AMERICAN BAPTIST SEMINARY OF THE WEST

EMPLOYEE HANDBOOK
ON
PERSONNEL POLICIES AND PROCEDURES

By
Board of Trustees
Of the
American Baptist Seminary of the West

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Addendum
I. Introduction

Welcome to the American Baptist Seminary of the West (ABSW). This Handbook has been prepared for information and guidance to all employees – administrators, staff, and faculty. Exceptions are noted throughout for its applicability to faculty. Policies and practices set forth in this handbook are in effect at ABSW at the time of publication and subject to change. All previously issued handbooks and any inconsistent policy statements or memoranda inconsistent with this handbook are superseded. This Handbook is intended to serve as a working guide in the administration of personnel policies, procedures, and practices to ensure consistent, fair and uniform treatment of all employees; it is to ensure that ABSW conforms to applicable State and Federal laws; and it is to give a general description of employee policies and benefits at ABSW.

Proper use and understanding of the Handbook and its stated policies and procedures will help assure fair and equitable treatment of employees throughout ABSW. More than an educational institution, ABSW strives to be a community of people dedicated to the mission of the Church. It is important to the attainment of that mission that all employees find their work rewarding and satisfying.

Employment in ABSW is on an at will basis. At–will Employees may be terminated with or without cause and with or without advance notice at any time by the employee or by ABSW. Nothing in this Handbook or in any document or statement shall limit the right to terminate employment at-will. No administrator, supervisor, director, or employee of ABSW has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will. Only the President or officer of ABSW as appointed by the Board of Trustees has the authority to make any such agreement, and which is binding only if it is in writing.

This Handbook sets forth the entire agreement between employees with the exception of faculty of the American Baptist Seminary of the West (refer to Faculty Handbook) as to the duration of employment and the circumstances under which the employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Please note that this Employee Handbook (particularly sections reflecting State and Federal Labor Laws), applies to both Staff and Faculty. However, the conditions of Faculty employment differ in several significant ways from those described here. The Faculty Handbook details the contractual agreement between the Seminary and Faculty members. Where there are differences between the Employee Handbook and the Faculty Handbook, the provisions of the Faculty Handbook supersede those of the Employee Handbook for Faculty members.
II. Administration of Personnel Policies

The Board of Trustees reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this Handbook or in any other document, except for the policy of at-will employment. Any such changes will be written, approved by the Board of Trustees, and distributed to all employees. No oral statements or representations can in any way change or alter the provisions of this Handbook. The President, through Department Heads and other Administrators, is responsible for administration of those policies and accompanying procedures. The Handbook applies to all employees, but excludes "work study" students as well as temporary employees. Questions of interpretation of personnel policy will be referred to the Chief Financial Officer, who is Personnel Officer for the Seminary.

III. Personnel Management.

The Personnel Officer is responsible for the administration of all staff personnel procedures and records. Personnel records are filed in the Business Office. The Personnel Officer works closely with Administration and Department Heads regarding all personnel matters, including hiring of new staff, salaries, benefits, job descriptions, evaluations, adherence to rules, working conditions, and so forth. The Personnel Officer will maintain a personnel file for each individual employed by the Seminary, to contain the following items:

1. Letter of employment and any subsequent modifications to that agreement, with employee’s signature to indicate acceptance of conditions of employment.

2. Employee’s Withholding Allowance Certificate (i.e. IRS Form W-4).

3. Current and all prior position descriptions.

4. Copies of all official transactions involving pay and benefits including wage attachments or garnishment notices.

5. Copies of all annual performance evaluations, signed by employee and supervisor.

6. Test results associated with job (i.e. Title IX training, preventing harassment, etc.)

7. Written record of any additional training or corrective measures necessary for continued employment in the Seminary, signed by the employee and supervisor.

8. Records of utilization of all forms of leave and vacation.

9. Notice of layoff, warnings, discipline or termination.


12. Signed acknowledgement of receipt of ABSW policies.

13. Copies of any correspondence or other materials that relate to an employee’s record of accomplishments, such as laudatory letters from third parties, news items, and so forth.

An employee has the right to inspect certain documents in his/her personnel file, as provided by law, in the presence of an ABSW representative at a mutually convenient time. No copies of documents in the file may be made, with the exception of documents that an employee has previously signed. An employee may add his/her comments to any disputed item in the file.

ABSW will restrict disclosure of an employee’s personnel file to authorized individuals within ABSW. Any request for information contained in personnel files must be directed to the Personnel Officer. Only the Personnel Officer is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited. ABSW, however, will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations and as otherwise legally required.

IV. Employment

A. Working Environment

1. Equal Employment Opportunity (Non-Discrimination Statement). ABSW is an equal opportunity employer and makes employment decisions on the basis of merit and prohibits discrimination or harassment. Race, color, national origin, ancestry, sex, gender, gender identification or expression, sexual orientation, disability, age, religion, medical condition, veteran status, marital status or any other characteristic protected under law.

ABSW is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved with the operations of ABSW and prohibits unlawful discrimination by any employee of ABSW, including supervisors and co-workers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, ABSW will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the appropriate supervisor and request such accommodation. The individual with the disability should specify what
accommodation he or she needs to perform the job. ABSW then will conduct an investigation to identify the circumstances that make it difficult for the applicant or employee to have equal opportunity to perform his or her job. ABSW will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose undue hardship, ABSW will make the accommodation.

2. **Unlawful Harassment.** ABSW is committed to providing a work environment free of unlawful harassment. ABSW policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, or local law or ordinance or regulation. All such harassment is unlawful. ABSW’s anti-harassment policy applies to all persons involved in the operation of ABSW and prohibits unlawful harassment by any employee of ABSW, including supervisors and coworkers. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited unlawful harassment can include, but is not limited to, the following behavior:

- **a.** Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;

- **b.** Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures;

- **c.** Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis;

- **d.** Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and

- **e.** Retaliation for reporting or threatening to report harassment.

If an employee believes that he/she has been unlawfully harassed, a written complaint should be submitted to his/her supervisor, other supervisor, the President, or the Personnel Officer as soon as possible after the incident. The complaint should include details of the incident or incidents, names of the individuals involved, and names of any witnesses. Supervisors will refer all harassment complaints to the personnel office, or the President. An effective, thorough, and objective investigation of the harassment allegations will take place.
If ABSW determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by ABSW to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. ABSW will not retaliate against an employee for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

ABSW encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. Be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing will investigate and prosecute complaints of prohibited harassment in employment. If an employee thinks he/she has been harassed or that he/she has been retaliated against for resisting or complaining, the employee may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.

3. **Drugs and Alcohol.** The Seminary is committed to maintaining a community in which students, faculty, and staff can work together in an atmosphere free from drugs and alcohol. Unlawful possession, manufacture, use, dispensation, or distribution of illicit drugs and alcohol by employees of ABSW is prohibited on ABSW or any GTU member school properties or anywhere as any part of any ABSW or GTU member school activities. ABSW is required to impose sanctions, up to and including the dismissal, of any employees engaged in the abuse of alcohol or the unlawful possession, use, or distribution of illicit drugs while on ABSW or member school premises. Any employee involved in such illegal activity is subject to legal sanctions under local, State, and Federal laws. As a condition of employment in ABSW, any employee will notify ABSW of any criminal drug statute conviction occurring while employed at ABSW no later than five days after such conviction. An employee of ABSW who engages in conduct prohibited by this policy may be subject to immediate termination of employment. ABSW prohibits use of alcohol on its campus for school events or functions.

Employees who qualify under California Proposition 215 to use marijuana for medical purposes are not permitted to possess, store, provide, or use the marijuana on any ABSW owned or controlled property, including, but not limited to academic buildings, student housing and residences, parking lots, library and offices or during any ABSW sanctioned activity regardless of location. Failure to follow this policy may result in termination of employment in addition to prosecution by police authorities.

For additional details, see ABSW Policy Statement on Drug Free Campus and Workplace, issued separately.

4. **Smoking.** Smoking is not allowed in any enclosed area of the campus including Seminary owned apartments.
B. **Hours and Times of Work.** Normal work day is from 8:30 A.M. to 5:00 P.M. Monday through Thursday and 8:30 A.M. to 4:00 P.M. on Friday, with one hour for lunch. Time and attendance records are maintained in the Business Office. “Flex-time” arrangements or other exceptions to normal work hours and times must be approved by the employee’s supervisor and the President.

C. **Categories of Employment**

1. **Regular Employee.** Regular employees are those who are hired to work on a regular schedule (non-student, non-temporary and non-faculty). Regular employees may be classified as full-time or part-time. Regular employees who work 20 or more hours per week are entitled to receive the benefits described in the benefits section of this handbook on a pro-rated basis.

2. **Full-time Employees.** Regular full-time employees are those who are scheduled for and do work 36.5 hours per week.

3. **Part-time Employees.** Part-time employees who work fewer than 30 hours per week or student employees are not entitled to benefits unless stipulated otherwise in this Handbook or by Federal, State, or Local laws.

4. **Temporary Employees.** Temporary employees are those employed for short-term assignments. Short-term assignments generally are periods of three months or fewer; however, such assignments may be extended. Temporary employees are not eligible for employee benefits except those mandated by applicable law.

5. **New Hires.** Introductory Period. The first 60 days of continuous employment at ABSW is considered an introductory period. During this time an employee will learn his/her responsibilities, get acquainted with fellow employees, and determine whether or not he/she is happy with his/her job. The employee’s supervisor will closely monitor the employee’s performance.

6. **Administrators** are defined as the President, Chief Financial Officer, and Academic Dean. Additional administrators may be appointed by President in consultation with the Personnel Committee and as determined by job responsibilities and requirements. Upon completion of the introductory period, ABSW will review the employee’s performance. If ABSW finds the performance satisfactory and decides to continue the employee’s employment, it will advise the employee of any improvements expected from the employee’s performance. Completion of the introductory period does not entitle the employee to remain employed at ABSW for any definite period of time, but rather allows both the employee and ABSW to evaluate whether or not the employee is right for the position. After completion of the introductory period, eligible employees will receive the benefits described in this handbook.
D. Promotions and Transfer Procedures. Faculty will follow the procedure as outlined in the Faculty Handbook. All other employees will follow the procedure as follows. When a position becomes available, notice of the vacancy, providing detailed information concerning the vacancy, will be posted in a public place for all Seminary employees to observe. Any employee who is interested in a position may apply to the Personnel Officer. Qualifications of each applicant will be reviewed carefully in order to fill each job vacancy with the best available candidate. To be considered for lateral or promotional transfer, an employee must meet the following criteria:

1. Possess minimum skills necessary to perform the duties of the position, as established in the job description.

2. Have established a performance record in the Seminary which can be evaluated for the following elements:
   a. Work history and performance
   b. Attendance
   c. Educational background
   d. Aptitude for or familiarity with the required duties of the vacant position

E. Salary. Salary adjustments are not automatic and are subject to recommendation by appropriate supervisors, based upon consideration of performance, cost of living, budgetary constraints, and the level of the position involved. Federal and State taxes will be withheld based on the number of exemptions reported by each employee on Withholding Exemption Certificate (IRS Form W-4).

F. Exempt and Non-Exempt Employees. Executive, administrative, and professional employees are exempt from the wage and overtime requirements of the Federal Wage and Hour Law. To be classified in either the exempt or non-exempt group, each position will be evaluated using criteria established by law. The Personnel Officer will so classify each position in the Seminary and will review such classifications periodically and when questions arise. All non-exempt employees must be paid in compliance with the wage and overtime provisions of the law.

G. Overtime Pay. At ABSW we do not encourage overtime.

Only non-exempt employees are eligible to receive overtime pay. All overtime pay must be approved in advance by the supervisor who schedules the overtime work, the Chief Financial Officer, and the President. ABSW will pay for approved overtime work by non-exempt employees in accordance with state and federal laws.

Compensatory time off may be requested by the employee in lieu of being paid for overtime, subject to the requirements of federal and state laws.

H. Absence or Tardiness. If it becomes necessary for an employee to be absent or tardy, the employee shall notify the appropriate supervisor as soon as is possible. In most cases,
such notification should be given before the absence or tardiness so that work can be
scheduled to allow continued normal operations of the Seminary. In cases of absence of
more than one day, the employee shall maintain daily communications with the
supervisor.

I. **Pay Periods.** Pay checks for all employees normally will be distributed on the 15th and
last day of each month, unless such days fall on Saturday, Sunday, or a scheduled
holiday, in which case pay checks will be distributed on the last working day preceding
the normal payday. Time cards for employees paid by the hour must be in the Business
Office by 10:00 A.M. of the second day preceding each scheduled payday.

J. **Advances.** ABSW does not permit advances against paychecks, credit cards or against
accrued vacation.

K. **Automatic Payroll Deposits.** ABSW offers automatic payroll deposit for employees.
An employee may begin and stop automatic payroll deposit at any time. To begin
automatic payroll deposit, an employee must complete a form (available from the
business department) and return it to the Business Office at least 10 days before the pay
period for which he/she would like the service to begin.

To stop automatic payroll deposit, complete the form available from the payroll
department and return it to payroll at least 10 days before the pay period for which an
employee would like the service to end. The employee will receive a regular payroll
check on the first pay period after the receipt of the form, provided it is received no later
than 10 days before the end of the pay period.

L. **Tuition Discount.** Discount from normal seminary tuition charges will be granted to
seminary employees and spouses of seminary employees as follows:

1. Full-time degree students who are spouses of full-time, regular employees: 50
   percent.

2. Part-time degree students who are spouses of full-time, regular employees: 25
   percent.

3. Non-degree students who are spouses of full-time employees: 25 percent.

4. Full-time employees wanting academic credit: 70 percent. (Participation during
   normal working hours is permitted only upon approval of Administration.
   Arrangements must be made in advance to make up the hours missed or
   compensation must be adjusted proportionately.)

5. Full-time employees who audit a course: no charge. Provisions regarding advance
   approval as set forth in paragraph 4 above apply.
6. Unmarried dependent children of full-time Seminary employees: as specified in paragraphs 1, 2, or 3 above.

7. Part-time regular Seminary employees: percentage prorated from paragraph 4 or 5 above.

M. Performance Review. Except for Faculty who follow the review process in the Faculty Handbook, each employee’s performance will be reviewed annually by his/her supervisor. Reviews are normally held in June of each year. Completed evaluation form is placed in the employee file. Favorable performance evaluations do not guarantee increases in salary or promotions.

N. Additional Compensation. When not under specific ABSW assignment, compensation for extra ABSW and GTU activity belongs to the employee (such as stipends, honoraria, royalties, etc.).

V. Employee Privileges and Responsibilities.

A. Holidays. The Seminary observes the following 12 holidays:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Day
- Day before or after Christmas.

(To be determined in advance each year by Administration) When a holiday falls on Saturday, the proceeding Friday will be observed and when a holiday falls on Sunday, the following Monday will be observed. Holiday observance will be announced in advance. If a holiday falls on a day when a regular, part-time employee normally is scheduled to work, employee will be paid for the holiday.
B. Vacation

ABSW recognizes the value of rest and relaxation and strongly encourages all employees to use their vacation. A limited amount of unused vacation may be carried over to the following year. Accrual of unused vacation is capped at 10 days.

Accrued vacation time may also be used to substitute for unpaid time off (i.e. Family Care & Medical Leave), or if an employee runs out of sick leave. Vacation credit is not earned during a leave of absence.

Employees become eligible to take accrued vacation after 90 days of continuous employment with ABSW.

Vacation Accrual Schedule

1. Annual vacation with pay is earned by both full-time and regular part-time employees. When calculating vacation days earned for partial years' service, "month" will be reckoned to the nearest full month of employment.

Vacation days are earned as follows:

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<td>Per Year</td>
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<tr>
<td>0 through 3 months</td>
<td>no accrual</td>
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<tr>
<td>3 months through 4 years</td>
<td>10</td>
</tr>
<tr>
<td>5 years through 8 years</td>
<td>15</td>
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<td>9 years and more</td>
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2. Regular part-time employees are eligible for vacation benefits on a prorated basis.

3. All vacations must be scheduled in advance and may be granted only at the convenience of the Seminary. If conflicts arise between or among employees over selection of vacation dates, length of service will normally be used to resolve the conflict.

4. Upon termination of employment, terminated employees will be paid for vacation days earned but not used.

5. Vacation time may not be taken by an employee during the introductory period of employment with ABSW.

6. Employees may not take an advance against vacation not yet accrued.

7. You are required to use accrued and unused vacation before taking unpaid leave, or having unpaid absences.
C. Sick Leave. Sick leave is a form of insurance that employees accumulate in order to provide a cushion for incapacitation due to illness. It is intended to be used only when actually required to recover from illness or injury; sick leave is not for “personal” absence.

1. ABSW offers paid sick leave to regular full- and part-time employees who have completed their introductory period. After completion of introductory period, full-time employees accrue paid sick leave at the rate of one day per month.

2. Regular part-time employees who work 30 or more hours a week and have successfully completed their introductory period shall earn sick leave on a prorated basis.

3. Sick leave not used in one year may be accumulated to a maximum of 90 days.

4. Each employee will immediately notify the employee's supervisor of absence caused by illness. Seminary reserves the right to request proof of physical condition to justify use of sick leave.

5. Time off for medical and dental appointments will be treated as sick leave.

6. The Seminary will make no cash payments for unused sick leave.

7. Employees may use up to one-half of their yearly sick leave accrual to attend to a child, parent, spouse who is ill. Leave for this purpose may not be taken until it has actually accrued.

8. For purposes of sick leave use, a “child” is defined as a biological, foster, or adopted child; stepchild; grandchild, or a legal ward.

9. A “parent” is your biological, foster, or adoptive parent; stepparent, in-law, or legal guardian.

10. A “spouse” is your legal spouse according to the laws of California.

11. All conditions and restrictions placed on an employee’s use of sick leave apply also to sick leave used for care of a child, parent, or spouse.

12. You are required to take accrued and unused paid leave before taking unpaid leave or having unpaid absences.

13. Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by worker’s compensation insurance. However, worker’s compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or
injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued and unused sick leave, the additional absences from work will be paid with the use of sick leave.

If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation/paid time off for further absences from work, related to your illness or injury.

14. Sick Leave for Temporary Employees including Students
   a. Temporary employees, part-time employees (less than 20-30 hours a week) and students who work more than 30 days per year will be allowed up to 3 days (24 hours) of paid sick leave per calendar year.
   b. Paid sick leave will accrue at the rate of 1 hour for every 30 hours worked.
   c. New employees will not be entitled to use paid sick leave until their 91st day of employment.
   d. Paid sick leave may be accumulated up to a maximum of 6 days at which time accrual will cease.
   e. Accrued paid sick leave does not expire.
   f. The Seminary will make no cash payments for unused paid sick leave.
   g. Paid sick leave for temporary or student employees may be used for personal leave with supervisor approval.
   h. Temporary, part-time and student employees who leave ABSW employment and are rehired within 12 months may reclaim accrued sick leave.

D. Maternity/Paternity Leave. Maternity/paternity leave of three weeks at full compensation will be granted a regular full-time employee who has completed at least six months of full time, regular employment. Accrued vacation and sick leave also may be used, to a maximum period of eight (8) weeks. During maternity/paternity leave all other benefits will continue. If absence for maternity/paternity extends beyond 8 weeks, the employee may request leave of absence without pay (see paragraph V-H.) Extensions beyond 3 months must be approved in writing by the President or the position will be considered vacant.

E. Pregnancy Leave. Pregnancy, childbirth, or related medical conditions will be eligible for temporary disability benefits in the same amount and degree as any other employee on leave. Any female employee planning to take pregnancy disability leave should advise the personnel department as early as possible. The individual should make an appointment with the personnel manager to discuss the following conditions:
1. Employees who need to take pregnancy disability must inform ABSW when a leave is expected to begin and how long it will likely last. If the need for a leave or transfer is foreseeable, employees must provide notification at least 30 days before the pregnancy disability leave or transfer is to begin. Employees must consult with the personnel manager regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Seminary. Any such scheduling is subject to the approval of the employee’s health care provider. If 30 days’ advance notice is not possible, notice must be given as soon as practical;

2. Upon the request of an employee and recommendation of the employee’s physician, the employee’s work assignment may be changed if necessary to protect the health and safety of the employee and her child;

3. Requests for transfers of job duties will be reasonably accommodated if the job and security rights of others are not breached;

4. Temporary transfers due to health considerations will be granted when possible. However, the transferred employee will receive the pay that accompanies the job, as is the case with any other temporary transfer due to temporary health reasons;

5. Pregnancy leave usually begins when ordered by the employee’s physician. The employee must provide ABSW with a certification from a health care provider. The certification indicating disability should contain:
   a. The date on which the employee became disabled due to pregnancy;
   b. The probable duration of the period or periods of disability; and
   c. A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.

6. Leave returns will be allowed only when the employee’s physician sends a release;

7. An employee will be required to use accrued sick time (if otherwise eligible to take the time) during a pregnancy disability leave. An employee will be allowed to use accrued vacation or personal time (if otherwise eligible to take the time) during a pregnancy disability leave; and

8. Duration of the leave will be determined by the advice of the employee’s physician, but employees disabled by pregnancy may take up to four months. Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee’s pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.

Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of two weeks.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or to an equivalent position, if
available. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

F. Medical, Dental, and Legal Appointments. Time off from work may be granted for medical, dental, legal, and other urgent personal appointments. Time off for medical and dental appointments will be treated as sick leave. When possible, appointments should be scheduled near the end of the work day. Arrangements to make up lost work time not treated as sick leave must be made in advance with the appropriate supervisor.

G. Bereavement Leave. Bereavement leave to arrange/or attend funeral and related services will be granted as compensatory time to regular full-time employees in the amount of three days per year in the event of the death of a spouse, mother, father, legal guardian(s), daughter, son, sister, brother, mother- or father-in law, grandchild, or grandparent. Bereavement leave will be subject to approval by the appropriate supervisor.

H. Jury Duty or Witness Leave. An employee will be granted time off from work to serve when summoned as juror. The employee will present the court summons to the supervisor for examination. Time off for jury duty will be at full compensation. The employee is required to turn over to the Seminary all daily fees received from the court for such service. If the amount of the daily fees is greater than the employee's compensation from the Seminary, the Seminary will remit the excess amount to the employee.

I. Leave of Absence. ABSW may grant leaves of absence to employees in certain circumstances. Request any leave in writing as far in advance as possible. An employee should keep in touch with his/her supervisor or the Personnel Officer during his/her leave, and give prompt notice of any change in his/her anticipated return date. If the leave expires and the employee fails to return to work without contacting his/her supervisor or the Personnel Officer, ABSW will assume that the employee did not plan to return and that employment has been terminated. Upon return from a leave of absence an employee will resume all aspects of his/her employment status that existed prior to the start of the leave. The President will approve all requests via the appropriate supervisors and Department Heads. No compensation of any kind, including vacation and sick leave or medical, dental, and retirement benefits will be earned during a leave of absence. Medical, dental, and retirement benefits may be continued at employee’s expense under the provisions of COBRA of 1985. The Personnel Officer can give the employee additional information.

J. Time Off for Voting. If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote not to exceed two hours. The time off will be without loss of pay. When possible, an employee requesting time off to vote shall give his or her supervisor at least two days notice.
K. School Activities. ABSW is supportive of working parents and allows employees who are parents, legal guardians, or grandparents having custody of one or more children in pre-school, kindergarten or grades one to twelve may take time off for a school activity. The absence is subject to all of the following conditions:

1. The time off for school activity participation cannot exceed eight hours in any calendar month, or a total of 40 work hours per school year.

2. Time off must be scheduled with the employee’s supervisor in advance.

3. Time may be taken as unpaid, accrued sick leave or vacation leave.

If employee who is parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his/her supervisor as soon as possible before leaving work. In agreement with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

L. Grievance Procedure. Employees may officially grieve any personal action taken toward the employee by the Seminary, including termination or discharge, or any application to the employee of personnel policies and procedures, or any working condition which applies to the employee and which the employee believes to be unfair. Grievance procedures will adhere to the following route:

1. Employee will report the grievance to employee's immediate supervisor and will meet with the supervisor within 30 days of the event which caused the grievance. The supervisor will make every effort to resolve the grievance to the satisfaction of all concerned at that time. If the grievance involves the employee’s supervisor, go to step 2.

2. If grievance is not resolved in step 1, employee may appeal in writing to the Personnel Officer within five (5) working days. The Personnel Officer will investigate the grievance and attempt to resolve the grievance.

3. If grievance is not resolved in step 2, the Personnel Officer will schedule a grievance hearing with the President within five (5) working days of conclusion of step 2.

4. If resolution is not achieved in step 3, the President will schedule a grievance hearing before the Personnel Committee of the Board of Trustees as soon as possible. The Personnel Committee is vested with the authority to make final disposition of the grievance.
VI. Insurance and Retirement Benefits.

A. Workers’ Compensation Insurance. In accordance with state law, all employees will be covered by Workers' Compensation Insurance for injuries on the job. The worker’s compensation benefits provided to injured employees may include:

1. Medical care
2. Cash benefits, tax free, to replace lost wages; and
3. Assistance to help qualified injured employees return to suitable employment.

To ensure that an employee receives any workers’ compensation benefits to which he/she may be entitled, the employee will need to:

1. Report all such injuries to the Business Office as soon as possible and in no case later than 24 hours after the injury.
2. Seek medical treatment and follow-up care if required;
3. Complete a written Employee’s Claim for Workers Compensation Benefits (DWC Form 1) and return it to the Business Office; and
4. Provide ABSW with a certification from your health care provider regarding the need for workers’ compensation disability leave, as well as his/her eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers’ compensation leave, the employee under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers’ compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers’ compensation leave would have been laid off had he/she not gone on leave, or if the employee’s position has been eliminated or if it has been filled in order to avoid undermining ABSW’s ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee’s return depends on his or her qualifications for any existing openings. If, after returning from a worker’s compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, ABSW’s obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.
B. Medical Insurance.

1. Medical insurance will be offered for regular employees who work 30 hours or more by the Seminary in accordance with the Affordable Care Act. The Seminary will not reimburse employees and/or dependents that choose not to be covered on the Seminary’s medical plan(s). Faculty agreements regarding reimbursement for medical plans made prior to July 1, 2015 will be grandfathered.

2. When two or more plans are offered, ABSW will provide medical coverage for employee up to the lesser of the medical options. If an employee selects the higher medical plan with the higher premium, the employee will pay the difference between the two plans.

3. After January 2009, ABSW will not pay dependent coverage for new hires.

4. Employees will apply for coverage as soon as possible after beginning employment but by the insurer's rules, coverage will not commence until the first day of the month contingent with or next following the completion of introductory period.

C. Dental Insurance.

1. Dental insurance will be offered for regular employees who work 30 hours or more by the Seminary.

2. After January 2009, ABSW will not pay dependent coverage for new hires.

3. Employees will apply for coverage as soon as possible after beginning employment but by the insurer's rules, coverage will not commence until the first day of the month contingent with or next following the completion of introductory period.

D. Retirement, Disability and Death Benefits. Full-time (work at least 36.5 hours/week) non faculty employees will become eligible for retirement benefits after one year of employment. Seminary will pay one-half the premium of employees with employment of one year, three-fourths (3/4) of the premium for employees with employment of two years, and the entire premium for employees with employment of three or more years.

E. Travel Insurance. Employees who travel on official Seminary business will be covered by accidental death and dismemberment insurance carried by the Seminary.

VII. Termination of Employment.

A. Voluntary. Voluntary resignation results when an employee voluntarily quits his/her employment at ABSW, or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, his/her supervisor. It is expected that
employees will give the Seminary two weeks written notice. Final compensation payment will include vacation earned but not taken. All Seminary-owned property, including vehicles, keys, computers and credit cards, must be returned immediately upon termination of employment.

B. Reduction in Employee Workforce. Under some circumstances, ABSW may need to restructure or reduce its workforce. If restructuring the seminary’s operations or reducing the number of employees becomes necessary, ABSW will attempt to provide advance notice to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

C. Dismissal. Violation of ABSW policies and rules may warrant disciplinary action. ABSW generally will use a system of progressive discipline that includes oral warnings, written warnings, and suspension.

D. Immediate Dismissal. The following actions are cause for immediate dismissal without notice:

1. Insubordination or failure to comply with Seminary policies or the direct, lawful order of a supervisor.

2. Gross neglect of duty.

3. Habitual absence or tardiness following reasonable counseling by the supervisor.

4. Dishonesty.

5. Deliberate misuse of Seminary property.

6. Conduct detrimental to the well-being of the Seminary community.

7. Absence from work without approval.

8. Harassment behavior of other employees, students, or any member of the Seminary community or the public.

9. Illicit use of or condoning the illicit use of drugs or alcohol.

VIII. Miscellaneous Benefits and Regulations.

A. Parking. The Seminary will attempt to assign parking places to all regular employees. The limited number of spaces will be assigned in the following order of priority:
Administration, Faculty, Staff, and Students. If spaces are not available to satisfy all requests, date of application will determine priority for Staff and Students.

B. Security. Security of Seminary property and safety of all who have business in the Seminary are the responsibilities of everyone: Administration, Faculty, Staff, and Students. An employee who is issued keys or is assigned responsibilities for files, records, or working areas is expected to exercise vigilance and to maintain the security and integrity of same and to return all keys upon termination of employment.

Employees should not leave personal belongings of value in the workplace. Employee should secure his/her desk or office at the end of the day. When called away from the work area for an extended length of time, employee should not leave valuable and/or personal articles in or around his/her workstation that may be accessible. No personal locks are allowed unless the employee furnishes a copy of the key or the combination to the lock to the Personnel Officer.

Terminated employees should remove any personal items at the time they leave ABSW. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee’s termination.

Beware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to security personnel. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. An employee should immediately notify his/her supervisor or maintenance team when unknown persons are acting in a suspicious manner in or around the facilities, or when keys or security passes are missing.

C. Safety. All employees are responsible for their own safety, as well as that of others in the workplace. To help maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses to his/her supervisor. In compliance with California law, and to promote the concept of a safe workplace, ABSW maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees in the Business Office.

D. Seminary Property. All employees will be expected to protect Seminary property to the best of their ability. Seminary property, including any and all equipment and supplies, will not be borrowed for personal use, loaned to others for personal use, given away, or in any way misappropriated.

ABSW uses various forms of electronic communication including, but not limited to computers, e-mail, telephones, and Internet. All electronic communications, including all software, databases, hardware, and digital files, remain the sole property of ABSW and are to be used only for ABSW business and not for any personal use.
ABSW may periodically need to assign and/or change “passwords” and personal codes for voicemail, e-mail, and computers. These communication technologies and related storage media and databases are to be used only for ABSW business and remain the property of ABSW. ABSW reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system.

Electronic communication and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against ABSW policy, or not in the best interest of ABSW.

Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline and/or immediate termination.

Personal passwords may be used for purposes of security. ABSW will, however, override all personal passwords if necessary for any reason.

ABSW reserves the right to access and review electronic files, messages, mail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of ABSW policy or any law occurs.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by ABSW management.

No employee may install or use anonymous e-mail transmission programs or encryption of e-mail communications, except as specifically authorized by the President or Vice President.

Employees who use devices on which information may be received and/or stored, including but not limited to cell phones, cordless phones, portable computers, fax machines, and voice mail communications are required to use these methods in strict compliance with the trade secrets and confidential communication policy established by ABSW. Except for such uses, these communications tools should not be used for communicating confidential or sensitive information.

Access to the Internet, websites, and other types of ABSW-paid computer access are to be used for ABSW-related business only. Any information about ABSW, its programs or services, or other types of information that will appear in the electronic media about ABSW must be approved by President or Vice President before the information is placed on an electronic information resource that is accessible to others.

Questions about access to electronic communications or issues relating to security should be addressed to the Vice President.

E. **Seminary Vehicles.** Employees who drive vehicles for the seminary must follow the “Use of Motor Vehicles” policy as established by the Graduate Theological Union.
Writing, sending, or reading text-based communication – including text messaging, instant messaging, and e-mail – on a wireless device or cell phone while driving is prohibited and is in violation of state law.

F. Confidentiality. All employees will protect the confidentiality of information in their custody and will not divulge any such information to anyone not officially designated as a proper recipient of such information.

G. Personal Business. Employees are to conduct only ABSW business while at work. Employees may not conduct personal business or business for another employer unless approved by their supervisor.

H. Other Employment: While employed by ABSW, employees are expected to devote their energies to their jobs with the Seminary. The following types of employment elsewhere are prohibited:

1. Additional employment that conflicts with an employee’s work schedule, duties, and responsibilities at ABSW;

2. Additional employment that creates a conflict of interest or is incompatible with the employee's position with ABSW;

3. Additional employment that impairs or has a detrimental effect on the employee’s work performance with ABSW; and

4. Additional employment that requires the employee to conduct work or related activities on Seminary property during the employer's working hours or using Seminary facilities and/or equipment.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to the President explaining the details of the additional employment. If the additional employment is authorized, ABSW assumes no responsibility for it. ABSW shall not provide workers’ compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

I. Changes of Address and Telephone Number. Every employee will have on file with the Personnel Officer a current address and telephone number.

J. Community Relations. Good relations with the community are vital to the success of Seminary's mission. Employees are expected to conduct themselves in contacts with students, faculty, visitors, and the public so as to create good will toward the Seminary.
K. Chapel. Every employee has the privilege of attending weekly chapel service on campus. If the chapel service is during an employee’s regular work hours, the employee will be allowed to attend without loss of pay.

L. Media Contacts. Employees may be approached for interviews or comments by the news media. Only contact people designated by the President may comment to news reporters on ABSW’s policies, events, or other issues relevant to ABSW.

M. Telephone Service. Employees will limit personal use of Seminary telephones to a minimum. Each employee will maintain a log of personal calls and will reimburse the Seminary promptly for such calls.

N. Photocopying. Photocopy equipment is for Seminary business. Employees will limit personal use of photocopy equipment to a minimum so as not to interfere with normal Seminary use of photocopy machines, and will reimburse the Seminary immediately for the cost per copy established by the Business Office.

O. Copyrighted Material. Employees who use copyrighted material of any sort will be guided by Seminary's policy regarding such use. Illegal use of copyrighted material may be cause for termination of employment.

P. Final Word. Every employee is encouraged to review this Handbook and to bring questions or suggestions for improvement to the Personnel Officer. Every employee is expected to keep a copy of this handbook readily available for reference.
Addendum:

The following is a list of Seminary policies that may be found on the Seminary website. Copies may also be obtained through the Business Office. Employees are expected to read and understand all policies of the Seminary. This list is not exhaustive of all seminary polices. ABSW may modify or rescind any policies or practices described in these policy statements at any time without prior notice to employee.

- Student Sexual Misconduct Policy (Title IX)
- Drug Free Campus and Workplace
- Policy on Possession of Firearms
- Whistleblower Policy
- Building Emergency Plan (Hobart Hall)
- Annual Campus Crime and Safety Report (Clery)