

OZARK

CHRISTIAN COLLEGE
PERSONNEL HANDBOOK

January 2020

TABLE OF CONTENTS

| | |
|--|-----------|
| Introduction | 4 |
| Welcome from the President | 5 |
| SECTION ONE: Institutional Statements | 6 |
| 1.1 Institutional Mission | 6 |
| 1.2 Vision | 6 |
| 1.3 Statement of Faith | 6 |
| 1.4 Institutional Goals | 7 |
| 1.5 Core Values | 7 |
| 1.6 Learning Goal | 8 |
| 1.7 College Learning Outcomes | 8 |
| 1.8 College Areas: Academics, Administration, Advancement | 8 |
| SECTION TWO: Governance and Organization | 9 |
| 2.1 Board of Trustees | 9 |
| 2.2 Executive Administrators and Administrative Council | 9 |
| 2.3 Job Descriptions and Organizational Charts | 9 |
| 2.4 Personnel Handbook Policy Changes | 9 |
| SECTION THREE: Employment Policies | 9 |
| 3.1 Definitions of Employment Status | 10 |
| 3.2 Employee Classification | 10 |
| 3.3 Employee Recruiting and Selection | 10 |
| 3.4 Background Check and Self-Reporting | 10 |
| 3.5 Nondiscrimination | 11 |
| 3.6 Employment of Relatives | 12 |
| 3.7 Applicant Moving Expenses | 12 |
| 3.8 New Employee Orientation Period | 12 |
| 3.9 Personnel Records and Privacy | 13 |
| 3.10 Americans with Disabilities Act | 14 |
| 3.11 Indemnification Policy | 16 |
| 3.12 Employment Arbitration Clause | 16 |
| 3.13 Student Employment Guidelines | 17 |
| SECTION FOUR: Wages, Salaries, and Payroll Practices and Policies | 17 |
| 4.1 Hours of Work | 17 |
| 4.2 Compensation Policies | 18 |
| 4.3 Personnel Benefits | 20 |
| 4.4 Additional Employee Benefits | 21 |
| SECTION FIVE: Employee Leave | 24 |
| 5.1 Vacation | 24 |
| 5.2 Short-Term Absence Time (STAT) | 25 |
| 5.3 Family and Medical Leave Act (FMLA) | 25 |
| 5.4 Extended Sick Leave | 26 |

| | |
|---|-----------|
| 5.5 Long-Term Disability | 26 |
| 5.6 Military Leave of Absence | 26 |
| 5.7 Jury Duty | 27 |
| 5.8 Christian Service Days | 27 |
| 5.9 Unpaid Personal Time Off | 27 |
| SECTION SIX: Standards of Conduct | 27 |
| 6.1 Code of Ethics | 27 |
| 6.2 Conflicts of Interest | 28 |
| 6.3 Standards for Workplace Environment | 29 |
| 6.4 Standards for Personal Interactions and Conduct | 30 |
| 6.5 Standards for Campus Safety | 33 |
| 6.7 Information and Technology Policies | 37 |
| SECTION SEVEN: Employee Communications | 40 |
| 7.1 Internal Communications and Brand Guidelines | 40 |
| 7.2 Official Notice and Safety Bulletin Boards | 40 |
| 7.3 Solicitation and Distribution | 40 |
| 7.4 Student Consumer Protection Policy | 40 |
| 7.5 Complaint and Grievance Policy | 40 |
| 7.6 External Communications | 42 |
| 7.7 Institutional Survey Policy | 43 |
| SECTION EIGHT: Employee Performance, Development, and Separation | 43 |
| 8.1 Performance Appraisal | 43 |
| 8.2 Professional Development Allowance | 44 |
| 8.3 Promotions and Departmental Transfers | 44 |
| 8.4 Progressive Discipline Plan | 44 |
| 8.5 Termination of Employment | 46 |
| 8.6 Exit Information | 48 |
| SECTION NINE: Safety and Health | 48 |
| 9.1 Accident/Injury Reporting | 48 |
| 9.2 Campus Safety Notification | 48 |
| 9.3 Timely Warnings Policy | 48 |
| 9.4 Missing Student Policy | 48 |
| 9.5 Driver Policy | 48 |
| 9.6 Surveillance Camera Policy | 48 |
| SECTION TEN: Travel, Expenses, and Purchases | 49 |
| 10.1 Travel and Entertainment Policy | 49 |
| 10.2 Clery Student Off-Campus Trip Policy | 49 |
| 10.3 Purchasing Policy | 49 |
| 10.4 Gift Policy | 49 |
| SECTION ELEVEN: Additional Handbooks | 49 |

Introduction

This handbook serves as an overview of Ozark Christian College policies, procedures, and employment guidelines for personnel. Questions or clarifications regarding the contents may be directed to the Human Resources Office or to the administrator responsible for the policies referenced. There are specific handbooks for certain areas of the college. For these areas, modifications contained in a specific handbook may supersede the guidelines stated in this overall Personnel Handbook. Student employment information is contained in the Student Employment Guidelines document. Employment guidelines and expectations for online instructors and visiting instructors are contained in the Faculty Handbook.

A brief overview of the handbook is included in new employee orientation, however, it is the responsibility of personnel to become familiar with the handbook contents. Personnel can access the handbook on the **OCC web portal** and **website** and are responsible for the information it contains.

The college reserves the right to make changes in content or application of policies as described in 2.4 Personnel Handbook Policy Changes. Personnel will be notified of any changes to the handbook via their campus email address. This version of the Ozark Christian College Personnel Handbook supersedes any previous version of the handbook.

Employment at Ozark Christian College is at-will. This means that either the employee or the college may terminate the employment relationship at any time, with or without cause. The at-will relationship remains in effect regardless of any statement made by the college personnel, including supervisors, or set forth in any documents. The Personnel Handbook and items specified do not constitute terms of a contract and are not intended to be contractual in nature. Only the President is authorized to enter into an employment contract with an employee.

Please contact the Human Resources Office with any questions or concerns.

Welcome from the President

It's my pleasure to serve alongside you in the Ozark Christian College family. OCC is more than an organization. It's a fellowship. What binds us together is a love for Christ, a passion to reach the world with his gospel, and a mission to train leaders for that global work. So, while we are certainly an educational community, we are also a spiritual community. Your coworkers are a group of people who believe they are making a difference in eternity. We see what we do as more than a job. It's a ministry.

So, welcome to the ministry! We are truly glad that you've brought your gifts and abilities into our mix to help us be more effective in training men and women for Christian service in the 21st century. We want you to know your importance to the team here, and we want to do our part to help you feel a full embrace by the college family.

In addition, we want to both inform you and coach you in order to help you adjust quickly and positively. The following handbook will familiarize you with the policies, procedures, and guidelines of the school. Its purpose is to ensure that each and every staff member both feels and actually becomes a full partner in ministry.

One thing you'll notice during your service here: we try to follow biblical principles in our work and in our relationships with one another. As Colossians 3:22-25 describes, our "culture" at the college is marked by:

- a genuinely submissive spirit with our overseers, "not only when their eye is on us."
- a wholehearted effort, "as working for the Lord, not for human masters."
- a worshipful motivation, laboring out of "reverence for the Lord."
- a team attitude, valuing every person's contribution with "no favoritism."

Because of that environment, over the years OCC has enjoyed comparatively low turnover, great longevity of service, a loving community, and a joyful spirit. As our employees have taken sincere and hearty ownership of the mission of the school, the Lord has been glorified, leaders have been trained, and lives around the world have been changed. Thank you in advance for your every expression of support for this great calling.

Your servant for the sake of Christ,

Matt Proctor
President

SECTION ONE: Institutional Statements

The college operates according to the Articles of Amendment and Bylaws for Ozark Christian College.

1.1 Institutional Mission

The mission of Ozark Christian College is to train men and women for Christian service as a degree-granting institution of biblical higher education.

1.2 Vision

The vision of Ozark Christian College is to glorify God by evangelizing the lost and edifying Christians worldwide.

1.3 Statement of Faith

Ozark Christian College has its roots in the Stone-Campbell heritage (Independent Christian Churches and Churches of Christ) that began in the United States in the early 19th century. This heritage seeks the unity of all Christians based on the authority of the Bible for the evangelization of the world. OCC recognizes that creeds and confessions of faith have at times been more divisive than unifying, but in light of its commitment to Scripture, OCC believes that agreement on certain matters of the faith is essential to carry out its mission. Therefore, to avoid any misunderstanding or misinterpretation, the following statements are given and all trustees, administrators, and faculty affirm their unqualified acceptance of the following:

GOD: There is one, holy God who eternally exists in three persons—Father, Son, and Holy Spirit. God created all things visible and invisible. God is perfect in wisdom, power, and love, knowing all things past, present, and future, and his sovereign plan of redemption was set in place before the foundation of the world. (Gen 1:1-2, Dt. 6:4, Heb 11:3, Eph 1:9-10; Rev 13:8)

JESUS: Jesus Christ is God's only begotten Son, born of a virgin, fully divine and fully human, and our Savior and Lord. Jesus, who was without sin, died in our place as a substitutionary sacrifice for our sins, bearing divine wrath, and reconciling to God all who trust in him. Jesus was bodily resurrected in victory over sin and death. He ascended to the right hand of the Father where he presently reigns as our king, high priest, and advocate until his glorious return. (John 3:16, Col 1:15; 2:9-15; 1 Cor 15:3-8, 20-28; 2 Cor 5:18-21; Heb 4:14-15)

HOLY SPIRIT: The Holy Spirit is fully divine and active in the church and the world. The Holy Spirit draws all people to Christ by illuminating the gospel and convicting of sin. The Holy Spirit dwells in the life of a believer to transform, guide, assure, and empower living a fruitful Christian life. (John 16:8-11; Acts 2:38; 2 Cor 3:17-18; Gal 3:2)

BIBLE: God is revealed in the Bible, the uniquely inspired written Word of God and infallible in all that it affirms. The Bible is the final authority in all matters of faith and practice. (2 Tim 3:16; 2 Pet 1:20-21)

HUMANITY: God creates all humans, male and female, in his image, and therefore all people have intrinsic value and purpose. By the sin of the first man and woman (Adam and Eve), death entered the

world. All have sinned and fall short of the glory of God, alienated from God and without hope apart from the blood of Jesus Christ. (Gen 1:26-27; Gen 3; Rom 3:23; Eph 2:1-3)

SALVATION: Salvation can be found in Christ alone and is offered to all by grace through faith. A living faith is demonstrated through repentance, confession, baptism by immersion, and a life of obedience. (Rom 3:23; 5:12, Acts 2:38, Gal 3:26-29; Eph 2:4-10)

CHURCH: The church is the body of Christ on earth, with Christ as the head. God's church is comprised of a priesthood of all believers, serving as minister of the gospel according to the gifts which God has given them. Together the church is called to make disciples of all nations until Christ returns. (Matt 28:18-20; Eph 3:10; 4:11-13; Col 1:18; 1 Pet 2:9-10)

RETURN OF CHRIST: Christ will visibly return to restore creation and judge the world. There will be a bodily resurrection for the believers to eternal life with God in heaven and for the unbelievers to eternal judgment in hell. In heaven, sin will be no more and those in Christ will live in fellowship with God forever. (Acts 1:11; 2 Thess 1:5-12; 1 Thess 4:13-18; Rev 20:11-15)

1.4 Institutional Goals

Ozark Christian College is committed to:

- **exceptional academics.** OCC provides qualified, innovative, and biblically faithful instruction to prepare our students to serve Christ and his Church.
- **engaging experience.** OCC offers quality co-curricular and extra-curricular programs to grow students in Christian maturity and equip students for Christian ministry.
- **transforming community.** OCC cultivates a life-changing community marked by personal holiness, joyful diversity, gracious honesty and loving service.
- **distinctive resources.** OCC offers Christ-centered events, materials, and personnel to encourage and equip our constituents.
- **strategic stewardship.** OCC manages physical, financial, and human resources to honor Christ and advance the mission of the college.

1.5 Core Values

The following core values express the heart of Ozark Christian College:

The Word of Christ Taught in the Spirit of Christ (Col 1:28)

We are a biblical community, grounding our curriculum and life in God's Word.

Not to Be Served, but to Serve (Mark 10:45)

We are a serving community, looking to others' interests, not our own.

Speaking the Truth in Love (Eph 4:15)

We are an honest community, practicing maturity through careful truth-telling.

Trusting in the Power of God and Seeking the Glory of God (1 Cor 4:20; Is 42:8)

We are a dependent community, leaning not on our own strength, but on God's.

An Atmosphere of Grace, Trust, and Freedom (Rom 15:7; 1 Pet 4:10)

We are a gracious community, maintaining unity in mutual acceptance and trust.

Making Christ Known through the Church (Matt 28:19-20; Eph 3:10)

We are a witnessing community, partnering with the Church in the Great Commission.

Worshiping in Spirit and Truth (Jn 4:23-24)

We are a worshiping community, pursuing God and the praise of his glory.

1.6 Learning Goal

Graduates will be biblically grounded, spiritually matured, culturally engaged, and vocationally prepared.

1.7 College Learning Outcomes

Ozark Christian College graduates will be able to:

General Education

GE 1: Communicate effectively in written and oral forms.

GE 2: Think critically from a Christian worldview.

GE 3: Identify informational needs for lifelong learning.

GE 4: Work collaboratively to accomplish shared goals.

GE 5: Appreciate and responsibly engage the physical world and diverse cultures, both past and present.

GE 6: Integrate learning and experiences to new settings and complex problems.

GE 7: Solve quantitative problems from everyday life situations.

Biblical Education

BE 1: Know the historical and theological content of the Bible.

BE 2: Employ sound historical-grammatical exegetical principles for biblical interpretation.

BE 3: Affirm one's personal belief in the lordship of Jesus and in the authority of the Scriptures.

BE 4: Grow in spiritual formation and develop plans for continued growth.

Professional Education

PE 1: Articulate a philosophy of Christian service consistent with a biblical theology.

PE 2: Demonstrate the ability to engage the culture in which Christian service takes place.

PE 3: Execute the principles of biblical discipleship within their Christian service context.

PE 4: Accomplish professional outcomes

Note: Each major has a list of professional outcomes.

1.8 College Areas: Academics, Administration, Advancement

In support of the institutional mission, vision, institutional goals, and student learning outcomes the college is divided into three major functions:

- **Academics:** To educate and equip students to become more like Christ and serve in leadership ministry.
- **Administration:** To recruit and retain students, maintain the financial integrity of the college, and continually improve the effectiveness of the personnel and operations.
- **Advancement:** To advance the mission of the college with external constituents through mutual partnership, service, and resources.

SECTION TWO: Governance and Organization

2.1 Board of Trustees

The Board of Trustees constitutes the directors and final arbiters of policies pertaining to Ozark Christian College. No policy or practice may be adopted by the faculty or the President that is inconsistent with or contradictory to policies established or decisions made by the Board of Trustees. The Board of Trustees may unilaterally change, add, or eliminate any policy listed in the Personnel Handbook.

2.2 Executive Administrators and Administrative Council

Ozark Christian College has four executive administrators: President, Executive Vice President of Academics, Executive Vice President of Administration, and Executive Vice President of Advancement. The Administrative Council is comprised of Vice Presidents, Academic Deans, and appointed directors.

2.3 Job Descriptions and Organizational Charts

Job descriptions for each administration, faculty, and staff position will indicate their direct supervisor. These organizational charts demonstrate the relationship between departments and executive administrators.

2.4 Personnel Handbook Policy Changes

The policies of the Personnel Handbook are overseen and reviewed by the Office of the Executive Vice President of Administration and the Human Resources Office in consultation with OCC General Counsel. Suggested revisions to the Personnel Handbook can be submitted to the Human Resources Office or either the Staff Advocacy Committee or Faculty Advocacy Committee. Any changes to policies in the Personnel Handbook will be reviewed and approved by the Administrative Council.

SECTION THREE: Employment Policies

Personnel are selected from those we believe to be individuals dedicated to Christ and his cause. Because of the very nature of our ministry, we require our employees to be professing Christians and experiencing a daily walk with Christ. When a person is employed, it is expected that s/he remain faithful in church attendance and that his/her personal life and witness be above reproach.

For the benefit of employees and the college, Ozark Christian College provides employee benefits outlined in this handbook. All employee benefits are subject to change or elimination without notice at any time at the discretion of the college. Employee benefits may also be modified in accordance with federal and state law.

Ozark Christian College is exempt from participating in the state and federal unemployment compensation programs, therefore wages earned at OCC will not be used to determine state or federal unemployment benefits.

3.1 Definitions of Employment Status

The following definitions help provide uniformity and equity in applying personnel policies and benefits.

- President
- Executive Vice Presidents
- Administrators (Vice Presidents and Academic Deans)
- Faculty (see Faculty Handbook for specific descriptions of faculty positions)
- Directors
- Salaried (Exempt) Staff
- Hourly (Non-Exempt) Staff
- Student Employees (see Student Employee Guidelines document)

3.2 Employee Classification

The college maintains standard definitions of employment status and classifies employees for purposes of personnel administration, eligibility for benefits, and related payroll transactions according to the following definitions. Supervisors should be careful to maintain the budgeted hours.

Full-Time:

A full-time employee works at least 1,560 hours per fiscal year (July 1-June 30). This could be:

- 40 hours per week for 52 weeks (2,080 hours per year)
- 40 hours per week for 39 weeks (1,560 hours per year)
- 30 hours per week for 52 weeks (1,560 hours per year)

Part-Time:

This could be:

- 1,000-1,559 hours/year
- less than 1,000 hours

3.3 Employee Recruiting and Selection

When a personnel vacancy occurs or a new position is created, the appropriate supervisor will submit a request for personnel to the Human Resources Office. The supervisor will submit a job description along with the information needed for a job posting. Once the job description has been received, the position will be sent to the appropriate executive administrator for approval.

The appropriate supervisor and personnel appointed by the Human Resources Office will conduct a joint recruiting and selection program designed to identify the most qualified individual for the position.

3.4 Background Check and Self-Reporting

To maintain a safe and secure campus environment and protect the college's financial and physical assets, a formal process has been established for screening, background checks, and self-reporting.

Pre-Screening

All applicants must complete all elements of the written application document. Candidates may be removed from consideration or, once in place, may be terminated or removed if it is later determined they provided false information or did not accurately report information on their application.

Face-to-Face Interviews

All applicants must take part in a face-to-face interview conducted by the relevant administrator or director and the Human Resources Officer. When necessary, this interview may be done over electronic means (e.g., Skype).

Background Checks

Background checks are an important and necessary tool in selecting individuals for positions at an institution of higher education. Therefore, any offer of a position at the college will be contingent upon the candidate consenting to a background check, which will include the following:

- Personal and professional reference checks
- Enhanced nationwide criminal and sex offender search
- County criminal records check
- Residence history for the past seven years
- Social Security Number trace

Credentials Checks

Upon the conditional offer, the responsible administrator will verify all educational credentials and professional licenses (if applicable). Falsification of such is ground for withdrawal of the offer.

Self-Reporting

An individual must disclose to the Human Resources Office any and all felony or misdemeanor arrests or convictions that occur after the date of hire. Upon receiving such a report, the Human Resources Office and the responsible administrator or director, in consultation with the Office of General Counsel, will determine whether the conviction or arrest bears a significant relationship to the employee's suitability to continue to perform the required duties of the position. If it is determined that the employee is no longer suitable, the employee will be terminated or removed from the position. Failure to report any arrest or conviction is a terminable offense.

OCC relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in OCC's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

3.5 Nondiscrimination

Ozark Christian College hires individuals without regard to race, color, gender, national origin, age, marital status, veteran status, and disabilities. The recruitment and selection process will be based on job-related, objective qualifications, in accordance with the job requirements of the position being filled.

Ozark Christian College is exempt from compliance with some provisions of certain civil rights laws, including some provisions of Title IX of the Education Amendments of 1972. The college is also exempt from the prohibition against religious discrimination of the Civil Rights Act of 1964, and it shall not be in violation of the equal opportunity clause required by Executive Order 11246 for OCC to establish a hiring preference for applicants who are members of the Christian Church/Churches of Christ. OCC further reserves the right to discriminate or designate certain positions on the basis of religion or gender when a bona fide occupational qualification exists.

- A. OCC encourages applicants for employment or employees with a complaint regarding discrimination to report the offense to the Human Resources Office. If a supervisor should receive a complaint of discrimination, s/he shall first consult the Human Resources Office.
- B. The Human Resources Office will investigate all complaints of discrimination and make recommendations to the senior administrator for appropriate action.
- C. All advertising for employment will indicate that the college is an Equal Employment Opportunity employer. No preference will be shown for men or women in advertisements unless a religious tenet or bona fide occupational qualification is applicable.
- D. Periodic surveys of the workforce will be conducted for the purpose of determining the makeup of the workforce with regard to minority groups and by gender and such other categories as may be helpful in the advancement of nondiscrimination.
- E. Unless gender is a bona fide occupational qualification or a religious tenet is applicable, women will be given equal opportunity and promotion, and the Human Resources Office shall have the designated responsibility of monitoring endeavors consistent with this policy.
- F. It shall be the duty of the Human Resources Office to monitor employment practices and report to any appropriate Vice President any questions that are specifically relevant to the college's position as a private church-related institution.

3.6 Employment of Relatives

The Code of Ethics of Ozark Christian College provides the following nepotism policy related to the employment of relatives:

Refrain from participation in a decision to appoint or hire an employee who is related to such person within the fourth degree of consanguinity (blood) or affinity (marriage). It also shall be a violation of this policy for an employee to supervise, either directly or indirectly, the work of another employee who is related within the fourth degree, unless the supervisory role is approved by the supervising Executive Vice President or President.

3.7 Applicant Moving Expenses

The college will pay for reasonable costs to relocate faculty, administrators, and other staff whose relocation is at the college's request and whose new, principal place of work is at least 50 miles farther from the employee's home than his/her former job. Amount of the moving expenses will be determined by executive administrators.

3.8 New Employee Orientation Period

New non-contract staff members will serve an orientation period of up to 90 days from the date of hire. Department supervisors will be responsible for evaluation during the employee orientation period. Performance appraisals will be conducted after 60 days but before the 90th day and filed by the supervisor with the Human Resources Office. Upon satisfactory completion of the orientation period, employees are subject to all other college policies including standards for job performance and behavior. All employees, regardless of status or length of service, are considered at-will employees.

During the new employee orientation period, non-contract staff members can receive the following: one day of Short Term Absence Time (STAT) per month, up to two days of holiday pay, jury duty days, OCC Bookstore discount, and admission to on-campus athletic events.

Upon successful completion of the introductory period, full-time, non-contract staff members will be paid a \$600 bonus and become eligible for all other benefits if they qualify. Full-time benefits begin on the first of the month following 60 days of employment.

When an employee changes employment positions, the supervisor may request an orientation period and complete a performance appraisal after 60 days but before the 90th day and filed by the supervisor with the Human Resources Office. If the employee is moving between full-time positions, no loss of benefits will occur and no bonus will be paid.

Part-time (non-student) employees who are subsequently hired to a full-time, non-contract position will become eligible for all benefits for which they qualify on the date of full-time employment, under the condition they have worked hours equivalent to a 60-day, full-time position. Vacation and STAT days accrue from the date of full-time employment. A \$600 bonus is not applicable.

3.9 Personnel Records and Privacy

Personnel Records

Personnel records will be maintained containing information on each college employee to meet state and federal legal requirements and to assure efficient personnel administration. Records are maintained in the Human Resources Office. Additional records specific to faculty credentials will be maintained in the Academics Office.

Personnel files will generally contain the following information:

- Application for employment and related hiring documents (resumes, transcripts).
- Personal information changes (address, telephone, family status).
- Performance documents (including performance appraisals).
- Employee history updating information submitted by an employee (recent education, records of achievement, certificates of completion).
- Other documents pertaining to employment (appreciation letters, corrective action reports, employment contracts, employment verifications, training records, references).
- Medical records, documents necessary for the administration of college benefit programs, and any investigation information will be kept in a separate confidential file. I-9 forms are also kept in a separate file. These files may be examined only by appropriate officials conducting an investigation.

Notification of Changes

Notification of changes of address, telephone number, and/or family status must be reported immediately to the Human Resources Office.

Files Access

Access to personnel files is restricted to authorized employees of the Human Resources Office and the supervisors for the employee on a “need to know” basis. Employees may examine their files upon prior 24-hour notice submitted to the Human Resources Office. Personnel files are the property of the college and may not be removed from the Human Resources Office except by an authorized Human Resources Office employee. Personnel may obtain a copy of documents in the file that contains their handwritten or digital signature.

Government Inquiries

OCC will cooperate with federal, state, and local government agencies investigating an employee if the investigators furnish identification and proof of legal authority to investigate. However, the college may first seek the advice of legal counsel. The college may permit a government investigator to review a personnel file on college premises, but the investigator will not be allowed to remove or reproduce this information without consent from the Human Resources Office and/or the Office of General Counsel.

Employment References and Information Requests

Requests for information from employee files received from other departments and inquiries from outside the college, including requests for references on former employees, will be directed to the Human Resources Office.

Supervisors and other employees are prohibited from providing personal or employment references on ex-employees or current employees. Employment references on former employees will be provided by the Human Resources Office only, as follows:

1. References with written approval. Salary history, job chronology, and performance information may be released with written approval of the employee or ex-employee. This information will be released in writing and a copy kept in a separate file in the Human Resources Office.
2. Telephone inquiries. Information will be verified by the Human Resources Office via telephone if a release authorization form with the employee's signature has been obtained, but will be limited to the following:
 - a. Date of hire and date of separation
 - b. Job titles
 - c. Eligibility for rehire

Department Files

Supervisors with a legitimate need to keep departmental personnel files on their employees may do so only if the following guidelines are strictly followed:

- Information must be kept confidential and disclosed only to those with a "need to know."
- All departmental files must be kept in a secure, locked area.
- Only copies of original documents are allowed in the file. All originals should be filed in the Human Resources Office.

File Retention

Originals of personnel records will be maintained by the Human Resources Office and retained for seven years after an employee's separation date.

3.10 Americans with Disabilities Act

OCC will make reasonable accommodations, in accordance with applicable state and federal law, for qualified individuals with known disabilities. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. An individual with a disability must be able to perform the essential functions of the job and must meet all other qualifications for a particular job, such as education and/or experience, but may need a reasonable accommodation in order to perform the essential functions of the job.

Definitions

- A *disability* means, with respect to an individual: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; (c) being regarded as having such an impairment.
- A *reasonable accommodation* as defined by the act as one that does not cause undue hardship on the operation of a business.
- An *undue hardship* is an accommodation that is “excessively costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the business.” In determining undue hardship, OCC will consider factors such as nature and cost of accommodation, as well as the impact on the accommodation on the specific department providing the accommodation.

Procedure for Requesting Accommodation

If an applicant or employee of the college wants to request an accommodation under ADA or has questions about an accommodation, s/he is to contact the Human Resources Office.

It is generally the responsibility of individual employees to identify themselves as an individual with a disability when seeking an accommodation. It is also the responsibility of individual employees to document their disability (from their health care provider) and to demonstrate how the disability limits their ability to complete the essential functions of their job. Medical documentation will be kept confidential and separate from the employee’s personnel file.

The Human Resources Office will consult with the applicant or employee and others as necessary and determine if:

1. an additional documentation from a health care provider or other third party is needed to support the employee’s request for accommodation; and
2. the individual is eligible for a reasonable accommodation under the ADA; and
3. the essential and secondary functions of the job, the functional work environment, the functional limitations of the disability, and the reasonableness of an accommodation do not provide undue hardship or a direct threat to the department or OCC; and
4. the college is able to meet the request, and if so, in what manner.

If it is determined that a reasonable accommodation can be made, the Human Resources Office will work closely with the employee and the employee’s supervisor to ensure that the accommodation is made.

The employee is responsible for contacting the Human Resources Office if the reasonable accommodation is not implemented in an effective and reasonable manner. The Human Resources Office will then take steps to ensure that the accommodation is fully implemented.

If the applicant or employee is not satisfied with the result of his/her request for a reasonable accommodation or the way in which it was handled, s/he may express concern in writing to the Executive Vice President of Administration who will review the concern.

OCC reserves the right to recertify the qualified disability with the employee’s health care provider and/or follow-up with the employee and possibly others within the department or building regarding the accommodation. If recertification or follow-up is determined to be necessary, the employee will be notified of the timing of such.

3.11 Indemnification Policy

The college may provide indemnification (payment of expenses, including attorneys' fees, judgments, penalties, fines, and amounts in settlement actually and reasonably incurred by the individual in connection with a legal action) for individuals who have a legal action brought against them as a result of their work for the college. The following sets out the required steps an individual must follow before the college determines whether to provide indemnification.

1. Provide Timely Notice and Request for Indemnification

The individual must notify the General Counsel Office regarding any legal action within five calendar days after receiving notice. Along with such notice, the individual must provide a written request to be indemnified by the college. That request should also state the reasons why the individual believes s/he is eligible for indemnification under this policy.

2. Obtain Determination from the President

Upon timely receipt of the notice and request for indemnification, the General Counsel Office will review the information provided, conduct a fact-specific investigation, and make a recommendation to the President as to whether the college should indemnify the individual. To be eligible to receive the protection offered by this policy, the individual must have (1) complied with all applicable college policies and (2) acted within the scope of his/her assigned duties in a manner reasonably believed to be lawful and in the best interest of the college. Additionally, with respect to any criminal action or proceeding, the individual must have had no reasonable cause to believe his/her conduct was unlawful. Decisions on the extent of eligibility will be made on a case-by-case basis and at the sole discretion of the President. The decision of the President, which will be communicated in writing to the individual, is final. If the President is the individual seeking indemnification, a three-member committee appointed by the General Counsel Office will decide the issue.

3. Conditions of Indemnification

If it is determined that the college should indemnify the individual, the following conditions will apply:

- a. Indemnification will be made only to the extent that the individual is not made whole for his/her loss and expenses from all other sources, including insurance. In no case will indemnification be in an amount which, when combined with all other sources of indemnification, exceeds the actual amount of expenses, including attorneys' fees, judgment penalties, fines and amounts paid in settlement; and
- b. The individual will cooperate fully with the college in his/her defense by providing any and all pertinent information concerning the act or failure to act that is the subject of the legal action.

The college's decision regarding whether to defend and/or indemnify the individual does not affect the college's ability to take necessary and lawful corrective action, including termination, if warranted by the events leading up to the legal action.

3.12 Employment Arbitration Clause

Should any dispute between an employee and the employer arise at any time out of any aspect of the employment relationship, including but not limited to the hiring, performance, or termination of

employment and/or cessation of employment with the employer and/or against any employee, officer, alleged agent, director, affiliate, or subsidiary, or relating to an application or candidacy for employment, the employee and employer will confer in good faith to resolve promptly such dispute. In the event that the employer and employee are unable to resolve their dispute, and should either desire to pursue a claim against the other party, both the employer and employee agree to have the dispute resolved by final and binding arbitration. The employee and employer agree that the arbitration shall be held in the county and state where the employee currently works for the employer or most recently worked for the employer.

3.13 Student Employment Guidelines

Ozark Christian College's student employment programs are co-curricular and designed to:

- Create employment opportunities for which students can gain work experience.
- Provide students with a means to help meet their educational expenses.
- Enrich students' experience at Ozark through co-curricular learning opportunities.
- Provide departments with a range of assistance to enable the college to function more effectively and thus better serve all students.
- Infuse the day-to-day operations of the college with students' energy and perspectives

Additional policies and procedures specific to student employment are outlined in the [Student Employment Guidelines](#).

SECTION FOUR: Wages, Salaries, and Payroll Practices and Policies

4.1 Hours of Work

4.1.1 Standard Work Hours

The average work week is 40 hours. For most offices, the work will be Monday through Friday; however, exceptions will be allowed depending upon the needs of a particular department.

The standard work day is 8 a.m.-5 p.m., which includes one hour for lunch. However, various shifts may be arranged in accordance with the needs of the department. It is expected that offices will be open to the public at 8 a.m. and close to the public at 5 p.m.

4.1.2 Break Time

An employee working four consecutive hours is entitled to a paid ten-minute break during that time. Employees working an eight-hour shift schedule may take a one-hour unpaid lunch break. Lunch and break times should be coordinated with an employee's supervisor. Break time is considered working time.

4.1.3 Chapel Attendance and Life/Mentor Group Leaders

Employees are expected to attend chapel services on Tuesdays and occasional Thursdays when residential courses are in session. Departments will close operations during this time unless prior approval is given from the supervising Executive Vice President. Chapel time is considered working time for all employees whose normal work hours includes these times.

Employees are asked to lead a life/mentor group of students on Thursdays when residential courses are in session. Life/mentor group time is considered working time for full-time employees whose normal work hours include these times.

4.1.4 Friday Employee Lunch and Meeting

Employees are expected to attend a weekly meeting on Fridays when residential courses are in session. Weekly employee meetings are considered working time for all employees whose normal work hours include these times. Employees are also invited to attend Friday lunch prior to weekly meetings. The lunch is not considered working time. When Friday lunch is followed by a meeting, these lunches are not a taxable benefit.

4.1.5 Special Events Attendance

Employees may attend special events on campus (e.g., Preaching-Teaching Convention) depending on their work schedule and supervisor approval. This time is considered working time for all employees whose normal work hours include these times.

4.2 Compensation Policies

4.2.1 Wages

An employee's position may be classified as non-exempt (paid by the hour) or exempt (salaried) depending on the nature of the work and the role within the organization. According to the Fair Labor Standards Act guidelines, exempt (salaried) employees do not keep track of their hours. Salaried employees work the hours needed to get their job done. Positions must meet FLSA requirements or testing in order to be classified as exempt.

Wages are reviewed and appropriate changes made annually, normally concurrent with the budget year. Other consideration may be given from time to time, as occasion requires.

4.2.2 Payroll Deductions

The standard payroll deductions as well as any employee-elected deductions, required by law, will be withheld from all payroll checks.

4.2.3 Ordained, Licensed, Commissioned Ministers, Payroll Deductions, and Housing Allowance

For ordained, licensed, or commissioned ministers employed in qualified roles, the college will withhold federal and state income taxes, but not Social Security and Medicare. Federal income tax withheld can be increased at the employee's option. For qualified persons (ordained or licensed), a portion of one's remuneration can be designated as a housing allowance. Application is made annually through the Human Resources Office and approval is made by the Board of Trustees.

4.2.4 Pay Days and Time Sheets

All employees of Ozark Christian College are paid semi-monthly on the 15th and last days of the month. If the pay date falls on a weekend or holiday, the paycheck will be issued on the preceding workday.

Employees paid an hourly rate must submit an approved time sheet by 9 a.m., according to the payroll calendar. The time sheet reflects time worked from previously submitted time sheet. No anticipated

hours should be reflected except at the special request of the Vice President of Campus Operations. Failure to meet this time schedule may result in the employee receiving no pay until the next pay period.

Direct deposit is available for pay to be transferred automatically to the employee's bank account on the pay day.

4.2.5 Overtime

Work performed from Sunday through Saturday, a calendar week, is used to determine if overtime is due and will be paid if hours worked during this period exceed 40 hours for non-exempt employees. The non-exempt employee's supervisor must approve the overtime hours before the work is done.

Supervisors are prohibited from requesting employees to work overtime hours and not report them. All hours worked in a calendar week are to be reported and paid to the employee, including the overtime work. Working unauthorized overtime is grounds for significant discipline up to or including immediate termination.

The rate of overtime will be one and one-half times the normal hourly rate. Other paid time off in the week (e.g., holidays and vacation) will not be included in the calculation of overtime hours. Overtime compensation earned in a particular work week will be paid on the regular pay day for the period in which such a work week ends.

4.2.6 Holidays

Ozark Christian College considers the following to be established paid holidays.

- Martin Luther King, Jr. Day
- Thursday-Friday of Spring Break (as determined by Academics Calendar)
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Monday-Tuesday of Fall Break (as determined by Academics Calendar)
- Wednesday-Friday of Thanksgiving Break
- Christmas Eve through New Year's Day

Full-time employees required to work on an established paid holiday will receive holiday pay along with pay for the time worked. If the holiday falls in a full week of an employee's vacation leave, the day will not be counted in the vacation leave.

Part-time employees working 1,000-1,559 hours can choose 76 hours of regularly scheduled holidays with pay/employment year.

4.2.7 Campus Closures and Inclement Weather Conditions

If campus is closed by administration, employees will be paid for the hours they would have regularly worked on that day.

If inclement weather prevents employees from getting to work, employees can utilize STAT, take the time off unpaid, make up hours within the same pay period, or work from home if approved by the employee's supervisor.

4.3 Personnel Benefits

The following benefits described apply to full-time personnel only unless otherwise indicated.

4.3.1 Health Insurance

Ozark Christian College pays health insurance premiums for full-time employees and their dependents. After enrollment for health insurance, the employee will receive a plan summary and a plan booklet. These items will describe the deductibles, co-payments, co-insurance, and benefits.

Health care providers within the Preferred Provider Organization (PPO) should file claims directly with the insurance company. Health care providers that are outside of the PPO may or may not file claims directly. If the health care provider does not file the claim, it is the responsibility of the employee to file the necessary documents with a claim form. Claim forms may be obtained in the Business Office.

Prescription cards are provided by the insurance company as part of the health insurance benefit.

4.3.2 Health Care Reimbursement

The college provides additional financial assistance for deductible amounts, co-insurance amounts, and prescription costs for in-network services. Once the employee has paid \$700 (per family member or a total of \$2,100 per family) for allowable in-network medical care (as determined by the health insurance company), the college will reimburse the employee for out-of-pocket deductible, co-insurance, and prescriptions not paid by insurance. The prescription card provided by the insurance company must be used.

The “Explanation of Benefits” (EOB) will be downloaded to OCC and processed. Reimbursements from the Health Reimbursement Account (HRA) will be made once the OCC individual and/or family deductible is met. Automatic transfer from your HRA to an elected Flexible Spending Account (FSA) is available for medical expenses not satisfying the individual or family deductible. The employee is responsible to pay the appropriate health care provider with the monies received.

Items to remember:

- EOBs are downloaded from COX HealthPlans.
- Submit prescriptions to the Business Office.
- Effectively \$700 individual, \$2,100 family deductible.
- College reimburses employee, not medical provider. Paying the medical provider is employee responsibility.
- College pays amount for in-network services based upon costs recognized by insurance company.

Prescription costs, in-network deductibles, and co-payments count toward OCC employee out-of-pocket.

Health Reimbursement Account forms are available in the Business Office for exceptions that are not downloaded.

4.3.3 Flexible Spending Account

Employees are eligible to participate in a Flexible Spending Account (FSA) if working at least 1,000 hours in a calendar year.

Each December, employees may designate an amount to be withheld from his/her pay in the following year. This amount may be used to receive reimbursements for out-of-pocket medical, dental, vision, and other qualified expenses. The amount designated is a tax-free benefit to the employee, which means that this amount is not subject to Social Security and Medicare or income taxes.

Claims for Flexible Spending Reimbursement (FSA) must be submitted to the Business Office for processing. Appropriate receipts and a claim form (except for automatic transfers from HRA) are necessary for reimbursement. The claim forms (FSA) and additional information are available in the Business Office.

Employees should plan their Flexible Spending carefully. Only \$500 may be carried into the following calendar year and used throughout that year.

4.3.4 Life Insurance

Term life insurance is provided at a rate of 2.5 times the annual salary for all full-time personnel, up to a maximum of \$45,000 of coverage. Reductions apply once an employee reaches age 65. Term life insurance in the amount of \$2,000 is provided for the employee's spouse and for each dependent child 6 months to 19 years of age (to age 25 if a full-time student). A child less than 6 months of age receives \$1,000 of coverage.

4.3.5 Christian Churches Pension Plan

An annual contribution of \$750 is provided to the Christian Churches Pension Plan for administrators and full-time faculty on October 1 following the date of employment. Other full-time employees become eligible for the annual contribution on October 1 following the completion of three years of service. The contribution continues (with continuous employment) until the employee reaches age 65.

The Christian Churches Pension Plan begins monthly payments at age 65. The amount of the payments is determined by the enrollee's age at enrollment and the number of years enrolled in the plan. The investments of the plan are determined by the Christian Churches Pension Plan Board of Governors, the plan administrator, and the plan trustee and not the individual participants.

Additional information may be found in the pamphlet provided by the Christian Churches Pension Plan upon enrollment.

4.3.6 Employee 401(k)

The college will match employee contributions up to 3% of salary placed into the 401(k) retirement plan. Employees are eligible to participate upon completion of one year of service and 1,000 hours of time worked in the previous twelve months. After eligibility requirements are satisfied, employees may enter the plan at the beginning of the next calendar quarter. Employees may contribute up to the amount approved by law into the plan.

4.4 Additional Employee Benefits

4.4.1 Enrollment Benefit for Employees (Undergraduate Courses)

Full-time and part-time (non-student) employees working 1,000+ hours are eligible for the undergraduate tuition credit benefit for the employee, employee's spouse, or employee's dependent upon the successful completion of the new employee orientation period.

Undergraduate tuition credit will be given for any semester which began on or after the employee's hire date as a full-time or part-time (non-student) employee. The first day of scheduled classes is considered the beginning of a semester. No actual credit may be applied to a student account until the new employee orientation period has been successfully completed. This may involve a retroactive credit for the first semester of employment. Tuition credit applies only to undergraduate tuition charges. The enrollment fee and other fees (including online course fees) are not included in the credit.

Tuition Credit Request forms are available on the portal. Complete and return the form to Student Financial Services Office by the priority deadline stated on the form. This will allow processing time to reduce the amount of the first payment due.

Enrollment Benefit for Children of Employees

An enrollment benefit is available for undergraduate tuition, fees, room and board at Ozark Christian College to employees' children under age 26. For full-time employees (1,560+ hours), up to \$4,920 per semester is available. For part-time (non-student) employees (1000-1,559), up to \$2,460 per semester is available.

- Benefit may be applied up to, but not in excess of, direct OCC costs. Benefit amount will be calculated each semester after institutional scholarships, federal grant funds, and/or outside scholarships have been awarded. Benefit amount may be re-calculated if student receives additional scholarship or grant funds.
- This benefit is not eligible to be used with Mosaic or Ambassador Scholarships.
- Student must be a degree-seeking student (unless a high school student seeking advanced credit) and maintain a minimum 2.5 GPA.
- If child is non-dependent, then enrollment benefit is a taxable benefit to the employee of OCC.
- If child is dependent, any amount applied above the tuition charge is taxable.
- Application for scholarship is available on the portal. See the Human Resources Office for more information.

Enrollment Benefit for Employees and Spouses

Up to four hours of tuition credit per semester (not to exceed 8 hours per academic year) for undergraduate classes at Ozark Christian College is available to full-time and part-time (non-student) employees and his/her spouse. After four years of consecutive full-time employment, the tuition credit for the employee and his/her spouse increases to 12 hours per semester (not to exceed 24 hours per academic year).

4.4.2 Dining Hall Privileges

Lunch is provided to all full-time and part-time (non-student) personnel at no cost in the OCC Dining Hall Monday through Thursday when residential courses are in session. The value of each meal is taxable and will be reported on the employee's taxable income, with applicable taxes withheld. Lunch is to be eaten in the Dining Hall.

Lunch is provided to all full-time and part-time (non-student) personnel at no cost on Fridays, prior to the weekly personnel meeting when residential courses are in session. This weekly meal will not be added to the employee's taxable income.

Full-time and part-time (non-student) personnel may eat at half-price price during other meal times.

4.4.3 Bookstore Discount

Full-time and part-time (non-student) personnel, his/her spouse, and dependent children can purchase items in the bookstore for a discount as follows:

- Books 35%
- Merchandise 20%
- Textbooks 20%

Certain items such as batteries, toiletries, stamps, candy, etc., do not qualify for the discount.

4.4.4 Complimentary Tickets

Full-time and part-time (non-student) employees and their dependents are admitted to on-campus athletics events free of charge. Some restrictions may apply to tournaments or other special events.

Announcement of complimentary tickets to other on-campus events will be made by the Human Resources Office to all employees.

4.4.5 Campus Facilities and Services

Mabee Student Center

All employees and their families may use the equipment located in the Mabee Student Center during hours of operation.

Multi-Purpose Building and Fitness Center

All employees and their families may use the MPB and Fitness Center. Employees may gain access outside operating hours by using their key fobs.

Health Services

The Health Services Coordinator is available August-May when classes are in session and may provide services to employees, their spouses, and dependent children.

Seth Wilson Library

OCC employees, spouses, and dependent children have full library privileges. An ID card will be required for checking out library items. No fines will be applied for late items, but employees should keep in mind that students have first priority for all materials.

4.4.6 Personal Use of Campus Facilities

Campus facilities are available for personal use by employees. Arrangements and reserving of any facility should be arranged in advance with the Events and Hospitality Director. Use of facilities by employees is generally on a reduced cost basis with the understanding that college personnel involvement will be minimal.

4.4.7 Intercollegiate Tuition Waiver Program

The Intercollegiate Tuition Waiver Program is a benefit extended to the dependents of all full-time employees of participating independent Christian colleges and universities of the Stone-Campbell

Movement. Upon the terms of this agreement, participating colleges and universities will accept a limited number of tuition waiver students based on the standard admission requirements of the receiving institution. ITWP is a tuition waiver program only. The student is fully responsible for all other expenses associated with the cost of enrolling at and attending the participating college or university. For a complete list of participating institutions and the terms and conditions, contact the Office of Enrollment Management.

SECTION FIVE: Employee Leave

5.1 Vacation

Ozark Christian College encourages each employee to take vacation as paid time away from work. The college does not provide vacation pay unless vacation time is actually taken as time off from work, or upon separation of employment.

Full-time employees are eligible for vacation. Requests for vacation will be approved by each employee’s supervisor according to departmental practice and staffing requirements. Employees will begin to accrue vacation time on the date of hire, but may only schedule vacation after six months of employment. Employees who do not successfully complete the new employee orientation will not receive any vacation time.

Vacation days should be taken during the year in which the days are earned, however, employees may carry over up to one week of unused vacation time to the next year. The minimum amount of vacation that may be taken is a half-day.

Vacation eligibility for full-time personnel:

| | Administrators | Directors | Staff |
|------------|----------------|-----------|---------|
| Year 1 | 20 days | 10 days | 5 days |
| Year 2-5 | 20 days | 10 days | 10 days |
| Year 6-10 | 20 days | 15 days | 15 days |
| Year 11-15 | 20 days | 20 days | 15 days |
| Year 16-20 | 20 days | 20 days | 20 days |
| Year 21-30 | 25 days | 25 days | 20 days |
| Year 31+ | 30 days | 25 days | 20 days |

Vacation eligibility for part-time personnel:

Hourly personnel budgeted 1,560-2,080 hours per year, vacation is computed as follows:

- A week is computed by dividing the budgeted annual hours by 52.
- A vacation day is one-fifth of the weekly allocation.

Employees may take vacation days prior to earning the days with the expectation that employment will continue. In the event of termination, the employee will be compensated for any vacation days earned (pro-rated for the year) but not yet taken. If an employee terminates employment prior to working the appropriate length of time to earn the amount of vacation days used, the employee shall reimburse OCC in cash for any days used but not yet earned on a pro-rated basis.

Employees with hire dates prior to July 1, 1998, will take vacation time on a fiscal year (July 1-June 30) basis. Employees with hire dates after June 30, 1998, will take vacation time based on the date of hire.

5.2 Short-Term Absence Time (STAT)

Full-time employees are allowed up to a maximum of twelve paid days off annually for matters which would prevent the employee from working, such as illness, or which require personal attention during the work day, such as dental and doctor appointments, teacher conferences, conduct of personal business, and bereavement. This time is referred to as Short-Term Absence Time (STAT). Part-time (non-student) employees working 1,000-1,559 hours per year will receive 48 hours of STAT.

During the first year of employment, STAT will be earned at the rate of one day per month. A STAT day (number of hours) is defined as the annual hours budgeted for the position, divided by 2,080 hours, multiplied by 8 hours.

Beginning the second year from date of hire, full-time employees will be eligible to take twelve STAT days. For full-time employees hired prior to July 1, 1998, this time will be calculated on a fiscal year beginning each July 1.

When possible, employees should notify their superior in advance of using STAT. STAT is to be taken in one-hour increments per occasion. Necessary time off for less than one hour will be tracked by the department supervisor and can be taken off without pay, or can be made up through working additional hours within the same work week.

STAT is not intended to be used as additional vacation time. STAT days may not be carried over to the following year.

5.3 Family and Medical Leave Act (FMLA)

Eligible employees may apply for Family and Medical Leave (FMLA) when they need to be away from work for a limited period to attend to specified medical or family needs with job protection and no loss of accumulated service. Employees are eligible if they have been employed for at least twelve months and have completed 1,250 hours of service during the twelve-month period immediately preceding the leave. Family and Medical Leave will be granted for up to twelve weeks in a twelve-month period. The twelve months is measured backward from the beginning date of leave.

Family and Medical Leave is unpaid. Other appropriate benefits may be used during this period. Health, life, and long-term disability benefits will continue during the leave. Upon return from the leave, the employee will be restored to the same or equivalent position with the same pay and benefits.

This leave is for any of the following reasons:

- for the birth and care of the newborn child of the employee.
- for placement with the employee of a son or daughter for adoption or foster care.
- to care for an immediate family member (spouse, child, or parent) with a serious health condition.
- to take medical leave when the employee is unable to work because of a serious health condition.

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves:

- Any period of incapacity or treatment in connection with or after inpatient care in a medical facility;
- Any period of incapacity requiring absence from work, school, or other regular daily activities of more than three calendar days and involving continuing treatment by a health care provider;
- Any period of incapacity due to pregnancy or for prenatal care; or
- Continuing treatment by a health care provider for a chronic or long-term condition that would likely result in a period of incapacity of more than three calendar days. Unless complications arise or if left untreated, the common cold, the flu, upset stomachs, headaches, or orthodontic problems will not generally be considered serious health conditions. Routine physical, eye, or dental examinations are not considered treatments indicative of a serious health condition.

If the leave is foreseeable, 30 days advance notice should be given to the employee's supervisor and the Human Resources Office. Emergencies and extenuating circumstances may prevent this advance notice. A medical certification may be required for a serious health condition.

5.4 Extended Sick Leave

Extended Sick Leave (ESL) time is granted for the occasions when an employee must be away from work due to the employee's health reasons. This may involve illness, surgery, etc. Full-time employees will earn one half-day per month (six days per year) from date of hire. Unused ESL accumulates from year to year up to 65 days.

ESL time can only be used after an employee is absent from work for five consecutive days due to illness. ESL time is taken in consecutive full-day or half-day increments only. ESL provides compensation without the employee required to utilize all of their STAT days at one time. In the event of partial or total disability, ESL time is used during the waiting period before long-term disability benefits begin.

Upon termination, employees will not receive remuneration for unused ESL time.

5.5 Long-Term Disability

Premiums are paid by the college to provide Long-Term Disability insurance for all full-time employees. The waiting period for each disability is 90 calendar days. The amount of payment is 60% of basic monthly earnings. Long-Term Disability insurance may go into effect when there is a loss of duties and 1% or more loss in earnings. The benefit period is up to 24 months for disability from your own occupation, and up to the later of age 65 or Social Security normal retirement age (SSNRA) for any occupation (complete disability). There is an annual cost of living adjustment, not to exceed 3%, for disabilities lasting longer than one year.

5.6 Military Leave of Absence

Ozark Christian College provides a military leave of absence (LOA) in accordance with the Uniformed Employment and Reemployment Rights Act of 1994 (USERRA).

STAT time may be used for short absences away from work (e.g., annual reservist time). For extended absences, determination of appropriate pay and benefits will be made on a case by case basis upon prior written notification of the intended absence.

5.7 Jury Duty

OCC will pay full wages or salary while any full-time or part-time (non-student) employee is away from work for jury responsibilities. Any remuneration received by the employee from their jury service should be submitted to the college.

5.8 Christian Service Days

Up to five days paid leave is to be granted to full-time personnel desiring to participate in Christian service on behalf of the college or with a Christian organization or church. The intent of this allowance is to grant employees an opportunity to dedicate up to five work days in service (e.g., a sponsor at a Christian camp/conference, an overseas missions trip, or a church service trip). The time of the service must take place during normal working hours. Five days of leave will be granted with full pay and will not be counted as vacation. Christian service days must be taken in increments of 8 hours, up to 40 hours total.

The employee will coordinate with his/her immediate supervisor and administrator to insure work responsibilities will be adequately covered during his/her absence. This leave should not be scheduled during a period of time when the employee's absence would create a conflict with departmental or campus events. Any additional time (exceeding the allowed five days leave) must be approved with the possibility of additional time being taken as vacation. No expenses (honorariums, mileage, meals, etc.) will be paid for these days of service.

5.9 Unpaid Personal Time Off

The college may grant regular employees unpaid time off for substantial personal reasons, provided such time off does not materially affect the normal conduct of the college.

The duration of personal time off ranges from a few hours to five days. Beyond five days, a leave of absence may be requested.

In considering an employee's request for personal time off, the seriousness of the matter prompting the request will be taken into consideration by the supervisor. Such requests should be in response to serious personal needs rather than for occasional time off to rest and relax. Examples of needs considered to be reasonable uses of unpaid personal time off include extensive legal affairs or the funeral of a friend or relative. Employees may not use unpaid personal time off for other employment. Unpaid time off must be granted by the supervisor prior to the time.

SECTION SIX: Standards of Conduct

6.1 Code of Ethics

The OCC Code of Ethics establishes a set of principles and practices of Ozark Christian College to provide guidance and direction for all college conduct and decision-making.

6.1.2 Standards of Conduct: Breaches of Conduct

All personnel of Ozark Christian College are expected to abide by all standards of conduct established by the college to assure safe, efficient, and harmonious operations.

Breaches of Standards of Conduct (Partial List)

1. Falsifying employment application, time sheet, personnel records, or other college documents.
2. Sexual misconduct including conduct such as sexual harassment, sexual assault or abuse, sexual conduct outside of marriage, and homosexual behavior or activity.
3. Illegal gambling, carrying weapons or explosives, or violating criminal laws on college premises.
4. Engaging in acts of dishonesty, fraud, theft, or sabotage.
5. Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of others.
6. Insubordination or refusal to comply with instructions or failure to perform reasonable duties which are assigned.
7. Unauthorized use of college material, time, equipment, or property.
8. Damaging or destroying college property through careless or willful acts.
9. Conduct, including activity on the employee's personal website and social media accounts, which the college determines reflects adversely on the employee or college.
10. Any public display of symbols on campus or on social media that could be interpreted as promoting the supremacy of one race or ethnicity over another (e.g., Nazi symbols, Confederate flag, KKK symbols, etc.).

This list is intended to be representative of the types of activities which may result in corrective action. It is not intended to be comprehensive and does not alter the employment at-will relationship between staff employees and the college.

6.2 Conflicts of Interest

OCC prohibits its employees from engaging in any activity, practice, or conduct which conflicts with or appears to conflict with the interest of the college, its donors, or its suppliers. As personnel carry out their responsibilities, the potential for a conflict of interest arises in situations in which a person is responsible for promoting one interest at the same time s/he is involved in a competing interest. Conflicts of interest should always be avoided.

Related party transactions occur between two or more parties with interlinking relationships. These transactions should be disclosed to the employee's supervisor and the executive administrators will evaluate to ensure decisions are made on a sound economic basis. Related parties should be excluded from discussion and approval of related party transactions. Competitive bids or comparable valuations must be obtained.

Involvement in serving on other boards should be discussed with an employee's immediate supervisor to confirm participation is not a conflict or concern for the organization. OCC encourages staff to be involved in ministry within their local church and community on their own time. Written approval by the employee's supervising Executive Vice President is required for an employee to serve on a board that is a ministry partner, supplier, or involved in similar ministry activities as OCC.

OCC employees are not to accept gifts, except those of nominal value, or any special discounts or loans from any person or firm doing, or seeking to do, business with OCC. The meaning of gifts for purposes of this policy might include the acceptance of product or services in excess of \$25.

Employees are not to give, offer, or promise, directly or indirectly, anything of value to any representative of a donor or customer in connection with any transaction or business that OCC may have with that donor/customer.

OCC staff members (non-faculty, non-administrators) shall not earn other income from sources (including but not limited to consulting fees, speaking or preaching honorarium, royalties) as a result of their work responsibilities at OCC. All such payments received by staff shall be given to OCC or in lieu of same, have their salary reduced accordingly. Secondary income is to be disclosed to an employee's immediate supervisor and is to be earned during non-OCC work time and not related to OCC operations. In addition, OCC staff will not fundraise for any other organizations similar to OCC while employed at Ozark Christian College. Faculty and administrators are subject to the honorarium policy described in the appropriate handbook.

See the **Board of Trustees Conflict of Interest Policy** for further information.

6.3 Standards for Workplace Environment

6.3.1 Attendance Control

Every employee has the responsibility to maintain a good attendance record. Supervisors will exercise the primary management-level responsibility to control employee attendance. Excessive employee absence or lateness are undesirable performance factors and will be managed by supervisors according to the procedures below:

- Supervisors will require employees to give advance notice, when possible, of lateness or absence.
- If possible, notification calls must be made within one hour of the start of the employee's assigned shift.
- Supervisors will require employees to maintain contact for any period or absence beyond one day, unless the employee has provided a doctor's certification covering a specified period.
- Employee attendance will be evaluated by each supervisor in connection with employee performance appraisals. The records of employees with attendance problems will be reviewed more frequently.
- Chronic absenteeism, lateness, or other unusual infractions of attendance standards will be handled according to the Personnel Improvement Plan.

6.3.2 Dress and Personal Appearance

Employees are expected to maintain appropriate appearance in a manner that contributes to an overall image of professionalism suitable for the particular function they perform. The school reserves the right to restrict dress and workplace décor for legitimate reasons relating to safety, hygiene, environmental conditions, or professional image.

A formal dress code is not specified. Jeans, t-shirts, athletic apparel, and athletic footwear may or may not be suitable for some departments. Department supervisors are given the freedom to determine what is appropriate in maintaining both modesty and professionalism.

If an employee is not dressed appropriately, the supervisor will give an oral warning and review the appropriate dress standards with the employee. On a second occasion, the employee will be given a

written warning and may be sent home to change their clothes immediately. Further violations may result in discharge.

6.3.3 Personal Visits

Please keep all personal visits during working hours to a minimum. During working hours, children are only allowed in the work areas of the college for a brief visit. Violation of this rule may result in disciplinary action. Pets are not appropriate in the workplace (with the exception of service animals).

6.3.4 Telephone Use

All employees should answer all college phone calls promptly and courteously. Personal phone calls should be kept to a minimum.

6.3.5 Vehicle Registration

In order to be able to park on campus, your vehicle must display a window decal parking permit. This permit is obtained in the Student Affairs Office at no cost to full-time and part-time employees. Failure to register your vehicles and display the decal in the appropriate window may result in a fine or towing.

6.4 Standards for Personal Interactions and Conduct

6.4.1 Statement of Religious Beliefs on Human Life, Gender, Marriage, and Sexuality

Statement of Religious Beliefs

- The ultimate mission of Ozark Christian College is to glorify God and his Son Jesus Christ, which includes living in accordance with the truth revealed in his written Word.
- We believe this requires that the college set forth clear positions, based on our understanding of God's Word, to govern the behavior of our students and employees in our living and learning environment. These positions are grounded in our long-standing institutional religious identity as part of the Protestant Evangelical theological tradition known as the Restoration Movement.
- We affirm that the Ozark Christian College statement of faith does not exhaust the extent of our beliefs. We affirm that the Bible itself—as the inspired and infallible Word of God that speaks with authority concerning truth, morality, and the proper conduct of mankind—is the sole and final source of all we believe (2 Tim 3:16).
- For purposes of the college's religious belief, doctrine, practice, policy, and discipline, the Ozark Christian College Board of Trustees is the final interpretive authority on the meaning and application of the Bible.
- We believe that all employees represent the college and serve as ministers, teachers, mentors, and biblical role models to the Ozark Christian College students and community (Matt 5:16; Phil 2:14-16; 1 Thess 5:22).

Statement on the Sanctity of Human Life

- We believe that all human life is sacred and created by God in his image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, and those with special needs.
- We are called to defend, protect, and value all human life (Psalm 139).

Statement of Religious Belief on Gender

- We believe that man and woman were created by God to be two distinct, complementary genders—male and female—possessing equal value, made to glorify him, and who together reflect the image of God.
- However, as a result of living in a fallen world, we understand that some people experience gender confusion (i.e., perceived gender identity that is different from their biological birth gender).
- We affirm that those who experience gender confusion are image-bearers of God, and we are called to extend to them our compassion and care.
- We believe that God’s design for all people is to live out their biological birth gender, and we are opposed to any efforts to alter one’s identity to conform with a perceived gender (e.g., cross-dressing, hormone therapy, gender reassignment surgery) (Gen 1:26-27; Matt 19:4).

Statement of Religious Belief on Marriage and Sexuality

- We believe that God ordained marriage as a covenant relationship to bring him glory.
- We believe that the Bible teaches that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive, permanent union as taught in Scripture (Gen 2:18-24). By “man” and “woman,” we believe the Bible is referring to each individual’s biological birth gender.
- We believe that God intends intimate sexual activity to occur only between a man and a woman who are married to each other (1 Cor 6:18; 7:2-5; Heb 13:4).
- We believe that God has commanded that no intimate sexual activity be engaged in outside of such a marriage, and therefore that any form of sexual immorality (including sexual activity outside of biblical marriage, homosexual practice, bestiality, incest, and use of pornography) is prohibited (Matt 15:18-20; 1 Cor 6:9-10; Gen 2:24; Ex 20:14, 17; Lev 18:22-23; Matt 19:4-6; Rom. 1:18-31; 1 Cor 6:15-20; 1 Tim 1:8-11; Jude 7).
- We desire Ozark Christian College to be an atmosphere of grace, trust, and freedom, and we encourage those who struggle with same-sex attraction, as well as those who struggle with other sexual temptations, to share this with trusted spiritual mentors for encouragement, counsel, and prayer (James 5:16).
- We believe that God’s standard for sexual activity outside of biblical marriage is celibacy. We believe that celibacy is a gift from God, possible through the power of the indwelling Holy Spirit, which allows the unmarried to live a life of sexual purity (1 Cor 7:7-9).

Conclusion

Ozark Christian College will make institutional decisions consistent with these positions for employment, hiring, retention, student admissions, discipline, and all other matters.

6.4.2 Guidelines for Maintaining Moral Integrity

As described in the Statement of Religious Belief on Marriage and Sexuality, sexual activity should occur only between a man and a woman who are married to each other.

Scripture calls individuals to guard carefully their personal moral purity. In order to avoid “even a hint of sexual immorality,” all employees are to commit to mutual accountability in order to maintain our moral integrity and provide credibility to the ministry of the college. All employees willingly submit to the following protective guidelines.

Do Not

- Counsel alone with the opposite sex repeatedly, or after hours, or behind closed doors.
- Travel alone for non-work-related activities with the opposite sex, when one or both are married.
- Spend significant time alone with the opposite sex, when one or both are married.
- Show affection to the opposite sex that could be interpreted as inappropriate.
- Discuss intimate subjects (including your marriage) with the opposite sex, even in jest.

Do

- Place yourself in accountability relationships with two to three other people.
- Invest deeply in your own marriage and family (for married individuals).
- Be careful in correspondence (letters, emails, texts, and social media).
- Guard your internet use and network password.
- Pray for the integrity of other employees.

When job responsibilities require members of the opposite sex to travel or spend significant time together, the employee's supervisor should be notified for accountability.

6.4.3 Employee Non-Fraternization

Romantic relationships between employees and students are prohibited, even when the relationship is a consensual one (except in cases where the relationship precedes the student's matriculation or precedes the employee's hiring). Such relationships undermine the atmosphere of trust on which educational or institutional activities depend and disrupt the professional environment.

It is also unacceptable for employees of the college to participate in romantic relationships with other, non-student employees for whom they have supervisory responsibility.

Employees may request an exemption based on special circumstances through notification of the Human Resources Office and approval by their supervisor and the supervising Executive Vice President.

6.4.4 Alcohol and Substance Use Policy

As a condition of employment, all employees must abide by the following policy:

In light of the biblical admonition to avoid drunkenness and not to cause a weaker brother or sister to stumble, we ask all employees to avoid the abuse of alcohol, the public consumption of alcohol, and the consumption of alcohol in the presence of undergraduate students.

- The campus is free from alcohol, marijuana, tobacco, e-cigarettes, JUUL, vaping devices, any unauthorized controlled substance, or illegal drugs.
- The purchase, possession, or use of marijuana, tobacco, e-cigarettes, JUUL, vaping devices, any unauthorized controlled substance, or illegal drugs is prohibited on or off campus.
- Employees must not report to work under the influence of alcohol or any substance which may pose a hazard to the safety and welfare of the employee, the public, or other employees.
- Employees must notify the immediate supervisor in writing of his/her arrest or conviction for a violation of an alcohol offense or a criminal drug offense occurring while employed by the college no later than five calendar days after such event.

Violations of this policy will lead to disciplinary action, up to or including termination of employment and referral for prosecution.

An employee who feels s/he has developed an addiction to, dependence upon, or problem with alcohol, marijuana, or drugs, legal or illegal, is encouraged to seek assistance. Assistance may be sought by writing in confidence to, or asking for a personal appointment with the Human Resources Office. Each request for assistance will be treated as confidential by the Human Resources Office and only those persons who “need to know” will be made aware of such requests.

The Human Resources Office will be responsible for developing contacts with local hospitals and community organizations offering alcohol or drug treatment programs, and for referring employees seeking assistance to an appropriate treatment organization. Rehabilitation itself is the responsibility of the employee. To be eligible for continuation in employment during rehabilitation, the employee must have been employed for at least one year; must maintain at least weekly contact with the Human Resources Office; must be in an accountability relationship; and must provide certification that s/he is continuously enrolled in a treatment program and actively participating in that program. The college is not responsible for treatment if the employee does not self-report the addiction, but is otherwise discovered.

Ozark Christian College will comply with all federal regulations as required by the Higher Education Act as amended by the Drug-Free Schools and Communities Act Amendments of 1989. See the **Drug and Alcohol Abuse Prevention Program**.

6.4.5 Political Campaign Activity Policy

Section 501(c)(3) of the Internal Revenue Code prohibits tax-exempt organizations, such as OCC, from participating or intervening in political campaigns on behalf of or in opposition to any candidate for public office. Accordingly, the college may not endorse a candidate, provide or solicit financial or other forms of support for candidates or political organizations, or establish political action committees. Violations of these prohibitions could result in loss of the college’s tax-exempt status, imposition of taxes on the institution and its responsible managers, federal or state government lawsuits, audits, investigations, or other penalties. See the **Political Campaign Activity Policy**.

6.5 Standards for Campus Safety

A safe campus for our employees, students, and visitors is a primary concern, therefore, any actual or potential threat to safety within the workplace will be promptly addressed. “Violence” includes physically harming another, shoving, pushing, harassing, intimidating, coercing, displaying weapons, or threatening or talking of engaging in these activities. There shall be no talk of violence or any communication involving threats of violence. Any violence in the workplace will result in disciplinary action up to and including immediate termination of employment.

6.5.1 Weapons Policy

Weapons of any kind are not permitted on campus. Weapons include but are not limited to firearms, martial arts equipment, hunting equipment, knives, bows and arrows, etc. Anyone with a state-issued permit to carry a concealed weapon is not permitted to do so on campus. There are three exceptions: (1) law enforcement professionals; (2) firearms in a locked vehicle; and (3) individuals with written permission from the President’s Office.

6.5.2 Sexual Misconduct Policy (VAWA, Campus SaVE Act, and Title IX)

The college is committed to respecting all students, employees, and guests. Sexual misconduct offenses are crimes, incompatible with Ozark’s standards of Christian conduct, and strictly prohibited by the

college. This policy applies to all college students, employees, guests, and participants in a college-sponsored activity.

The complete policy for students, employees, and guests is outlined here in the **Sexual Misconduct Policy and Procedure document**.

6.5.3 No Harassment Policy

The college respects and encourages the dignity and professionalism of its employees and students and is firmly committed to maintaining a learning and working environment that is free from any form of discrimination. Harassment in any form based on gender, race, color, age, national origin, disability, religion, or any other characteristic protected by state or federal laws is prohibited, as are all forms of sexual intimidation and exploitation. In keeping with this commitment, the college will not tolerate any unlawful harassment of its employees or students at the college by anyone, including any faculty member, staff member, student, visitor, vendor, contractor, or any other individuals providing services for the college. Harassment that interferes with an individual's work or academic performance or that creates an intimidating, hostile, or offensive working environment will not be tolerated. All members of the college community are expected to follow and enforce the college's policy against harassment. All supervisory personnel are considered representatives of the college, and as such, are responsible for addressing all forms of harassment and shall notify immediately the appropriate college leadership and/or the Human Resources Office of any alleged infractions. Complaints of harassment will be promptly and thoroughly investigated and appropriate action, including disciplinary measures, will be taken when warranted. Faculty, students, and staff have the right at any time to raise the issue of harassment without fear of retaliation.

6.5.3.1 Harassment Definition

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, which is based on a person's race, color, religion, gender, age, or disability. Types of behavior which may be deemed inappropriate or offensive include but are not limited to: derogatory remarks, epithets, off-color jokes, comments, or actions that reinforce male/female stereotypes, devaluation of males or females, significantly different treatment of one gender from another in the workplace or classroom setting, advising males and females differently regarding major, career goals, course selection, job expectations, the display or circulation of offensive printed or visual material, or offensive physical or verbal actions, conduct, or contact. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other physical and verbal conduct of a sexual nature, where (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting the individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment. Quid-pro-quo sexual harassment involves (1) making submission to sexual demands an implicit or explicit term or condition of academic performance or condition of employment; or (2) making decisions affecting someone's academic performance, employment; or (3) compensation on the basis of whether the person submits to or rejects sexual demands.

6.5.3.2 Sexual Assault

Sexual assault is an extreme form of sexual harassment and is defined as a situation in which an individual is forced, threatened, or coerced into sexual contact against his/her free will or without his/her consent. Sexual assault may include date or acquaintance rape, sexual molestation, unwanted sexual

touching, or having sexual contact with a person while knowing or having reason to know that the person is incapacitated in some way.

Any person who has been a victim of a sexual assault should, as soon as possible:

- Seek medical attention immediately. Do not bathe, change clothes, or do anything that may interfere with the collection of evidence which can be helpful in proving that a sexual assault occurred.
- Seek counseling and support services.
- Keep a journal. Write down the events of the assault, including the date, time, and chronology. If there are witnesses or people who have information about the assault, write down their names in your journal. Preserve any harassing letters, messages, or emails as evidence.

Employees have several options for seeking a resolution to the incident. An employee may avail himself/herself of harassment complaint procedures listed below and/or decide to proceed with a criminal investigation or a civil lawsuit. Employees do not have to choose one option over another—all are available, and employees may pursue more than one. College personnel are available to help employees contact local law enforcement to file a report.

Ozark Christian College Resources

Health Center 417.626.1213

LAMP Director 417.626.1279

Security (after hours) 417.825.5397

Joplin Agencies

Freeman Health System SANE Program 417.347.SANE (7263)

Mercy Hospital 417.781.2727

Lafayette House 417.782.1772

Ozark Center Crisis Services 417.347.7220 or 800.247.0661

Joplin Police Department 417.623.3131

Jasper County Sheriff's Office 417.624.1601

Other Agencies

Rape, Abuse and Incest National Hotline 800.656.HOPE (4673)

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking are available at [justice.gov/ovw/sexual-assault](https://www.justice.gov/ovw/sexual-assault).

6.5.3.3 Harassment Complaint Procedures

If an employee believes they have been subjected to harassment (including sexual harassment), the employee may discuss his/her concern with the perceived offender, or his/her immediate supervisor, or another member of the college leadership should s/he feel comfortable doing so. If the employee talks personally with the offending party, the employee should inform him/her of the concerns by saying, for example, "I find your action to be offensive, and I want it stopped." If at any time during this process, the employee wishes to elevate the matter to the Human Resources Office, the employee, the employee's supervisor, or other college leadership may file a written complaint on the employee's behalf. The employee is required to consult with the Human Resources Office to determine an appropriate course of action following the institution's Complaint Policy.

All remaining actions will follow the process found in the institution's Complaint Policy.

At any stage during the process, the accused has the right to submit his/her position in writing, and if the accused requests, this document will be placed in the accused person's personnel file. The document can be removed from the file at any time at the request of the accused.

6.5.3.4 Miscellaneous Items Related to Harassment

Retaliation

The college will not tolerate any adverse retaliatory treatment of anyone who, in good faith, reports harassment or provides information related to complaint(s) of harassment or other discriminatory treatment, even if the investigation produces insufficient evidence to support the complaint or if the charges are not proven, or participates in an investigation, proceeding, or hearing conducted by the college.

False Allegations

Individuals who make false reports, allegations, or accusations of harassment knowingly, recklessly, in bad faith, or with malicious intent will be subject to disciplinary action.

Peer Harassment

Peer or coworker harassment occurs when objectionable conduct creates a hostile educational or work environment.

Same-Sex Harassment

Sexual harassment is prohibited regardless of the sex of the harassed, i.e., even when the harassed and the person being harassed are members of the same sex.

Further Complaints

The complainant should notify the Human Resources Office or college leadership if the corrective action does not end the harassment or if retaliatory action has occurred. In such cases, the complainant has the right to file another complaint.

Personal Relationships

Friendships and personal relationships often develop in the workplace. When coworkers or individuals in different departments of the college socialize or have personal relationships, they should not interfere with the work performance of either individual or with the effective functioning of the workplace. However, employees who engage in such relationships must accept full responsibility for assuring that it does not raise issues of ethics or professionalism and must bear the burden for establishing the appropriateness of the relationship, if called into question.

In a workplace or educational setting, there may be a fine line between asking someone for a date and inappropriate behavior or harassment. If someone declines a polite offer to socialize outside of work, the employee should drop the matter and not approach the individual again. Romantic relationships in which one individual has direct influence or control over the other's conditions of employment such as pay, performance evaluation, hiring, or discharge are prohibited. **(See Non-Fraternization Policy.)**

6.7 Information and Technology Policies

The following outlines a series of policies for college personnel on the appropriate use of information and technology, as well as policies to safeguard the college. All personnel are responsible for the policies appropriate to their position within the institution.

6.7.1 Electronic Communications

Telephones, email systems, internet systems, and facsimile machines are the property of Ozark Christian College. Consequently, Ozark Christian College has the right to monitor electronic communications for purposes of time and content. Although there are security measures in place to protect the privacy of electronic media and communications, it is impossible to ensure the confidentiality of any electronic message. Employee communications transmitted by this organization's systems are not considered private. Ozark Christian College has the right to access, monitor, review, audit, delete, and disclose to those with a business need to know, with or without notice, all information sent, accessed, communicated, or stored on organization systems. Access to any internet sites with content deemed illicit, unsavory, or inappropriate within the guidelines of organizational values and objectives will be subject to immediate review and possible disciplinary actions.

Users should not assume electronic communications are private. All messages created, sent, or retrieved over the college's email and internet systems are the property of the college.

Employees should keep in mind that electronic messages can be readily printed, viewed, listened to, or forwarded to other users. Electronic messages may also be mistakenly addressed and sent to the wrong person.

OCC will provide necessary software to employees for use on company computers in accordance with federal copyright law and applicable licensing agreements. Ozark Christian College does not condone the unauthorized reproduction of copyrighted computer software or documentation. Employees may not bring into this organization any personal software for use on Ozark Christian College computers. Every employee with access to electronic media is responsible for taking the appropriate security measures to prevent loss, misuse, and damage, including damage caused by computer viruses.

6.7.2 Unauthorized File Sharing

Ozark Christian College is committed to protecting the rights of copyright owners. Any infringement on a copyright is prohibited. Employees who engage in unauthorized downloading or file sharing of copyrighted works will be contacted through their supervisors and will be subject to appropriate disciplinary action by the college.

While the college takes disciplinary action against those who violate copyright law and employs a variety of technology-based deterrents to foil such illegal acts, each member of the OCC community is responsible for complying with laws and policies of use of electronic resources and intellectual property. The college Information Technology Department may disclose network usage information to legitimate law enforcement agencies or monitoring entities.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted

work. In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years, and fines of up to \$250,000 per offense. For more information, see the website of the U.S. Copyright Office at copyright.gov and especially the FAQs at copyright.gov/help/faq.

The college allows downloading of copyrighted material through recognized channels such as amazon.com, iTunes, and other legal alternatives. A comprehensive link to legal download sources is provided by EDUCAUSE at educause.edu/legalcontent.

6.7.3 Confidentiality Policy

OCC employees will have access to confidential information as a result of conducting OCC business. “Confidential information” shall include, but not be limited to, the following types of information, both existing and contemplated, and regarding Ozark Christian College: corporate information, including contractual licensing arrangements, plans, strategies, tactics, policies, resolutions, copyrights, and any litigation or negotiations; marketing information, including fundraising or marketing plans, strategies, tactics, methods, donors and donor information, prospects, or market research data; financial information, including costs and performance data, debt arrangements; human resource information, including personnel lists, resumes, personnel data, organizational structure and performance evaluations. Confidential information is limited to that information which is generally not known to the public, is not in the public domain, or available through reference to general library sources. Confidential information does not include general skills and experience acquired by an employee during employment at Ozark Christian College.

In order to protect confidential information, all employees must agree to the following:

- a. Employee will hold the confidential information received from OCC in strictest confidence and shall exercise a reasonable degree of care to prevent disclosure to others.
- b. Employee will not disclose or divulge either directly or indirectly the confidential information to others unless first authorized to do so in writing by OCC.
- c. Employee will not reproduce the confidential information nor use this information for any other purpose other than the performance of his/her responsibilities for OCC. If an employee leaves OCC, either by termination or resignation, all information is deemed confidential and cannot be used by the former employee in any other organization. This is especially true of donor and partner contacts. Employees leaving the organization who have access to confidential information will be required to sign a confidentiality agreement upon departure.
- d. Ozark Christian College reserves the right to take disciplinary action, up to and including termination, for violations of this policy.

6.7.4 Whistleblower Policy

Ozark Christian College requires all administrators, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of

the college, they must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. **See complete Whistleblower Policy.**

6.7.5 Anti-Fraud Policy

The Anti-Fraud Policy is established to minimize the risk of fraud and to aid in the detection and prevention of fraud at Ozark Christian College. This Anti-Fraud Policy complements the college's Code of Ethics and Whistleblower Policy. **See complete Anti-Fraud Policy.**

6.7.6 Red Flag/Identity Theft Prevention Policy

Ozark Christian College has an Identity Theft Prevention Program pursuant to the Federal Trade Commission's Red Flags Rule. **See complete Red Flag/Identity Theft Prevention Policy.**

6.7.7 Information Security Program (GLBA Policy)

On May 23, 2003, the Federal Trade Commission adopted the "Standards for Safeguarding Customer Information" Rule promulgated under the authority of the Gramm-Leach-Bliley Act (GLBA). The GLBA safeguarding rule requires all financial institutions, including institutions of higher education, to develop and draft a comprehensive, written Information Security Program that includes administrative, technical and physical safeguards to protect the confidentiality of customers' nonpublic financial information that is held in the institution's possession. According to Ozark Christian College guidelines, nonpublic financial information means any information regarding a student or third party obtained in connection with providing a financial service to that person. Examples of nonpublic information include, but are not limited to, mailing addresses, phone numbers, bank and credit card account numbers, income tax records, credit histories, and Social Security numbers. In order to comply with the Federal Trade Commission's safeguarding rule and the GLBA, Ozark Christian College has prepared this **Information Security Program.**

6.7.8 Statement of Privacy

Ozark Christian College is committed to protecting privacy and a safe online experience. **This Statement of Privacy** applies all Ozark Christian College websites and governs data collection and usage. The information has been compiled to better serve those who are concerned with how their "Personally Identifiable Information" (PII) is being used online. PII, as used in U.S. privacy law and information security, is information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.

6.7.9 Document Retention Policy

Ozark Christian College requires that college records, as defined herein, regardless of format, be disposed of or retained for specific periods of time in accordance with legal and/or other institutional requirements, or for historic value. The college has designated official repositories and procedures to manage the retention and disposal of records according to the procedures outlined in this policy to ensure the safety and security of records. Records include any form of recorded information, regardless of physical characteristics, that is created, received, recorded, or legally filed in the course of college business or in the college's or legal obligations. College records serve as evidence of the college's organization, functions, policies, decisions, procedures, operations, transactions, or other activities. The college's fiscal year begins on July 1 and ends on June 30 the following year. **See complete Document Retention Policy.**

SECTION SEVEN: Employee Communications

7.1 Internal Communications and Brand Guidelines

OCC's Internal Communications Policy and Brand Guidelines seek to improve communication effectiveness and efficiency to both internal and external audiences. The Internal Communications Policy explains the proper procedures for communicating with the student body and with all employees. The OCC Brand Manual provides guidelines on messaging, voice, logos, colors, and more in an effort to tell the Ozark story with excellence. Additional communication policies and guidelines are to be adhered to as determined by the Executive Vice President of Administration and Director of Communications. Click here to read the [Internal Communications Policy](#). Click here to read the [OCC Brand Manual](#).

7.2 Official Notice and Safety Bulletin Boards

Important college information will be displayed permanently on the official notice and safety bulletin boards located in the Mail Room in the Casteel Administration Building and in the Physical Plant Building.

This information includes legally required posters and notices, college standards and rules of conduct, and safety rules and related information. Employees are responsible for regularly checking and reading the official notice and safety bulletin board and for following the rules, regulations, and instructions posted there.

7.3 Solicitation and Distribution

Unauthorized solicitation and/or distribution of materials on school premises by non-employees are prohibited. Employees may leave information regarding events not sponsored by the college in the employee mailroom. At no time should solicitation be office-to-office or directly involve students.

The use of school directories or work-dedicated systems (such as voicemail and facsimile systems) for the purposes of solicitation or distribution of literature for events not sponsored by the college is prohibited.

7.4 Student Consumer Protection Policy

The [Student Consumer Protection Policy](#) outlines the practices the college follows to ensure that all students are treated ethically, respectfully, and professionally in marketing, recruiting, and admissions processes.

7.5 Complaint and Grievance Policy

It is in the best interest of the college and the employee to resolve work-related complaints as soon as possible at the lowest possible level of supervision.

Open Door Policy

Ozark Christian College strives to provide a work environment that is free of any strife or disagreements. Misunderstandings may, however, occasionally arise or unhappiness may occur. OCC encourages all employees to immediately bring these matters to light for quick resolution. Talking face-to-face is the best way to achieve what we all want: an enjoyable workplace in which all

individuals work in a spirit of mutual cooperation and respect. OCC firmly believes that the best interest of all employees can be served from within and that we are each responsible for contributing to the strong team spirit that is necessary for all to flourish.

In our spirit of open communication, we believe in the open door policy. This means that every employee has the right to speak out on issues, raise questions, or voice complaints to their supervisor or other members of management. OCC believes that if an employee has a work-related problem or suggestion, the matter should receive the prompt consideration of those who are in management positions. All discussions should occur as soon as possible.

Informal Process

Matthew 18 provides instruction on handling grievances among Christians. A direct approach between the offended person and the offender “speaking the truth in love” is in order and will resolve most issues.

When anyone at Ozark Christian College believes that s/he has been wronged and cannot correct the situation through a conversation with the offender, the employee is encouraged to seek assistance from the supervisor of the offender, who should attempt to resolve the problem.

- Complaints concerning a student shall be submitted to the Vice President of Student Affairs.
- Complaints concerning a staff member shall be submitted to the staff member’s administrative supervisor.
- Complaints concerning a faculty member or an academic matter shall be submitted to the Executive Vice President of Academics or an Associate Dean.
- Complaints concerning an administrator shall be submitted to the Executive Vice President of Administration or President if the concern is with any of the Executive Vice Presidents.
- Complaints concerning the President shall be submitted through a formal process to the Chair of the Board of Trustees.

The supervisor should notify the employee of his/her actions and/or decisions within two working days.

If the matter has not been resolved to the employee’s satisfaction, the employee should discuss the grievance with the Human Resources Office. The Human Resources Office will work with the previously notified supervisor to resolve the issue and notify the employee within three working days.

If the above have been completed and the matter remains unresolved to the employee’s satisfaction, s/he may proceed to the formal complaint stage.

Formal Process

A formally registered complaint is referred to as a “grievance” and the person registering the complaint is the “grievant.”

A written grievance must be submitted within 30 days of its occurrence to the Human Resources Office. The written grievance should include the following information:

- The date and place of the incident;
- A description of the incident
- Why it is considered a grievance;
- Names of witnesses or others with evidence related to the grievance;
- Description of attempts to resolve the grievance;
- The date on which the grievance was submitted; and

- The name and signature of the grievant.

The Human Resources Office will convene, within ten working days, a grievance committee consisting of at least three full-time employees from different departments and a college administrator. The grievance committee will meet with the grievant, the employee against whom the grievance has been filed, and any other persons the committee determines appropriate in order to reach a fair and equitable decision. Although no legal counsel will be permitted, another college employee may accompany the grievant and the employee against whom the grievance has been filed. The committee's initial meeting will be within 15 working days of their appointment, provided all parties are available. The grievance committee will submit a recommendation for the resolution to the supervising Executive Vice President within ten days of the final meeting. The supervising Executive Vice President and Human Resources Office will meet with all parties involved to explain the decision of the grievance committee.

If the grievance is still not resolved to the satisfaction of the grievant or if the grievance directly involves the President, a written grievance must be submitted within 30 days of the grievance committee finding to the Board Chair (address below). The written grievance should include a description of steps taken previously and why the grievant finds them unsatisfactory. The Board Chair will have 15 working days to respond to the grievant.

If the grievance is still not resolved to the satisfaction of the grievant, a written grievance may be submitted to the institution's accrediting agencies: Association for Biblical Higher Education and Higher Learning Commission (addresses below). The written grievance should include a description of steps taken previously and why the grievant finds them unsatisfactory. All files related to the grievance will be housed in the Human Resources Office.

Board Chairman:

Bob Arnce, 1225 W. Fountain Rd. Joplin, MO 64801

Accrediting Associations:

Association for Biblical Higher Education, 5850 T G Lee Blvd, Suite 130, Orlando, FL 32822, 407-207-0808. abhe.org

Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, 800-261-7440. hlcommission.org

Additional procedures are in place to continue to pursue a grievance after exhausting the college grievance procedures listed above. Students in Missouri may file a complaint with the **Missouri Department of Higher Education**, 205 Jefferson Street P.O. Box 1469 Jefferson City, MO 65102-1469, 573-751-2361. Online students outside Missouri may contact the appropriate state entity listed on the **NC-SARA website**.

7.6 External Communications

Media Requests

All media inquiries must be directed to the Marketing and Communications Office. The Director of Communications will provide appropriate resources and talking points to assist employees in telling the story of Ozark Christian College accurately and with excellence.

Employees or departments that seek to generate external media coverage about a program, event, or achievement must first contact the Marketing and Communications Office. It is the responsibility of the Marketing and Communications Office to initiate and/or respond to news media requests and to manage those interactions. When an employee or department is contacted directly by the news media, s/he is to notify the Marketing and Communications Office immediately.

Athletics Media

Media requests related solely to athletic games, team information, and corresponding events need not be directed through the Marketing and Communications Department. However, the Director of Communications may write and distribute to media occasional feature stories about athletes, and may distribute other athletic-related information as requested by the Athletics Department.

Photography and Videography

OCC reserves the right to photograph and video members of the college community including, but not limited to, its students, faculty, and staff, in situations appropriate to the image of an academic institution, and to publish likenesses in college publications, videos, websites, news media, social media, or other recruitment or promotional materials. Pictures, videos, and other digital assets belonging to the college may not be shared or distributed without the approval of the Marketing and Communications Department.

7.7 Institutional Survey Policy

Any internal or external group that desires to survey students, personnel, alumni, or donors of the college must follow the process outlined in the [Institutional Survey Policy](#).

SECTION EIGHT: Employee Performance, Development, and Separation

8.1 Performance Appraisal

Each supervisor is responsible to set and communicate clear performance standards for employees. Each supervisor is also responsible to observe and discuss with his/her employees positive and negative aspects of their performance in relation to standards throughout the review period. And, on a not-less-than-annual basis, each supervisor is responsible to conduct formal performance appraisals with each subordinate employee reviewing their job description, summarizing past discussions, and setting performance goals.

1. **Timing.** Staff employees will receive an appraisal not less than once annually. Appraisal notices will be sent to supervisors at the beginning of the month prior to the employee's anniversary date of hire, to be returned by the end of the month.
2. **Performance Appraisal Forms.** A copy of the employee performance appraisal form for both the employee and the supervisor will be provided by the Human Resources Office.
3. **Approvals.** Performance appraisals may be reviewed with an administrator before a supervisor discusses and reviews the performance appraisal with the employee. In this event, the administrator must sign the performance appraisal after the review is completed.
4. **Performance Appraisal Discussion.** Supervisors will hold a discussion with the employee regarding each performance appraisal, discussing the supervisor's section and the employee's section. The discussion should be held at a prearranged time in a private location free from interruptions.

5. Employee Signature. The employee will be asked to comment on the appraisal and acknowledge it by signing the form. S/he will then be given a copy of the signed appraisal. If the employee declines to sign the form, s/he should be encouraged to discuss any concerns and perhaps write a rebuttal. If the employee still declines to sign the appraisal, the supervisor should write “employee declined to sign” at the bottom of the form, add his/her initials and the date, and give the employee a copy of the appraisal. The supervisor should then notify his/her manager and the Human Resources Office.
6. Performance appraisals will be placed in the personnel file of the employee housed in the Human Resources Office.

8.2 Professional Development Allowance

All full-time personnel are allocated an annual discretionary Professional Development Allowance. This allowance is provided to support and encourage individuals to expand their personal skills, knowledge, abilities, and to aid in performing the responsibilities of their role.

The purpose of the OCC Professional Development Policy is to address the needs of individuals and the department for professional development and to facilitate the equitable allocation of available resources for supporting those needs to all eligible personnel.

All OCC eligible employees are able to apply for professional development resources under this policy, after successfully completing the introductory period. Allowance amounts vary by the position level; see your department director for specifics.

8.3 Promotions and Departmental Transfers

When a position vacancy occurs, opportunities to promote from within may be explored consistent with the goal of filling positions with the most capable individual available. Job posting, employee performance appraisals and professional development and training will provide the primary input to the internal selection process. At times, external recruiting sources will be used simultaneously with the internal search.

When a current employee is selected to fill a posted vacancy, the two departments involved will confer and agree on a suitable transfer date. All such transfers must be coordinated with the Human Resources Office. Receipt of a promotion does not constitute a commitment for continued employment in a new position for any specific time, nor is there a guarantee that an employee will be able to return to his/her former position if s/he is unsuccessful in the new job.

8.4 Progressive Discipline Plan

Purpose

The college seeks to establish and maintain standards of conduct and supervisory practices which will, in the interest of the college and its employees, support and promote effective operations and ongoing improvement. The college’s progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues.

Outlined below are the steps of OCC’s progressive discipline policy and procedures. The college reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite

coaching, counseling, or training; the employee's work record; and the impact the conduct and performance issues have on the organization.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between OCC and its employees.

Procedure

Step 1: Counseling and verbal warning

Step 1 creates an opportunity for the immediate supervisor to bring attention to the existing performance, conduct, or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of college policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve his or her performance or resolve the problem.

Within five business days, the supervisor will prepare written documentation of the verbal counseling. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

Step 2: Written warning

The Step 2 written warning involves more-formal documentation of the performance, conduct or attendance issues and consequences.

During Step 2, the immediate supervisor and the Human Resources Office will meet with the employee to review any additional incidents or information about the performance, conduct, or attendance issues as well as any prior relevant corrective action plans. The Human Resources Office will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

A formal Performance Improvement Plan (PIP) requiring the employee's immediate supervisor and sustained corrective action will be issued within five business days of a Step 2 meeting. The written warning may also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken.

Step 3: Suspension and/or final written warning

Some performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may request a suspension to be granted from the Human Resources Office. All suspension requests will be presented for decision to the supervising Executive Vice President.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state, and local wage and hour employment laws.

Non-exempt/hourly employees may not substitute or use an accrued paid vacation or STAT day in lieu of the unpaid suspension. In compliance with the Fair Labor Standards Act (FLSA), unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. The Human Resources Office will provide guidance to ensure that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee of wrongdoing.

Step 4: Recommendation for termination of employment

The last and most serious step in the progressive discipline process is a recommendation to terminate employment. Generally, OCC will try to exercise the progressive nature of this policy by first providing warnings, issuing a final written warning or suspending the employee from the workplace before proceeding to a recommendation to terminate employment. However, OCC reserves the right to combine and skip steps depending on the circumstance of each situation and the nature of the offense.

A supervisor's request to terminate employment must be approved by the Human Resources Office, and final approval will be given by the supervising Executive Vice President after consulting with the President.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and may result in immediate termination. Such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting, and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided copies of all progressive discipline documentation, including all PIPs. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents.

8.5 Termination of Employment

The categories of termination of employment and their definitions are:

- Resignation. A voluntary termination of employment, including:
 - Resignation (employees should give two weeks' written notice).
 - An absence of three or more consecutive working days without notice.
 - Failure to return from leave of absence as arranged with the college.
- Release. A separation in which the employee is not qualified or adapted for the type of work assigned and no other assignment is available. Release usually results from no fault of the employee. Employees who are unable to perform satisfactorily during the new employee orientation period will be considered as released.
- Reduction in Force. Work is no longer available. Recall is not expected (job eliminated, contract expired, department closed).
- Discharge. A separation in which the employee is removed from the payroll for violation of employee standards of conduct or safety regulations, unsatisfactory job performance, or any other reason deemed by the college to warrant separation.

Procedure

1. Notice to Employee. There are no requirements for advance notice to employees upon separation, but most frequently a minimum of a two-week notice is provided.

2. **Pay in Lieu of Notice.** Where a future date is established for separation, immediate removal from duties may occasionally be desirable to minimize the adverse effect on other employees or to allow the separated employee to seek new employment. In such cases, up to two weeks' pay may be provided in lieu of notice. The prior approval of the supervising Executive Vice President and acknowledgment by the Human Resources Office must be secured by the supervisor.
3. **Management Approvals.** When an employee is released, separated due to a reduction in force, or discharged, approval will be required from the supervising Executive Vice President with notification to their immediate supervisor and the Human Resources Office.
4. **Resignation.** An employee can resign through notification to the Human Resources Office or their supervisor. Upon receipt of the resignation, the Human Resources Office should be notified.
5. **Exit Interview.** Separated employees, whether voluntary or involuntary, will be referred to the Human Resources Office for an exit interview with the Human Resources Office or a designated representative on or before their last day of work. College keys, ID, parking decal, and other college property are to be returned at this time.

Benefit Eligibility

Generally, when an employee is separated, OCC benefits discontinue, with these exceptions:

Health Insurance Benefits

Extended coverage and conversion privileges of the health insurance benefit plan is provided in accordance with conditions outlined in the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). When participants (employee and dependents) lose eligibility for health insurance coverage because of the events stated below, the eligible participants may elect to retain group benefits. The continued coverage is paid by the employee but can remain in effect for 18 or 36 months depending on the reason that eligibility terminated. Participants covered on the group at the time of the qualifying event are eligible for continued coverage.

Events allowing the 36-month continuation are:

- Death of an employee
- Divorce of an employee
- Medicare eligible employee (employee becomes eligible for Medicare, leaving dependents without group coverage)
- Children who lose coverage due to certain contractual eligibility limitations

Events allowing the 18-month continuation are:

- Loss of coverage due to reduction of employee work hours
- Voluntary employee termination including retirement
- Employee layoff for economic reasons
- Employee discharged, except for gross misconduct

Vacation

Contingent upon a two-week notice, up to 80 hours of earned but unused accrued vacation may be paid upon termination for staff employees.

8.6 Exit Information

Supervisors will notify the Human Resources Office as soon as possible after the separation decision has been made and communicated.

The Human Resources Office or designated representative will send an email to the employee a week prior to the employee's last day of employment with the following:

- Current Benefits Spreadsheet (Shows the specific benefits the employee had elected and how long the benefits will remain effective, as well as continuation options if applicable.)
- COBRA paperwork (This paperwork needs to be completed by the employee in order to elect continuation of health, dental, or vision insurance as well as continuation of the employee's flexible spending account.)
- Survey (This survey will ask the employee to rate the aspects of their employment.)

SECTION NINE: Safety and Health

9.1 Accident/Injury Reporting

Any accident or injury while on the job should be reported as soon as possible to the Human Resources Office.

9.2 Campus Safety Notification

Employees will be trained in the use of the campus-wide LokDown system in the event of a threat on campus. The college will follow the **Emergency Response Procedures and Notifications** in the event of an immediate threat to the health or safety of members of the campus community.

9.3 Timely Warnings Policy

A timely warning is a communication that Ozark Christian College issues when certain criminal incidents occur on campus that represents a serious or continuing threat to the person and well-being of students and employees. **See Timely Warnings policy here.**

9.4 Missing Student Policy

Anyone who believes a student living in college-owned, on-campus housing to be missing, should follow the procedure for reporting their concern. **See Missing Student policy here.**

9.5 Driver Policy

Employees may request vehicles for college-sponsored trips. Request forms are available from the Physical Plant Department. Driver information forms may be obtained in the Business Office and must be completed and approved before driving a college-owned vehicle.

9.6 Surveillance Camera Policy

This policy applies to all college employees, offices, and departments using surveillance cameras (at least in part) in an attempt to deter crime or protect the safety and property of the college community. **See Surveillance Camera policy here.**

SECTION TEN: Travel, Expenses, and Purchases

10.1 Travel and Entertainment Policy

The college will reimburse business use of personal vehicles at the standard mileage rate (specified by the IRS) with the supervisor's pre-approval. Renting a vehicle is an alternative to using a personal vehicle and may be more economical for the college.

Travel reimbursement forms are available in the Business Office. Other college business expenses will be reimbursed as appropriately approved. Note that family expenses (meals, additional hotel rooms, etc.) will not be covered. See the department supervisor for reimbursement procedures. In order to be reimbursed, receipts and requests for repayment must be received within 60 days after the expense was incurred.

10.2 Clery Student Off-Campus Trip Policy

Any location used by students for housing or classroom space during a school sponsored off-campus trip must be submitted within 30 days of the trip in compliance with **Off-Campus Security Policy**.

10.3 Purchasing Policy

Employees are expected to abide by the policies listed in the Purchasing Manual located on the Purchasing tab of the **OCC web portal**.

10.4 Gift Policy

Employees are to abide by the **OCC Gift Policy** on the acceptance of gifts from donors.

SECTION ELEVEN: Additional Handbooks

The following handbooks provide policies specific to administrators, faculty, and students.

- **Administrator Handbook**
- **Faculty Handbook**
- **Residential Student Handbook**
- **Online Student Handbook**