



# **American Baptist College**

# **Employee Handbook**

**1800 Baptist World Center Drive**

**Nashville, TN 37207**

**615.256.1463**

**[www.abcnash.edu](http://www.abcnash.edu)**

## WELCOME TO AMERICAN BAPTIST COLLEGE

We are pleased to have you join the great group of people who have made American Baptist College (ABC) the successful college that it is today. American Baptist College views each of its employees as a valued asset in the operation of the college. We strive to make our ABC the best possible place to work. Your efforts and team spirit will contribute to help all of us achieve this goal.

ABC's commitment to quality is a basic blueprint for producing outstanding service. Together, you and ABC will meet future challenges and opportunities. We have an investment in each other.

In return, for your investment of time and talent, ABC offers you a fair and equitable wage and a comparable benefits package. Our Handbook is designed to help you understand the benefits available to you as an employee. In addition, this Handbook provides as a general reference guide to the policies and procedures of the ABC and applies to all faculty, staff, volunteers and contract workers.

As you use this Handbook, you may have questions. If so, our Human Resource Committee will be glad to help you.

For simplicity of terminology, American Baptist College will be referred to as ABC, or "the College", and are interchangeable in this document.

## TEAMWORK AT AMERICAN BAPTIST COLLEGE

Teamwork is the foundation of the success of ABC. All employees are strongly encouraged to share ideas and suggestions to improve ABC's effectiveness and quality of work life. You should commit to excellence when you join the ABC team. This team effort maximizes the quality of our services, minimizes costs and allows you to have satisfaction with your accomplishments.

Again, we welcome you to ABC and wish you every success!

Dr. Forrest E. Harris, Sr., President
Richard E. Jackson, J.D., Executive Vice President
Phyllis Hildreth, J.D., Vice President for Institutional Strategy and Chief of Staff
Phyllis Qualls, Ph.D., Vice President for Institutional Advancement, Marketing and Communications
Febbie Dickerson, Ph.D., Vice President for Academic Affairs

## Contents

<b>INTRODUCTION</b> .....	1
<b>ABOUT THE COLLEGE</b> .....	2
<b>Mission Statement</b> .....	2
<b>Vision Statement</b> .....	2
<b>Legal Organizational Identity</b> .....	2
<b>Location</b> .....	2
<b>Affiliation</b> .....	2
<b>Governance</b> .....	2
<b>General Compliance Statement</b> .....	3
<b>Discrimination and Harassment Prohibited</b> .....	3
<b>Free Speech</b> .....	4
<b>Individuals with Disabilities</b> .....	4
<b>Confidentiality Statement</b> .....	4
<b>Employee Records and Information</b> .....	5
<b>Personnel Files</b> .....	5
<b>Reviewing Personnel Files</b> .....	5
<b>Disclosure of Information to Third Parties</b> .....	5
<b>Court-Ordered Disclosure of Information</b> .....	5
<b>Drug and Alcohol-Free Workplace</b> .....	5
<b>Medical Privacy Act</b> .....	7
<b>Employee Grievance and Complaint Procedures and Policies</b> .....	7
<b>Definition of Sexual Harassment</b> .....	7
<b>Other Grievances and Complaints</b> .....	8
<b>Code of Conduct</b> .....	9
<b>Conflict of Interest</b> .....	9
<b>Media Contact</b> .....	9
<b>Equal Employment Opportunity</b> .....	9
<b>New Hire Requirments/Onboarding Requirements</b> .....	10
<b>Employment Eligibility Verification</b> .....	11
<b>Reference Checks</b> .....	11
<b>Background Checks</b> .....	11
<b>Outside Employment</b> .....	11

Rehiring of Former Employees .....	11
Work Force Reduction.....	12
Employment of Relatives .....	12
<b>EMPLOYMENT STATUS .....</b>	<b>13</b>
Employee Status .....	13
<b>EMPLOYEE BENEFITS .....</b>	<b>14</b>
Benefit Eligibility.....	14
Health Insurance Benefits .....	14
Vacation .....	14
Sick Days.....	15
Holiday Pay.....	16
Retirement Benefit .....	17
Life Insurance Coverage.....	17
Health Care Portability .....	17
Family Medical Leave of Absence (FMLA) .....	17
Eligibility .....	17
Serious Health Condition.....	18
Employees Duty to Provide Advance Notice.....	19
Pay, Benefits, and Reinstatement.....	19
Intermittent or Reduced Work Schedule Leave .....	20
Extension of Family-Medical Leave.....	20
Other Employment.....	21
Election of Measuring Backward Method .....	21
<b>ATTENDANCE AND LEAVE OF ABSENCE .....</b>	<b>21</b>
Personal Leave of Absence .....	22
ADA Leave.....	22
Military Leave of Absence.....	22
Jury Duty .....	23
Witness Leave.....	23
Bereavement Days.....	24
Time off for Voting.....	24
Tuition Reimbursement.....	24
Growth & Professional Development/Off-Campus Seminars/Meetings .....	24

<b>Dues for Professional Organizations .....</b>	<b>25</b>
<b>Travel Expenses.....</b>	<b>25</b>
<b>Unanticipated Interruptions to Normal Work Operations .....</b>	<b>25</b>
<b>Worker’s Compensation.....</b>	<b>25</b>
<b>Unemployment Insurance.....</b>	<b>26</b>
<b>TIME AND WAGES.....</b>	<b>26</b>
<b>Office Hours.....</b>	<b>26</b>
<b>Meal Periods .....</b>	<b>26</b>
<b>Overtime.....</b>	<b>26</b>
<b>Non-Exempt Status .....</b>	<b>26</b>
<b>Exempt Staff Payroll Deductions.....</b>	<b>27</b>
<b>Timekeeping.....</b>	<b>27</b>
<b>Name Changes .....</b>	<b>27</b>
<b>Pay Periods and Payday .....</b>	<b>27</b>
<b>Payroll Deductions .....</b>	<b>27</b>
<b>Attendance .....</b>	<b>28</b>
<b>Performance Appraisals .....</b>	<b>28</b>
<b>LEAVING COLLEGE EMPLOYMENT .....</b>	<b>29</b>
<b>Voluntary Separation.....</b>	<b>29</b>
<b>Retirement .....</b>	<b>29</b>
<b>Involuntary Separation.....</b>	<b>29</b>
<b>STANDARDS WE LIVE BY.....</b>	<b>29</b>
<b>Good Housekeeping .....</b>	<b>30</b>
<b>Language.....</b>	<b>30</b>
<b>Personal Telephone Calls.....</b>	<b>30</b>
<b>Solicitation .....</b>	<b>30</b>
<b>Smoking and the use of tobacco products.....</b>	<b>30</b>
<b>Security.....</b>	<b>31</b>
<b>Electronic Information and Communication Policy .....</b>	<b>31</b>
<b>Gifts, Conflict of Interest and Bribes .....</b>	<b>32</b>
<b>Dress Code .....</b>	<b>32</b>
<b>Use of Personal Vehicles .....</b>	<b>32</b>
<b>Use of College owned or rented vehicles .....</b>	<b>33</b>

**Cellular Telephone Usage While Driving..... 33**  
**RULES OF CONDUCT..... 33**  
**OPEN-DOOR POLICY..... 33**  
**HEALTH AND SAFETY..... 34**  
**IF WE LEFT ANYTHING OUT ..... 36**  
**A FINAL WORD..... 36**  
**ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK AND AGREEMENT TO  
CONDITIONS OF EMPLOYMENT ..... 37**

# INTRODUCTION

To ensure American Baptist College's success in accomplishing its mission, this handbook has been prepared to provide you with a basic understanding of the college's mission, vision, employment policies, benefits, general information about the College's operations, and your responsibilities as an employee. It was prepared to make you aware of what you can expect from American Baptist College – and what the college will expect from you. The information provided in this handbook applies to all full-time, part-time and contract employees.

Please understand that this handbook only highlights the College's policies, practices, and benefits for your personal education and therefore cannot be construed as an enforceable or binding contract for a definite term or terminable only for cause.

## **THIS HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT.**

No employee of ABC has the authority to enter into a written or oral contract that is contrary to the "at-will" employment relationship with any employee. Nothing contained in this handbook is intended to alter this fact. ABC will recognize only written contracts of employment executed by the President of ABC.

ABC is an "at-will" employer. What this means is that both the College and the Employee are free to terminate the employment relationship at any time, with or without notice, with or without cause and that your employment is for no specified period of time.

The College is responsible for managing its business. To fulfill that responsibility, the College must maintain its options to exercise when the occasion warrants. Circumstances will require that policies, practices, and benefits described in this handbook change from time to time. Consequently, the College has the right to amend, supplement or rescind any provisions of this handbook, as it deems appropriate at its sole and absolute discretion. All changes will be issued in writing to each employee.

This version of the Employee Handbook replaces all previous versions of the Employee Handbook or printed policies.

# ABOUT THE COLLEGE

## **Mission Statement**

The mission of American Baptist College, a Historically Black College with a liberal arts emphasis, is to educate, graduate, and prepare diverse students for Christian leadership, service, and social justice in the world.

## **Vision Statement**

The vision of ABC, a historically black college, founded in 1924 by black and white Baptists, is to provide educational opportunities for gifted students who have limited academic experiences and resources but unlimited potential for leadership in society. The school continues today firmly rooted in its historic purpose to promote higher education through a Christ-centered vision of the world for underserved students. This commitment entails the education of persons regardless of their age, class, ethnicity, gender or race in an environment that frees persons to be active learners, servant-leaders, and moral citizens of the world.

## **Legal Organizational Identity**

ABC is a Tennessee not-for-profit corporation organized and operated exclusively for charitable and educational purposes in accordance with Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding provision of any subsequent federal revenue code. No part of the income, net earnings or profits of ABC shall be distributed to or inure to the benefit of any Trustee or officer of ABC or to any person having a personal and private interest in the activities of ABC, except where such person is compensated as an employee of ABC or is acting as an approved contractor, supplier, or service provider to ABC.

## **Location**

The principal office of the ABC is located at 1800 Baptist World Center Drive, City of Nashville, County of Davidson, 37207 and in the State of Tennessee.

## **Affiliation**

ABC affirms its historic and continuing relationship to the National Baptist Convention, USA, Inc.

## **Governance**

**Board of Trustees:** ABC is governed by a Board of Trustees duly nominated and appointed to serve the mission and purpose(s) of the institution.



ABC is administratively led by the President, who is appointed by the Board of Trustees, and one or more vice-presidents, who are appointed by the President.

A copy of ABC's organizational chart can be found in the [Appendix](#)

## **COMMITMENT TO EQUALITY, NON-DISCRIMINATION AND SOCIAL JUSTICE**

### **General Compliance Statement**

American Baptist College maintains compliance with applicable federal and state statutes related to private institutions of higher education, including, but not necessarily limited to, requirements prohibiting discrimination, harassment and workplace violence.

The College has a long tradition of advocating for Equal Rights and Social Justice and continues to be committed to an equitable workplace of diversity, equality and compassion.

### **Discrimination and Harassment Prohibited**

Please see American Baptist College [Policy #1:002 Prohibition of Discrimination and Harassment](#) (including, but not limited to, acts covered by Title IX of the Educational Amendments of 1972) & Complaint and Investigation Procedure – in the [Appendix](#)

ABC Intends to fully comply with the applicable provisions of federal and state civil rights laws, including but not limited to, Executive Order 11246, as amended; the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990, as amended; the Vietnam Era Veterans Readjustment Act of 1974, as amended; the Equal Pay Act of 1963, as amended; Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972, as amended; the Age Discrimination in Employment Act of 1967; the Age Discrimination Act of 1975; the Pregnancy Discrimination Act; the Genetic Information Nondiscrimination Act of 2008; the regulations promulgated pursuant thereto. ABC will promote equal opportunity for all persons without regard to race, color, religion (as applicable), creed, ethnic or national origin, sex, sexual orientation/gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.

ABC affirms that it will not tolerate discrimination against any employee or applicant for employment because of race, color, religion (as applicable), creed, ethnic or national origin, sex, sexual orientation/gender identity/expression, disability, age (as applicable), status as a covered veteran, or genetic information, nor will it tolerate harassment on the basis of these protected categories or any other category protected by federal or state civil rights law.

## **Free Speech**

As an institution of higher learning that focuses on the development of civil rights and social justice leaders, American Baptist College encourages its employees to exercise their constitutional rights (i.e., free speech, right to assemble, right to associate). Employees must do so in a manner that does not imply that the position being taken has the endorsement of the college. The exercise of constitutional rights must also be done without interfering with, or disrupting, the college's operations or its academic activities. The college reserves the right to determine what activities may occur on its premises in its sole discretion.

## **Individuals with Disabilities**

American Baptist College complies with federal requirements that extend civil-rights protection to persons with disabilities and prohibit employment discrimination on the basis of disability. The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. Section 503 of the Rehabilitation Act of 1973, as amended, requires affirmative action to employ, and advance in employment, qualified persons with disabilities who, with reasonable accommodation, can perform the essential functions of a job. Section 504 of the Rehabilitation Act of 1973, as amended, bars employment discrimination in any program or activity which receives federal financial assistance.

Refer to Disability Filing Procedure within the Appendix

## **Confidentiality Statement**

In the course of their work, ABC employees may have access to confidential information regarding the college; it's students, donors, vendors, faculty and staff. Such information is to be used only in the performance of assigned duties.

Federal and/or state law require that ABC employees protect confidential information – which may include, for example, trade secrets, student lists and college financial information – by taking the following precautionary measures:

- Comply with federal and/or state laws mandating confidentiality and privacy such as FERPA and HIPAA
- Discuss work matters only with other ABC employees, who have a specific business reason to know or have access to such information.
- Do not discuss work matters in public places.
- Monitor and supervise visitors to ABC to ensure that they do not have access to college information.
- Destroy hard copies of documents containing confidential information that is not filed or archived.
- Secure confidential information in desk drawers and cabinets at the end of every business day.

Confirmed release of confidential information to unauthorized persons, the unauthorized obtaining of documents or records relating to themselves or others, or other breach of confidentiality is cause for immediate disciplinary action.

## **Employee Records and Information**

### **Personnel Files**

The Bursar/Business Manager maintains a record of each employee's employment at American Baptist College, including such information as educational background, work experience, personnel actions and work performance. These records are carefully reviewed when an employee is being considered for promotion, salary increase, or transfer.

### **Reviewing Personnel Files**

ABC employees seeking access to their personnel file (with the exception of letters of recommendation and/or reference), should submit a written request to do so to the Bursar/Business Manager. An appointment to provide access will be scheduled within a reasonable period. The College reserves the right to require the presence of a college official (to be designated in the sole discretion of college) when providing an employee with access to his/her personnel file.

If the staff member believes that some of the contents of a file should be removed or corrected, he or she may submit a written request for the removal or correction to the Bursar/Business Manager, who will determine if the material will be removed or corrected. If the request to remove or correct certain content in the personnel file is denied, both the request and the denial statements will be placed in the file.

### **Disclosure of Information to Third Parties**

In general, most personal information is not to be disclosed to third parties without the written consent of the employee, however, certain personal information must be disclosed pursuant to legal process even without the knowledge and consent of the subject employee. For specific questions on the disclosure of personnel information, please contact a member of the Human Resources Task Force.

### **Court-Ordered Disclosure of Information**

ABC must comply with discovery requests, subpoenas and warrants ordering records to be turned over to a court or party to litigation. The college shall attempt to inform a staff member if his or her records are the subject of such discovery requests, subpoenas and warrants, unless prohibited by the terms of the document.

## **Drug and Alcohol-Free Workplace**

The Drug-Free Workplace Act of 1988 requires American Baptist College to provide a drug-free work environment and to certify such a condition for receiving federal grants and contracts. The College is committed to a drug free workplace. The illicit use of a controlled substance or consumption of alcohol while on college premises is prohibited. Employees cannot work safely and productively if they report

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for work or work while impaired by alcohol or drugs and such use of drugs or alcohol is likewise prohibited and may result in an ABC employee being subject to disciplinary action up to and inclusive of termination of employment.

ABC will be supportive of an individual seeking assistance, however, the consequences of and responsibility for overcoming dependency or inappropriate use of a controlled substance or alcohol rests with the individual. We will refer any employee for counseling or treatment who voluntarily seeks the College's assistance before the alcohol or drug problem has had a detrimental effect on the employee's job performance or attendance.

### **Pre-Employment**

The College reserves the right to test, at its expense, job applicants for drugs. The College reserves the right to designate that any position vacancy has as a prerequisite for employment the requirement of a pre-employment drug test and background check. The College further reserves the right (in its sole discretion) not to hire any job applicant who tests "positive" in a pre-employment drug test or who refuses to take a pre-employment drug test, or refuses to sign the drug test consent form. The College further reserves the right to decline to offer employment to a candidate whose background check did not meet the College's standards (in the College's sole discretion).

### **Reasonable Suspicion**

The College will require an employee reasonably suspected of being impaired by alcohol (*defined as .02% blood alcohol concentration or above*), drugs (illegal, prescription, or over-the-counter), or both to be tested at the College's expense by qualified medical personnel. The College requires reasonable suspicion testing when, in the College's opinion, an employee may be impaired by alcohol, drugs, or both or may have alcohol or drug metabolites in the body during work time, based on observations about the appearance, behavior, speech, breath odor, or job performance of the employee, based on the attendance or tardiness of the employee, or based on any other evidence of alcohol or drug use or possession, including third party observations and reports.

**Post-Accident** An employee, who is involved in an on-the-job accident or injury, including an accident in a college vehicle, may be tested for alcohol and drugs at the College's expense by qualified medical personnel as part of the College's investigation into the cause of the accident or injury.

**Discipline** A refusal to take any alcohol or drug test required by the College is insubordination and will be grounds for immediate dismissal.

An alcohol test with a result of .02% blood alcohol concentration or above will be grounds for immediate dismissal.

A "positive" reasonable suspicion or post-accident drug test will be grounds for immediate dismissal.

The presence in the body of over-the-counter drugs or prescribed drugs, which are lawfully obtained with a prescription for the employee and taken in the prescribed dosage and frequency of use, or their metabolites will not be grounds for disciplinary action, as long as the use of the drugs does not impair the employee's judgment, ability, or performance while at work.

### **Medical Privacy Act**

American Baptist College is required by HIPAA (Health Insurance Portability and Accountability Act) to maintain the privacy of protected health information; provide notification of any breach of unsecured protected health information; provide information regarding certain rights with respect to individual protected health information; and provide individuals with a copy of the College's legal duties and privacy practices with respect to protected health information.

### **Employee Grievance and Complaint Procedures and Policies**

Discrimination & Sexual Harassment Policy –  
ABC Policy #1:002 Prohibition of Discrimination and Harassment

Discrimination Complaints  
Sexual Harassment Complaints

It is the policy of ABC to prohibit sexual assault and harassment of its students, faculty, and staff or visitors to the campus and other persons visiting or doing business on campus, and in all areas of the campus's work and educational environments, who use the campus facilities. Faculty, students and staff are called upon to make every effort to eliminate sexual harassment on the campus, and to report any such behavior to the officials of the College. Those who engage in sexual harassment may be subject to legal consequences, including civil and criminal penalties and monetary damages. Sexual harassment is prohibited by campus policy, and is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964 and by Title IX of the Education Amendment of 1972.

### **Definition of Sexual Harassment**

Sexual harassment is any unwelcome sexual advance, request for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of instruction, employment or participation in other college activity;
- submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive college environment.

Sexual harassment can take many forms. Some of these are overt and unambiguous while others may be more subtle and indirect. Direct forms of sexual harassment include sexual assault and sexual advances accompanied by an offer of reward or threats of reprisal.

Sexual assault is an extreme form of sexual harassment. Sexual assault is not only a criminal act of violence, aggression, or coercion against a single individual, but is also an attack on human dignity, a value essential to our commitment to justice and equality. For these reasons, ABC encourages individuals who believe they have been sexually assaulted to report the sexual assault incidents to the appropriate campus and governmental authorities as outlined in the [ABC Policy #1:002 Prohibition of Discrimination and Harassment](#).

### **Other Grievances and Complaints**

Bullying, Violence, Intimidation Complaints  
Other Workplace and Conditions of Employment Complaints

Bullying, violence or threats of violence in the workplace are inconsistent with the College's expectations for employee conduct and its desire to maintain a safe, respectful and collegial workplace. Such conduct by employees of the College will not be tolerated. Examples of prohibited conduct include, but are not necessarily limited to: pushing, striking, choking, fighting, stalking, intimidation, repeated Invasion of an employee's personal space despite being requested or instructed not to do so, threats of violence by one employee against any other employee, causing intentional damage or destruction to an employee's personal property, causing intentional damage or destruction to college property.

Employees are not permitted to bring weapons of any kind onto the College premises or to college functions. Any employee who is suspected of possessing a weapon will be subject to a search at the College's discretion. Such searches may include, but not limited to, the employee's personal effects, desk and workspace.

If an employee feels he or she is a victim of violence in the work environment, the employee should file a written complaint with the EEO and Title IX Coordinator pursuant to [ABC Policy #5:001 Employee Grievance Policy and Procedure](#). Filing a complaint will allow the College to undertake an immediate investigation of the complaint and take whatever corrective action may be deemed appropriate up to and inclusive of termination of employment.

All complaints will be treated on a confidential basis to the extent permitted by law, policy and professional standards of ethics. No disciplinary or retaliatory action will be taken against any employee filing a complaint in good faith.

## **Code of Conduct**

ABC's Code of Conduct applies to all employees. Employees are expected to conduct themselves with honesty and integrity, and ethically handle actual or apparent conflicts of interest between personal and professional relationships. Employee actions must comply with applicable laws, rules and regulations and be free from unethical discrimination, libel, slander or harassment.

## **Conflict of Interest**

Employees must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of ABC. You must avoid any situation in which your loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist.

Examples of potential conflict situations include:

- Having a financial interest in any business transaction with ABC.
- Owning or having a significant financial interest in, or other relationship with, an ABC competitor or vendor, and
- Accepting gifts, entertainment or other benefits of more than a \$250 value for an ABC competitor, vendor or supplier.

Anyone with a conflict of interest must disclose it to management and remove themselves from negotiations, deliberations or votes involving the conflict. You may, however, state your position and answer questions when your knowledge may be of assistance to ABC.

## **Media Contact**

The College has designated the President and the Vice President of Institutional Advancement, Marketing and Communications as the institution's primary spokespersons and media contacts; consequently, other employees should not make public statements pertaining to college matters without the express direction and approval of the President. In the event that the media makes contact with an employee seeking comment on matter that pertains to the College, that employee should request the telephone number, and the name of the media organization represented to the Office of the President and/or the Office of the Vice President for Institutional Advancement, Marketing and Communications.

# **HIRING POLICIES AND PRACTICES**

## **Equal Employment Opportunity**

It is the policy of the College to ensure that all persons receive equal employment opportunities solely on the basis of their skills, abilities, job-related qualifications, competence, and job performance.

The College is committed to ensuring that all current and prospective employees are afforded equal opportunities and treatment and that an environment that is free from discrimination and harassment is provided. The College provides equal employment opportunities in accordance with all federal, state and local laws for all without regard to race, color, religion, sex, sexual preference, disabilities, national origin, age, veteran, and marital and family status. It is also the policy of the College to prohibit any form of harassment in the workplace by any person. The College will ensure that employment decisions (including, but not limited to recruitment, advertising, hiring, layoffs, termination, placements, compensation promotion, demotion, training, and company sponsored educational, social and recreational programs and events) are made and administered in a nondiscriminatory manner. Any conduct of any employee, including a supervisory employee, in violation of this policy will result in appropriate disciplinary action.

The College will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue financial hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

The College is committed to equal employment opportunity. We want to resolve all employee concerns about possible employment discrimination. If you feel that you have been discriminated against, please notify your supervisor, another member of management, or one of the contact people listed at the end of this handbook.

**ABC is an "at-will" employer.** What this means is that the College or Employee is free to terminate the employment relationship at any time, with or without notice, with or without cause and that your employment is for no specified period of time.

### **New Hire Requirements/Onboarding Requirements**

New Applicants/Hires MUST Complete/provide the following:

- ABC Application
- Gov't Sponsored ID/State/Locality
- Social Security Card
- Proof of Covid-19 Vaccination AND BOOSTER
- Proof of Training Module Completion – Sexual Harassment Policy
- Proof of Training Module Completion – Acceptable Workplace Conduct Policy
- Proof of Training Module Completion – Drug & Alcohol Policy
- 3 Personal and/or Professional References
- Use of Institutional Computing Resources, Policies, Procedures and Practices

A new hire Orientation will be provided for New Employees either in person or online



## **Employment Eligibility Verification**

The Immigration Reform Act of 1987 requires all employers to verify employment eligibility of all individuals in a form approved by the Attorney General. You will be asked to complete an I-9 (Employment Eligibility Verification Form) and to provide the required identification for the Company to complete its portion of the I-9 form. The College must keep the completed form on file for a period of three (3) years.

## **Reference Checks**

As a normal course of business, an employee's past employers and other references supplied to the College may be contacted to verify that all information written on the application, and provided during the interview process is true and accurate. Falsification of your application or other information provided during the hiring process will result in immediate termination of employment.

## **Background Checks**

In addition to reference checks, the College reserves the right to have background (credit and criminal) checks performed through an outside service at any time prior to or during employment with the College. Consent to the performance of credit and/or criminal background checks, including, but not limited to random background checks for current employment, is a condition of employment with the College. Information disclosed by a background check may, in the College's sole discretion, be considered as the College makes decisions about the continued employment of individual employees.

## **Outside Employment**

ABC acknowledges that full-time, exempt employees may seek employment outside of the institution. The College insists that full-time, exempt employees' primary responsibility must be to the institution. Management reserves the right of final approval or disapproval on outside employment, including self-employment of full-time, exempt employees.

ABC full-time, exempt-employees must have all outside employment approved. The employee must supply in writing via the Outside Employment Request Form the name of the outside employer and other information about the outside position that may be required to the immediate supervisor, unit head, and the Vice President to whom the employee reports.

## **Rehiring of Former Employees**

The College, in its sole discretion, may (but is under no obligation to) rehire a former employee. He/she will be considered on the same basis as other applicants with the previous work performance and experience with the College being taken into account. Any former employee rehired will be considered a new hire for the purposes of benefits.

## **Work Force Reduction**

There may be times when the College has to reduce its work force due to economic conditions, which might be a necessity for the survival of the College. If the need to reduce the staff becomes necessary, the following methods will be used to determine the reduction of staff.

1. <i>Critical Necessity:</i>	The strategic importance and essential nature of the position and the ability of the person to perform other functions as determined by management.
2. <i>Length of Service:</i>	Will be used in the determination between two equally qualified employees.

Benefit time is not accrued or earned during a layoff or furlough period. In the case of insurance programs, furloughed employees are totally responsible for the payment of all (100%) premiums needed to keep insurance coverage in place. It is the furloughed employee's responsibility to provide change of address information as needed to the College.

Layoffs that extend beyond three (3) months will result in termination of employment. The individual will be considered for possible future employment openings at the College, as any new candidate would be considered, upon re-applying when an opening becomes available.

## **Flexible Work Arrangements**

There is no Policy Provision for Flexible Work Arrangements

## **Employment of Relatives**

Relatives of (college) employees may be considered for employment, if they meet the same selection criteria as all other applicants. Employment offers to relatives of employees will be extended when in the best interest of the college. Employees may not be directly supervised by a relative as defined below.

**Definition of a Relative:** Anyone to whom an employee is related by blood, marriage, or legal guardianship, including (but not limited to) parents, spouses, children, siblings, grandparents, aunts, uncles, cousins, nephews, nieces, and in-laws.

## EMPLOYMENT STATUS

Nothing contained in this publication is intended to or should be interpreted to alter the “at-will” employment relationship as defined by Tennessee law. Only written contracts of employment executed by the President of the College will be recognized as enforceable as to American Baptist College.

### Employee Status

#### *Salaried Classification:*

FULL-TIME:	Employees who are paid a salary based upon a minimum of forty (40) hours per pay week.
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#### *Hourly Classifications:*

FULL-TIME:	Employees who work a minimum of forty (40) hours per pay week.
PART-TIME:	Employees that work less than forty (40) hours per week. Part-time employees are not eligible for any benefit programs unless noted in the individual policy.
CONTINGENT/ TEMPORARY:	Employees hired for temporary positions. This category of employment is typically for positions anticipated to last for (6) months or less. Contingent/temporary employees are not eligible for any College benefit programs.

An employee’s classification is determined when the employee is hired and will remain in effect until it is officially changed and a written document acknowledging the change is executed by the employee and an official authorized by the College.

## **EMPLOYEE BENEFITS**

This Handbook contains brief descriptions of certain employee benefits offered by the College. This Handbook does not create any rights over and above the rights stated in the master insurance agreements between the College and the insurers. The College may revise or end any benefit program preferred to herein, or otherwise provided, at any time. The benefits described in this handbook are also subject to change without notice. Additionally, in any situation in which insurance is provided, the terms of the insurance policy are controlling, irrespective of any statements contained in this handbook or any other representations. The College does not serve as a guarantor of any insurance coverage or other benefit.

### **Benefit Eligibility**

Specific benefit programs offered by the College and/or referred to herein begin after the applicable benefit waiting periods have been completed. There are different eligibility requirements listed in each benefit area that the College provides for its employees.

### **Health Insurance Benefits**

ABC offers limited health coverage to its employees. Persons employed by the College for ninety (90) days are eligible to apply for participation in any Group Health Insurance Program that the College offers. Employees must be a citizen of the United States and work at least forty (40) hours per week. Employees, who qualify for benefits under another plan, may not apply. If accepted into the plan, the employee is responsible for 40% of the premium and 60% by the College. The employee covers 100% of the cost to cover family member(s).

### **Vacation**

Paid vacation time is a benefit provided to Full-Time Employees after completion of the initial hiring ninety (90) day probationary period and is intended to give the employee an opportunity to rest and relax away from the job. The amount of vacation time and how it is computed is as follows:

#### **After Completion of Initial Hire Probationary Period:**

Full-Time Employees are provided with eight (8) hours of vacation leave per month. Accrued vacation leave must be used in the fiscal year in which it is earned. Accrued, but unused, leave is lost/forfeited if not used by June 30<sup>th</sup> of each year. Vacation leave for all full-time employees is reset to zero (0) on July 1<sup>st</sup> of each year.

### **After Five (5) Continuous Years of Employment**

Full-Time Employees are provided with twelve (12) hours of vacation leave per month. Accrued vacation leave must be used in the fiscal year in which it is earned. Accrued, but unused, leave is lost/forfeited if not used by June 30<sup>th</sup> of each year. Vacation leave for all full-time employees is reset to zero (0) on July 1<sup>st</sup> of each year.

### **After Ten (10) Continuous Years of Employment:**

Full-Time Employees are provided with sixteen (16) hours of vacation leave per month. Accrued vacation leave must be used in the fiscal year in which it is earned. Accrued, but unused, leave is lost/forfeited if not used by June 30<sup>th</sup> of each year. Vacation leave for all full-time employees is reset to zero (0) on July 1<sup>st</sup> of each year.

- If an employee requests and is granted vacation time, sufficient accrued and unused time to cover the requested time off, such time off will be without pay.
- The College makes a determined effort to accommodate the vacation requests of employees; however, employees should not expect that they will always be allowed to take vacations when they request them. Special events, staffing requirements and other college needs must be considered in the determination of an employee's vacation request. Management reserves the right to approve or disapproved all vacation requests.

Typically, if two or more employees request the same vacation time period on the same date; length of service will be used to determine who will receive approval. Otherwise, the employee with the earliest submission date will receive their requested date of vacation provided that none of the other needs of the College referenced above are implicated. a

- If an official, paid holiday occurs during an employee's approved vacation time off, the employee's accrued, unused vacation time will not be reduced by the official, paid holiday.

### **Sick Days**

Full-time employees who have completed the initial hire ninety (90) day probationary period are provided with four (4) hours of accruable, paid sick time per month. For an absence to qualify for paid sick time, the employee must call their supervisor each day within the hour of your actual start time. If the supervisor is not provided with the required notice, the employee's absence will be considered unexcused, and the time off will be uncompensated.

Accrued, but unused sick time can be carried over to the next year (up to a maximum of twenty-four (24) days, but employees will not receive compensated for them when the employee's service with the College ends.

ABC reserves the right to request a doctor's certificate for any sick time used. If a certificate is requested and not provided, the absence may be considered unexcused, resulting in the time off being uncompensated.

The following information outlines the sick day policy:

- Sick time can be accumulated up to a maximum of (24) twenty-four days in your personal bank. Once there are (24) twenty-four days in your bank, sick days are no longer accrued.
- Sick days can be used for illness, accidents, or for qualified health professional appointments.

### **Holiday Pay**

The College observes ten (10) holidays per calendar year. They are as follows:

- New Year's Day (Observed the first day of the calendar year)
- Martin Luther King's Birthday (Observed the third Monday in January)
- Good Friday (Observed the Friday prior to Easter)
- Memorial Day (Observed the last Monday in May)
- Juneteenth (Observed on June 19<sup>th</sup>)
- Fourth of July (Observed on the holiday)
- Labor Day (Observed the first Monday in September)
- Thanksgiving Day (Observed the fourth Thursday in November)
- The Day after Thanksgiving (Observed the Friday after Thanksgiving)
- Christmas Day (Observed on the day)

***NOTE: If the holiday falls on a Saturday, the holiday will be taken on Friday and if the holiday falls on Sunday, the holiday will be taken on Monday.***

- Full-Time Employees are eligible to receive holiday pay for these days after completing the initial hire probationary period of ninety (90) days. The amount of pay will be eight hours per holiday at their current hourly rate of pay.
- Holiday pay will only be paid if the holiday falls on a normal business day and the employee's normal work day.
- If a paid holiday falls on a day that the College is normally closed, the holiday pay will not be paid, but rather an additional personal day will be granted to all eligible employees.
- Employees must work their last regularly scheduled day before the holiday and their first regularly scheduled day after the holiday to receive holiday pay.
- Holiday pay is not included in overtime benefits calculations, but is included in calculating all other benefits.
- If a paid holiday falls within an employee's approved vacation time off, the employee will be compensated for the holiday and the employee's accrued, but unused, vacation time will not be charged for the official, paid holiday.

## **Retirement Benefit**

ABC provides a retirement benefit for its employees. It is open to full-time employees, who have completed one (1) year of service. The benefit equates to 5% of the full-time employee's annual salary. Full-time employees become vested in the plan after being continuously employed by the College for a period of five (5) years. Employees are eligible to receive their accrued funds only upon retirement, provided they have reached the age of fifty-five (55).

## **Life Insurance Coverage**

While the college does not currently offer such coverage, it is exploring the feasibility of making "cafeteria-style" offerings available to employees at the employees cost on a pre-tax basis.

## **Short Term and Long-Term Disability Coverage**

While the college does not currently offer such coverage, it is exploring the feasibility of making "cafeteria-style" offerings available to employees at the employees cost on a pre-tax basis.

## **Health Care Portability**

With the passage of the Health Care Portability Act of 1996, employees may qualify for certification of health care participation at ABC in the event that he/she leaves employment with ABC. This law gives employees specific rights concerning the qualification process on pre-existing conditions. Contact Human Resources for additional information.

## **Family Medical Leave of Absence (FMLA)**

The federal Family and Medical Leave Act of 1993 (FMLA) requires the College to grant up to twelve weeks of unpaid leave in a rolling twelve-month period to eligible employees for certain family and medical reasons.

## **Eligibility**

\*\*An employee is eligible if the following criteria have been met:

- have worked or the College for a total of 12 months;
- have worked at least 1,250 hours over the previous 12 months;
- and, works at a location in the United States or in any territory or possession of the United States where at least 50 employees are employed by the employer within a 75-mile radius.

Hours worked include overtime hours worked, but exclude paid time off, leaves of absence, and layoffs. An ineligible employee cannot take family-medical leave time, but may be entitled to time off under other company's policies. FMLA cannot be back dated.

An eligible employee may take a FMLA leave for any of the following reasons:

- Because of the birth of a son or daughter of the employee and in order to care for such son or daughter.
- Because of the placement of a son or daughter with the employee for adoption or foster care.
- In order to care for the spouse, or a son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition.
- Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
- Because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
- "Qualifying exigencies" are defined as: (1) short-notice deployment (2) military events and related activities (3) childcare and school activities (4) financial and legal arrangements (5) counseling (6) rest and recuperation (7) post-deployment activities and (8) additional activities where the employer and employee agree to the leave.
- Military Caregiver Leave – Employees who are the spouse, parent, child, or next of kin of a service member who incurred a serious injury or illness on active duty in the Armed Forces may take up to 26 weeks of leave to care for the injured service member in one a 12-month period (in combination with regular FMLA leave).

### **Serious Health Condition**

A “serious health condition” includes an illness, injury, impairment, or physical or mental condition involving:

- Any period of incapacity requiring continuing treatment by a health care provider, an absence from work, of than three days;
- Any period of inpatient care;
- Any period of incapacity due to pregnancy or pre-natal care; or
- Any period of incapacity due to chronic serious health condition that requires periodic visits for treatment and may cause episodes of incapacity.
- Any period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective.

Treatment by a health care provider requires a visit to the health care provider. A telephone conversation with a health care provider does not qualify as treatment by a health care provider. An absence due to an incapacity of more than three consecutive days caused by a work-related injury and for which the employee receives worker’s compensation benefits is counted as a family-medical leave.



Each time an employee is absent because of family-medical qualifying reason, that absence is counted against the employee's twelve weeks of family-medical leave in that twelve-month period, even if the employee has not specifically requested the use of family-medical leave. One hour is the shortest period of time that is charged.

An absence, tardiness, or leaving early for a qualifying family-medical reason is not counted against an employee's attendance record for disciplinary purposes. Time-off that is not for a qualifying family-medical reason is counted against an employee's attendance record for disciplinary purposes.

### **Employees Duty to Provide Advance Notice**

An employee must provide thirty days advance notice when a family-medical leave is foreseeable.

If an employee fails to give the thirty-day notice for a foreseeable leave, the College may deny the taking of the leave until at least thirty days after the employee provides the notice.

If thirty days advance notice cannot be given due to the circumstances, an employee must give notice as soon as practicable, which will ordinarily be within one or two business days.

The College will notify the employee whether the leave will be treated as a qualifying family-medical leave and what the employee's rights and responsibilities are.

### **Medical Certification**

If leave is requested, due to your own (or a family member's) serious health condition, you must provide medical certification from an appropriate health care provider. The medical certification must include the date on which the condition began and its probable duration. You may be denied leave if you do not provide satisfactory certification. ABC may also require a second opinion or third opinion regarding certification of a serious health condition.

## **Pay, Benefits, and Reinstatement**

### **Pay**

A family-medical leave is generally unpaid. Paid vacation, however, may be used for any family-medical leave either at the employee's or the College's option. Paid sick/personal time may be used for any "serious health condition" absence due to the employee's "serious health condition" either at the employee's or the College's option. An employee also may receive workers' compensation benefits during a family-medical leave, depending on the reason for the leave.

## **Benefits**

The College will continue to pay for its share of the premiums for an employee's health insurance coverage during a family-medical leave for up to twelve weeks in the twelve-month period. If an employee does not return to work at the end of an FMLA leave, the employee will be required to reimburse the College for all health, and disability insurance premiums paid by the College on the employee's behalf.

## **Reinstatement**

At the end of a family-medical leave of twelve weeks or fewer, College will restore an employee to the employee's pre-leave position or an equivalent position. The employee must provide a fitness-for-duty certification from the employee's health care provider upon returning to work.

## **Intermittent or Reduced Work Schedule Leave**

An employee may take a family-medical leave on an intermittent or reduced work schedule basis if it is medically necessary.

An employee must notify the College about a medical need for an intermittent or a reduced schedule leave. The College will issue a medical certification form to the employee, who must submit, by fifteen days after receiving it, the completed form indicating the medical need for an intermittent or a reduced schedule leave. The College will treat, on a preliminary basis, time off due to an intermittent or a reduced schedule leave as a qualifying leave pending the receipt of the completed medical certification form.

The College does not allow an intermittent or a reduced work schedule leave for post-childbirth or post-adoption/foster care placement reasons.

The College, whenever possible, will temporarily transfer an employee to an available alternative position for which the employee is qualified and which better accommodates the intermittent or the reduced work schedule leave.

## **Extension of Family-Medical Leave**

The College will not permit an employee who has exhausted the maximum twelve-week family-medical leave period to extend the family-medical leave beyond the twelve-week maximum. An employee, who has exhausted the twelve weeks of family-medical leave, may be eligible for an extension of the time off under other College policies and may be eligible for short-term disability or worker's compensation benefits, depending on the reason for the time off.

## **Other Employment**

An employee will not be allowed to engage in any other employment during a FMLA absence, except as approved by the College. Violation of this policy is grounds for termination.

### **Election of Measuring Backward Method**

ABC has elected to use the “measuring backward method” of computing eligible leave of absence time under the “Family Medical Leave Act”. The following information explains how this method is used in the computation of eligible leave time:

The relevant time-period under the measuring backward method is the 12 months preceding each leave. The employee's leave entitlement is determined based on the beginning date of each leave; the employee is entitled to 12 weeks of FMLA leave minus the leave already taken during the preceding 12 months.

For instance, if an employee took four weeks of FMLA leave during June 2003, followed by four weeks during October 2003. If the employee then wanted to take leave beginning APRIL 1, 2004, the employer would measure backwards for 12 months from APRIL 1. Since the employee has taken eight weeks of leave during this period; the employee is entitled to an additional four weeks of FMLA leave.

If instead of APRIL 1, 2004 the employee wanted to start FMLA leave on August 1, 2004, the employee would be entitled to eight weeks of leave, since the employee will have earned back the four weeks taken in June 2003.

## **ATTENDANCE AND LEAVE OF ABSENCE**

All ABC employees are expected to arrange time off in advance with their supervisor. Requests for time off will be approved according to departmental practice and staffing requirements. If the need arises to be off work due to personal or family illness or emergency, employees are to notify their supervisor or other designated individual prior to their regular report time. Department procedures for requesting time off or absence/late arrival reporting will be provided by individual departments. Each supervisor is responsible for keeping accurate records of an employee's absences and of sick leave earned and taken.

Regular attendance and punctuality are essential for the college to function effectively and deliver necessary services to faculty, staff, students and the public. Unscheduled absences, tardiness, unscheduled early departures, failure to provide appropriate absence notification, or abuse of paid time off are disruptive to normal operations. In general, five (5) or more such absences in a six (6) month period may result in disciplinary action. Patterns of unplanned absence or tardiness, such as a particular day of the week or the day before/after a holiday are also subject to disciplinary action.

American Baptist College reserves the right to request an explanation of unplanned absences in excess of 3 consecutive work days. ABC also reserves the right to request a medical examination or doctor's certificate during or following an illness. Failure to provide reasonable explanation and supporting documentation may result in loss of pay for the absence. Failure to call in or report to work (no call/no show) for 3 consecutive work days may result in termination.

### **Personal Leave of Absence**

The College may grant a personal leave of absence to an employee up to a maximum of two (2) weeks. This time off is without pay. To request a personal leave of absence, you must submit in writing the personal leave of absence request form.

All requests will be considered and either approved or disapproved by your immediate supervisor and the Human Resource Committee. Benefits are not accumulated during a personal leave of absence. In addition, you will need to make arrangements for the paying of any insurance programs that you are enrolled in to prevent a lapse in coverage. The College also retains the right to fill any position. **There is no guarantee of a position being available at the end of your personal leave of absence.**

During leave, the employee shall not accrue employment benefits, such as vacation pay, sick pay, 401(k), etc. While on leave from the College, the employee is not allowed to work for any competitor business or be self-employed or the employee leave will be immediately terminated.

Also, all unused vacation days and emergency/sick time benefits must be used at the beginning of the personal leave of absence. Using this benefit time does not extend the employee's leave of absence beyond the requested time that may be granted. If an employee takes time off without pay, this time is classified as a personal leave of absence.

### **ADA Leave**

This leave is available when necessary to accommodate an employee with a disability as defined by ADA so that he or she can perform the essential function of the job. An ADA Leave will be for the minimum length necessary to accommodate an employee with a disability so that the employee may be able to perform the essential functions of his/her job but shall not exceed six months.

### **Military Leave of Absence**

If you are a member of the military reserve system, time off without pay will be afforded you to fulfill your military duty. In addition, the requirements of the Uniformed Services and Re-employment Rights Act will be followed as is applicable. You are to submit a copy of the orders issued to your supervisor when they become available. If you have a verbal date communicated to you, you are to contact your supervisor at once.

A leave of absence without pay will be granted to you upon entering any branch of the United States armed services. Benefits accruals for all regular, active, full-time personnel serving on active duty longer than thirty consecutive days will be calculated in accordance with applicable federal laws. You will be provided with re-employment after discharge, other than dishonorable discharge, from the military service.

If you accept other employment during any period of military leave, you will be deemed to have voluntarily resigned. If you remain on active duty in the military for a period greater than four years, the Company is no longer obligated to return you to employment.

### **Jury Duty**

In the event that you are called for jury duty, the following guidelines are to be followed:

- Full-Time non-exempt employees will be paid for up to a maximum of one calendar week or five days total per calendar year. Any time off beyond these days will be unpaid. For all other employees the time off is without pay.
- All jury duty pay paid to Full-Time employees from the court is to be turned over to ABC excluding travel pay.
- You are to make arrangements with your immediate supervisor as soon as you receive your jury duty notice.
- If you are not in court during a time that would be your regular working hours, you are to report to work. If you are excused from jury duty during your regular scheduled working hours, you are to report to work.
- For employees that work on a shift basis, certain accommodations will be made due to the regular start and stop times being different then the regular court hours. Consult the Vice President to whom you report and your supervisor to setup an appropriate schedule.
- Time off without pay is given to all Part-time, Intern and Contingent/Temporary employees who may be called for jury duty.

### **Witness Leave**

All employees who are subpoenaed to serve as a witness in a criminal or civil proceeding will be given the necessary time off to comply. This excused time off will be treated in the same manner as Jury Duty. You must arrange this time with your immediate supervisor as soon as you receive your subpoena.

If you are not in court during a time that would be your regular working hours, you are to report to work. If you are excused from witness duty during your regular scheduled working hours, you are to report to work.

## **Bereavement Days**

Full-Time employees that have completed a ninety (90) day initial employment probationary period are eligible to be paid up to three (3) days for the death of an immediate family member. Immediate family members include:

Spouse Parents/ Parents-In-Law/Step Parents

Brothers/Brother-in-law Sister/Sister-in-law

Grandparents Children/Grandchildren/Step Children

Step Sibling Son/Daughter-In-Law

- For all other family members, time off without pay may be allowed for the day of the funeral.
- Part-time, Intern, and Contingent/Temporary employees will be granted time off without pay.
- ABC requires a copy of the funeral service program and a proof of relationship as a requirement for this benefit.

## **Time off for Voting**

Employees eligible to vote in an election while the polls are open may request up to four hours of paid leave for the purpose of voting.

If you plan to take time off to vote, you must notify your supervisor the day before Election Day.

## **Tuition Reimbursement**

ABC does not currently provide a tuition reimbursement benefit.

## **Growth & Professional Development/Off-Campus Seminars/Meetings**

Any employee wishing to attend a job-related seminar, meeting or class must submit a request in writing at least one (1) month before the scheduled start of the program. Your request must contain the name of the program, purpose, date and time, and any fees that are required. This request is to be given to your supervisor for approval. The decisions whether to allow the time off if during business hours, whether there will be compensation paid for the time, and whether you will be reimbursed for the cost of the program rests as a sole and absolute decision of the Vice President to whom the employee reports. All, part, or none of the request may be approved. Such requests must be made in writing.

## **Dues for Professional Organizations**

ABC pays the institutional membership for certain professional organizations. The organizations that are included are organizations relating to the professional certification of the institution. Employees may request from their supervisor a portion of their staff development allocation, if any has been budgeted, to pay for individual professional memberships. The decision to approve individual membership rests as a sole and absolute decision of the Vice President to whom the employee reports. All, part, or none of the request may be approved. Such requests must be made in writing.

## **Travel Expenses**

ABC has a travel expense reimbursement policy. Employees are reimbursed for reasonable and necessary expenses they incur while traveling on ABC business.

Hotel and airline reservations can be made using the College's American Express Card. Expenses incurred during your travel will be reimbursed only after you complete a Request for Reimbursement Form and provide valid receipts. Upon return from said travel, receipts for meals, parking, etc. must be presented to the Business Office for processing.

Travel Advances are issued prior to travel only after a Request for Travel Advance has been approved. Upon return from the trip, valid receipts must be returned to the Business Office

## **Unanticipated Interruptions to Normal Work Operations**

Severe weather is to be expected and planned for during the winter months. Except in the case of severe storms, we are all expected to be at work at our scheduled time. Time taken off due to poor weather conditions is unpaid unless there is a facility shut down. Employees are expected to report to work unless they are contacted by ABC Alert or senior management.

Senior Management will notify college staff and students of temporary closures for non-weather-related reasons using ABC Alert and the campus email system. Employees are strongly advised to subscribe to the ABC Alert System in order to receive notifications of closures and other important information.

In the event that the college determines that revised work schedules are necessary and appropriate, employees will be informed by notification by the President or the Executive Vice President.

## **Worker's Compensation**

ABC provides insurance to compensate for certain state law defined workplace illnesses and injuries an employee might suffer while working on college premises, traveling on official college business, or attending an activity officially sponsored by the College. If you become ill or injured as a result of a condition encountered in the workplace, please consult the Director of Campus Operation for steps to take in seeking care. There are specific reporting instructions that have been mandated by our insurance carrier.

In accordance with ABC Policy #6:002 – Reportable Event Documentation Policy, you must report the details to your supervisor immediately. Additionally, you must complete a written report of every illness or injury (using the form designated by the College), no matter how small, to keep coverage in force and to get any benefits or other compensation to which you may be entitled.

### **Unemployment Insurance**

As an employer with fewer than fifty (50) full-time employees, ABC is not required under state law to participate in the State of Tennessee’s Unemployment Insurance program.

## **TIME AND WAGES**

### **Office Hours**

Business Office: Monday: Friday 10:00 AM – 6:00 PM

Admissions & Records: Monday – Friday 10:00 – 6:00 PM

Reception Desk: Monday – Friday – 9:00 – 5:00 PM

### **Meal Periods**

The standard lunch period is one (1) hour in length and is unpaid for all staff members.

### **Overtime**

There may be times that you will need to work overtime so that we can successfully meet the College’s needs. You may be asked to extend your work hours accordingly. All overtime must be approved in advance by the Vice President to whom you report. Any overtime payment for hours worked by a non-exempt employee in one pay period will be paid in the following pay period. For purposes of calculating overtime payments, your normal rate is an hourly rate determined by dividing your annual salary by 52 weeks/year and again by 40 hours/week. Federal law and regulations define whether an employee must be compensated for overtime over 40 hours (non-exempt) or is not legally required to be compensated for overtime (exempt).

### **Non-Exempt Status**

You are eligible for overtime payments as a non-exempt employee when you work more than 40 hours in any one week, and the overtime hours were scheduled and authorized in advance (except emergencies). You will be paid at one and one-half times your normal rate for all hours worked over (forty) 40 hours in a work week. Paid time off from work will not be counted as hours worked for calculating overtime eligibility. Non-compensated time off or personal time-off, will not be counted as hours worked for overtime eligibility.



## **Exempt Staff Payroll Deductions**

The College intends to pay exempt salaried employees on a salary basis and not to make any salary deductions that federal law prohibits. If an exempt salaried employee perceives that the College has made an improper salary deduction, the employee should notify the Human Resources Representative as soon as possible. The College will research the matter in order to determine whether an improper salary deduction has been made. The College will notify the exempt salaried employee about the outcome and make appropriate adjustments when deemed appropriate. If the investigation discloses an improper salary deduction, the College will reimburse the exempt salaried employee for any improper deduction and will take appropriate corrective actions to ensure that improper salary deductions do not occur in the future. The College is committed to properly paying exempt salaried employees.

## **Timekeeping**

Subject to revision pending pilot testing of the ADP time tracking module.

- Falsification of time worked is considered a serious infraction of college rules and is subject to disciplinary action up to and inclusive of termination of employment.

## **Name Changes**

- Employees who wish to initiate a Name Change from their Application record must provide Government issued Identification or an Administrative or Court Order, to the Business Office reflecting the change in order for the change to occur on the employee record and the Payroll System to be updated.

## **Pay Periods and Payday**

- Pay periods are from the 1<sup>st</sup> through the end of each month.
- A pay week is defined as starting on Sunday at 12:00 AM. and ending on Saturday at 11:59 AM.
- American Baptist uses Direct Deposit as the method of providing regular compensation for its employees.
- Pay day is the last day of the calendar month, weekends not included.
- Should the payday fall on a holiday, payday becomes the last working day prior to the holiday. Should the pay day fall on the weekend, payday becomes the Friday prior to the weekend.
- Pay statements are accessible through the ADP Employee Access Portal.
- Lost Checks must be reported to the Business Office immediately in order to be reissued

## **Payroll Deductions**

Federal income tax, Social Security, Medicare, and group health insurance premiums will be withheld from the employee's paycheck. The amount of federal income tax withheld is calculated based upon the status and number of exemptions claimed on the employee's W-4 form. If there are any changes in status or exemptions, the employee must inform the Human Resource Committee and fill out a new W-4.

Deductions for insurance programs, etc. require that you sign an authorization form for the deduction to take place.

If any of the employee's personal information changes (marital status, address, telephone number, etc.), the employee must make those changes through the ADP Employee Access Portal. For consultants and some contracted employees, taxes will not be withheld and they will receive an IRS Form 1099 at the end of the calendar year for tax filing purposes.

### **Attendance**

The following procedures are to be followed if you are going to be absent or late:

- All employees are required to **notify their supervisor as soon as possible**, but no later than one hour prior to the start of their shift, if they are not going to be available for work.
- If you are ill, you must call in each day to indicate that you will not be in. In the event of a prolonged illness, a statement from your doctor must be submitted indicating the nature of the illness and a prognosis of the time you will be away from work. Management may modify the daily call-in procedure for a prolonged illness.
- Any absence due to prolonged (3 days or more) illness or hospitalization will require a statement from the doctor authorizing your return to work.

Any employee who is absent from work for three consecutive days without notifying the College is subject to disciplinary action, up to and inclusive of termination of employment.

### **Performance Appraisals**

Performance appraisals are typically conducted on an annual basis by the Employees Supervisor, using the college's standard appraisal document. Employees will have the opportunity to review their appraisal and to submit written comments. Supervisors may conduct performance improvement assessments based on a less than optimal performance appraisal during interim periods if approved by the Vice President to whom they report. The purpose of a performance appraisal is to review the employee's performance since their last appraisal or for a specifically defined period of time. Only the College approved "Performance Appraisal" form will be used. When a Performance Appraisal is done, there is no guarantee of a salary increase. The performance appraisal system does not alter the "at-will" nature of employment. Persons holding faculty appointment are also subject to periodic evaluations of their teaching, scholarship and service performance in accordance with the Faculty Handbook currently in effect.

#### *Professional Development –*

As an institution committed to the learning and development of all of its members, the college encourages inclusion of designed and provided professional development for all employees. Unit Leaders and Heads are encouraged to develop funding requests as part of the budget process.

## **LEAVING COLLEGE EMPLOYMENT**

Employees may leave their employment from American Baptist College voluntarily (resignation or retirement) or involuntary (termination).

### **Voluntary Separation**

Should an employee choose to leave the College's employment, a written resignation is required. Such notice is to be submitted to the immediate supervisor and to the Vice President to whom the employee reports at least two weeks in advance.

An exit interview may be conducted for college informational purposes. An employee must return all equipment, manuals, or any other property of the College before receiving his/her final paycheck. If the employee resigns, unused Vacation time accrued during the current fiscal year will be paid. No compensation will be provided upon resignation for accrued, but unused sick time.

### **Retirement**

There is no mandatory retirement age for faculty or staff employees. However, performance appraisals, review of employment status and salary level will continue to be conducted on an annual basis as provided in the Staff Handbook. Faculty and staff age 65 and over will continue to be treated as those employees under age 65 with regard to performance expectations and benefits

An employee wishing to retire should communicate their intentions in writing to the Vice President to whom they report.

### **Involuntary Separation**

American Baptist College reserves the right to terminate employees with or without cause. If requested, an employee terminated from employment may receive a written notice of discharge.

An exit interview may be conducted for college informational purposes. An employee must return all equipment, manuals, or any other property of the College before receiving his/her last paycheck. If the employee is terminated, accrued, but unused Vacation time will not be paid. Likewise, no compensation will be provided upon termination for accrued, but unused sick time.

## **STANDARDS WE LIVE BY**

As a member of the ABC staff, it is everyone's responsibility to maintain a neat, clean, orderly, and pleasant atmosphere for our customers and employees. Following are some guidelines to help each of us do our part.

## **Good Housekeeping**

Whatever area employees may work in, they are responsible to do their part in keeping the work, kitchen, and rest areas as clean, neat, and organized as possible. Your fellow workers expect and deserve your best efforts in this area.

## **Language**

Offensive language is never appropriate in the work place. Employees should show students and fellow employees the type of consideration that they would expect to be shown.

## **Personal Telephone Calls**

Personal usage of office telephone, mobile phones, fax machines and modems will be allowed, however, should be kept to prudent minimum, including incoming calls.

International calls must be approved in advance by the Vice President to whom the employee reports.

## **Solicitation**

Working time is for work. For this reason, employees may not:

- Solicit on behalf of any organization or for any purpose during their working time or during the working time of the employee being solicited.
- Distribute written material on behalf of any organization or for any purpose at any time in working areas or during working time in non-working areas.

Working time does not include break or lunch periods.

We appreciate your activities on behalf of worthwhile organizations. These activities include, for example, selling raffle tickets, cookies, or cosmetics to other employees for the benefit of a school or community organization. You may solicit on behalf of those organizations during the non-working time, including before and after work, of you and the solicited employee. You may distribute written material on their behalf only during non-working time, including before and after work, in non-working areas.

Persons not employed by the College are prohibited from soliciting for or distributing written material on behalf of any organization or for any purpose on college premises without prior management permission. Persons not employed by the College are not permitted in work areas of the college without management permission.

## **Smoking and the use of tobacco products**

ABC maintains a “**Smoke and Tobacco Free**” Environment. Smoking of any sort and the use of any tobacco product in college buildings, dormitories, grounds or vehicles is strictly prohibited.

## **Security**

Great care must be taken to prevent the access by person(s) not authorized to be present in our campus community. Internal information about the services or information about students and vendors must not be duplicated, given to unauthorized person(s), or allowed to be used in any manner that places ABC in a position of liability.

All computer records, programs and files are the property of ABC, and are not to be duplicated in any method except for normal use of college business. The College retains the right to view, print, or copy any internal or external electronic mail now or in the future. Software of any type is not to be installed unless authorized by the IT Consultant of ABC. Access to the Internet or any on-line service that may be provided now or in the future is limited to college business only. Accessing inappropriate sites, sexually explicit, etc., will result in disciplinary action. This creates a potential “hostile work environment”. Improper use of the voice mail system will not be tolerated. The voice mail system of ABC is the property of ABC and will be monitored as needed.

The employee's work output, including paperwork, and computer files, belongs to ABC. As such, that work output is always subject to review by ABC, whether it is stored electronically, on paper or in any other form. In addition, business equipment, including computers, desks and lockers belong to ABC and are subject to search or investigation with or without notice. Purses, packages and briefcases are subject to search or investigation with or without notice.

If there is a breach in security, the College will investigate fully. All employees are expected to cooperate fully with the investigation.

## **Electronic Information and Communication Policy**

The telephone system, facsimile machines, voicemail system, electronic mail system, computers, computer network system, the Internet, any other electronic communication system, and the information stored on these systems are College owned property and remain so at all times. All messages, transmissions composed, sent, stored or received on the College's electronic information and communication system remains the exclusive property of the College and is not to be considered private property of any employee. Consequently, employees cannot expect privacy rights to extend to the use of college-owned equipment or supplies.

When accessing the internet, any use to view, publish, print, download or email any material that is sexual in nature, portrays any person(s) in a discriminatory nature or is deemed offensive and inappropriate; is strictly prohibited. This will be considered violations of the College’s Harassment and Equal Opportunity Policies and the appropriate action will be taken.

## **Gifts, Conflict of Interest and Bribes**

Our vendors and other outside individuals may offer you major breaks and other personal considerations for giving favorable treatment to their products or services. This is a conflict of interest for our employees. Gifts, memberships, trips or other items or services are not to be accepted by any employee from any vendor, government agency, or any other source if any item or service exceeds a value of \$250. The College may, in its sole discretion, require the routine and/or periodic disclosure of gifts received by its employees.

## **Dress Code**

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times. Since our staff is constantly in the presence of our students, please be aware that you represent the College with your appearance and actions. The properly attired individual helps to create the proper image for the College, to our students, vendors, visitors, and fellow employees.

## **Use of Personal Vehicles**

When operating any motor vehicle while working, employees are expected to observe all laws and regulations governing the use of motor vehicles. Following are additional guidelines and procedures of the College:

- All accidents that occur while driving on college business must be reported immediately to the Bursar's Office.
- Driving any vehicle under the influence of alcohol or any controlled substance is illegal and will not be tolerated.
- Speeding tickets, moving violations, and parking tickets are the financial responsibility of the employee.
- Paid tolls are reimbursable upon presentation of proof of payment. Failure to pay a toll at the required time, and any additional charges related thereto, are the responsibility of the driver.
- All employees must have and maintain a valid State issued Driver's License. Employees must notify the Vice President to whom they report if any action takes place that suspends, restricts, or revokes the right to drive.
- All employees that use their own vehicle on college business must maintain the proper insurance coverage on their personal vehicle. The College reserves the right to periodically require that any employee who drives their personal vehicle while on college business provide a copy of their proof of insurance and all renewal certificates.
- You are to observe and follow all laws and safe operating procedures, including the use of seat belts.

## **Use of College owned or rented vehicles**

As an employee of ABC, you may have an occasion to drive a vehicle which is owned by or has been rented by the College for the purposes including, but not necessarily limited to, transporting guests, or traveling out of town on college business.

- Authorized drivers of college owned or rented vehicles must have a valid driver's license and appropriate insurance.
- Speeding tickets, moving violations, and parking tickets are the financial responsibility of the employee.
- You are to observe and follow all laws and safe operating procedures, including the use of seat belts.
- Paid tolls are reimbursable upon presentation of proof of payment. Failure to pay a toll at the required time, and any additional charges related thereto, are the responsibility of the driver.

## **Cellular Telephone Usage While Driving**

Based on State and local laws, the use of cellular telephones is prohibited unless it is of a hands-free configuration. Since this is the case, it is the college's policy that all cellular telephone usage while operating any vehicle on college business be of a hands-free nature. Violations of this policy may subject the employee to disciplinary action up to and inclusive of termination of employment.

While operating a vehicle without the availability of a hands-free device, allow incoming calls to go to your voice mail and then return them at your convenience when not driving. Alternatively have a passenger place or answer calls while you are driving.

## **RULES OF CONDUCT**

Violation of the College's rules or conduct expectations may result in disciplinary action ranging from a warning to discharge. The College will investigate rule or expectation violations and decide what discipline is appropriate based on the severity of the offense, the employee's past record, and the penalties imposed in similar situations. Except in immediate discharge situations, the College uses discipline to help employees change behavior in order to be a successful part of the College community.

## **OPEN-DOOR POLICY**

Our employees should have a procedure in which concerns can be easily and quickly raised, reviewed by the College, and promptly answered. That is why we have our Open-Door Policy. This Policy offers all employees the freedom to discuss any concerns with management. We encourage you to use the Open-Door Policy when you have a concern. We cannot resolve your concern unless you first tell us about it. Use of the Open-Door Policy will never be held against you.

## HEALTH AND SAFETY

ABC is very concerned that our employees are working in as safe and as healthy an environment as we can provide. We, as employees, must make a conscious effort to be aware of safety and health procedures as well as hazards at all times. The College reserves the right to require its employees to provide evidence of vaccinations (as may be solely determined by the College) and compliance with certain health procedures as communicated by the President or appropriate Vice President.

Our goal is to avoid accidents altogether. Following are some of the safety regulations that must be complied with.

- All injuries, no matter how slight, must be reported immediately to the Bursar and Director of Campus Operations. When medical attention is apparent, please follow the guidelines set forth within ABC Policy # 6:002 ABC Reportable Event Documentation Policy when seeking care.)
- All unsafe conditions or practices must be reported immediately to the Director of Campus Operations.
- All work areas must be kept clean and free of hazards. Safety is no accident.
- Horseplay and practical jokes are prohibited, as they often lead to injury.
- Everyone is expected to wear safe as well as protective clothing that will protect the employee for the type of job they are performing.
- Use proper tools and equipment for the job and use them correctly as specified by your supervisor. If you are not familiar with the tools or equipment, ask your supervisor for the correct procedures.
- When lifting, bend knees and keep the back straight. If the item is too heavy, use proper lifting procedures or get help as needed before proceeding.
- Guards and safety devices are not to be removed or made inoperable.
- Hall and walkways shall be kept free of items and kept clean at all times.

Most accidents can be prevented. Rules themselves do not make a work place safe; rather the constant and diligent awareness of all employees is necessary to provide a safe work environment.



### **Reporting a Crime – Guidelines and Procedures for reporting a crime on Campus**

If an Employee is a witness to a crime on Campus, immediately reported to the Metro Police department 615-862-8600 or by dialing 911. ABC Policy 6:007 Policy on Criminal Activity and Emergency Notifications provides further instructions on what to do in the event that a crime is witnessed and how the College handles other incidents requiring emergency notifications.

ABC Campus Security: 615-687-6927

### **Student Crisis Emergency Contacts – Outline Guidelines for Student Support**

ABC Policy #6:001 Missing Student Notification Policy and Procedure provides information on actions that will be taken by the College in the event that it appears that a student should be considered a “missing person”.

Other emergency, on campus situations involving students should be reported to campus Security, the Office of the Executive Vice President and the Office of the Vice President for Academic Affairs.

Crisis Mental and Emotional Health Assistance may be accessed using the numbers listed below:

- National Suicide Prevention Hotline - 800-273-8255
- Tennessee Department of Mental Health – Call 855-CRISIS-1 (855-274-7471) or Text “TN” to 741-741
- Sexual Assault Center – 866-811-7473

Assistance is also available at the following weblink:

<https://www.tn.gov/behavioral-health/need-help.html>

ABC Non-Discrimination Grievance Policy within the Appendix

OSHA Link within the Appendix

TOSHA Link within the Appendix

## **COLLEGE MAILING ADDRESS**

American Baptist College  
1800 Baptist World Center Drive  
Nashville, TN 37207

Phone: (615) 256-1463

Fax: (615) 226-7855

## **IF WE LEFT ANYTHING OUT**

We have tried to make this Handbook comprehensive and to answer the questions that you might have as a new employee and for all employees as a reference. If you have any questions that this Handbook has not answered, please ask us. We will get the answers for you.

## **A FINAL WORD**

The College has made a sincere effort to provide compensation and employment policies that are mutually beneficial to the College and you.

This Handbook replaces all prior written statements, oral statements, and practices.

The College may change this Handbook in the future. We will let you know about any changes before they go into effect.

## **ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK AND AGREEMENT TO CONDITIONS OF EMPLOYMENT**

I have read and fully understand the rules governing my employment with ABC. I agree to employment with ABC under the conditions explained. I understand these conditions can be changed by the College, without notice, at any time. I also understand and agree that my employment is “*At-Will*” employment, is for no definite period of time and may, regardless of the time and manner of payment of my wages and salary, be terminated at any time with or without cause, and with or without notice.

**I also understand that this version (1.0) of the Employee Handbook replaces all previous versions and is the current source of information on employment with ABC.**

I also agree to the Confidentiality statement of ABC.

In addition, I also agree that upon the termination of my employment; I will return all College property as outlined on my last day of employment.

I further agree to follow the Anti-discrimination and Harassment policy of the College.

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Employee Name

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Employee Signature

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DATE

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College Official’s Signature  
American Baptist College

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DATE

**EMPLOYEE’S COPY**

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Employee Name

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Employee Signature

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College Official’s Signature  
American Baptist College

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DATE

**EMPLOYER’S COPY**