restrict such calls to their breaks or lunch periods.

During working hours, cell phones should be switched to voicemail or vibrate mode so as not to disturb co-workers.

Users should keep in mind that cell phone use when driving is dangerous and illegal in some states, as well as illegal in construction and school zones in Missouri. In addition, texting while driving is illegal in the State of Missouri and many other states. The College disclaims any responsibility it may have in the event a User receives a traffic ticket/fine, etc. or is involved in an accident while using a cell phone.

For Users with cell phones that have camera and/or recording features, Users are prohibited from photographing or recording confidential information, including information protected by FERPA. Users are also prohibited from taking photographs or recordings of their co-workers without their permission.



## APPENDIX 10

### PROFESSIONAL INTERNSHIP POLICY

At Daniel Matthew, Ecclesiastical College professional internships are working situations in which an individual who has already completed at least a baccalaureate degree at an accredited institution commits to full or part-time work for a period of no more than one semester or one academic year, during which he or she typically will receive no compensation. The purpose of such an internship is to provide the intern with substantial “hands on” experience in her or his field of professional endeavor and aspiration.

#### **Policies Pertaining to Professional Internships at Daniel Matthew Ecclesiastical College**

1. All policies governing the conduct of employees and agents of the College pertain to interns. Professional interns will be provided copies of all relevant College handbooks.
2. A formal plan must be prepared for professional learning and development, including plans for mentoring, specific learning goals and evaluation of the same, and long term career direction and placement assistance.
  - a. The plan must be signed off on by the supervisor, the intern, and the Provost each of whom will maintain a copy of the plan in their files.
  - b. Upon completion of the internship, an exit interview will be conducted. The purpose of the interview will be to review the progress and outcomes of the internship.
3. Professional interns who agree to a full-time internship experience will not be eligible for benefits available to full time employees.
4. Time committee for tasks to be completed by professional interns will not exceed 40 hours per week for full time interns.
5. Internships will be reviewed at the end of each semester. At the end of the first semester a long-term recommendation may be made for renewal of the internship up to a maximum of four consecutive academic terms.
6. Offices wishing to set up such internships must prepare a written statement of the purpose, benefits, and costs and how they will be managed within existing budget resources (if applicable), and the expected duration of the internship. This statement, along with a copy of the formal plan (see par. 2) must be submitted to the Vice President of Finance and Facilities/CFO, who will then, in consultation with the President of the College and the Provost, approve or deny such requests.

## **APPENDIX 11**

### **RECRUITMENT POLICY**

#### **Purpose:**

The goal of recruitment is to attract a diverse pool of qualified applicants. This can be achieved through a variety of methods, including but not limited to, advertising in appropriate publications, posting on internet and professional organization job sites, and posting on the College website.

#### **Policy:**

All vacant, regular full-time and part-time positions must be posted on the College website and allow for a minimum of seven (7) business days for response.<sup>13</sup> This includes the opportunity for promotion or transfer into a position that has been vacated by another employee, one which has been newly created, and the reclassification of a position from temporary or interim to regular status. No fewer than two (2) qualified candidates should be invited to an on-campus interview for the position.

Short-term temporary positions of six (6) months or less are exempt from this policy, not including interim placements for regular positions.

#### **Procedure:**

1. Once a vacancy, additional, or new position is created within a department, the supervisor must complete the Authorization for Personnel Search and Campus Interviews form and follow the process steps accordingly.
2. Upon approval of the Vice President of Finance & Facilities/CFO and, if applicable, the President, the job posting will be placed on the College website.
3. Advertisements will be placed as appropriate per the approved search expense.
  - a. Faculty positions (full description) in The Chronicle of Higher Education in print and online and, if appropriate, in discipline-specific journals online. Suggested application deadline is thirty (30) days from The Chronicle print publication date.
  - b. Staff positions (notice of availability) in print and online in local circulation newspapers. Regional or national publications and trade journals may be used as appropriate. Suggested application deadline is a minimum of two (2) weeks.
4. Internal candidates, including the incumbent, and external candidates must follow application requirements as per the job posting.

5. The job posting will remain on the College website until the position has been filled. Once the application deadline has passed, the application materials segment of the posting will be updated to include notice that the application period has been closed.

## APPENDIX 12

### SERVICES OF THE OMBUDSPERSON

#### **PURPOSE**

- To provide an independent, neutral, informal, off-the-record, confidential, and alternate channel of communication for all employees and students to surface and resolve workplace and educational issues;
- To assist the College's adherence to ethical conduct and values; and
- to help the College protect its reputation and its resources.

In addition to serving as an alternate channel of communication and as a resource for employees and others to seek guidance on how to resolve workplace and educational issues, the Office assists the management of Daniel Matthew Ecclesiastical College by reporting trends and emerging issues observed by the Office, while maintaining the confidentiality, unless information is required to be disclosed by law, of individual communications with the office's inquirers. To the extent possible, the Office attempts to identify and discuss with the appropriate management representative's changes that may prevent malfeasance or prevent workplace and educational issues from becoming significant or recurring.

#### **RESPONSIBILITIES AND DUTIES**

- A. AWARENESS AND ACCESSIBILITY** The Office shall develop initiatives to (i) inform all constituencies about the role and function of the Office at Daniel Matthew Ecclesiastical College; (ii) encourage those served by the Office to report illegal, unethical or criminal behavior and to resolve workplace/educational disputes as informally as possible; (iii) ensure that the Office is easily accessible by making its services available through a variety of media, and by continuing to create ways for inquirers to have confidential discussions with the Office; and (iv) publicize that employees and others who use the Office will not be retaliated against for contacting or seeking guidance from the Office.
- B ISSUE IDENTIFICATION AND RESOLUTION** The Office shall (i) assist management of Daniel Matthew Ecclesiastical College in early identification, surfacing and resolution of work-related issues, while maintaining the confidentiality of communications with inquirers of the Office; (ii) provide employees and students with a confidential and anonymous means to seek guidance on how to report illegal, unethical or criminal behavior, including but not limited to questionable accounting and auditing practices, without fear of retaliation or interference with employment (see Daniel Matthew Ecclesiastical College Whistleblower Policy); (iii) promptly report to the appropriate formal channel any issue brought to the Office that the Ombudsperson determines creates a threat of harm to an individual or to Daniel Matthew Ecclesiastical College; and (iv) ensure that the practices of the Office adhere to the Code of Ethics and Standards of Practice of the International Ombudsman Association, a copy of which is available from the Ombudsperson.

**C. ISSUE PREVENTION AND CHANGE ADVOCACY** The Office shall (i) report issue trends and impact to senior management and to the College's Board of Regents where appropriate; (ii) communicate periodically with formal channels, such as the college's attorney and the President of the Faculty, to share trends, discuss risk priorities and prevention opportunities, and to provide information, to the extent appropriate, without compromising confidentiality, in specific investigations undertaken by formal channels; (iii) recommend changes to prevent systemic issues and issue recurrence; and (iv) identify ways to improve the overall leadership capabilities and corporate governance of Daniel Matthew Ecclesiastical College.

### **OPERATION OF THE OFFICE**

The Office is an alternate and informal channel of communication. It is not part of management and does not make management decisions or decide College policy. It is not a "place of record" for employees or others to give the College notice of any claims against the College. The Office does not conduct formal investigations, and it is not an advocate for employees, students, or management of the College. Its principal interest is in helping the College and inquirers have a fair process for surfacing and resolving workplace disputes and other matters as described below. Without compromising its neutrality or confidentiality, the Office maintains contact with formal channels and offers consultative services to offer suggestions to improve existing or create new policies or practices when appropriate.

The Office operates independently of direct lines of supervision. An Ombudsperson may contact any level of the organization at Daniel Matthew Ecclesiastical College that s/he deems to be appropriate in the handling of the cases. The Office also has access to any organizational records needed, subject to the limitations imposed by any privacy legislation.

Any type of work or education-related issue or concern may be raised to the Office. The Office supplements but does not replace existing formal channels such as Human Resources, the college attorney, Comptroller, Security, Dean of Students, management or grievance procedures.

Communications with the Office are considered confidential to the extent permitted and privileged. To function effectively, the Office maintains the confidentiality of communications with inquirers unless disclosure is necessary. Accordingly, the Office does not keep permanent records of confidential communications. Permanent records kept by the Office contain only limited data (e.g., the type of concern). The Office reserves the right to refuse access to any confidential information maintained by the Office, which may include seeking a protective order in legal proceedings, unless the motion for a protective order is denied and the Office is ordered by a court of law to produce such information.

The Office of the Ombudsperson is made available to employees and students with the express understanding that it provides them with a neutral and alternate channel of communication. No Daniel Matthew Ecclesiastical College employee at any level may compel an Ombudsperson to disclose a confidence, and it is not appropriate for either Daniel Matthew Ecclesiastical College or any person who uses the Office to attempt to compel an Ombudsperson to reveal confidential communications in any legal proceeding. Use of the Office will be an agreement to these conditions.

Each Ombudsperson in the Office is expected to be a member of the International Ombudsman Association and to adhere to its Code of Ethics and Standards of Practice.

## **REPORTING**

The Office reports to the President of the College and has a dotted line reporting relationship to the Chair of the Board of Regents, such that it may report to the Chair directly if necessary. For budgetary matters, only, the Office reports to the College's Vice President of Finance & Facilities/CFO.

The Office reports trends (while maintaining confidentiality) to the President at the end of each semester. Throughout the year, the Office provides senior management with periodic trends updates while maintaining confidentiality, to provide prevention opportunities. The Ombudsperson will promptly inform the relevant formal channels when they reasonably believe that there is a risk of harm to someone or to the College. In addition, at the sole discretion of the Office, the Office produces an annual report for dissemination to the employees of the College.

## APPENDIX 13

### WHISTLEBLOWER POLICY

#### **Summary of Policy**

This policy governs (1) the reporting and investigation of allegations of suspected unlawful activities not covered by other sections of the faculty and staff handbooks and (2) the protection of whistleblowers from retaliation. It describes the procedures for investigating known or suspected improper activities and addressing complaints of retaliation for raising such issues.

#### **Policy**

Daniel Matthew Ecclesiastical College (the “College”) has a responsibility for the stewardship of College resources and the public and private support that enables it to pursue its mission. The College’s internal controls and operating procedures are intended to detect, prevent or deter improper activities.

However, intentional and unintentional violations of laws, regulations, policies and procedures may occur and may constitute unlawful activities. The College has a responsibility to investigate and report to appropriate party’s allegations of suspected improper activities and to protect those employees who, in good faith, report these activities to the appropriate authority.

The College may not: (1) retaliate against an employee or applicant for employment who has made a protected disclosure or who has refused to obey an illegal order, or (2) directly or indirectly use or attempt to use the official authority or influence of his or her position for interfering with the right of an applicant or an employee to make a protected disclosure to the College. It is the intention of the College to take whatever action may be needed to prevent and correct activities that violate this policy.

#### **Procedure**

##### **A. Filing a Report of Suspected Improper Activities**

1. Any person may report allegations of suspected illegal activities. Knowledge or suspicion of improper activities may originate from academic personnel, staff, or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, Regents, and customers, vendors, students or other third parties. Allegations of suspected improper activities may also be reported anonymously.
2. Allegations of suspected improper activities should be made in writing to assure a clear understanding of the issues raised, but may be made orally. Such reports should be factual and contain as much specific information as possible.
3. When a person reports allegations of suspected improper activities to an appropriate authority, the report is known as a protected disclosure. College employees and applicants for employment who make a protected disclosure are protected from retaliation.
4. Normally, a report by a College employee of allegations of a suspected improper

activity should be made to the reporting employee's immediate supervisor or other appropriate administrator or supervisor within the operating unit. However,



when there is a potential conflict of interest or for other reasons, such reports should be made (1) first, to the Provost/Dean of the College; or (2) finally, to the President of the College. When the alleged improper activities involve the President of the College, such reports should be made to the Chair of the Board of Regents. All employees who receive such reports (except when they involve the President of the College) should immediately report them to the President of the College, who will participate in the investigation.

5. The President of the College will forward (1) a report on each allegation of suspected improper activities and (2) a follow-up report on actions taken in response to the Chair of the Board of Regents.
6. The Board of Regents may enlist outside legal, accounting or other advisors, as appropriate, to conduct any investigation of complaints regarding financial statement disclosures, disclosure concerns or violations, accounting, internal accounting controls, auditing matters or violations of the College's policies.

**B. Protection from Retaliation** Any employee who believes he or she has been subjected to or affected by a retaliatory conduct for reporting suspected unlawful activity or for refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the retaliatory conduct). Any supervisory employee who receives such a report, or who otherwise is aware of retaliatory conduct, is required to advise the President of the College, of any such report of knowledge of retaliatory conduct. If the employee believes that reporting such conduct to the appropriate supervisor is for any reason inappropriate, unacceptable or will be ineffectual, or if the report to the supervisor has been made and the retaliatory conduct has not ended, the employee should report the incident (1) first, to the Provost/Dean of the College; and (2) finally, if the Provost/Dean of the College are not appropriate or available, to the President of the College. All internal complaints will be investigated promptly and with discretion, and all information obtained will be handled on a "need to know" basis. After an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated.

**C. Other Remedies and Appropriate Agencies** In addition to the internal complaint process set forth above, any employee who has information concerning allegedly unlawful conduct may contact the appropriate government agency.

## **APPENDIX 14**

### **PROCEDURE FOR EMPLOYEE RECOMMENDATION TO AMEND HANDBOOK**

The amendment(s) may originate from an individual or from within a division/department or committee utilizing the appropriate faculty or staff governing structure. Recommendations to amend this handbook for the consideration of the President and, if applicable the Board of Regents, shall be made annually with all processes and necessary governing structure approvals to be completed no later than September 15<sup>th</sup>. The proposed amendments shall be submitted in writing by either the Faculty President or Staff Steering Committee Chair to the Human Resources Office with a copy to the Provost and the Vice President of Finance & Facilities/CFO. The Provost and the Vice President of Finance & Facilities/CFO will evaluate the proposed amendments(s) with the faculty and staff leadership and, if determined to be a valid amendment, will present the recommendation for consideration to the President and Senior Staff. This process will be collaborative and provide adequate feedback to the Faculty President or Staff Steering Committee Chair. If applicable the President will present, the amendment for approval at the Board of Regents Fall Trustee meeting. Accepted and approved amendments will become effective January 1 unless earlier adoption is required by regulations or law.