

# OZARK

CHRISTIAN COLLEGE  
PERSONNEL HANDBOOK

November 2023

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## Introduction

This handbook serves as an overview of Ozark Christian College policies, procedures, and employment guidelines for personnel. The provisions of this handbook are designed to serve as guidelines rather than as absolute rules, and exceptions may be made from time to time based on circumstances. 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, but it is the responsibility of personnel to become familiar with the handbook's contents. Personnel can access the handbook on the my.occ.edu portal or **OCC website** and are responsible for the information it contains.

Ozark Christian College reserves the right at any time to change, delete, or add to any of its policies, provisions, or benefits in its sole discretion. 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 all prior policies and guidelines.

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 an employment contract with an employee. If you have an employment contract with the college, this handbook is intended to accompany and complement that contract. However, if a discrepancy exists between a handbook and the employment contract, the language of the employment contract controls.

Please contact the Human Resources Office if you have 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 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 all staff members both feel and become 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 considering 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. (Jn 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. (Jn 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 ministers 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 (1 Cor 4:20)**

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: Engage collaboratively to accomplish shared objectives.

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

GE 6: Integrate learning and experiences into 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 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: Integrate a Christian service philosophy, biblical theology, cultural context, and call to ministry (vocation).

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: Demonstrate professional competencies in Christian service contexts.

*Note: Each major has a list of professional outcomes.*

**1.8 College Areas: Academics, Administration, and Advancement**

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

- **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.

## **1.9 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 corrective action, 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 dysphoria (i.e., perceived gender identity that is different from their biological birth gender).
- We affirm that those who experience gender dysphoria 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, etc). (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, corrective action, and all other matters.

## **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 and five administrators: Vice President of Student Affairs, Vice President of Enrollment Management, Vice President of Marketing and Communications, Vice President of Institutional Research and Effectiveness, and General Counsel. The Administrative Council includes these administrators and other 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 Executive Vice President of Administration and the Human Resources Office in consultation with the General Counsel. Suggested revisions to the Personnel Handbook can be submitted to the Human Resources Office, Staff Advocacy Committee, or Faculty Advocacy Committee. Any changes to policies in the Personnel Handbook will be reviewed and approved by the administrators.

## 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
- Staff (part-time and full-time)
- Student Employees (see Student Employee Guidelines document)

### 3.2 Employee Classification

The college defines 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 Employee:**

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 Employee:**

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. Open positions will be posted internally according to the **Internal Posting Policy**.

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, if hired, 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 Office. When necessary, this interview may be done over electronic means (e.g., Skype or Zoom).

#### **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 is grounds for withdrawal of the offer.

#### **Self-Reporting**

An individual must disclose to the Human Resources Office 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 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 the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

The **Child Protection Policy** requires specific screening, training, and criminal background checks for all employees and volunteers who will work with children under 18 years of age or vulnerable adults on behalf of the college.

### **3.5 Equal Employment Opportunity**

#### **Objective**

Ozark Christian College is affiliated with Christian Churches and Churches of Christ. Its mission is to train men and women for Christian service. The college seeks to educate and hire individuals who share its core values to accomplish its mission. It is the intent of the college to create and promote a diverse workforce consistent with its stated goals and mission.

It is the policy of Ozark Christian College not to discriminate on the basis of race, color, national origin, sex, age, or disability in admission and access to educational opportunities, programs, activities, or employment as applicable to ministries in Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act of 1990, Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Age Discrimination Act of 1975, as amended and implementing regulations.

As a religious educational institution, Ozark Christian College reserves the right to make employment decisions based on religion, marital status, or sex consistent with the college's religious beliefs. Further, as a Christian ministry, the college has the right to select those who serve in ministerial positions based on criteria established by the college.

#### **Scope**

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between Ozark Christian College and its employees, including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary
- Employee benefits
- Application of policies
- Veterans status
- Disabilities

The policies and principles of EEO also apply to the selection and treatment of any other persons or firms doing business for or with Ozark Christian College.

### **Dissemination and Implementation of Policy**

The administrators of Ozark Christian College will be responsible for the dissemination of this policy. Directors, managers, and supervisors are responsible for implementing equal employment practices within each department. The Human Resources Office is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

### **Procedures**

Ozark Christian College administers its EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the objective statement listed in this policy.
- Posting all required job openings with the appropriate state agencies.
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies, or participates in an EEO agency proceeding and taking reasonable steps to protect the person.
- Requiring employees to report any apparent discrimination or harassment to an administrator or Human Resources representative within 48 hours of the incident.
- Promptly notifying the General Counsel of all incidents or reports of discrimination or harassment, to investigate all reports, and to take appropriate corrective action.

### **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 role is approved by the supervising Executive Vice President or President.

### **3.7 Applicant Moving Expenses**

The college may offer to 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. The 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. All non-contract employees, regardless of status or length of service, are considered at-will employees.

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. The \$600 bonus will not be paid if the full-time employee is otherwise eligible for benefits on the first day of full-time employment. 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 changing 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 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 in home 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



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 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 in accordance with required document retention guidelines.

### 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, corrective action, 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 reasonable accommodation in order to perform the essential functions of the job.

#### Definitions

- A *disability* means, with respect to an individual: (a) if he or she has a physical or mental condition that substantially limits a major life activity (such as walking, talking, seeing, hearing, or learning, or operation of a major bodily function); or (b) if he or she has a history of a disability (such as cancer that is in remission); or (c) if he or she is subject to an adverse employment action and is believed to have a physical or mental impairment that is not transitory (lasting or expected to last six months or less) and minor (even if he or she does not have such an impairment).
- A *reasonable accommodation* is one that does not cause undue hardship on the operation of a business.
- An *undue hardship* is an action requiring significant difficulty or expense when considered in light of a number of factors, including the nature and cost of the accommodation in relation to the size, resources, nature, and structure of the organization.

#### 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 must contact the Human Resources Office.

It is generally the responsibility of individual employees to identify themselves as someone 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. 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 can meet the request, and if so, in what manner.

If 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 will 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 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 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 will be communicated in writing to the individual and is final. If the President is seeking indemnification, a three-member committee appointed by the General Counsel 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 cooperates fully with the college in his/her defense by providing 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 Mediation and Arbitration Clause**

Should a grievance or other 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. If the dispute is not resolved, the employee and employer shall utilize the Complaint and Grievance Policy as described in Section 7.5. If the Complaint and Grievance Policy does not resolve the dispute, the employee and employer agree that any grievance, claim, or dispute arising out of or related to this agreement or to any aspect of the employment relationship, including claims under federal, state, and local statutory or common law, the law of contract, and law of tort, shall be settled by biblically based mediation. If the dispute is not resolved through mediation, the matter shall be submitted to an independent and objective arbitrator for binding arbitration.

The employee and employer agree the arbitration process shall be conducted in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation. ([iccpeace.com/rules](http://iccpeace.com/rules)) The employee and employer shall select the arbitrator. If there is an impasse in the selection of the arbitrator, the Institute for Christian Conciliation shall appoint a qualified arbitrator to serve in that capacity. In order to encourage a biblically faithful process, Ozark Christian College agrees to pay all initial fees and expenses for the mediator, case administrator, and/or arbitrator, related to such proceedings. The final responsibility for such costs will be an issue for consideration or determination in the mediation or arbitration. In the event of an arbitration, the employee and employer agree to use a single arbitrator who is experienced in the relevant area of law and familiar with biblical principles of conflict resolution.

The employee and employer agree that these methods shall be the sole remedies for any controversy or claim arising out of the employment relationship or this agreement and expressly waive their right to a jury trial and/or to file a lawsuit against each other in any civil court for such disputes, including any class action proceeding, except to enforce a legally binding arbitration decision. The employee and employer acknowledge that by waiving their legal rights to a jury trial or lawsuit, they are not waiving their right to hire legal counsel at their own expense to assist them during any phase of the process.

### **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 workweek 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 workday is 8:00 a.m. to 5:00 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 8:00 a.m. and close to the public at 5:00 p.m. (Monday-Thursday) and 4:00 p.m. (Friday).

Employees are generally expected to maintain regular office hours. However, administrators may approve limited remote work arrangements under special circumstances and/or for work that is conducive to remote work.

#### **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 Mentor Group Leaders**

Employees are expected to attend weekly chapel services on campus when residential classes 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 include these times.

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

#### **4.1.4 Friday Employee Lunch Meetings**

Lunch in the cafeteria is provided at no cost to all non-student employees on Fridays before the weekly personnel meetings when classes are in session. Full-time employees are expected to attend or to consult with their supervisors if unable to attend due to work-related reasons. Part-time employees are not required to attend, but they can report it as one hour of work if they attend and their regularly scheduled hours span the 12:00-1:00 p.m. lunchtime on Fridays. This complimentary meal will not be included in the employee's taxable income.

### 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

The following definitions have been established to classify positions and to provide a common understanding:

- “Employee”: A person who receives wages or salary from Ozark Christian College and whose work this organization controls and directs.
- “Full-time Employees”: Those employees who regularly work at least 30 hours per week or 1,560 hours per fiscal year and who maintain continuous regular employment status. Regular full-time employees are eligible for benefits offered by Ozark Christian College.
- “Part-time Employees”: Those employees who regularly work less than 30 hours weekly and who maintain continuous regular part-time employee status. Part-time employees regularly working less than 30 hours per week may be eligible for certain benefits offered by Ozark Christian College.
- “Temporary Employees”: Those employees whose services are intended to be for a short period of time or of limited duration when there is no intent by Ozark Christian College to provide regular status. Ozark Christian College may hire temporary employees directly or may use an agency. Temporary employees are not eligible for benefits. If a temporary employee is subsequently hired as a regular full-time or part-time employee, date of hire will be the date on which the employee becomes a regular employee.
- “Regular Employees”: Those employees whose services are intended to be for an indefinite period and work regularly scheduled hours on an ongoing basis in either a full-time or part-time capacity.
- “Student Employees”: Students who regularly work up to 25 hours per week while classes are in session on campus or more than 25 hours per week during breaks. Student employees are not eligible for benefits offered by Ozark Christian College.
- “Independent Contractors”: Those providing services for the college who do not meet the definition of employees.
- “Exempt Employees”: Executive, administrative, and professional employees who are exempt from the Fair Labor Standards Act. Exempt employees paid on a salary basis are not eligible for and do not receive overtime payment.
- “Non-exempt Employees”: Employees who are not exempt from the provisions of the Fair Labor Standards Act.

### 4.2.1 Wages

An employee’s position may be classified as non-exempt or exempt depending on the nature of the work and the role within the organization. Positions must meet Fair Labor Standards Act (FLSA) requirements to be classified as exempt.

The FLSA requires that most employees be paid at least the federal minimum wage for all hours worked and overtime pay at not less than time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek. However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative,

professional, and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. These exemptions are often called the “white-collar” or “EAP” exemptions. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$684 per week (\$35,568 per year). Job titles do not determine exempt status. In order for an exemption to apply, an employee’s specific job duties and salary must meet all the requirements of the FLSA regulations.

Being paid on a “salary basis” means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee’s work. An exempt employee must receive the full salary for any week in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employee is ready, willing, and able to work, deductions may not be made for time when work is not available.

See these fact sheets for more information on the specific exemptions for **executive, administrative, professional, computer,** and **outside sales employees** and for more information on the **salary basis requirements**.

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

#### **4.2.2 Payroll Deductions**

The standard payroll deductions and 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 for a housing allowance is made annually through the Human Resources Office, and approval is made by the Board of Trustees.

#### **4.2.4 Paydays and Online Timecards**

All employees of Ozark Christian College are paid semi-monthly on the 15<sup>th</sup> 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 timecard online by 10:00 a.m., according to the payroll calendar. The timecard reflects time worked since the previously submitted timecard. No anticipated hours should be reflected except at the special request of the Human Resources Office. 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 date.



#### **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 corrective action 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 workweek will be paid on the regular payday for the period in which such a workweek 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 the academic calendar)
- Good Friday
- Memorial Day
- Juneteenth National Independence Day
- Independence Day
- Labor Day
- Monday-Tuesday of Fall Break (as determined by the academic calendar)
- Wednesday-Friday of Thanksgiving Break
- Christmas Eve through New Year's Day (not to exceed 7 paid days off)

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 750-1,559 hours can choose 80 hours of regularly scheduled holidays within pay/employment year. Part-time employees working 1600-2079 hours can choose 120 hours of regularly scheduled holidays within pay/employment year.

#### **4.2.7 Campus Closures and Inclement Weather Announcements**

When inclement weather or other emergency situations occur, it may be necessary to cancel classes or close offices. In the event of inclement weather, the Executive Vice President of Administration will consult with administrators and local weather officials. When possible, the decision to cancel class or close offices is made the night before. However, inclement weather is often unpredictable, and a decision may be made in the morning. OCC administration will make every effort to communicate closures by 6:00 a.m., but changing weather conditions could cause a decision to be made later. Class cancellations or closures will be communicated with personnel and students via email (occ.edu and my.occ.edu), text message (Everbridge), and OCC social media accounts (Facebook, Twitter, and Instagram).

Closure designations include:

- **Campus Closed:** All offices and services are closed, including the Dining Hall, Bookstore, Seth Wilson Library, and administrative offices across campus.
- **Offices Closed:** Administrative offices across campus are closed but essential services may be available, including the Dining Hall, Bookstore, and Seth Wilson Library.
- **Classes Canceled:** Regularly scheduled classes are canceled during a designated period of time. Offices may remain open and services may still be available.
- **In-Person Classes Canceled:** Classes will not meet in person, but professors may communicate remote learning instructions.

If the OCC campus is closed by administration for inclement weather or other emergency situations, employees will be paid for the hours they would have regularly worked. Employees may be required to report to work or work remotely. Hourly employees who are required to work—as approved by their supervisor—will report hours worked in addition to regularly scheduled hours.

### 4.3 Personnel Benefits

Ozark Christian College provides certain employee benefits outlined within this handbook. All employee benefits are subject to change or elimination at any time at the sole discretion of the college. Benefits also may be modified by federal and state law. The employee benefits apply only to full-time personnel unless otherwise indicated. Please contact the Human Resources Office if you have any questions regarding benefits.

#### 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 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 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.

#### 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.

#### **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 six months to 19 years of age (to age 25 if a full-time student). A child less than six 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 one year 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 payment amounts are 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 Benefits for Employees**

##### **Undergraduate Enrollment Benefit for Employees and Spouses**

Up to six hours of undergraduate tuition credit per semester (18 hours per calendar year) is available to full-time and part-time (non-student) employees working 1,000+ hours and to their spouse after the first year 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. Employee Tuition Credit request forms are available on the Human Resources tab of the my.occ.edu portal. Employees must obtain the approval of his/her supervisor before registering for courses.

## **Undergraduate 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 the equivalency of 12 credit hours per semester. For part-time (non-student) employees (1,000-1,559 hours): up to the equivalency of six credit hours per semester.

- This benefit may be applied up to but not in excess of tuition, Housing Plus, and student enrollment fees. The benefit amount will be calculated each semester after institutional scholarships and federal grant funds have been awarded. The benefit amount may be recalculated if the student receives additional scholarship or grant funds.
- This benefit is not eligible for summer courses and cannot be stacked with the 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 a child is non-dependent, then the enrollment benefit is a taxable benefit to the employee of OCC.
- If a child is dependent, any amount applied above the tuition charge is taxable.
- The benefit application is available on the Human Resources tab of the my.occ.edu portal and is to be submitted to the Student Financial Services Office.

## **Graduate School Enrollment Benefit for Employees and Spouses**

Enrollment benefits are available, after one year of employment, for employees and their spouses who are enrolled in a graduate degree program. A 50% tuition-only discount will be made available to full-time (1560 + hours) employees. A 25% tuition-only discount will be made available to part-time employees (1000+ hours annually) and to spouses of full- and part-time (1000+ hours) employees. Spouses and part-time employees are eligible to apply for institutional scholarships, but they will not be stackable with this enrollment benefit. Application for this benefit must be submitted to the appropriate Executive Vice President for approval. The application form can be found on the Human Resources tab of the my.occ.edu portal.

## **Continuing Education Tuition Assistance for Employees**

Employees may apply for a grant for up to \$2,500 per year for up to four years. The grant can be applied to qualifying educational expenses toward an approved non-OCC master's or doctor's degree program. Acceptance of this assistance carries with it a commitment to serve with the college the following year. Application for this allowance is to be submitted to the appropriate Executive Vice President for approval. The application form can be found on the Human Resources tab of the my.occ.edu portal.

### **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 provided to all full-time and part-time (non-student) personnel at no cost on Fridays, prior to the weekly personnel meeting when residential classes 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 a half-price discount during other meals.

### **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. Discounts do not apply to the online store.

### **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 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 may be on a reduced cost basis if college personnel involvement will be minimal.

#### **4.4.7 Intercollegiate Tuition Waiver Program**

The Intercollegiate Tuition Waiver Program (ITWP) 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.

#### **4.4.8 Google File Storage**

Google offers a limited pool of storage for educational institutions. Employees of OCC receive this access through their occ.edu email address. Because this service is limited and offered only during employment, employees are encouraged not to use the occ.edu email address for personal file storage, logins, or passwords.

## 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 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. 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 personnel budgeted to work 1560-2080 hours per year is 3/4 time. 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 (prorated 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 prorated 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 workday, 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 750-1,559 hours per year will receive 48 hours of STAT. Employees working 1600-2079 hours per year will receive 72 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 eight hours.

Beginning the second year from the 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 workweek.

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)**

It is the policy of Ozark Christian College to provide family and medical leaves in accordance with the Family and Medical Leave Act of 1993 (FMLA).

#### **Eligibility**

The FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for reasons specified in the FMLA. Under certain circumstances, families caring for service members recovering from a serious injury or illness may take up to 26 weeks of unpaid, job-protected leave. You are eligible for FMLA leave if you have, before the first day of your FMLA leave, (1) worked for at least 12 months, and (2) provided 1,250 hours of service within the previous 12-month period. We calculate the 12-month period backward from the date the employee's FMLA leave begins. If you and your spouse are both employed by Ozark Christian College, your combined FMLA leave entitlement is 12 weeks for the birth, adoption, or placement of a child.

#### **Reasons for FMLA Leave**

FMLA leave will be granted to eligible employees for any of the following reasons:

- The birth, adoption, or placement of a child (12 weeks).
- The care of a spouse, child, or parent who has a serious health condition (12 weeks).
- The employee's own serious health condition (12 weeks).
- A "qualifying exigency" arising out of a covered family member's active duty or call to active duty in the Armed Forces in support of a contingency plan (12 weeks).
- The care of a covered family member who has become seriously ill or seriously injured in the line of duty in the Armed Forces (26 weeks).

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.

### **Guidelines of FMLA Leave**

If medically necessary, leave may be taken on an intermittent or reduced schedule basis for the serious health condition of the employee or an immediate family member. Intermittent or reduced leave may be taken for the birth or adoption of a child only if approved by the Human Resources Office.

Ozark Christian College requires the employee to first use his/her paid sick leave, floating holidays, or vacation time for any part of the 12-week (or 26-week) period. Therefore, all available paid sick leave, floating holidays, and vacation time must be used and will be designated as FMLA leave time before any remaining FMLA leave can be taken on an unpaid basis.

### **Notice and Medical Certification**

If you become eligible for leave under the FMLA, you must follow these guidelines:

- You must provide 30 days' advance notice when the leave is foreseeable. When the need for leave is not foreseeable, you must provide notice to the Human Resources Office within two business days of when you become aware of the need for leave. Notice may be provided by your spouse, family member, or other representative if you are unable to do so personally. Failure to provide notice could jeopardize your FMLA status.
- FMLA requires that you attempt to schedule planned medical treatment or intermittent leave to avoid undue work-related disruption. This means that in cases where your treating physician is available, you may be required to schedule planned medical treatment outside of general business hours.
- If you take leave to care for a spouse, child, or parent, you must provide a medical certification within 15 calendar days of the request for leave. Contact the Human Resources Office to obtain a copy of the "Certification of Health Care Provider" form. A second and/or third medical certification at Ozark Christian College's expense may be required.
- If you take leave for your own serious health condition, you are required to provide a fitness-for-duty report, along with the "Certification of Health Care Provider" form, before returning to work.
- While on FMLA, you are required to report to the Human Resources Office periodically on your status and your plans to return to work. This organization will take steps to maintain all medical information confidentially in accordance with the Americans with Disabilities Act.

### **Benefits During FMLA Leave**

You may choose to continue your participation in our voluntary Vision and Dental program while on leave. However, it is your responsibility to arrange for payment of necessary premiums during your leave. Failure to make the appropriate premium payments may result in the cancellation of your voluntary Vision and Dental insurance coverage. Additionally, if you fail to return to work at the end of the leave, Ozark Christian College has the right to recoup the premiums paid for maintaining voluntary Vision and Dental insurance coverage.

## **Returning to Work**

When you return to work after your FMLA leave, you will be restored to your original position or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

## **Disability Plans and FMLA**

Situations may arise in which both this organization's short-term and/or long-term disability plan and the Family and Medical Leave Act apply. While the purpose of FMLA is to provide 12 weeks (or 26 weeks) of unpaid, job-protected leave, the purpose of short-term and long-term disability benefits is to help supplement lost income during long periods of incapacity.

Any leave granted under the disability policies shall run concurrently with the 12 weeks (or 26 weeks) granted under the FMLA. When an employee is eligible for FMLA only, all available paid sick leave, floating holidays, and vacation time must be used and will be designated as FMLA leave time before any remaining FMLA leave can be taken on an unpaid basis. If you have any questions regarding how FMLA leave is applied, please contact the Human Resources Office.

## **Guidelines**

When FMLA leave has been exhausted, employment may be terminated. If employment is not immediately terminated, this organization may designate all future absences as unexcused absences. Additionally, when FMLA has begun and all sick and vacation time has been used, any non-qualifying FMLA absences may be considered unexcused absences.

## **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 the 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 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 Paid Parental Leave Policy**

### **Eligibility**

Paid Parental Leave (PPL) is provided for full-time employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care, for the purpose of bonding with and caring for the child. A step-parent adoption of a spouse's child is excluded from this policy.

## **Amount, Time Frame, and Duration of Paid Parental Leave**

### **Primary Caregivers:**

Primary Caregivers are eligible to receive up to six consecutive weeks of Paid Parental Leave within the first two months of birth or placement of the child.

Definition of “Primary Caregiver”: an employee who has the primary responsibility for the care of a child immediately following the birth or arrival of the child into the custody, care, and control of the parent for the first time. This definition applies to births, adoptions, and foster care.

### **Secondary Caregivers:**

Secondary Caregivers are eligible to receive up to two weeks of Paid Parental Leave within the first month of birth or placement of the child.

Definition of “Secondary Caregiver”: an employee who will have the least amount of their time devoted to the care of a child immediately following the birth or arrival of the child into the custody, care, and control of the parent for the first time. This definition applies to births, adoptions, and foster care.

In the instance that both the Primary and Secondary Caregivers are employed by OCC, one employee must assume the role of Primary and the other employee must assume the role of Secondary. No Primary Caregiver leave will be granted to two employees in the same request.

Paid Parental Leave benefits will not be paid beyond the stated benefit. If an employee continues to be absent from work, they are eligible to use Extended Sick Leave (ESL).

- Each week of Paid Parental Leave is compensated at 100 percent of the employee’s regular, straight-time weekly pay. Paid Parental Leave will be paid on the regularly scheduled pay dates.
- Approved Paid Parental Leave may be taken at any time during the period listed above immediately following the birth, adoption, or placement of a child with the employee. Paid Parental Leave may not be used or extended beyond this time frame.
- In the event of a female employee who has given birth, the Paid Parental Leave will commence at the time of birth.
- Employees must take Paid Parental Leave in one continuous period of leave and must use all Paid Parental Leave during the time frame indicated above. Any unused Paid Parental Leave will be forfeited at the end of the time frame.
- Upon termination of the individual’s employment at OCC, he or she will not be paid for any unused Paid Parental Leave for which he or she was eligible.

### **Coordination with Other Policies**

- Paid Parental Leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

- After the Paid Parental Leave, the balance of FMLA leave (if applicable) will be compensated through employee's accrued ESL, STAT, and vacation time. Upon exhaustion of accrued ESL, STAT, and vacation time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- OCC will maintain all benefits for employees during the Paid Parental Leave period just as if they were taking any other paid leave such as paid vacation leave or paid ESL.
- If an OCC holiday occurs while the employee is on Paid Parental Leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total Paid Parental Leave entitlement.
- An employee who takes Paid Parental Leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on Paid Parental Leave as if the employee was on FMLA-qualifying leave.

### **Requests for Paid Parental Leave**

- The employee must provide their supervisor and the Human Resources Office with notice of the request for Paid Parental Leave at least 30 days prior to the proposed leave date (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR Office to substantiate the request.
- This type of leave will not accrue every year and will not have an available balance.
- As with all college policies, OCC has the exclusive right to interpret this policy.

### **5.6 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.

### **5.7 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.

### **5.8 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.

## **5.9 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 workdays in service (e.g., a sponsor at a Christian camp/conference, an overseas mission 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 full day increments. The employee must coordinate with his/her immediate supervisor and administrator to ensure work responsibilities will be adequately covered during his/her absence. This leave should not be scheduled during a period 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.

## **5.10 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 matters 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**

Ozark Christian College is a community of believers working together to meet the spiritual and academic needs of the church. Our organization requires behavior consistent with the Holy Scriptures. Consequently, when joining Ozark Christian College as an employee, you freely and willingly agree to the standards of behavior outlined in these policies. The standards included in this policy are not exhaustive; rather, they provide guidelines of conduct we believe are in accordance with biblical standards.

As representatives of Ozark Christian College, it is imperative that our actions are above reproach. Consequently, the following standards of conduct shall apply to all employees. Violations of these standards are regarded as a serious breach of integrity and could result in corrective action, up to and including separation of employment. The following examples would be considered breaches of the standards of conduct:

1. Falsifying employment applications, timecards, personnel records, or other college documents. (Col 3:9; Lev 19:11)
2. Sexual misconduct including sexual harassment, sexual assault, or any sexual conduct outside of marriage between a man and a woman. (1 Cor 6:9,18-20; Heb 13:4)
3. Illegal gambling, weapons, explosives, or violating criminal laws on college premises. (Rom 13:1-4)
4. Engaging in acts of dishonesty, fraud, theft, or sabotage. (Rom 13:9)
5. Threatening, intimidating, coercing, abusive, or vulgar language, or interfering with the performance of others. (Eph 5:4)
6. Insubordination or refusal to comply with instructions or failure to perform reasonable duties which are assigned. (Rom 13:1-7)
7. Unauthorized use of college material, time, equipment, or property. (Ex 20:15)
8. Damaging or destroying college property through careless or willful acts. (Ex 22:1-5)
9. Activity on the employee's personal website or social media the college determines reflects adversely on the employee or the college. (Matt 12:36)
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.). (1 Jn 4:20)
11. Any conduct, speech, publication, or interaction with others which the college determines reflects adversely on the employee or the college. (2 Cor 4:2; 2 Tim. 2:15)

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 nominal value for purposes of this policy includes 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, preaching honorarium, or 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 like 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, tardiness, or other 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 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 expectations 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 corrective action. Pets are not appropriate in the workplace (except for 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**

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 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. To avoid “even a hint of sexual immorality,” all employees are to commit to mutual accountability to maintain moral integrity and to 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, 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.
- 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.

### **6.4.2 Employee Non-Fraternization**

Romantic relationships between employees and students are prohibited, even when the relationship is a consensual one. 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. For example, a special circumstance may exist where the relationship precedes the student’s matriculation or precedes the employee’s hiring.

### **6.4.3 Alcohol and Substance Use Policy**

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

Considering 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.

- No alcohol, marijuana, CBD, cannabis-derived products, low-level hemp products, tobacco, e-cigarettes, JUUL, vaping devices, unauthorized controlled substances, or drugs not prescribed by a physician are allowed on campus.
- The purchase, possession, or use of tobacco, e-cigarettes, JUUL, vaping devices, unauthorized controlled substances, or drugs not prescribed by a physician is prohibited on or off campus.

- Employees must not work under the influence of drugs, alcohol, or any substance which may pose a hazard to the safety and welfare of the employee or others.
- Employees must notify their immediate supervisor in writing of any arrest or conviction for a drug or alcohol offense within five calendar days.

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

An employee who feels s/he has developed an addiction to, dependence upon, or problem with alcohol or drugs is encouraged to seek assistance. Assistance may be sought by writing 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.

The use, possession, or being under the influence of marijuana in the workplace or during hours of employment are prohibited by Missouri law. Employers may take action against employees if marijuana affects their ability to perform job-related responsibilities, the safety of others, or conflicts with a bona fide occupational qualification reasonably related to the employee’s job. Mo. Const. Art. 14, §§ 1.7 and 3(3).

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 Policy**.

#### **6.4.4 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**

It is important that a safe and secure workplace be maintained for the benefit of this organization’s employees and students. Accordingly, any actual or potential threat to safety within the workplace will be promptly addressed. Any violence or threatened violence in the workplace by an employee will result

in corrective action up to and including immediate separation of employment. No talk of violence or any threats of violence will be tolerated.

“Violence” includes physically harming another person, assault, battery, harassing, intimidating, coercing, displaying weapons, or threatening to do those actions. It is the intent of this policy to ensure that everyone associated with this organization, including employees and students, can feel as secure as possible in this environment.

All desks, telephones, computers, and work areas are the property of Ozark Christian College. Accordingly, Ozark Christian College reserves the right to enter and inspect all work areas, offices, storage areas, computers, or desks without notice at any time.

As a security measure and to maintain proper procedures, all visitors should use the main entrance of a building. When an employee has visitors, the employee should personally meet visitors in the reception area and escort them throughout the building. If an employee notices a suspicious person or activity on college premises, the employee immediately should report the incident to Campus Security at 417.626.1200.

### **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. A person with a state-issued permit to carry a concealed weapon is not permitted to do so on campus with three exceptions: (1) law enforcement professionals; (2) firearms kept in a locked vehicle; and (3) individuals with prior written permission from the President’s Office.

Employees may carry non-lethal sprays (such as pepper spray or mace) that are intended for personal protection on campus, but such spray may only be used to protect oneself from physical harm. Appropriate corrective action will be taken against any employee who violates any of these policies up to and including separation of employment.

### **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 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 in the **Title IX and Sexual Misconduct Policy**.

### **6.5.3 No Harassment Policy**

The college respects the dignity and professionalism of its employees 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. 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 becomes

unlawful where enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. **(EEOC)** 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 immediately notify 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 corrective action 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. Patterns 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, or 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 based on 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 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 417.626.1200

### **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).

## **6.6 Harassment Complaint Procedures**

Ozark Christian College has instituted the following three-step procedure for reporting and investigating allegations of unlawful harassment, including sexual harassment:

- **Reporting:** An employee who believes that he or she has been the victim of harassment has a duty to report it immediately to the Human Resources Office in writing. In all reported cases, the college will take reasonable steps to protect the reporting employee from retaliatory, harassing, or abusive behavior in relation to such reporting.
- **Investigation:** The Human Resources Office will direct the investigation of complaints. All employees are expected to cooperate with an investigation of any type of harassment. Confidentiality will be maintained to the extent permitted under such circumstances.
- **Corrective Action:** After the investigation has been completed, the Human Resources Office will decide regarding the resolution of the case. If warranted, appropriate corrective action, up to and including separation of employment, will be taken.

Appeals will be handled according to the formal complaint process in the Grievance Policy in Section 7.5. In addition, the college's Title IX policies will apply to all complaints involving students.

### **6.6.1 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 corrective 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. Additionally, any harassment allegations regarding the Human Resources Office should be directed to the President's Office.

### **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 is 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 college has policies on the appropriate use of information and technology to safeguard the college and its personnel. All personnel are responsible for the policies appropriate to their roles 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 all information sent, accessed, communicated, or stored on organization systems without notice. 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 corrective actions.

Users should not assume any 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, heard, or forwarded to other users. Electronic messages may also be incorrectly 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 corrective action by the college.

While the college takes corrective 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 OCC 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](http://copyright.gov) and especially the FAQs at [copyright.gov/help/faq](http://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](http://educause.edu/legalcontent).

### **6.7.3 Confidentiality Policy**

OCC employees will have access to confidential information as a result of conducting college business. “Confidential information” shall include, but not be limited to, the following types of information: 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 and student lists, resumes, personnel data, organizational structure, and performance evaluations. Confidential information is limited to that information which is generally not known to the public, not in the public domain, or unavailable 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.

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

- a. To hold the confidential information received from OCC in strictest confidence and shall exercise a reasonable degree of care to prevent disclosure to others.
- b. To not disclose or divulge either directly or indirectly the confidential information to others unless first authorized to do so in writing by the Executive Vice President of Administration.
- c. To 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 corrective 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. 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 to 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 during the college's business 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 Manual**

OCC's Internal Communications Policy and Brand Manual 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 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 Vice President of Marketing and 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 emailed to all employees in the Monday Memo and 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, 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 are prohibited. Employees may leave information regarding events not sponsored by the college in the Casteel Administration Building employee mailroom, but not on the personnel bulletin board. 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. However, allegations of harassment (as defined by Section 6.5.3.1) must be initiated according to the harassment policies in Section 6.6 et seq.

## **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 administrator. OCC believes that if an employee has a work-related problem or suggestion, the matter should receive the prompt consideration of those 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 an offended person (the “grievant”) and the offender (the “respondent”) by “speaking the truth in love” is in order and will resolve most issues. When any grievant at Ozark Christian College believes that s/he has been wronged and cannot correct the situation through a conversation with the respondent, the grievant is encouraged to seek assistance from the supervisor of the respondent, 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.
- 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 to the Chair of the Board of Trustees.
- Complaints concerning an employee in the Human Resources Office shall be submitted to the President.

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 satisfaction of the grievant and respondent, 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 grievant and respondent within three working days.

If the above steps have been taken and the matter remains unresolved to the satisfaction of the grievant or respondent, s/he may proceed to the formal complaint stage.

## **Formal Process**

A formally registered complaint is referred to as a “grievance.” The person registering the complaint is the “grievant” and the responding party is the “respondent.” 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
- The name and signature of the grievant

Within 10 working days, the Human Resources Office will convene 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 respondent, and anyone else the committee determines appropriate to reach a fair and equitable decision. Although no legal counsel will be permitted, other college employees may accompany the grievant and the respondent. 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 10 working days of their final meeting. The supervising Executive Vice President and Human Resources Office will meet with the grievant and the respondent to discuss the recommendation of the grievance committee and to communicate the final decision made by the supervising Executive Vice President.

If the grievance directly involves the President or is not resolved to the satisfaction of the grievant or the respondent, a written grievance must be submitted to the Board Chair (address below) within 10 working days of the grievance committee finding. The written grievance should include a description of steps taken previously and why the grievant or the respondent finds them unsatisfactory. The Board Chair will respond to the grievance within 15 days.

If an employee grievance is not resolved to the satisfaction of the grievant or the respondent after exhausting the entire Complaint and Grievance process, the matter shall be settled by biblically based mediation or arbitration as described in Section 3.12. All files related to the grievance will be housed in the Human Resources Office.

If an employee grievance is not resolved and relates to accreditation standards, policies, and procedures, it 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.

**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](http://abhe.org)

Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, 800.261.7440. [hlcommission.org](http://hlcommission.org)

Additional procedures are available 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 Vice President of Marketing and Communications will provide appropriate resources and talking points to assist employees in telling the story of Ozark Christian College with accuracy and excellence.

Employees or departments seeking 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 manage all media interactions. When an employee or department is contacted directly by the news media, s/he is to notify the Marketing and Communications Office immediately.

Media requests related solely to athletic games, team information, and corresponding athletic events need not be directed through the Marketing and Communications Office. However, the Vice President of Marketing and Communications may write and distribute to media outlets 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 Office.

## **7.7 Institutional Research Board and 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 Review Board 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 the positive and negative aspects of their performance in relation to the standards throughout the review period. 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 at least 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 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 Appraisal File.** 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 Professional Development Allowance addresses the needs of individuals and the department for professional development and facilitates the equitable allocation of available resources for supporting those needs to all eligible personnel.

After successfully completing the introductory period, eligible employees can apply for professional development resources by submitting the Professional Development Allowance form located on the my.occ.edu portal. Allowance amounts vary by position level. Consult your department director for specifics.

### **8.3 Promotions and Departmental Transfers**

When a position vacancy occurs, opportunities to promote from within may be explored consistently, according to the **Internal Posting Policy**. 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 Corrective Action 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 corrective action policy and procedures are designed to provide a structured process to improve and prevent a recurrence of undesirable employee behavior and performance issues.

Outlined below are the steps of OCC's corrective action 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 should clearly describe expectations and steps the employee must take to improve his or her performance or resolve the problem. The supervisor will prepare a written documentation of the verbal counseling describing the issue, the parties involved, the dates, and the expectations.

##### **Step 2: Written Warning**

The Step 2 written warning involves formal documentation of the performance, conduct, or attendance issues and consequences. The immediate supervisor and the Human Resources Office will meet with the employee to review the performance, conduct, or attendance issues as well as any prior relevant issues or corrective action plans. The Human Resources Office will outline the concerns, consequences, and next steps for the employee to meet performance or conduct expectations.

A formal Performance Improvement Plan (PIP) requiring the employee's immediate supervisor and sustained corrective action may 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 corrective action, up to and including termination, if immediate and sustained results are not observed.

### **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 with or 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: Termination of Employment**

The last and most serious step in the corrective action process is to terminate employment. If warranted, the first three steps of this policy may be skipped in discretion by the Human Resources Office and the Executive Vice President.

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.

### **Performance and Conduct Issues Not Subject to Corrective Action**

Behavior that is illegal is not subject to corrective action 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 corrective action and may be grounds for immediate termination.

### **Documentation**

The employee will receive copies of all corrective action documentation. The employee will be asked to sign copies of this documentation acknowledging 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 at least two weeks' written notice).
- An absence of three or more consecutive working days without notice.
- Failure to return from leave of absence as pre-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.** A separation when work is no longer available and recall is not expected (e.g., position eliminated, contract expired, department closed, etc.). **Read the complete Severance Pay Policy** for qualifying events and details of the benefit.
- **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 the Employee.** There are no requirements for advance notice to employees upon separation, but frequently 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 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, technology, ID card, parking decals, and all other college property must 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 are provided in accordance with conditions outlined in the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). When participants (employees 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 in the group at the time of the qualifying event are eligible for continued coverage.

Events qualifying for 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 qualifying for 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. This does not apply to contracted employees (i.e., administrators and faculty). Exempt employees will be required to demonstrate documentation of vacation hours taken since the anniversary date. The supervisor reserves the right to require employees to use vacation hours prior to the last day of employment.

### **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 prior to the employee's last day of employment with the following:

- Current Benefits Spreadsheet showing the specific benefits the employee had elected and how long the benefits will remain effective, as well as the continuation options if applicable
- COBRA paperwork must 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
- Schedule request for an exit interview with the Human Resources Office or a designated representative

## SECTION NINE: Safety and Health

### 9.1 Accident/Injury Reporting

In compliance with applicable laws and regulations, the college will provide information to its workers' compensation carrier to make benefit payments to qualifying injured or ill employees. If a work-related injury or illness appears life-threatening, the 911 emergency number should be called immediately. Otherwise, any employee who sustains an injury or illness that is job-related, regardless of its cause or severity, should report it immediately to his/her supervisor and the Human Resources Office. Injuries that are not reported promptly may result in the claim being denied. Non-emergency, work-related accidents require authorization forms available in the Human Resources Office.

#### Guidelines

- Accidents include all work-related injuries or illnesses that occur while performing work for the college.
- Employees have an obligation to report any work-related injury or illness immediately and return to work as soon after an injury or illness as their medical conditions permit.
- A list of approved medical care facilities may be obtained from the Human Resources Office.
- Employees who need medical treatment while on company travel should proceed to the nearest medical facility and, upon return, report it to the Human Resources Office.

### 9.2 Campus Safety Notifications

Employees will be subscribed to Everbridge, the college's campus safety notifications service. 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 represent a serious or continuing threat to the person and wellbeing of students and employees. **Read Timely Warnings Policy here.**

### 9.4 Missing Student Policy

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

### 9.5 Driver Policy

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

## **9.6 Surveillance Camera Policy**

All college employees, offices, and departments using surveillance cameras to deter crime, protect property, or enhance the safety of the college community must follow the Surveillance Camera Policy. **[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. Family expenses (meals, additional hotel rooms, etc.) will not be covered. See department supervisor for reimbursement procedures. 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 to the Community Standards Office within 30 days of the trip in compliance with **Off-Campus Security Policy**. Please review the **Clery-related institutional policies**.

### **10.3 Purchasing Policy**

Employees are expected to abide by the policies listed in the Purchasing Manual located on the Purchasing tab of the my.occ.edu 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**