

LANCASTER THEOLOGICAL SEMINARY

EMPLOYEE HANDBOOK

Revised 3-26-2015

Effective Date: 12/1/2004
Revised: 3/26/2015
Revised and Approved: 10/26/12

	<u>Page</u>
<u>TABLE OF CONTENTS</u>	2
<u>WELCOME</u>	6
<u>LANCASTER SEMINARY EMPLOYEE HANDBOOK</u>	7
<u>MISSION STATEMENT</u>	8
<u>WHAT YOU CAN EXPECT FROM LANCASTER SEMINARY</u>	9
<u>WHAT LANCASTER SEMINARY EXPECTS FROM YOU</u>	10
<u>EMPLOYMENT POLICIES</u>	11
<u>EQUAL EMPLOYMENT OPPORTUNITY</u>	11
<u>AUTHORIZATION OF STAFF POSITIONS</u>	11
<u>SEARCH PROCESS</u>	11
<u>ORIENTATION</u>	12
<u>ORIENTATION CHECKLIST</u>	13
<u>IMMIGRATION LAW COMPLIANCE</u>	14
<u>EMPLOYEE RECORDS</u>	14
<u>CONFIDENTIAL INFORMATION</u>	15
<u>ANTI-HARASSMENT POLICY</u>	15
<u>EMPLOYEE ABSENTEEISM POLICY</u>	17
<u>SMOKING POLICY</u>	17
<u>ALCOHOL AND SUBSTANCE ABUSE/DRUG-FREE WORKPLACE</u>	17

	<u>Page</u>
<u>HOURS OF WORK & COMPENSATION POLICIES</u>	
<u>EMPLOYMENT CLASSIFICATION</u>	18
<u>WORK SCHEDULE</u>	19
<u>TIMEKEEPING PROCEDURES</u>	21
<u>OVERTIME COMPENSATION</u>	21
<u>ANNIVERSARY DATE</u>	21
<u>PERFORMANCE EVALUATIONS</u>	21
<u>PERFORMANCE</u>	22
<u>SEVERANCE</u>	22
<u>PAY DAY AND YOUR CHECK</u>	22
<u>EXEMPTION FROM UNEMPLOYMENT COMPENSATION</u>	23
<u>TIME OFF & LEAVES OF ABSENCE</u>	
<u>INITIAL EMPLOYMENT – 90 DAY INTRODUCTORY PERIOD</u>	24
<u>HOLIDAYS</u>	24
<u>VACATION</u>	24
<u>SICK LEAVE</u>	25
<u>LEAVES OF ABSENCE INCLUDING FAMILY LEAVE</u>	26
<u>BEREAVEMENT LEAVE</u>	27
<u>JURY DUTY</u>	28
<u>NATIONAL GUARD OR MILITARY LEAVE</u>	28

<u>YOUR BENEFIT PACKAGE</u>	<u>Page</u>
<u>FULL-TIME BENEFITS POLICY</u>	30
<u>PART-TIME BENEFITS POLICY</u>	30
<u>AMERICANS WITH DISABILITIES ACT</u>	30
<u>GOVERNMENT REQUIREMENT COVERAGE</u>	31
 <u>RULES & REGULATIONS</u>	
<u>TEAMWORK AND SERVICE TO CONSTITUENTS</u>	32
<u>ETHICAL STANDARDS</u>	33
<u>GUIDELINES FOR CONDUCT</u>	33
<u>ATTENDANCE AND PUNCTUALITY</u>	35
<u>SOLICITATION OR DISTRIBUTION OF LITERATURE</u>	36
<u>BACKGROUND CHECKS</u>	36
<u>DRESS CODE</u>	36
<u>WHISTLEBLOWER</u>	36
<u>ELECTRONIC COMMUNICATIONS POLICY</u>	36
<u>USE OF PHONE AND MAIL SYSTEMS</u>	40
<u>USE OF LANCASTER SEMINARY EQUIPMENT</u>	41
<u>SAFETY</u>	41
<u>GENERAL HOUSEKEEPING</u>	42
<u>SEPARATION FROM EMPLOYMENT</u>	42
<u>RECEIPT AND ACKNOWLEDGMENT OF EMPLOYEE HANDBOOK</u>	44
<u>BACKGROUND INVESTIGATION AUTHORIZATION</u>	45

(Page left intentionally blank)

**WELCOME TO
LANCASTER THEOLOGICAL SEMINARY**

On behalf of the Lancaster Theological Seminary community, welcome! We are happy to have you as a new member of our team!

Lancaster Seminary has earned an outstanding reputation in seminary education. We are successful because of the individual contributions made by each of our employees. You were selected to join Lancaster Seminary because we feel you have the skills, ability and commitment needed to help us deliver the finest education possible.

We hope you will find your job challenging and rewarding and will enjoy with us the special feelings of satisfaction that come from performing our tasks well.

This handbook explains many of the benefits you will enjoy as a Lancaster Seminary employee and some of the rules and regulations that enable our school to run smoothly. If you have any questions, or if there is something we can do to help you succeed and grow with us, please see your supervisor.

We extend to you our personal best wishes for your success and career development as a member of Lancaster Seminary.

Sincerely,

Dr. Carol E. Lytch, President

LANCASTER SEMINARY EMPLOYEE HANDBOOK

This handbook is designed to be the summary of Lancaster Seminary policies and practices as they apply to Lancaster Seminary faculty, staff and administration. There are additional policies for faculty detailed in Faculty Manual. The sections of the Employee Handbook that do not apply to faculty are as follows: Search Process, Opportunities for Advancement, Employee Absenteeism Policy, Work Schedule, Timekeeping Procedures, Overtime Pay, Performance Evaluations, Performance, Severance, Initial Employment Period, Vacation, Sick Leave, Leaves of Absence, Bereavement Leave, Attendance and Punctuality, and Separation from Employment. Employment contracts for the President and the Dean may contain specific language outside the scope of the handbook.

Although this handbook is not a contract or legal document, it does provide a working guide for use in understanding and applying all policies and practices. It is meant to be helpful to all employees and supervisors.

Please understand that circumstances may require changes in the policies, practices and benefits described in this manual. Accordingly, Lancaster Seminary reserves the right to amend the contents as it deems appropriate.

Should any provision in this Employee Handbook be found to be inaccurate, such finding does not invalidate the entire Employee Handbook, but only that particular provision.

This Employee Handbook replaces and supersedes any and all other Lancaster Seminary Employee Handbooks, or other Lancaster Seminary policies, whether written or verbal. Violation of rules and policies will be considered grounds for disciplinary action.

At -Will Disclaimer: An employee's employment and compensation can be terminated with or without cause, and with or without notice, at any time by either Lancaster Seminary or the employee. No manager, supervisor, or representative of Lancaster Seminary has the authority to enter into agreement for employment for a specified period of time or make any agreement contrary to this section, unless the agreement is in writing and approved by the President.

LANCASTER THEOLOGICAL SEMINARY

IDENTITY

Lancaster Theological Seminary is an ecumenical ministry associated with the United Church of Christ. The Seminary is an intimate, inquiring community that draws upon the diverse faith heritages and cultural backgrounds that rarely intersect in enriching ways in the broader culture. The Seminary prepares future leaders for service through a rigorous academic program, wide-ranging educational experiences, and interpersonal interactions. Nurturing the Spirit of love and justice, Lancaster Theological Seminary equips students to lead the Church into a bold, new future.

MISSION

Lancaster Theological Seminary educates and nurtures leaders to join in God's redemptive and liberating work so that all creation may flourish.

VISION STATEMENT

By 2020, Lancaster will be the choice theological seminary in the greater Mid-Atlantic region for individuals seeking a theological education characterized by academic rigor, the celebration of differences within Christian traditions, and a commitment to the spiritual formation of students. All who study at the Seminary with diligence and prayerfulness will gain the theological acumen and the necessary ministerial and leadership skills to serve well in the contexts to which they are called.

Lancaster Theological Seminary will have a sound financial foundation that includes a growing tuition stream and increased support from donors and other institutional partners.

WHAT YOU CAN EXPECT FROM LANCASTER THEOLOGICAL SEMINARY

Lancaster Seminary values congenial working relationships among all employees. In pursuit of this goal, Lancaster Seminary has created the following employee relations objectives:

1. Provide an exciting, challenging and rewarding workplace and experience.
2. Select qualified people on the basis of skill, training, ability, attitude and character regardless of age, sex, color, race, creed, national origin, religion, marital status, citizenship status, ancestry, sexual orientation, gender identity/expression preference, physical or mental disability, veteran status, or any other classification protected by law.
3. Review wages, employee benefits and working conditions regularly with the objective of being competitive in these areas consistent with sound business practices and fiscal resources.
4. Provide eligible employees with Paid Time Off and holidays consistent with the policy contained herein.
5. Provide eligible employees with health, pension and other benefits consistent with the policy contained herein.
6. Assure employees, after talking with their supervisors, an opportunity to discuss any issue or problem with the administration, to the extent practicable.
7. Participate in an annual performance review process.
8. Take prompt and remedial action in response to grievances brought to the attention of a supervisor or Senior Administrator, to the extent practicable.
9. Respect individual rights and treat all employees with dignity and respect.
10. Maintain mutual respect in our working relationship.
11. Provide a workplace that is comfortable, orderly, and safe.
12. Promote employees on the basis of their ability and merit.
13. Keep employees informed of the progress of Lancaster Seminary as well as its overall goals and objectives.
14. Promote an atmosphere in keeping with Lancaster Seminary's vision, mission and goals.

WHAT LANCASTER SEMINARY EXPECTS FROM YOU

We strive to be an inclusive theological school, welcoming into the full academic, business and community life of our school, persons of every race, culture, age, gender, sexual orientation, ability, economic status, and faith tradition. We are committed to model Christian faith that works toward openness and understanding, proclaiming justice, healing and wholeness for all people. We believe that through our embrace of diversity and meaningful engagement of others we can all grow in our self-understanding as children of God. From this place we believe we will be better able to practice our faith and fulfill our mission to empower leaders as transformative witnesses of God's abundant grace and love for the world.

Lancaster Seminary believes that your approach to your job significantly contributes to making each working day as satisfying and rewarding as possible. You are encouraged to be aware of the opportunities for personal development that are offered to you. This [Employee Handbook](#) offers insight on how you can perform positively and to the best of your ability to meet and exceed Lancaster Seminary's expectations.

Your first responsibility is to know your own duties and how to perform them promptly, correctly and courteously. Secondly, you are expected to cooperate with the Administration, your supervisor(s) and your fellow employees, maintaining a positive attitude.

How you interact with fellow employees and those whom Lancaster Seminary serves, and how you accept direction, can affect the success of your department. In turn, the performance of one department can impact the entire service offered by Lancaster Seminary. Consequently, whatever your position, you have an important assignment: perform every task to the best of your ability.

Lancaster Seminary expects all employees to be responsible for their own actions and to maintain standards of performance and behavior that reflect Lancaster Seminary's mission. It is your responsibility to understand the standard of performance and behavior expected (as outlined in this Handbook), and to conduct yourself accordingly.

We believe in open communications. We are dedicated to ensuring a working environment where you can approach your supervisor, or any member of the Administration, to discuss problems or questions. We expect you to voice your opinions and contribute your suggestions to improve the quality of Lancaster Seminary.

Your strong performance will mean better performance for Lancaster Seminary overall and more personal satisfaction for you and others.

The success of Lancaster Seminary depends upon the quality of the relationships between its employees, students, alumni and alumnae, constituents and the general public. In a sense, regardless of your position, you are an ambassador of Lancaster Seminary. The more goodwill

you promote, the more our constituents will respect and appreciate you, Lancaster Seminary, and our services.

Below are several things you can do to help promote goodwill with our constituents. These are the building blocks for our continued success.

1. Perform competently and relate with constituents in a courteous, respectful and timely manner.
2. Communicate respectfully with other employees at all times.
3. Provide courteous and prompt replies to inquiries and requests, and perform all duties in an orderly manner.
4. Take pride in your work.

EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

Lancaster Seminary's continuing policy is to afford Equal Employment Opportunity to qualified individuals regardless of their age, sex, color, race, creed, national origin, religion, marital status, citizenship status, ancestry, sexual orientation, gender identity/expression preference, physical or mental disability, veteran status, or any other classification protected by law. This policy of equal opportunity encompasses all aspects of employment relationships, including recruiting, applications, hiring, initial employment, promotion, selection for training opportunities, wage/salary administration, reassignments, compensation, benefits, layoff and rehires, termination of employment, and the application of services, retirement, seniority, benefit plan policies and other terms and conditions of employment as provided by law.

Lancaster Seminary, as part of its commitment to Equal Employment Opportunity, adheres to all city, state and federal laws with respect to Equal Employment Opportunity. All members of Administration are primarily responsible for seeing that Lancaster Seminary's Equal Employment policies are implemented, but all staff shares in the responsibility for assuring that, by their personal actions, the policies are effective and uniformly applied.

AUTHORIZATION OF STAFF POSITIONS

All appointments, be they replacements or new positions, must be approved by the President in accordance with the general policies of the Board of Trustees. When a position is declared open and approved by the President to be filled, a Position Description indicating the specific responsibilities, qualifications, and supervisory relationship shall be prepared by a senior administrator and approved by the President.

SEARCH PROCESS

1. When vacancies occur, the search process for any position shall be directed by the supervisor of the position and approved by a senior administrator and the President. A decision may be made to include students, administrative and support staff, faculty, and trustees in the search process.

2. All staff must be alerted to an open position prior to public advertisement, preferably using email.
3. The President's office shall be responsible for advertising the open position, receiving resumes, and assisting in the scheduling of interviews. In cases where a senior administrator is not the immediate supervisor, these responsibilities may be delegated to the direct supervisor.
4. A senior administrator shall recommend a candidate to the President for appointment. The President shall review the recommendation and take appropriate action. If approved, the President will send to the prospective employee an employment letter and a copy of the position description. The employment letter shall include information regarding compensation and benefits, title and responsibilities, supervisor, and the duration of any probationary period. The Business Office will ensure that the benefits detailed in the letter are current and correct. The original employment letter will be filed in the Business Office with the official employee file. The letter must be counter signed by the employee.
5. All hires are subject to required background checks.

ORIENTATION

Your first few weeks on the job are very important, and starting any new job requires a period of adjustment. You will meet many people and learn new procedures, some of which may be detailed and complicated.

To gain a thorough knowledge of the operation of Lancaster Seminary, it is essential that you ask questions. During busy times, make a note of questions you have and discuss them later with your supervisor. Take the initiative to learn all you can with the understanding that learning and adding to your store of knowledge is a valuable life-long process.

Lancaster Seminary provides a brief orientation at the time you begin employment. Your supervisor is responsible for ensuring that you complete the tasks included in the orientation checklist (see next page) within two weeks of employment. A copy of this form should then be returned to the Controller for placement in your file.

**Lancaster Theological Seminary
Orientation Checklist**

	Orientation Task	Department Responsible	Initial
1	Notify Seminary Community with Welcoming Email and Schedule Visits/Tasks Noted Below	Direct Supervisor	
2	Campus Tour/Introductions to Staff	Direct Supervisor	
3	Phone/Voicemail Instructions	Direct Supervisor	
4	Confirm Receipt of Acknowledgment and Background info before employment begins	Business Office	
5	Payroll Related Paperwork (W-4, I-9, Direct Deposit, Deductions, etc.)	Business Office	
6	Review/Sign for Retirement Benefits	Business Office	
7	Review/Sign for Healthcare Benefits	Business Office	
8	Parking Pass and Key Fob	Business Office	
9	Add to Website Directory, Email Distribution List and Phone List	Business Office	
10	Time Sheet	Business Office and Direct Supervisor	
11	Photo ID	Information Technology	
12	Computer/Password/Email Account	Information Technology	
13	Mailbox	Faculty Secretary	
14	F&M Alumni Sports/Fitness Center	President's Office	
15	Name Plate (if applicable)	Direct Supervisor	
16	Performance Evaluation Process	Direct Supervisor	
17	Business Cards	Direct Supervisor requests through the President's Office	
18	Review Calendar of Events including Chapel, Lectures etc.	Direct Supervisor	
19	Lancaster Seminary and F&M Library Services	Library	
20	Provide Campus Crime Report (per Act 73 of 1988)	Business Office	

Completed form returned to Business Office and filed with employee's file.

IMMIGRATION LAW COMPLIANCE

All offers of employment are contingent on verification of your right to work in the United States. The employment letter sent to you by the President will include a form that shall be completed and returned with the signed employment letter. On your first day of work you will be asked to provide original documents verifying your right to work and, as required by federal law, to sign a Federal Form I-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, Lancaster Seminary may be required to terminate your employment and take such other action as required by law.

EMPLOYEE RECORDS

Your official employee records are maintained by the Business Office. It is important that the following information be kept up-to-date.

- Legal name
- Home address
- Home or other primary telephone number
- Person to contact in case of emergency and medical conditions
- Beneficiary for pension information
- Social security number
- Copy of current driver's license if requesting mileage reimbursement.
- Exemptions on your W-4 tax form
- Training certificates or licenses

Employee record files are considered confidential information and they are kept in a locked file cabinet. Except when required by law or a government agency, no information other than dates of employment and last position held, is released to an outside party unless authorized by the employee. Business Office files may be reviewed on the employee's own time (i.e. lunch time), in the presence of the Vice President for Business & Finance or the Controller and cannot be removed from the Business Office. In order that all requests may be honored, an employee must submit in writing to the Business Office his or her request to review his or her personnel file at least two weeks prior to the date of the request. All material contained in the personnel file is considered private property of Lancaster Theological Seminary and may not be removed or copied by the employee. However, employees may take notes. If the employee wishes to add pertinent material he or she may do so.

CONFIDENTIAL INFORMATION

In the course of daily operations, you may come in contact with information that is considered confidential. This information may be related to, but not limited to, student financial records and grade reports, donor names and amounts, Business Office records, disciplinary information, etc. Should you have any question about what is considered confidential, consult with your supervisor.

Note that the Seminary does not sell, trade or give its mailing and phone lists to any organization, nor does the Seminary allow this information to be used in any manner that is not directly related to the activities of the Seminary.

The seminary complies with The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

ANTI-HARASSMENT POLICY

Lancaster Seminary is committed to maintaining a work environment free of unlawful discrimination, and therefore, has a zero tolerance for workplace harassment. The Seminary will not tolerate actions, words, jokes, or comments based on an individual's age, sex, color, race, creed, national origin, religion, marital status, citizenship status, ancestry, sexual orientation, gender identity/expression preference, physical or mental disability, veteran status, or any other classification protected by law, if such misconduct would be offensive to a reasonable person. In addition, sexual conduct (both overt and subtle) can serve to create an offensive work environment and therefore is prohibited.

Scope:

The prohibition against harassment applies to everyone - Trustees or subcommittees thereof, Administration, supervisors, faculty, students, salary and hourly employees, temporary employees, contractors, vendors and visitors. Lancaster Seminary will not tolerate harassment of any kind by any one.

Purpose:

To maintain a working environment free of sexual and other harassment.

Definition:

For the purposes of this policy we define sexual harassment, as follows: (1) sexual flirtations, touching, advances, etc.; (2) verbal abuse of a sexual nature; (3) graphic or suggestive comments about an individual's dress or body; (4) sexually degrading words to describe an individual; (5) displaying sexually suggestive objects or pictures, including nude photographs in the workplace; (6) posting derogatory content about another employee in an email, social media or website.

Sexual harassment also includes: (1) explicitly or implicitly suggesting that submission to sexual conduct is a term or condition of an individual's employment; (2) using submission or rejection of the conduct as a basis for employment decisions; (3) substantially interfering with the individual's work performance or creating an intimidating, hostile or offensive work environment.

No member of the Board of Trustees or Administration, supervisor, faculty, employee or other individual has the authority to condition an employee's job or job benefits on the exchange of sexual favors.

Procedure:

If you believe you are the victim of impermissible harassment, sexual or otherwise, or you observe another person subject to such harassment, you are required to report promptly the facts of the incident to your supervisor or, if your supervisor is implicated, to the President. If the President is implicated, the Chairperson of the Board must be notified. An investigation will be promptly conducted. To the extent possible the investigation will be conducted in a confidential manner and information will be communicated only to those persons who have a need to know. In all cases, an investigation will be conducted and the employee advised of the conclusions.

Retaliation against any person who files a complaint or cooperates in an investigation is prohibited.

Employees and supervisors must report any incident of harassment they may observe, even if they are not the target or victim of such harassment. Such reports will be handled in the same fashion as complaints by victims of harassment.

After appropriate investigation, any employee who is found to have engaged in harassment of another employee, will be subject to appropriate disciplinary action and may be subject to immediate discharge. Additional action may include: referral to counseling, withholding of a promotion, reassignment, and/or temporary suspension without pay or financial penalties. Any employee who makes an intentional or reckless false complaint will also be subject to the same disciplinary action as outlined above.

Employees are apprised that if they believe that they are the victim of impermissible harassment, they also have the right under state and federal law to file a complaint with the Pennsylvania Human Relations Commission (PHRC) and the federal Equal Employment Opportunity Commission (EEOC). Such a complaint must be filed with the PHRC within 180 days of the last date of unlawful harassment and with the EEOC within 300 days of the last incident of unlawful harassment.

EMPLOYEE ABSENTEEISM POLICY

You are expected to report to work on time daily. Unnecessary absenteeism and lateness is expensive, disruptive, and places an unfair burden on other employees and your supervisor. Unsatisfactory attendance could also result in disciplinary action, including suspension and discharge. It will also have an adverse effect on any promotion considerations.

If you are going to be late or absent for any reason, you are required to notify your supervisor as far in advance as possible, explain why you are going to be absent and when you expect to return to work.

If you are absent because of an illness for five or more successive days, you must supply your supervisor with written documentation from your doctor stating that you are able to resume normal work duties before you will be allowed to return to work.

SMOKING POLICY

As you are aware, in a majority of states, employers are required to comply with the Clean Air Act, as well as with other city, state and federal laws governing smoking in the workplace. As such, Lancaster Seminary policy is designed to provide a smoke-free environment for employees who do not smoke and accommodate employees who do smoke. At Lancaster Seminary, smoking is permitted only in the breezeway outside Richards Hall (on the Mayer Commons side).

ALCOHOL & SUBSTANCE ABUSE/DRUG-FREE WORKPLACE

In accordance with the laws of the United States under the Drug Free Schools and Communities Act, Amendments of 1989, Public Law 101-226, Section 22, Lancaster Seminary has adopted the following policy and hereby constitutes itself as a drug-free workplace.

Lancaster Seminary prohibits the unlawful manufacture, sale, distribution, use, dispensation, receipt, transportation or possession of illegal drugs or unauthorized controlled substances on the school's premises or while engaged in business for the school off the premises. Lancaster Seminary also prohibits the unauthorized use of alcoholic beverages on the premises. Further, it is a violation of Lancaster Seminary's policy for anyone to engage in work for the school or to report to work in any impaired or intoxicated condition or under the influence of alcohol, drugs, or illegal substances.

This policy applies to all full-time and part-time employees, temporary workers and volunteers of Lancaster Seminary as well as to all students, consultants, vendors, and other individuals providing services to the school on the premises at any time or while engaged in business for the school.

Violation of prohibition against the unlawful possession, use or distribution of illicit drugs brings with it strict disciplinary sanctions. For students, those sanctions will be executed by the Standards Committee and may include expulsion from the Seminary. For employees, the

oversight of disciplinary actions will be addressed first by the immediate supervisor and then the President, and may include termination of employment.

The unlawful possession of illicit drugs and alcohol brings with it strict legal sanctions under local, state and federal laws.

The Business Office posts EEOC information in the mailbox area.

HOURS OF WORK & COMPENSATION POLICY

EMPLOYMENT CLASSIFICATION

Full-Time Employees

An employee who has successfully completed the initial employment period of employment and who works at least 37.0 hours per week is considered a full-time employee. Full-time employees are eligible to receive fringe benefits as specified in the Employment Letter.

Part-Time Employees

An employee who works less than a regular 37.0 hour work week is considered a part-time employee. Part-time employees are eligible to receive fringe benefits as specified in the Employment Letter.

“Non-Exempt” and “Exempt” Employees

At the time they are hired, all employees are classified as either “exempt” or “non-exempt,” as noted on the Job Description. This is necessary because, by law, employees in certain types of jobs are entitled to overtime compensation for hours worked in excess of 40 hours per work week, not including vacation, sick, or holiday hours. These employees are referred to as “non-exempt” in this employee handbook.

Exempt employees are supervisors, executives, administrators, directors, and others whose duties and responsibilities allow them to be “exempt” from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

WORK SCHEDULE

Seminary Office Hours

Regular office hours at Lancaster Seminary are 8:30 a.m. to 5 p.m., Monday through Thursday, and 8:30 a.m. to 4:30 p.m. on Friday, with an hour for lunch, totaling 37.0 hours per week. Work schedule is noted in the job description.

Seminary staff persons are invited to attend chapel and major events on campus. At such times offices may be closed.

Seminary staff persons are entitled to a one hour lunch period each day and shall arrange the most convenient time for breaks with their supervisors. Non-exempt employees are entitled to a one hour unpaid lunch period and it must be taken away from the work station/area.

Employees are expected to be punctual in the observance of the daily schedule. Permission to leave work temporarily for special circumstances without being charged for time off may be granted if cleared ahead of time with their supervisor.

Should an unavoidable circumstance cause you to be late, please notify your supervisor of your anticipated arrival time. If it is necessary for you to leave work because of a personal emergency, you must inform your supervisor and key co-workers as appropriate.

Non-exempt employees are not authorized to work from home. Exceptions may be granted on a limited basis with the approval of the supervisor and the respective vice president. Such approval must be granted in advance.

Emergency and Weather Closure Policy

Every effort will be made NOT to cancel classes in the case of inclement weather.

1. How will information be available?

If bad weather occurs, or an emergency should arise, information regarding Seminary delays, cancellations, or closings will be posted on the Lancaster Seminary website: www.lancasterseminary.edu.

Information regarding Seminary delays, cancellations, or closings will also be recorded on the Seminary main telephone number and sent via email to "everyone@lancasterseminary.edu."

Information regarding Seminary delays, cancellations, or closings **WILL NOT** be submitted to television and radio stations or other web sites.

Those responsible for program planning should alert participants about consulting the Lancaster Seminary website and main phone number for any delays, cancellations, or closings.

2. When will the information be available?

Should the Seminary need to delay opening in the morning, every effort will be made to update the Lancaster Seminary website by 6:30 a.m. However, should weather conditions change or worsen or should campus accessibility become a concern, the Seminary **may update** the status of delay or opening. Please consult the three sources named above for the most accurate and up to date information.

3. What if I am stranded at the seminary?

In the case of inclement weather, check weather conditions both at your destination (home) and your campus location; you need to decide if it is safe for you to travel.

If severe weather should occur after you are on the Seminary campus, limited space is available for emergency overnight stays. We suggest that you keep an "emergency kit" of linens, a change of clothes, toothbrush, etc. in your car—just in case! Emergency kits are also available in the SCC Food Bank. Call or see the Assistant in the Business Office if you become stranded because of the weather and you will be charged a student rate for a room only.

Traveling on Seminary Business

When a staff person is required to make a trip on Seminary business, the most cost efficient mode of transportation shall be used. Those traveling shall consult with their supervisor regarding the best method of travel. Each traveler is responsible for keeping travel expenses to a minimum and providing basic documentation for reimbursement. Requests for reimbursement of expenses shall be submitted to the Business Office by voucher and approved and signed by the employee's supervisor.

Parking

The Seminary provides limited on-campus parking for its employees. All staff shall register their automobiles with the Business Office and receive a parking permit, which must be displayed on the vehicle. Registered motor vehicles may be parked in the North Lot of the campus on a first-come, first-served basis. Parking is permitted only in lined spaces and never in fire lanes. The detailed parking policy is enforced as outlined in the [Student Handbook](#). Because of limited parking, the Seminary may require that you park off campus during special events.

TIMEKEEPING PROCEDURES

Each month, all employees must accurately record days worked on the payroll time sheet provided by the Business Office. This form must be reviewed and approved by your supervisor. Compliance with this procedure will ensure that you are paid accurately and promptly.

If you have any questions about these timekeeping procedures, please contact your supervisor or the Business Office.

OVERTIME COMPENSATION

In accordance with the Fair Labor Standards Act of 1938 (FLSA), employees with a non-exempt status, that is, employees who are not compensated on a salaried basis and who are not executives, administrative or professional personnel or performing other exempt classifications under the FLSA are eligible to receive overtime compensation at the rate of one and one-half (1.5) times their base salary rate for all hours worked over 40 hours in one week. **All overtime must be pre-approved by your supervisor in writing.** When it is necessary to work overtime, you are expected to cooperate as a condition of your employment. To compensate for overtime, employees may take compensatory-time. Compensatory time must be taken during the same pay period as the overtime.

ANNIVERSARY DATE

The first day you report to work becomes your “official” anniversary date. If you are hired on a temporary basis and convert to regular employment status, your anniversary date will be the first day that you were paid by Lancaster Seminary as a regular, full-time employee. Your anniversary date is used to compute various conditions of employment and benefits described in this employee handbook. Vacation benefits will be counted from first day of regular, full-time employment.

PERFORMANCE EVALUATIONS

While you are urged to discuss your performance and goals with your supervisor informally on a regular basis, your supervisor will schedule a formal performance evaluation with you at least once a year. Performance also may be reviewed for a variety of reasons at other times to be determined by your supervisor.

All new employees receive a performance evaluation with their immediate supervisor on completion of their first three months of service. As noted below, under Initial Employment – 90 Day Introductory Period, unsatisfactory performance at the 90 day review can result in immediate dismissal.

All Lancaster Seminary employees are reviewed annually prior to the end of the fiscal year (6/30) using a standard performance evaluation tool approved by the president.

All original performance evaluations shall be filed in the President’s Office in a locked file cabinet.

PERFORMANCE

Open Communication

Good communication is vital to the success of individual employees as well as the Seminary. Emails and memos are frequently distributed which review or raise issues of importance. Some departments hold team meetings. Most employees also remain informed through participation in one or more of the many committees that meet on campus

Lancaster Seminary operates with an "open door" policy. In addition to the meetings and other methods of communication listed above, an employee is welcome to discuss an idea, suggestion, or problem with their department manager, other managers or any member of administration of the Seminary.

At-Will Employment

Lancaster Seminary believes that our employees are mature, responsible adults and deserve to be treated accordingly. Therefore, we expect all employees to maintain the Seminary's high standards in their actions and working relationships with all internal and external constituents. Pennsylvania is an "at-will" employment state, that is, the employee is free to resign and the employer is free to discharge individuals "for good cause, or bad cause, or no cause at all."

SEVERANCE

Persons released from employment may be eligible for severance compensation at the President's discretion at the time of dismissal: for support staff the compensation shall be one week's salary per year of employment, up to 12 weeks; for administrative staff, compensation shall be one month's salary per year of employment, up to three months. The employee shall not receive cash payment for earned and unused vacation time. Other health and dental benefits shall remain in effect for the severance period.

PAY DAY AND YOUR CHECK

The pay period at Lancaster Seminary is monthly, and begins the first working day of the month and ends the last working day of the month. Pay, either by check or automatic credit to your bank account, is scheduled to occur on the 26th of the month. If the 26th falls on a holiday or weekend, the date of pay will be the last workday occurring prior to the 26th.

Your paycheck will include earnings for all work performed through the end of the month. Your pay is subject to all deductions required by law including federal taxes, social security and state and local taxes, as applicable. The deduction amounts will depend on your earnings and on the information you furnish on your W-4 form regarding the number of tax exemptions you claim. If you wish to modify this number, please request a new W-4 form from the Business Office. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances.

The W-2 form you receive annually states the amounts deducted from your earnings for these purposes. You will be informed if any other mandatory deductions are made from your paycheck, such as court-ordered garnishments for child support, back taxes, etc. Questions about your pay and your deductions shall be directed to your supervisor or the Business Office.

Should there be an underpayment of any kind, we will make every effort to repay you as quickly as possible. In the event that there is an overpayment of any kind, it is your responsibility to bring this to the attention of the Business Office so that remuneration to the seminary can be made as quickly as practical.

EXEMPTION FROM UNEMPLOYMENT COMPENSATION

Lancaster Seminary is exempt from the provisions of the laws of the Commonwealth of Pennsylvania dealing with unemployment compensation. Under no circumstances do former staff employees collect unemployment compensation based upon employment at Lancaster Seminary.

TIME OFF & LEAVES OF ABSENCE

INITIAL EMPLOYMENT - 90 DAY INTRODUCTORY PERIOD

Your first 90 days of employment are considered your 90 Day Introductory Period and your supervisor and co-workers will make every effort to help you achieve a satisfactory job performance. During this time, employees may terminate their employment for cause or no cause at any time, and Lancaster Seminary reserves the same right. Even after the 90 Day Introductory Period, employment continues to be governed by the employment at-will principle and no specific period of employment is guaranteed. Lancaster Seminary reserves the right to extend the introductory employment period at its discretion. If job performance does not meet expectations at the end of this period, immediate dismissal may be warranted.

HOLIDAYS

Lancaster Seminary pays full-time employees for the following holidays.

- New Year's Day
- Martin Luther King, Jr. Day
- Maundy Thursday and Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Friday following
- Christmas Holiday as determined by President

VACATION

1. Full-time non-exempt employees (support staff) are granted compensated vacation days according to the following schedule:

<u>Fiscal Years Worked*</u>	<u>Vacation Period</u>
Year 1	5 working days prorated by months worked over the fiscal year
Years 2-4	10 working days
Years 5-9	15 working days
Years 10+	20 working days

** Used for the purpose of calculating the number of vacation or sick days. Year 1 is the fiscal year in which you begin full-time non exempt employment. For example, if an employee began in June of 2004, her first year was the 03-04 fiscal year. If she began in July of 2004, her first year was the 04-05 fiscal year.*

2. Full-time exempt employees (administrative staff) are granted 20 working days' annual vacation prorated by number of months worked during the first fiscal year and 20 days per fiscal year thereafter. If employment begins on or before the 15th of a particular month, that month does count toward length of employment for this calculation.

3. If employment begins on or after the 16th of a particular month, that month does not count toward length of employment for this calculation for both exempt and non-exempt positions.

Example: Shirley is hired on November 20th. The calculation of vacation days would be 7 months worked/12 months per year X 5 days = 2.91 rounded to 3 days.

Example: Shirley is hired on November 10th. The calculation of vacation days would be 8 months worked/12 months per year X 5 days = 3.33 rounded to 3 days.

4. Scheduling Vacations

Vacations may be scheduled at any time with the approval of the supervisor no later than two weeks prior to the vacation. Vacation Request Forms are signed by the supervisor and returned to the Business Office. Requests are evaluated based upon various factors, including anticipated operating requirements and staffing considerations. Some dates may be blocked from vacation depending on needs of the department. Your vacation pay is based on your pay rate in effect when your vacation is used. All staff are required to document vacation time used on their monthly timesheets.

If an official Seminary holiday falls during the time of a staff employee's vacation, the staff person will receive an additional day of vacation. Vacation time shall not be used in advance of the fiscal year when it is accrued. Up to and not more than 5 vacation days can be carried over to the next year. During employment, employee may not convert unused vacation time for cash payment. Accrued but unused vacation days will not result in compensatory payment. Upon approval of the supervisor, vacation days may be scheduled before they are earned. However, if the employee is terminated or leaves the Seminary, such advances on vacation will be reconciled with the final pay.

Upon termination, unused vacation time is prorated for fiscal year and included in employee's final pay, based on pay rate for an 8 hour day. The Controller shall be responsible for keeping records of vacation time accrued and used.

SICK LEAVE

Staff employees who are sick and cannot come to work are expected to telephone their supervisors at or before the time they usually report for work. Sick leave with pay may be granted for the illness of a staff employee or their immediate family. Immediate family is defined as parent, spouse/partner or child. Sick leave may not be accumulated or carried over from year to year. It is to be taken only as necessary, and cannot be converted to compensation upon termination. In the event that sick leave occurs after an employee has given the intention to resign, the date of resignation shall be established as the last full day of work unless a physician's letter is submitted. The Seminary requires a physician's letter authorizing return to work if a staff employee takes five or more continuous working days of sick leave. This letter shall contain the employee's diagnosis, prognosis and date on which the

employee is able to return to work. Days for sick leave are granted on the following terms for non-exempt staff:

<u>Fiscal Years Worked*</u>	<u>Sick Period</u>
Year 1	5 working days prorated by months worked over the fiscal year
Years 2-4	10 working days
Years 5-9	15 working days
Years 10+	20 working days

** Used for the purpose of calculating the number of vacation or sick days. Year 1 is the fiscal year in which you begin full-time non exempt employment. For example, if an employee began in June of 2004, her first year was the 03-04 fiscal year. If she began in July of 2004, her first year was the 04-05 fiscal year.*

Administrative staff are granted 20 working days annual sick leave prorated by the number of months worked during the first fiscal year and 20 days per fiscal year thereafter (see prior vacation section for examples).

Sick leave is designed to prevent loss of income when you are ill; please do not exploit or abuse this benefit.

Personal Absences

It is understood that medical, dental, and other personal appointments are difficult to schedule outside of regular working hours. Such appointments must be cleared with your supervisor. Sick leave, comp time or vacation time must be used for time taken off for medical and dental appointments, while time taken off for personal appointments must be made up. The above shall be documented on monthly time sheets.

LEAVES OF ABSENCE Including FAMILY LEAVE

All employees of Lancaster Seminary are eligible for a leave of absence for medical reasons upon the showing by the employee that he or she is temporarily disabled and unable to perform the essential functions of a job which is available. Such leave of absence will be granted without regard to the reasons for the disability, or whether the disability is work related or non-work related, including leaves of absence for the birth of a child or in order to care for that child within 12 months of birth. Leave may be approved for a child placed in the staff member's home for adoption within 12 months of placement. Leave may be granted for the illness of an employee or their immediate family. Immediate family is defined as parent, spouse/partner or child.

The maximum length of a medical leave of absence is twelve (12) weeks (450 hours) in a given twelve (12) month period.

INTERMITTENT LEAVE

In certain circumstances, intermittent leave may be taken, or leave may be taken from working a reduced schedule, provided the total hours of leave required to no exceed the equivalent of twelve (12) regular work weeks (450 hours) in a twelve (12) month period for the individual employee involved.

Employees who are unable to return to work following a leave of absence beyond twelve (12) weeks, will be terminated.

Leaves of absence for medical reasons will be without pay or benefits except where employees have accrued sick and vacation leave available. Medical insurance coverage is maintained for employees during the first two months of medical leave of absence. Should employees desire medical insurance coverage after the second month of the leave, they must reimburse Lancaster Seminary for the cost of the coverage.

Medical leaves of absence are not considered a break in service for determining amount of vacation or sick leave eligibility or length of continuous service with Lancaster Seminary. However, employees do not accrue or receive benefits such as vacation, holidays and sick leave during a medical leave of absence.

Employees who return to work within twelve (12) weeks of the commencement of the leave of absence are generally entitled to be returned to their former job.

No leave of absence will be granted or extended unless medical verification of the need for a leave of absence acceptable to Lancaster Seminary is presented. Lancaster Seminary reserves the right to require employees to be examined by a physician designated by Lancaster Seminary as a condition for approval of a leave of absence, at any time during a leave of absence, and at the time the employee seeks to return to work. Employees who fail to follow Lancaster Seminary procedures for obtaining or verifying a leave of absence, who give Lancaster Seminary false or misleading information, or who refuse to be examined by a physician designated by Lancaster Seminary are subject to disciplinary action, up to and including immediate dismissal.

BEREAVEMENT LEAVE

Recognizing that a time of bereavement is very difficult, every effort will be made to ensure that a bereaved employee is able to attend to family matters. Employees shall notify their supervisor of this situation immediately.

Full-time employees who need to be absent from work due to a death in the immediate family will be paid for up to 5 business days. The immediate family is defined as the employee's or spouse/ partner's child, sibling, grandparents, grandchildren, parents or the spouse/domestic partner.

Any available paid time off can be used at this time with the approval of your supervisor. Additional unpaid time off may be granted to deal with situations associated with the death.

Bereavement leave with pay for funerals will only be made to employees for actual time spent away from work for the funeral or its arrangements. For example, if the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of absence, you may not receive paid time off in addition to paid funeral leave.

JURY DUTY

We encourage you to fulfill your civic responsibility by serving on a jury when required to do so. You will be granted up to two weeks of paid jury duty leave over any two-year period. If you are required to serve beyond that period, you may use any available paid time off due you or you may request an unpaid leave of absence.

If you are called for jury duty, you must notify your immediate supervisor within 48 hours of receipt of the jury summons so that arrangements may be made to accommodate your absence. The Business Office must receive a copy of the summons to arrange for your pay. You are expected to report to work whenever the court schedule permits. Supervisors may also require that employees on jury duty telephone them daily to discuss work issues.

Employees called for jury duty are expected to take all action to ensure that their absence does not impede the Seminary's ability to perform on a business-as-usual basis. If one's absence will cause undue hardship upon the Seminary, a deferral request may be appropriate.

Your insurance benefits will remain in effect and unchanged and paid time off will continue to be earned as per Lancaster Seminary policy during the full term of your jury duty.

NATIONAL GUARD OR MILITARY LEAVE

If you are a member of a National Guard or Reserve Unit, you may take the time required for training. Leave is normally for two weeks, but in exceptional cases may be as long as 17 calendar days. Leave of this nature is unpaid. However, you may elect to use your paid time off, if you wish.

You may also take military leave in accordance with applicable law if you are inducted into or enlisted in the Armed Forces of the United States or are called to active duty as a member of a Reserve Unit.

Please be sure to inform your supervisor of your absence for National Guard or Military Reserve Leave, as far in advance as possible.

According to this policy, and consistent with state and federal law, time spent on military leave will be counted as continuous service for the purpose of computing service awards and determining your eligibility for various benefits plans. However, some of your benefits may be affected by your leave, as follows:

After each month of National Guard or Military Leave, you shall present verification of military pay to your supervisor. Lancaster Seminary will pay the difference between your salary and your National Guard or Military pay, excluding pay for expenses.

Job Reinstatement

Following a military leave and application to Lancaster Seminary for reinstatement and in accordance with applicable federal and state laws, Lancaster Seminary will try to reinstate you to the same job or job level you would have reached, had military leave not occurred. This is in accordance with applicable federal and state laws.

YOUR BENEFITS PACKAGE

Lancaster Seminary benefits related to Medical/Dental Insurance, Pension, and Social Security are distributed to employees at the time of their hire. Lancaster Seminary will periodically review its benefits program. Lancaster Seminary reserves the right to modify, add or delete the benefits it offers. Where a description of benefits in this handbook conflicts with the plan document of the insurance program, the terms of the plan document shall prevail.

Full-Time Benefits Policy

Full-time benefits include the following:

- **Holidays, Vacation and Sick Leave**

This policy is contained in the 'Time Off and Leaves of Absence' section of the handbook.

- **Continuing Education** – *The following benefits are offered to full time Lancaster Seminary staff and their spouses/partners.* Lancaster Seminary courses taken for credit are offered at a 25% discount, while audited courses are available for free. Both require supervisory approval to ensure minimal disruption to their work schedule. Normal registration procedures, including obtaining professor approval for auditing courses, should be followed.

Part-Time Benefits Policy

Part-time benefits include the following (not offered to student workers):

- **Vacation and Sick Leave** – Part-time employees will be eligible for vacation and sick leave on a prorated basis based upon actual hours worked in a normal work week of 37.0 hours.

Example: Mark is a 20 hour per week employee and, due to number of years of service, would be eligible for 10 days of vacation (assume Mark has worked for 3 years) if full-time. The Seminary will provide $10 \text{ days} \times 20/37.0 = 5.4 \text{ days} = \text{round to } 5 \text{ days} \times 7.5 \text{ hours} = 37.5 \text{ hours}$.

- **Holidays** – Part-time employees will be eligible for paid holidays based upon when their normal working days fall relative to the holiday.

Example: Sally normally works on Mondays for 4 hours. A holiday falls on a Monday. Sally will be paid 4 hours for that day.

AMERICANS WITH DISABILITIES ACT POLICY

Lancaster Seminary complies with the Americans with Disabilities Act and each job description includes a statement that the seminary complies with applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. Lancaster Seminary also provides reasonable accommodation for such individuals in accordance with these laws. It is the policy of Lancaster Seminary to:

1. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.
2. Keep all medical related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files.
3. Provide applicants and employees with reasonable accommodation, except where such accommodation would create an undue hardship on Lancaster Seminary.

Procedure for Requesting an Accommodation

Qualified individuals with disabilities may make requests for reasonable accommodations to their supervisor. Upon receipt of an accommodation request, the supervisor will meet with the individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that Lancaster Seminary might make to help overcome those limitations. The supervisor, in conjunction with other individuals who have a need to know information and who assist in the process, will determine the feasibility of the requested accommodation. Lancaster Seminary will engage in a good faith interactive process with the employee to decide on an appropriate and effective accommodation.

GOVERNMENT REQUIRED COVERAGE

Workers' Compensation

All employees are entitled to workers' compensation benefits. This coverage is automatic and immediate and protects you from an on-the-job injury. An on-the-job injury is defined as an accidental injury suffered in the course of your work, or an illness which is directly related to performing your assigned job duties. This job-injury insurance is paid for by Lancaster Seminary. If you cannot work due to a job-related injury or illness, workers' compensation insurance pays your medical bills and provides a portion of your income until you can return to work.

All injuries or illnesses arising out of the scope of your employment must be reported to your supervisor immediately. Prompt reporting is the key to prompt benefits. Benefits are automatic, but nothing can happen until Lancaster Seminary knows about the injury. Please

have your supervisor inform the Business Office so they can report the incident to our insurance company.

Social Security

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your wages to the trust fund from which benefits are paid. As your employer, Lancaster Seminary is required to deduct this amount from each paycheck you receive. In addition, Lancaster Seminary matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits unless you are an ordained clergy filing as self employed.

Your social security number is used to record your earnings. You are encouraged to protect your social security record by ensuring your name and Social Security number on your pay stub and W-2 form are correct. You may also want to make sure your earnings statement is accurate each year by requesting a Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration by calling 1-800-772-1213, or you may access them on-line at www.ssa.gov.

RULES & REGULATIONS

TEAMWORK AND SERVICE TO CONSTITUENTS

All administrative programs exist to support the mission of the Seminary. Administration is charged with the task of implementing the Mission of the Seminary. We aim for excellence in the quality of all of our programs and in the services we provide to support these programs. As a consequence, each member of the administrative and support staff is expected to consider his or her position, with its position description, within the context of the Seminary's Mission. Staff employees are expected to be informed of the general policies of the Seminary as found in its policy publications.

As you learned from our Mission Statement, excellent service to our constituents is a primary goal. Our success is a result of consistently performing beyond our constituents' expectations.

To perform at this level, it is essential that all Lancaster Seminary employees and departments operate as a team. Whatever your job function, you are a member of the team that serves constituents because all of our jobs are related to and dedicated to the mission of the Seminary.

As a member of a team, the quantity and quality of the work you do affects your co-workers and, ultimately, the people we serve. We expect you to set high standards for yourself in the job you do and the way you communicate and interact with others.

ETHICAL STANDARDS

Lancaster Seminary strives to maintain a high standard of personal, communal and business ethics and corporate conduct. As an employee, you are required to do the same. Your daily activities on behalf of Lancaster Seminary shall always be carried out in an ethical and legal manner, and conflicts of interest shall be avoided.

Please direct any questions about real or potential ethical violations to your supervisor or the President.

The following values reflect the seminary's general expectations for the performance of its employees. Your supervisor will be considering these values as an integral part of your evaluation.

- **Cost Consciousness:** Demonstrates critical awareness of departmental and organizational costs and expenses; takes initiative to identify opportunities to streamline processes, eliminate waste, and realize cost reductions wherever possible.
- **Customer Service:** Quality of work or service to customers, i.e., students, fellow employees, trustees, alumni, visitors, and the general public.
- **Ethics/Integrity:** Acts in accordance with accepted professional standards and code of ethics. Demonstrates trustworthiness, honesty, and dedication.
- **Flexibility/Adaptability:** Ability to adjust to changes in policies, procedures or situations.
- **Initiative:** Extent to which an employee seeks out new assignments and expands capabilities, personally and professionally. Ability to begin or follow through energetically with a plan or task.
- **Professionalism:** Demonstrates emotional maturity, courtesy, appropriate appearance, and exercises flexibility and sound judgment. Meets attendance, punctuality requirements.
- **Team Player:** Demonstrates willingness to contribute to the success of team and organizational goals within department and through service on organization-wide project teams.
- **Quality/Productivity:** Accuracy, thoroughness and acceptability of work performed. Efficiency of work performed in a specified period of time.
- **Leadership:** Motivates, challenges and develops co-workers/employees by establishing high standards and encourages the meeting of those standards by clear and effective communication.

GUIDELINES FOR CONDUCT

Every organization requires a set of rules so that the group as a whole may operate smoothly and safely to accomplish its goals. This is particularly so at Lancaster Seminary, where any failure to adhere to high standards of conduct may affect the well-being of constituents. Because the safety and comfort of everyone depends on these rules, violators may be subject

to discipline up to and including discharge. The Seminary is an at-will employer. We ask the cooperation of all employees of Lancaster Seminary in following these policies.

Additional standards of conduct are contained elsewhere in this Employee Handbook. Since it is not possible to list every type of conduct which may result in disciplinary action, you should talk to your supervisor if you are unsure of what to do in a given situation. The following kinds of conduct are absolutely prohibited:

1. Abuse, mistreatment, or threatening of another employee, student or constituent (physical, verbal, or psychological).
2. Falsification of employment application or other employee records.
3. Falsification of Seminary records.
4. Insubordination. Poor attitude or disrespect to administration, your supervisor, fellow employees or any other constituent of Lancaster Seminary.
5. Using foul and/or abusive language.
6. Gambling on Lancaster Seminary's premises.
7. Smoking in any unauthorized area.
8. Loafing or sleeping on the job during the employee's working hours.
9. Unauthorized posting or removal of bulletins or notices, either in paper or electronic format.
10. Disregard of one's appearance, dress or personal hygiene.
11. Dishonesty.
12. Commission of a crime.
13. Violation of any and all safety rules.
14. Tardiness or absenteeism or unauthorized absence by an employee from his or her work station during his/her working time.
15. Interfering with the work of other employees.
16. Immoral, indecent or disorderly conduct of any nature on Lancaster Seminary's premises.

17. Unauthorized use and/or possession of narcotics, dangerous drugs, intoxicating beverages or substances, or being under the influence of intoxicants or drugs on premises or during working hours.
18. Threatening, intimidating, coercing or fighting with a constituent by word or deed, whether on or off Lancaster Seminary's premises, whether in person or on-line.
19. Any discourtesy, unkindness or impatience with constituents.
20. Possession of firearms or any other type of weapon while on Lancaster Seminary's property.
21. Creating or contributing to unsafe or unsanitary conditions by act or omission.
22. Unauthorized possession of property belonging to Lancaster Seminary or a constituent.
23. Negligent or deliberate destruction of or misuse of property belonging to Lancaster Seminary or to a constituent.
24. Failure to follow the rules concerning solicitation and/or distribution of literature.
25. Unauthorized possession, use, copying or reading of Lancaster Seminary's records, or disclosure of information contained in such records to unauthorized persons; disclosure of confidential information in violation of FERPA regulations.
26. Any act of misconduct, incompetence, or any violation of this Employee Handbook which may, in the Administration's sole discretion, be grounds for disciplinary action and/or termination of employment.
27. Violation of confidentiality of protected information.

ATTENDANCE AND PUNCTUALITY

Since working as a team is an effective way to conduct our business, we feel that absenteeism and tardiness adversely affect our collective performance and place a burden on co-workers.

You should be at work promptly every workday. If you cannot avoid being late to work or are unable to work as scheduled, you must notify your supervisor as soon as possible of your starting time (e.g., delayed on public transportation). Excessive absenteeism and/or tardiness may be grounds for disciplinary action, up to and including termination.

SOLICITATION OR DISTRIBUTION OF LITERATURE

Lancaster Seminary prohibits both employees and others from soliciting and/or distributing unrelated literature on Lancaster Seminary premises during business hours. Lancaster Seminary has established specific policies on solicitation for employees and for non-employees:

EMPLOYEES:

- May neither engage in solicitation of any kind, nor allow themselves to be solicited during their work time;
- May not distribute or post any kind of literature unrelated to Seminary activities in work areas or on bulletin boards

NON-EMPLOYEES:

- May not solicit and/or distribute literature of any kind anywhere on Lancaster Seminary premises including bulletin boards

BACKGROUND CHECKS

Prior to an offering of employment, every prospective employee of Lancaster Seminary, whether full-time, part-time, volunteer or consultant shall be subject to a background check which will include a reference check and a criminal record check.

DRESS CODE

Please understand that you are expected to dress and groom in accordance with accepted social and business standards, particularly if your job involves dealing with constituents or visitors in person.

A neat, tasteful appearance contributes to the positive impression you make on our constituents. You are expected to be suitably attired and well-groomed during working hours and when representing Lancaster Seminary.

WHISTLEBLOWER

The Seminary policy protects employees who report suspicious behavior or misuse of seminary property, equipment, data, or funds. Every employee is expected to report real or suspected violations of seminary rules and policies. If you have reported such information and believe that you may be subjected to retribution of any kind, speak to your supervisor immediately.

ELECTRONIC COMMUNICATIONS POLICY

Lancaster Theological Seminary is committed to providing an environment that encourages the use of computers and electronic communications as essential tools to support the instructional, research, administrative, and other work or mission related activities of the Seminary.

In utilizing the Seminary's computers and electronic communications systems, such as electronic mail and access to the Internet, it is important for all users to be aware of the Seminary's policy regarding responsible use. It is the responsibility of each user to ensure that this technology is used for proper and lawful purposes and in a manner that is responsible and does not compromise the confidentiality of sensitive information, the security of the Seminary's systems, or the reputation, policies or mission of the Seminary.

Computer Systems in General

Systems Security

Computer resources are property of the Seminary and are to be protected from unauthorized access, use, modification, destruction, or disclosure. An active terminal should not be left unattended for any extended period of time, such as, for example, overnight or while the user is otherwise away from the office for several hours. Individual passwords for computers are confidential and may not be shared or posted. If someone else learns a user's password, the password should be changed immediately. Each user is responsible for activity performed using the user's password with such user's knowledge and consent. No user should attempt to obtain access to another user's documents.

No Privacy

Users do not have any expectation of privacy or a personal privacy right in any matter created, received, sent, or stored on a Seminary computer, whether or not the matter is designated as private or confidential. The Seminary reserves the right to access all files or data contained on any Seminary computer, including but not limited to e-mail messages, personal file directories and Internet usage and material at any time and without prior notice. For example, the Seminary may access any and all computer systems for the purpose of assuring compliance with statutory requirements and internal policies, supporting the performance of internal investigations, and assisting with the maintenance and management of the Seminary's information systems. Computer files may also be subject to search under Court order.

Software License Restrictions and Copyright Laws

Most proprietary software licenses have legal restrictions prohibiting unauthorized use and copying. It is the responsibility of each user to ensure compliance with all copyright and other laws and license restrictions before downloading or receiving software from any source. In addition, software may not be downloaded or received on a Seminary computer, including software available on the Internet, unless it is approved in advance by Computer Services. Only personnel authorized by Computer Services may load software onto any Seminary computer, connect any hardware or other equipment to any Seminary computer, or move or change any Seminary computer equipment.

In addition, information posted, viewed or downloaded from the Internet may be protected by copyright, trademark, piracy or other laws. Reproduction of protected information is permitted only if such reproduction is (1) a fair use or (2) based on express permission given by the copyright owner or authorized agent that is on file with Computer Services at the Seminary or (3) in compliance with use or permission guidelines posted by the owner or authorized agent of

the information. It is each user's responsibility to comply with applicable copyright and other legal restrictions and posted use or permission guidelines.

Virus Protection

All files originating from a source outside of the Seminary, including files obtained over the Internet must be checked for possible computer viruses before being downloaded onto a Seminary computer. The virus-checking software on each Seminary computer will ordinarily perform this check automatically. All users should contact Computer Services before downloading a file that may pose a particular risk for any reason. All users must follow any other policies or notices with respect to viruses or other security measures that the Seminary may adopt or post from time to time.

Compliance Required

All users must comply with the Seminary's Electronic Communications Policy. Violation of the policy may result in discipline, up to and including termination of employment or dismissal from the Seminary.

Responsible Use of E-Mail

E-mail should be used for work-related purposes

The principal purpose of electronic mail (e-mail) is to facilitate instructional, research, administrative, and other work or mission related communications by and among Seminary employees and students. While the Seminary permits reasonable personal use of e-mail (subject to the "No Privacy" policy noted above), such use must not interfere with an employee's work responsibilities or disrupt the work of other users. Users should not use e-mail to broadcast widely "chain letters", "bulk" email (or "spam"), or other non-work related messages. E-mail should not be used for personal monetary gain, outside commercial purposes, or for any political purpose, unless approved by the Seminary.

E-mail correspondence is the property of the Seminary

All e-mail correspondence is the property of the Seminary, whether or not related to personal or confidential matters. The Seminary reserves the right to monitor its e-mail system, including a user's mailbox, at its discretion in the ordinary course of business. The existence of passwords and "message delete" functions do not restrict or eliminate the Seminary's ability or right to access electronic communications. Please note that in certain situations, the Seminary may be compelled to access and disclose messages that were sent over its e-mail system.

Standards of confidentiality and security must be observed

E-mail, which contains confidential information, must be treated as confidential. Users may not share e-mail passwords, provide e-mail access to an unauthorized person, or access another user's e-mail without authorization.

Offensive, demeaning, harassing, defamatory or disruptive e-mail are prohibited

E-mail should conform to the same standards of propriety and respect as any other verbal or written communication at the Seminary. Offensive, demeaning, harassing, defamatory or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with the Seminary's Faculty, Staff and Student Handbook guidelines and "Sexual Harassment Policy". Users who become aware of or receive prohibited e-mail should notify Computer Services. Inappropriate use of e-mail may be grounds for discipline, up to and including termination of employment or dismissal from the Seminary, an at-will employer.

Users are responsible for eliminating inappropriate e-mail sent into the Seminary from an outside source

All e-mail sent or received on a Seminary computer is subject to the same standards of propriety and respect. This includes e-mail sent to the Seminary over the Internet from a source outside of the Seminary. When receiving e-mail from outside sources, users have the responsibility of immediately deleting all e-mail that falls below the Seminary's standards as articulated above, including all pornographic, obscene, and sexually explicit communications. The prohibited e-mail should be deleted before the content of the e-mail is viewed, if possible. Users also have the responsibility of ensuring that others do not see the prohibited e-mail.

Responsible Use of the Internet

The Internet is for work-related purposes

The Seminary's connection to the Internet is principally for instructional, research, administrative, and other work or mission-related purposes. Any unauthorized use of the Internet is prohibited. Unauthorized uses include, but are not limited to, posting, viewing, downloading, or otherwise transmitting or receiving offensive, defamatory, pornographic or sexually explicit material; engaging in computer "hacking" or other related activities; or attempting to disable or compromise the security of information on any computer. While the Seminary permits reasonable use of its Internet connection for personal reasons (subject to the "No Privacy" policy noted above), such use should not interfere with an employee's work responsibilities, diminish an employee's work efforts, or disrupt the work of other users. For this reason, use of the Internet for personal reasons during an employee's work hours is generally inappropriate.

Participation in work-related Internet discussion groups is permitted with certain restrictions

Users may participate in work or mission-related Internet discussion groups using the Seminary's computers and electronic communications systems, but only to the extent that such participation (1) does not reflect adversely on the Seminary, (2) is consistent with all the Seminary's standards and policies, including those regarding confidential information and public statements, and (3) does not express any position that is, or may be interpreted as, inconsistent with any position taken by the Seminary or that purports to be, or may be interpreted to be the official position of the Seminary. Users who participate in work-related Internet discussion groups are responsible for ensuring that all information provided by them is accurate and that any personal opinions expressed are clearly identified as "personal" and not

the opinion of the Seminary. Defamatory statements or personal attacks are strictly prohibited. Any other posting using the Seminary's name or otherwise identifying the Seminary must be approved in advance by the Academic Dean, the Dean of Students, the Vice President for Business and Finance, or the President.

Work-related Internet subscriptions are allowed

A subscription through a Seminary computer or electronic communications system to an Internet mailing list is permitted only if the subscription is (1) work or mission-related or (2) does not generate numerous messages.

Take precautions when providing or receiving information over the Internet

A user should never provide confidential, proprietary or restricted information about the Seminary over the Internet without the Seminary's prior written consent. This includes but is not limited to information about employees, students, organizational structure, strategic plans, and financial data. Because it is possible for users to hide their true identity on the Internet, contacts made over the Internet should not be trusted with any Seminary information, whether confidential or not, unless a due diligence process has first been performed.

Information obtained from the Internet is not subject to quality controls and should be verified by an independent source before being relied upon. Not all sources on the Internet provide information that is accurate, complete, current or even legal. The Seminary neither monitors nor controls information accessible through the Internet and cannot be held responsible for its content or use.

Users may not establish external network connections

Only authorized personnel may establish Internet or other external network connections. Because other connections may cause unauthorized access to the Seminary's systems and information, they are strictly prohibited. Prohibited connections include but are not limited to the establishment of hosts with public modem dial-ins, World Wide Web home pages and File Transfer Protocol (FTP).

The Seminary may monitor Internet usage

The Seminary reserves the right to monitor Internet usage at its discretion.

USE OF PHONE AND MAIL SYSTEMS

When employees answer the telephone, he or she represents Lancaster Seminary to the caller. It is important to present a courteous and professional disposition. Therefore, please make every effort to assist the caller or refer the caller to the appropriate individual for assistance.

When you are out of the office for more than one day, leave a voice message on your telephone and on your email to alert colleagues and others. Employees are expected to reply to telephone and email messages within 24 hours during the work week unless an out of office message or voice mail message was sent. If an answer is not possible within 24 hours, reply with the time when it can be expected.

Personal use of the telephone or personal cell phone should be of short duration, i.e., 2 or 3 minutes. Personal telephone call privileges are subject to change or termination at any time. Long distance personal calls, employer paid postage for personal correspondence and non-business fax and copier usage are strongly discouraged. Employees are responsible for reimbursing the Seminary for such usage.

USE OF LANCASTER SEMINARY EQUIPMENT

The equipment used in accomplishing your work is expensive and may be difficult to replace. Exercise care when using tools and equipment and follow all operating instructions, maintenance requirements and safety guidelines. Damage or deterioration of equipment shall be reported immediately to your supervisor and the Business Office.

You are responsible for all property, materials or equipment issued to you or in your control during your employment with Lancaster Seminary. Should you leave Lancaster Seminary for any reason, you are required to return such property, material or equipment to your supervisor before your last day of work.

SAFETY

General Employee Safety

Lancaster Seminary is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

Lancaster Seminary will maintain safety and health practices consistent with the needs of a graduate school. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately your supervisor and the Business Office. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each supervisor make the safety of employees an integral part of her or his regular administrative functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor. If you or another employee is injured, you shall contact outside emergency response agencies, if needed. If an injury does not require medical attention, a **Supervisor and Employee Report of Accident Form** must still be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected. The **Employee's Claim for Worker's Compensation Benefits Form** must

be completed in all cases in which an injury requiring medical attention has occurred. These forms are available in the Business Office.

Federal law (Occupational Safety and Health Administration) requires that we keep records of all illnesses and accidents which occur during the workday. The State Workers' Compensation Act may also require that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards which might be present on the job. Should you have any questions or concerns, contact your supervisor for more information.

GENERAL HOUSEKEEPING

Lancaster Seminary provides safe and suitable working conditions for all employees. You are urged to cooperate in every way to maintain this environment. Work stations and desks shall be left in an orderly condition at the close of the day; equipment, lights, coffee makers, copy machines and computers shall be turned off prior to leaving the building; windows should be closed. All areas of Lancaster Seminary shall be free of litter.

SEPARATION FROM EMPLOYMENT

Resignation or Termination of Employment

Lancaster Seminary operates under the principle of employment at-will. This means that neither you nor Lancaster Seminary has entered into a contract regarding the duration of your employment. You are free to resign from your position at Lancaster Seminary at any time, with or without reason. Likewise, Lancaster Seminary has the right to terminate your employment, or otherwise discipline, transfer, or change your position at any time, with or without reason, consistent with applicable state and federal law.

Lancaster Seminary expects that support staff will give at least two weeks' notice in the event of your resignation, unless otherwise designated in your employment contract, although four weeks' notice is encouraged. Professional staff and directors must give at least four weeks' notice or resignation. In the case of termination, no remaining unused time off will be paid.

Insurance Conversion Privileges (COBRA)

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, described above, in the event of termination of employment, or loss of eligibility to remain covered under Lancaster Seminary's group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense. Please refer to your Group Health Insurance Benefits booklet or contact the Business Office for more information.

Exit Interviews

At termination, the President may request an exit interview to discuss your reasons for leaving and any other impressions that you may have. Your insights will be helpful. Every attempt will be made to keep all information confidential.

Return of Lancaster Seminary Property

Any property issued to you, such as computer equipment, keys, Lancaster Seminary credit cards or Lancaster Seminary petty cash accounts is the property of Lancaster Seminary and must be returned at the time of your termination. You will be responsible for any lost or damaged items. Lancaster Seminary reserves the right to deduct the value of Lancaster Seminary property, which is not returned, from your final pay.

RECEIPT AND ACKNOWLEDGMENT OF LANCASTER SEMINARY EMPLOYEE HANDBOOK

I, _____, have received the Employee Handbook of the Lancaster Theological Seminary and I understand that I should review its terms and consult with my supervisor regarding any questions not answered in the handbook. Since provisions of this handbook are subject to change, I further understand that revisions to the handbook may supersede or eliminate one or more existing policies.

I have entered into my employment relationship with Lancaster Theological Seminary voluntarily and acknowledge that there is no specific length of employment. Accordingly, either I or the organization can terminate the relationship at-will, for any reason, or for no reason, at any time. I acknowledge that this personnel manual is not a contract of employment. I have received the manual, and I understand that it is my responsibility to read and comply with the policies contained in this manual and any revisions made to it. I understand that the Lancaster Theological Seminary reserves the right to interpret the provisions of this manual and any policies. I acknowledge that Lancaster Theological Seminary has a policy prohibiting sexual harassment and other forms of harassment. I agree to follow the established complaint procedure in the event I am subject to harassment.

Employee's Printed Name

Employee's Signature

Date

Signature of Supervisor or Business Office Staff

BACKGROUND INVESTIGATION AUTHORIZATION

Lancaster Theological Seminary

The information requested below is for the sole purpose of conducting a background investigation which includes, among other things, a criminal background check. The existence of a prior criminal conviction will not necessarily make you ineligible for employment. It is Lancaster Seminary's policy to evaluate any adverse information obtained in the background investigation based upon a range of factors including, but not limited to, employment history and time, nature and job-relatedness of the offense. This form along with the final report will be placed in a separate locked file in the office of the Vice President of Business/Finance.

This information will be used for purposes of identification and pre-employment only and will not be used for discriminatory purposes. Federal law prohibits discrimination in employment on the basis of age, race, color, creed, religion, sexual orientation, disability, or national origin.

<hr/> NAME (PLEASE PRINT) ADDRESS (for the last three years (street/city/county/state/years from-to): 1. _____ 2. _____ 3. _____	<hr/> MAIDEN NAME(S) NICKNAME(S), OR OTHER NAME(S) USED <hr/> SOCIAL SECURITY NUMBER <hr/> BIRTHDATE <hr/> DRIVER'S LICENSE NUMBER and STATE <hr/> DATE ISSUED IS YOUR DRIVER'S LICENSE VALID? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please give details. _____ _____
--	--

I acknowledge that consideration for employment is contingent on the results of a reference check, a criminal record check, my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986 and upon verification of the information provided by me in my application, my resume or in other parts of the application process.

I authorize Lancaster Seminary, its affiliates and representatives to verify all information provided by me in the application process and to inquire into my character, general reputation and personal characteristics through references also supplied by me. I expressly authorize all employers, the Business Office, schools, companies, corporations, and law enforcement agencies to supply any and all information concerning my qualifications for employment and to verify the information given by me herein or elsewhere in the application process. In consideration for being a candidate for employment, I release Lancaster Seminary, related entities, as well as any individual or entity providing information from any and all liability in connection with inquires and investigations, information given, decisions made, or action taken concerning my employment based on such information. I further understand that I have a right to make a written request within a reasonable period of time to receive additional detailed information concerning the nature and scope of the investigation.

I also understand that no person is authorized to enter into written employment contracts on behalf of the Lancaster Seminary. I hereby acknowledge that no verbal promises or contracts are authorized by Lancaster Seminary and upon my acceptance of employment I expressly acknowledge that no such verbal promises, inducements, or verbal contracts have been made.

AT-WILL EMPLOYMENT

If hired, I understand that my employment is for no definite period of time and may be terminated at any time without any previous notice and with or without cause. In consideration of my employment, I agree to conform to the policies and procedures of Lancaster Seminary.

CERTIFICATION

I hereby certify that the information provided on this form is true and complete. I understand that any omission or false or misleading information provided on this form, my resume or in other aspects of the employment process may result in termination of my employment and/or personal liability for any damages caused by the submission of false information. A copy of this authorization shall have the same authority as the original.

_____ Date

_____ Signature