

Policies & Procedures Manual 2023-2024



1200 S. Main St., McPherson, KS 67460

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620-241-0723

Introduction

This Manual is intended to provide general guidelines to all employees of the College. It outlines and summarizes basic personnel policies, employee benefits, employee responsibilities and general personnel practices and guidelines. A separate Faculty Handbook and Athletic Handbook details additional information relating only to Faculty and Coaches, respectively.

This edition of the Policy and Procedure Manual supersedes all previous editions. All employees are subject to the terms and conditions of the Policy and Procedure Manual. Employees are also subject to the terms and conditions of the Faculty Handbook if applicable for their employment classification.

This Manual is not intended to state contractual terms and does not constitute a contract between the College and its employees or applicants for employment. While it is the practice of the College to process substantive changes in these policies through our governance structure, the College reserves the right, except where otherwise governed by law, to change, adapt, add or discontinue any of the policies described herein, other than the Employment at Will policy, as it deems necessary to the welfare of the College. All legal employment issues will be settled in the state of Kansas. This document provides policies and procedures to establish a standard that guides how we conduct ourselves as employees including how we work, interact with others and manage the business of the College. The policies contained in this manual are in keeping with the values and goals of the College.

The College is committed to fair and equitable treatment of its employees in accordance with established policies; thus the Policy Manual is designed to be the primary reference document for communicating and interpreting human resources policies, programs, and procedures to employees of the College.

Supplemental documents distributed or maintained by departments or divisions of the College must remain consistent with this manual unless approved by the President. This manual supersedes all inconsistent communications as well as prior personnel policies and procedures. No provisions in this manual should be construed as an implied or expressed contract or guarantee of employment by the College.

As changes are made in policies, the appropriate pages in the manual will be brought up to date. A detailed log of these changes is maintained with the manual. The Policy and Procedure Manual is maintained by the Office of the President.

Summary of Changes

The table below provides an overview of modifications made in this manual since its last printing. Section numbers and title refer to current locations and therefore may not reflect the historical placement of the policy in past documents.

Modification Date	Section	Note
6/29/2022	Maintenance	BPU Policy [approved by College Council 6/29/22]
<u>7/27/2022</u>	<u>Student Workers</u>	<u>Certain student worker positions must be filled by FWS eligible students first. [approved by College Council 7/27/2022]</u>
10/18/2022	Vision	Vision Statement updated [approved by staff during Workshop and affirmed by BOT 10/7/2022]

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1 ARTICLES OF INCORPORATION

WHEREAS, Central Christian College of Kansas, a not-for-profit corporation organized under the laws of the State of Kansas, has heretofore existed under certain amended Articles of Incorporation; and

WHEREAS, the Board of Trustees of such Corporation has deemed it advisable and necessary to amend further and adopt cumulatively the following amended Articles of Incorporation:

NOW, THEREFORE, the undersigned, Rev. John C. Harrell, Chair of the Board of Trustees, and Mary E. Oehlert, PhD., Secretary of Central Christian College of Kansas, a Corporation created, organized and existing NOT FOR PROFIT and without capital stock, under and by virtue of the laws of the State of Kansas, do hereby certify that at a meeting of the Board of Trustees of said Corporation, held on the 7th day of March, 1998, a resolution was passed by said Board amending said Articles of Incorporation to read hereafter as follows:

FIRST: The name of the Corporation shall be Central Christian College of Kansas.

SECOND: The place in this state where the principal office of the Corporation is to be located is 1200 S. Main St., McPherson, McPherson County.

THIRD: Said Corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

FOURTH: The business and affairs of the Corporation shall be governed by a Board of Trustees. The names and addresses of the persons who are the Trustees of the Corporation as of the date of these amended Articles of Incorporation are as follows:

FIFTH: No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its members, Trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article THIRD hereof. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including by means of the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

SIXTH: This Corporation shall be subject to the rules, regulations, and discipline of The Free Methodist Church of North America as from time to time adopted by the General Conference thereof, insofar as the same do not contravene the laws of this State.

SEVENTH: In the event of dissolution of this corporation, the property of the same, after having discharged all obligations, shall become the property of the Free Methodist Church of North America or the Successor of the Church.

EIGHTH: This Corporation shall not have authority to issue capital stock.

NINTH: The conditions of membership shall be fixed by the Board Policies.

TENTH: The number of Trustees shall not be less than ten (10).

ELEVENTH: The Board of Trustees shall have the power to make, amend or repeal the Articles of Incorporation and the Board Policies of this Corporation.

TWELFTH: Subject to the exceptions set forth below, no Trustee of the Corporation shall be liable to the Corporation or to its members for monetary damages for breach of fiduciary duty as a Trustee. This provision shall not eliminate a Trustee's liability for any breach of the Trustee's duty of loyalty to the Corporation or its members; for acts or omissions not in good faith or involving intentional misconduct or knowing violation of law; liability under the provisions K.S.A. 17-6424 or any successor or replacement statute; or for any transaction from which the Trustee derived an improper personal benefit. This provision shall not eliminate the liability of a Trustee for any act or omission occurring prior to the date when this provision was adopted as part of these Articles of Incorporation. This provision shall never be interpreted or applied in any manner inconsistent with the Corporation's status as a tax-exempt charitable corporation.

THIRTEENTH: The term for which this Corporation is to exist is perpetual.

2 GUIDING PRINCIPLES

2.1 DENOMINATIONAL DISTINCTIVE

The College was founded by the Free Methodist Church and continues to affirm that denominational affiliation. As members of the movement called Free Methodism we share the same passions, ideals, and beliefs, which help provide guardrails and purpose as we interact with greater culture. Our affiliation helps define our missional approach.

Broadly speaking, our denominational heritage is committed to understanding the needs of persons, institutions, and cultures so that we might effectively and redemptively minister to each. In this role, we seek to combat forces that violate the God given dignity imparted to each individual, while also seeking to enhance forces that promote what is best articulated the Free Methodist Way, which includes:

- **Life-Giving Holiness:** God’s call to holiness was never meant to be a burden, but a gift that liberates us for life that is truly life by delivering us from the destructive power of sin. Holiness invites every believer to embrace the transforming work of the Holy Spirit that empowers us to love and serve God and others in joyful obedience. [1 Peter 1:15-16; 1 Thessalonians 5:23-24; Hebrews 12:14; 2 Corinthians 7:1]
- **Love-Driven Justice:** Love is the way we demonstrate God’s heart for justice by valuing the image of God in all people, acting with compassion toward the oppressed, resisting oppression, and stewarding Creation. Our heart for justice continues and expands, fueled by God’s holy love and that all may be reconciled to God and one another in ways that reflect God’s just character. [Leviticus 19:33-34; Psalm 82:3; Proverbs 31:9; Isaiah 1:17; Zechariah 7:9-10; Micah 6:8; Luke 4:15-19; Matthew 5:43-48; James 1:27]
- **Christ-Compelled Multiplication:** The gospel of Jesus Christ — the message He proclaimed, the life He lived, and the ministry He modeled — set into motion a redemptive movement destined to fill the whole earth. We believe this redemptive movement of multiplication applies to every person and should permeate our culture at every level: the found reaching the lost, disciples making disciples, leaders developing leaders, and movements birthing movements. [Matthew 28:19-20; 1 Corinthians 2:2; Galatians 2:20; Philippians 1:21; Philippians 3:7-8]
- **Cross-Cultural Collaboration:** From the beginning, God’s intent was to have a people from every nation, culture and ethnicity, united in Christ and commissioned to carry out His work in the world. [1 Samuel 16:7; Romans 1:1-32; Galatians 3:28; John 3:16; 1 Corinthians 9:2-23; Genesis 1:27; Matthew 5:13; Colossians 1:20]
- **God-Given Revelation:** Drawing on our Wesleyan heritage of engaging with Scripture through the lenses of tradition, reason, and experience, we keep Scripture primary. While the church will always be tasked with authentically communicating and applying biblical truths with sensitivity to cultural dynamics, we do not subjugate the Bible’s timeless truths to cultural norms or social trends. [2 Timothy 3:16-17; Isaiah 55:8-9; 2 Peter 1:20-21; Ephesians 2:20-22; Deuteronomy 6:6-9; Hebrews 12:11; John 1:1-4, 14]

2.2 These distinctive values are collective in nature. To focus on one at the expense of the others is to miss the real power of their influence. It would be a tragic mistake to embrace Life-Giving Holiness while ignoring Love-Driven Justice. The same God who said, “Be holy, because I am holy” (1 Peter 1:16) also implored us to “let justice roll down like waters” (Amos 5:24 CEB and ESV). Part of what defines us as Free Methodist is our long and deep devotion to both personal and social holiness. Likewise, our

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commitment to the authority of Scripture in God-Given Revelation shapes and provides important parameters to interpret how we live out these values.

2-32.2 VISION & MISSION

Flowing from our faith heritage, and in keeping with the expectation that we maintain a statement that includes an institutional priority to serve as an educational resources for the advancement of Christianity through the Church, Central Christian College of Kansas asserts the following vision and mission statements

- **Vision:** Central Christian College aspires to provide a transformative educational experience rooted in Christ, to any person desiring to become a faithful steward of heart, mind, soul, and strength.
- **Mission:** Christ-Centered Education for Character.

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2-42.3 OUTCOMES

Recognizing the *perspective* of the College, which focuses on a Christ-Centered approach to defining its function(s), Central Christian College of Kansas has chosen to use the life of Christ to distinguish how Character is to be interpreted. In Luke 2:52 the gospel writer asserts Jesus “grew in wisdom and stature and in favor with God and man.” In other words, Christ’s life reflected the type of character that allowed him to be wise, revered, and respected. Furthermore, this description captures the holistic reality of humanity, recognizing both the relationship humanity has with its Creator, as well as relationships within creation.

Understanding how Jesus grew in wisdom, stature, and favor provides a roadmap in defining character. Jesus Himself provides this insight when He described His own perspective concerning the objective of His life energies. In Mark 12:28-30, Jesus responds, “Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength”.

In acknowledging this as the “Greatest Commandment” Christ elevated these four criteria as terminal values, representing the highest ideals of human functioning. In turn, each criterion represents an essential element of character, which allows the individual to grow in wisdom, stature and favor. These same ideals serve as the basis through which Central Christian College has chosen to measure the effectiveness of its mission.

It is important to note that there is no hierarchal structure to these four elements. One is not necessarily more important than another and no one element can be viewed in isolation from the others, since the four operate in tandem, and in deference to God.

The CORE4 represents the outcomes Central Christian College of Kansas uses as a gauge relative to the fulfilment of its mission. These four character outcomes serve as the virtues toward which the College presumes every student should demonstrate progress during his or her interaction with the College.

It expresses a comprehensive approach to the educational experience. While it appreciates the discussion about the integration of faith and learning, it assumes that faith and learning need not be considered as two elements requiring external efforts to create synthesis. Rather, it recognizes that faith and learning are synergic.

Therefore, the role of the College is to amplify truth, as it presents itself through the arts and sciences, providing the foundation upon which Christ-Centered Character can be formed.

- **Heart:** We believe that graduates should demonstrate civic and moral leadership, in order “to do good; seek justice, and correct oppression.”
- **Soul:** We believe graduates should demonstrate an appreciation for the Lordship of Christ, “not lagging in diligence, fervent in spirit, serving the Lord.”
- **Mind:** We believe graduates should demonstrate reasoned and productive lifestyles, filled with the “Spirit of God, with wisdom, with understanding, with knowledge, and with all kinds of skills.”
- **Strength:** We believe graduates should demonstrate dispositional strength and behavioral readiness, so that they “never tire of doing what is good”.

2.52.4 VALUES

As a member of the Association of Free Methodist Educational Institutions (AFMEI), upholding the Wesleyan-Arminian tradition, the College holds to essential Core Values that articulate the ideals guiding the operations of Central Christian College of Kansas in pursuit of providing a Christ-Centered Education for Character.

These Core Values provide a conceptual framework by which the College holds itself accountable. They include:

- **Truth:** Acknowledging that God is the source of All Truth, we emphasize a balanced application of Scripture (as first authority), reason, tradition and experience as the primary approach to interpreting Biblical wisdom, gaining guidance to moral questions, stimulating intellectual curiosity, affirming the veracity of discovery, and interacting with creation.
- **Spiritual Growth:** Granting that God has called every individual to full devotion to Christ, we are committed to providing an environment through which each individual can develop and sustain a maturing relationship with Christ and the Community of Christ.
- **Comprehensive Education:** Affirming the transformative role of education, we work to sustain an integrated educational experience focused on developing virtuous and responsible citizens, reflecting the likeness (eikoina) of Christ.
- **Excellence:** Knowing that excellence provides an opportunity to honor God and inspire people, we promote an environment of innovation, where people are equipped and encouraged to serve with distinction.
- **Prayer:** Recognizing God’s invitation, we continually and consistently utilize prayer as the primary means through which we seek guidance and counsel, articulate our praise and thanksgiving, and ask for His action and intervention.
- **Community:** Appreciating that God has uniquely created each individual, we seek to provide an environment where each person is treated with respect and dignity, while also being invited to seek meaningful avenues of collaboration and mutual edification, as interdependent members of the Body of Christ.
- **Integrity:** Believing that our actions reflect on the character of Christ, we adhere to the highest moral and professional standards practicing reasonable transparency and accountability in all our actions and administration.

2.62.5 BELIEFS STATEMENT OF FAITH AND BELIEFS

Central Christian College of Kansas is affiliated with the Free Methodist Church of North America and a member of the Association of Free Methodist Educational Institutions (AFMEI). As such, we hold to the doctrine and governance as articulated (and as updated) in the Book of Discipline, published by the Free Methodist Church. [In summary,](#)

We believe that those who are made new in Christ are called to be holy in character and conduct, and can only live this way by being filled with the Spirit of God. We believe in the Bible and its sufficiency to establish our faith and conduct. We believe God wills for people everywhere to know Him and be made new in Christ. We believe that the purpose of the Church is to worship God in spirit and in truth, and to reach a lost and fallen world with the gospel of Jesus Christ through its worship, witness, and loving deeds.

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[In accordance with our denominational affiliation to the Free Methodist Church, and so that we may wisely preserve and pass on to our posterity a heritage of holiness, as informed by an Arminian-Wesleyan legacy and the holiness movement, the College remains subject to the rules, regulations, and statements articulated in the Book of Discipline, as from time to time adopted by the General Conference. In alignment with its affiliation, the College maintains the following Statements of Belief. These are not exhaustive, but represent a survey of our beliefs, which are further amplified in the Book of Discipline.](#)

- [God: We believe in the one God, Creator and Sustainer of all things, infinite in love, perfect in judgments and unchanging in mercy. God exists eternally in three persons, Father, Son and Holy Spirit;](#)
- [Jesus Christ: We believe that Jesus Christ is God's Son incarnate, born of the Virgin Mary. He died for the sins of all, taking on Himself, on behalf of sinful persons, God's judgment upon sin. In His body he rose from the grave and ascended to the right hand of the Father where He intercedes for us;](#)
- [Holy Spirit: We believe that the Holy Spirit is God present and active in the world. The Holy Spirit was given to the church in His fullness at Pentecost. By the Spirit, Christ lives in His church, the gospel is proclaimed and the kingdom of God is manifested in the world;](#)
- [Scripture: We believe in the divine inspiration, truthfulness and authority of both the Old and New Testaments, the only written Word of God, without error in all it affirms. The Scriptures are the only infallible rule of faith and practice. The Holy Spirit preserves God's Word in the church today and by it speaks God's truth to peoples of every age;](#)
- [Humankind: We believe that human beings were created in the image of God. This image was marred in every part through the disobedience of our first parents, and fellowship with God was broken. God, in His prevenient grace, restores moral sensibility to all humankind and enables all to respond to His love and to accept His saving grace, if they will;](#)
- [Justification: We believe that God graciously justifies and regenerates all who trust in Jesus Christ. Believers become children of God and begin to live in holiness through faith in Christ and the sanctifying Spirit;](#)
- [Sanctification: We believe that God calls all believers to live lives of holiness, seeking entire sanctification full surrender and faith subsequent to their new birth in Christ. Through sanctifying grace the Holy Spirit delivers them from all rebellion toward God, and makes possible](#)

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wholehearted love for God and for others. This grace does not make believers faultless nor prevent the possibility of their falling into sin. They must live daily by faith in the forgiveness and cleansing provided for them in Jesus Christ;

- Assurance of Believers: We believe that all believers are assured that they are children of God by the inward witness of God's Spirit with their spirits, by faith in the gracious promises of God's Word, and by the fruit of the Spirit in their lives;
- Christians in Society: We believe that Christians are called to live in daily witness to the grace which comes to us in Jesus Christ, to preach the gospel to every person according to the command of Christ, and to declare God's insistence upon righteousness and justice in all relationships and structures of human society;
- The Church: We believe that the Church is the people of God composed of all those who believe in Jesus Christ as Savior and Lord. The Church is Christ's body; it is visible in the world wherever believers, in obedience of faith, hear the Word, receive the sacraments and live as disciples;
- Return of Christ: We believe in the personal return of Jesus Christ, in the bodily resurrection of all persons, in final judgment and in eternal reward and punishment;
- God's Ultimate Victory: We believe in God's ultimate victory over Satan and all evil and the establishment of His perfect kingdom in a new heaven and a new earth.

In accordance with the Discipline our statement of faith includes the following:

- We believe the Bible is God's written Word, uniquely inspired by the Holy Spirit. It bears unerring witness to Jesus Christ, the Living Word. The Bible has authority over all human life.
- We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
- We believe the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

Besides these specific statements, the College celebrates its Wesleyan-Arminian tradition, and expects that members abide by the standards of behavior outlined herein, including adherence to the lifestyle expectations associated with the Book of Discipline and expects all employees, regardless of personally held doctrinal positions, represent the history, theology, mission and character of the Wesleyan-Free Methodist movement, as appropriate to the office or professional assignment held within the institution.

This position does not require that every employee personally hold to a Wesleyan perspective or be a member of the Free Methodist Church. Rather it recognizes that as a condition of employment, employees are asked to professionally represent the institution's doctrinal, missional, and lifestyle perspectives.

The College recognizes its role as a Liberal Arts institution, and therefore supports the exploration of topics, ideas, and beliefs that maybe in direct conflict with our faith perspective. However, all employees are prohibited from supporting or advocating for perspectives or practices that are in conflict or contradictory with the mission, beliefs, and denominational identify of the institution.

2-72.6 GOVERNANCE

The College Governance and Integrated Planning Manual (Governance Manual) codifies the governance structure for the College. Individuals should refer to this document for all governance related inquiries. In general, the College operates upon a shared system of governance that seeks to promote a collaborative partnership throughout the campus community, where different campus constituents and assemblies benefit from a mutual commitment to the mission, sharing of diverse perspectives and ideas, and commitment to place the greater good above individual aspirations or ambitions (Philippians 2:4).

3 GENERAL POLICIES

(Owner: Chief of Staff; Last Reviewed: 02/14/2023; Last Updated 02/14/2023)

3.1 CALENDAR AND SCHEDULING OF EVENTS

The master calendar is administered through the Office of the President. Most items can be added to the calendar simply by sending a request to the Office of the President. Items that impact the entire campus or affect other events may be referred to an appropriate designee or committee before being placed on the activities calendar. Requests concerning the Academic Calendar should be made through the Faculty Senate President. All Athletics events will be updated by the Sports Information Director.

3.2 TOTAL STAFF MEETINGS

Total Staff Meetings are called by the President's Office. These monthly meetings take precedence over other activities. The meetings will be approximately one hour in length. It is expected that all full time faculty and staff members will attend. Virtual accommodations will be provided for remote employees. Part-time and adjunct employees are invited, but not required.

3.3 PROFESSIONAL DEVELOPMENT & STAFF TRAININGS

The College provides seeks to provide regular opportunities for professional development. Currently, this is done through campus-sponsored events and Vector Solutions, which provides an asynchronous virtual learning environment.

The Office of the President serves as the primary source for communicating campus-wide training requirements and deadlines. Other departments and divisions may offer (require) additional training appropriate to the function of that department or division.

Virtual training access is available through the Staff Resources Web Page.

There is an expectation that all staff will attend professional developments as offered on campus, and as appropriate to the individual's role or function. If a staff member is unable to be in attendance, absences should be communicated to the Chief of Staff (Staff) or Chief Academic Officer (Faculty).

In addition, professional Staff and Faculty are encouraged to attend external professional development opportunities as resources/budgets allow.

3.4 EMERITUS STATUS

A staff member who retires from his or her respective office after the age of 55 and has been a full-time employee for at least fifteen years, and whose career is characterized by outstanding excellence and distinguished service to the College, may be granted emeritus status by the Board of Trustees.

The title of emeritus does not confer any status related to employment, benefits or entitlements, other than what items highlighted in this policy statement.

The President may withhold or withdraw a request for emeritus status for those exiting the College due to a suspension or termination process or where evidence of conduct is in violation of the standards articulated herein. The individual has the right to appeal, as outlined by College policy.

Emeriti Status related to Faculty is articulated in the Faculty Handbook.

3.5 ARCHIVES

The purpose of the Archives is to preserve (collect, keep, and share) the story of Central Christian College of Kansas & Wessington Springs. The Archives program has been created by the President to fulfill the Central Christian College of Kansas Board of Trustees mandate for the preservation of records. Students, staff, alumni, and friends are urged to use the Archives as a resource.

A Record Retention Schedule (~~located at G:/Groups /Archives~~) is used to identify records for preservation or destruction.

3.6 IDENTIFICATION CARDS

Identification cards are issued to all permanent full-time, part-time and limited-hour employees. Temporary employees are normally not issued an employee identification card. Under extreme circumstances, a rare exception may be made to the Temporary employee ID card policy. Departments requiring temporary workers to carry identification may request a department card. The department card is for identification purposes only and does not provide privileges to the campus's facilities.

When an employee terminates employment with the College, the identification card must be surrendered to the immediate supervisor or the Office of the President.

An identification card may be required for admission to, or participation in, various College programs or to use College facilities or services. Unauthorized use of an identification card is a serious offense that could lead to the dismissal of the employee involved. Replacement cards cost \$15.00/card.

3.7 MAIL SERVICES

(Owner: Chief Financial Officer; Last Reviewed: 02/14/2023; Last Updated 02/14/2023)

The Mailroom is responsible for mail distribution to the campus community. Students have mailboxes in the BSC, and faculty and staff may pick their mail up from the Tiger ~~Book~~Store/Mailroom. Limited deliveries of mail (no packages) may be made to offices in Science Hall. Mail Services is responsible for distribution of US Mail, UPS, FedEx, and Airborne Express packages, as well as campus mail.

For departments that use Qualified Business Reply Mail (QBRM), the College ~~will~~ does not pay the ~~(rather large)~~ fee to keep QBRM status and ~~fall back~~ instead use to normal Business Reply Mail (BRM) status which results in a fee per business reply piece that is returned to the school. This fee will be charged to the department in which the mail is being returned to.

3.7.1 Bulk Mailings

A bulk mailing must include at least 200 pieces of identical mail in zip code order. Two weeks advance notice is required. Non-USA, McPherson and campus mail should be separated. To use the institution bulk permit, the mailing must be associated with the College in some manner and it must be imprinted with the College's logo. Delivery time for bulk mailings is ~~typically from~~ one to two weeks (it is possible that bulk mailings to nearby areas may be delivered in less time). For assistance in preparing a bulk mailing, contact the Mailroom.

3.8 CHILDREN IN THE WORKPLACE

The workplace is typically not an appropriate place for children. However, recognizing the familial context of the campus culture, the College consents that there may be times and factors that warrant the ability of an employee to bring children into the workplace, such as:

- Brief visits (e.g., an employee brings in a grandchild or other minor relative ~~in~~ to introduce that child to co-workers).
- Specific campus events that are College-sanctioned and at which attendance by children is encouraged (e.g. Take Your Child to Work Day).
- In the event of an emergency, crises, or predicament requiring brief periods of transitional oversight.

Children are not to be brought to the workplace, on a regular basis, in lieu of childcare.

Generally, an employee who brings a child into the workplace shall not leave the child unsupervised. Employees are responsible for verifying with their manager the circumstances under which children are allowed in their specific workplace. If management allows the occasional workplace visit of children to the workplace, both the employee responsible for the child and the immediate supervisor must accept certain responsibilities (listed below) to protect the welfare of the child and the integrity of the workplace.

3.8.1 Responsibilities

An employee who brings a child to the workplace must:

- be the individual who primarily supervises and cares for the child while in the workplace;
- prevent any breach of confidential information;
- address with management any issues related to a child's infectious disease; and
- accept full responsibility for all aspects of the child's behavior, including: safety of the child, disruption to co-workers, unauthorized or inappropriate use of College resources, and any damage to property or injury to persons.

Management must:

- determine that either hazards are not likely to exist, or that hazards can be controlled under the circumstances in which the child will be present;
- address potential issues of possible disruption to co-workers in the workplace;
- consider the extent to which the child's presence in the workplace poses a risk of breaching confidentiality of information in the workplace;
- consider the extent to which the child's presence is appropriate to the specific work being accomplished.
- consider the health of co-workers before an employee is allowed to bring a child with an infectious disease to the workplace.

3.8.2 Exclusions

Except as provided elsewhere in this policy, or other ~~university college~~ policies, laws and regulations that limit access to or otherwise regulate high-risk areas, this policy does not apply when a child:

- is enrolled or admitted as a student
- is employed by the College
- ~~is attending a College-sanctioned childcare facility~~
- is attending a College-sanctioned camp, child care program, or youth enrichment program; or
- has a parent with a workplace assignment in which one of the conditions of the employment is residency in a campus facility, (e.g., Resident Director).

Notwithstanding the exceptions provided by this policy, the administration has the authority to deny the presence of children in the workplace. Supervisors may revoke previously granted permission for the employee to bring the child to the workplace (e.g., the child's presence is later determined to be disruptive to the workplace).

3.9 PARKING PERMITS

(Owner: Student Life Office; Last Reviewed: 02/02/2023; Last Updated 02/14/2023)

Every vehicle that parks on campus needs a Parking Permit. Parking Permits are issued by the Office of Student Life. Faculty/Staff Parking Permits are provided free of charge. A brief registration form needs to be completed and the permit will be issued. Please keep in mind that these permits are reusable and can be transferred if you change vehicles. Just remember to communicate any change of vehicle information to the Student Life Office. While we have certain lots designated just for students, the Faculty/Staff permits are universal and allow you to park in any lot on campus. But due to lot limitations, we ask that Faculty/Staff do not park in the residence hall lots. All members of the community should refrain from parking in the circle drive. A campus parking map is available in the Student Life Office.

3.10 EMPLOYEE BENEVOLENCE FUND

On behalf of the staff of Central Christian College of Kansas and the Foundation of CCKK, the Employee Benevolence Fund Committee oversees the administration of the Employee Benevolence Fund and provides appropriate relief to eligible staff members of the College who are facing financial hardship due to unforeseen circumstances.

3.10.1 Oversight and Accountability

This fund shall be governed by members of the Foundation Advancement staff and CCKK Social Committee which form the Employee Benevolence Committee. There will be a chair and secretary along with other members of the committee.

The Chair is to:

- Request a meeting of the Benevolence Fund Committee after receiving an application with documentation from the secretary;
- Facilitate the decision making process and act as the authority to make a final decision. There must be consensus among the committee for funds to be dispersed.

The role of the Secretary shall be to:

- Receive and respond to all inquiries and requests for funding from CCKK staff members (requestor) and send a copy of the application and documentation to the chair;
- Communicate with requestor the decision of the committee;

- Keep records of all funds received and disbursed by the Employee Benevolence Fund Committee.

The role of the committee is to:

- Evaluate the requestor's eligibility to receive monetary support from the fund;
- Determine the appropriate level of support, based on the guidelines in this document;
- Distribute funds on behalf of the staff of CCK. All funds are paid directly to the vendor on behalf of the requestor.

3.10.2 General Guidelines

The Benevolence Fund is intended as a source of last resort, to be pursued when the employee requesting assistance has exhausted all other options for help. It is intended to be a temporary help during a time of crisis.

Assistance from the Benevolence Fund is intended to be a one-time partial gift. In unusual circumstances, the Committee may decide to help the employee more than one time. However, under no circumstance is a gift from the benevolence fund to be considered a loan. No gift should be repaid, either in part or in full, in money or labor.

If the recipient desires to give back to the College at a later time, this individual should be encouraged to give directly to the benevolence fund of the College.

3.10.3 Eligibility Criteria

The Employee Benevolence Fund Committee evaluates employees' requests and makes decisions of disbursement of funds according to the following criteria:

- Requestor must be an appointed employee of Central Christian College of Kansas. Preference will be given to full-time or part-time employees.
- Requestor's need for assistance must be directly attributed to "undue hardship", not deliberately caused by the employee, in which even the most basic needs may not be met. Needs that fall under the purview of the Benevolence Fund are:
 - Lodging
 - Food
 - Clothing
 - Medical Treatment
 - Transportation to or from a place of employment
 - Funeral expenses
 - Car Repair – unforeseen circumstance
 - Home Repair – unforeseen circumstance
- Needs that may not be met by the benevolence fund included
 - School expenses, business investments or anything that brings financial profit to the individual or family;
 - Paying off credit cards (Exception can be made when an individual has had to use credit card in a crises or emergency)
 - Needs of individuals who are wanted by the law or for paying fines as a result of breaking the law

- Housing for unmarried couples
- Legal fees
- Penalties relating to late payments or irresponsible actions
- Private school fees or tuition
- Business ventures
- Debt caused by irresponsible actions

3.10.4 Source Funding

The Benevolence Fund shall receive income from special contributions made by individuals and/or families wishing to make a donation to the Employee Benevolence Fund. All donations can be made to the Advancement Office.

In order to comply with IRS regulations concerning charitable contributions, all gifts to the Benevolence Fund must be unconditional and without personal benefit to the donor.

Contributions to the Benevolence Fund must not be earmarked or otherwise designated for particular purposes or recipients. The Committee may choose, as its discretion, to decline certain contributions that are designated.

Donors making contributions to the Benevolent Fund subject to these conditions may be able to deduct their contributions if they itemize deductions on the federal income tax return.

3.10.5 Application Process

Any request for aid from the Employee Benevolence Fund shall be made by submitting an “Employee Benevolence Fund Application” to the Secretary. This application is accessible through the Staff Resources Website (www.centralchristian.edu/staff-resources) or by contacting the secretary (Hannah Litwiller).

- The Chair and the Committee will keep requests and disbursements from the fund confidential to individuals outside the committee, except as requested by other College policies and procedures or by law.
- The Committee shall approve or deny requests according to criteria noted in the following section, and to the degree that the funds are available.
- Decisions of the Committee are final.
- The person requesting assistance will be notified by the Committee’s secretary.
- Upon approval of the request for assistance, funds shall be made payable directly to the vendor, unless otherwise communicated by the Committee.

3.10.6 Awarding of Funds

Funds awarded to recipients shall not exceed 50% of the amount needed. The award shall not aim to cover the full costs; the goal is to lessen some of the burden. Funds will be awarded based on what is available at the time of the request. All funds dispersed from the College will go directly to the vendor as payment and not the individual. Disbursements made to an employee may be subject to applicable taxes and withholdings.

3.10.7 Non-Discrimination Policy

The Employee Benevolence Committee adheres to the non-discrimination policy of Central Christian College of Kansas.

4 CODE OF CONDUCT

(Owner: Office of the President; Last Reviewed: 3/31/22; Last Updated 3/31/22)

As is true for our students, the Code of Conduct provides guidance on expectations that govern the activities of the College and those that choose to align with her mission. It represents the minimum expectations of professional conduct, recognizing that the success and reputation of the College in fulfilling its [vision and mission](#) depends on the ethical behavior and good judgment of each member of the community. All employees (faculty, staff¹ and students) and other individuals representing the College are expected to inform themselves about and comply with College policies and regulations.

[As employees of Central Christian College of Kansas, there is an expectation that we all serve as spiritual mentors and guides to our student population and one another. As such, all employees are expected to rely on a Christian and biblical framework to inform their work and, as appropriate, to integrate the same into their fields, disciplines, and practices. Employees are expected to support and participate in spiritual formation activities, leading out in spiritual and devotional exercises as appropriate to the scope and function of each office or division.](#)

4.1 PERSONAL CONDUCT

All employees and individuals representing the College should conduct themselves ethically, honestly and with integrity. They should act with due recognition of their positions of trust and loyalty to the College and its students. When in doubt about the propriety of a proposed course of action, they should seek counsel from colleagues, supervisors or administrators who can assist in determining the right and appropriate course.

More importantly, this College represents a community of believers who have joined together to meet the spiritual and academic needs of the greater community. [Employees are considered a part of the campus community.](#) As such, we individually, and corporately seek to display and promote behavior that is consistent with Scripture [and the College's denominational affiliation.](#) [Central Christian College of Kansas, is a Denominational Institution of the Free Methodist Church. As such, it adheres to the covenantal and constitutional guidelines, delineated in the Book of Discipline of the Free Methodist Church, USA. Employees of Central Christian College of Kansas are expected to behave in ways that are consistent with the history, theology, mission and character of the Free Methodist Church.](#)

[Employees are prohibited from](#) living a lifestyle inconsistent with the Free Methodist Book of Discipline's teachings about "The Christian Journey". The College relies on these [guidelines to inform the care, hiring, evaluation, development, and termination of personnel.](#) Violations of these standards are regarded as a serious breach of integrity and could result in discipline, up to and including termination². A copy of the discipline is available through the Office of the President or by contacting the Free Methodist Church of North America: <http://fmcusa.org/bookofdiscipline/>.

¹ Includes Graduate Assistants

² The College is protected in these conviction and related policies by the Title IX exemption for religious college and universities.

Employees can look to the Campus Lifestyle Covenant to help determine expected behaviors. Summarized below, the Student Handbook provides amplification of these standards.

- I pledge to fulfill my role as a member of the campus community, which assumes that there are rights, privileges, and responsibilities related to me as an individual and community as a whole. Part of this commitment includes my willingness to submit to local and institutional authorities, and to engage in mutual accountability so as to foster an environment supporting the betterment of others and the greater community. While customs and community standards change, there are changeless scriptural principles that inform our attitudes and conduct when living in a community. Whatever we say, do, possess, use, or wear reflects our commitment to Christ and our witness to those around us (1 Corinthians 10:31-33). We therefore challenge employees to avoid extravagance and live in simplicity. This includes prohibiting participation in gambling (including raffles), theft (including copyright infringements), immodesty, crude and vulgar language, disrespect, gossip, dishonesty, malice, and violence.
- I pledge to have active concern whenever human beings are demeaned, abused, depersonalized, enslaved, or subjected to coercive forces. As a member of this community, I will promote an environment that appreciates the dignity and worth of all humans, regardless of classification or distinction.
- I pledge to abstain from the use of drugs, alcohol, tobacco, or any other substance that may erode or frustrate the health and well-being of myself or those around me. Though some substances may be considered legal substances in certain jurisdictions, based on either age or through law, use of such substances has a history of damaging individuals, communities, and society. The College advocates abstinence for the sake of the community.
- I pledge to refrain from all forms of sexual intimacy that fall outside the sacred union of marriage, which includes engaging with pornography or other forms of intimacy that objectify or degrade the holy intent of God's design for sexual intimacy. The College recognizes that all human beings are created in the image of God, male and female, and are of inestimable worth. We also recognize that the Bible is explicitly consistent in equating gender with biological sex. Accepting that there are some medical anomalies, the College understands one's sex as biologically immutable, defined by the creational distinctions imparted by God in designating humanity exclusively male and female (Genesis 5:2) and recognized through the anatomical distinctiveness apparent at birth. Guided by this view, the College interprets that biological sex and gender are inseparable, that the gift of sex is reserved for marriage between one man and one woman, and members of the community should therefore refrain from premarital, extra-marital, same-sex romantic and sexual relationships, and gender transitions.
- I pledge to choose to manage my time wisely, investing it in such a way that edifies my God-given potential. As a member of this community, I seek accountability concerning the use of my time and the activities I pursue, especially if my use exposes me to unnecessary temptation, is enslaving, may serve as a stumbling block to others, or undermines the purpose of my presence here at CCCK.
- I pledge to pursue the challenge of developing personal and corporate character in alignment with the mission and heritage of the institution. As such, I invite instruction, accountability, and encouragement designed to help me achieve and promote the values and behaviors consistent with being a good steward of heart, mind, soul, and strength.

4.2 ACCURACY OF RECORDS

The records, data and information owned, used and managed by the College must be accurate and complete. The accuracy and reliability of financial reports is of vital importance to the business operations of the College. Therefore, all employees and individuals representing the College must record, allocate and charge revenues and costs accurately and maintain supporting documentation as required by established policies and procedures.

4.3 ANTITRUST

Faculty and staff may not share information with other entities (e.g., higher education institutions) in matters affecting the financial or administrative decisions of the College for the purpose of encouraging joint decision-making which may violate antitrust laws.

4.4 COMPLIANCE WITH LAWS AND REGULATIONS

Employees and individuals representing the College must transact College business in compliance with all federal, state and local laws and regulations related to their positions and areas of responsibility. All employees and individuals representing the College should recognize that noncompliance may have adverse missional, financial, and other consequences for them and for the College. Individuals are responsible for keeping current with changes in applicable laws and regulations, and managers and supervisors are responsible for monitoring compliance in their areas.

4.5 COMPLIANCE WITH CONTRACTUAL, GRANT AND OTHER OBLIGATIONS

The College frequently enters into contractual and other formal obligations with outside entities. These obligations may include, but are not limited to, commercial contracts, software licenses, gift indentures, and memoranda of understanding. All employees and individuals representing the College are expected to act in good faith and adhere to all obligations assumed by the College.

4.6 CONFLICT OF INTEREST

An employee of the College shall be considered to have a conflict of interest if he or she has existing or potential financial or other interests, which impair or might reasonably appear to impair the employee's independent judgment in the discharge of duties to the College. The following standards shall be followed in business or contractual transactions of the College in which employees are personally involved:

- There shall be full disclosure by the employee to his or her supervisor of potential conflicts of interest. It shall be the responsibility of the employee to report annually financial benefits of material amount (i.e., exceeding \$250) including any free or discounted services received by the employee as a result of his or her employment by the College.
- No compensation shall be paid to College personnel or consultants on a commission basis for services in fundraising, student recruitment, or similar activities.
- Personnel of the College who carry out personal cultivation of prospects or who are involved in the purchase of goods and services shall not receive material financial benefit from such activities. Fees received as executor in the administration of estates, personal gifts of goods, gift-in-kind, real estate, or cash received as a bequest or during a prospect's lifetime shall be returned as gifts to the College. This restriction shall not apply if such fees or gifts are received

by a College employee from the estate of a person related to him/her by blood or marriage or from a relative during the relative's lifetime. Minor personal gifts or special consideration with a retail value of less than \$250 may be accepted in consultation with direct superiors if acceptance is determined by them not to be detrimental to the best interests of the College. At no time shall an employee of the College advance in his or her professional relationships a personal interest in conflict with the work of the institution.

Failure to abide by the conflict of interest policy shall be cause for disciplinary action, which may include termination of employment. The decision of the President as to alleged conflicts of interest shall be final.

4.7 FAIR EMPLOYMENT & NON-DISCRIMINATION

Central Christian College of Kansas (CCKK) complies with Titles VI (concerning discrimination on grounds of race, color or national origin) and VII (concerning employment discrimination on grounds of race, color, religion, gender, or national origin) of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Executive Order 11246, Section 504 of the Rehabilitation Act of 1973, with all other applicable statues prohibiting discrimination, and with all the related regulations.

Central Christian College of Kansas, in compliance with these acts, does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment, or employment in, its programs and activities, and discriminates upon the basis of religion only to the extent permitted by law. It is the College's policy to afford equal employment opportunity without regard to an individual's race, color, gender, national origin, handicap, medical condition, or age in hiring, retention, termination, promotion, wages and benefits, privileges, working conditions, and in the application of any policy, practice, rule, or regulation. Functioning as an integral part of the Church, we can and do discriminate on the basis of religion in hiring and retention, but only to the extent permitted by applicable law.

Inquiries related to Title IX (Non-Discrimination on the basis of sex in education programs or activities that receive federal financial assistance), may be referred to the Human Resources/Title IX Coordinator, 1200 S. Main, PO Box 1403, McPherson, Kansas 67460 (phone: 620-241-0723, ext. 120).

Inquiries related to Titles VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, or any other alleged discrimination not involving Title IX, may be referred to the Dean of Academics, 1200 S. Main, PO Box 1403, McPherson, KS 67460, (phone: 620-241-0723, ext. 111).

All employees must be able to perform the essential functions of their jobs as set forth in the employee's individual position description. Reasonable accommodations will be made, in accordance with applicable state and federal laws, to assist employees with disabilities in performing the essential functions of their jobs.

Although certain of its facilities are not fully physically accessible to handicapped or disabled persons, Central Christian College of Kansas will take such means as are necessary to ensure that Central Christian College of Kansas fully complies with all applicable laws and regulations concerning handicapped or disabled persons. The accessibility standard required by Federal law for "existing facilities" is that the recipient's program or activity, when viewed in its entirety, must be readily accessible to handicapped persons. Central Christian College of Kansas may meet this standard through

such means as reassignment of classes or other services to accessible locations, redesign of equipment, assignment of aids, alteration of existing facilities, and construction of new accessible facilities. Central Christian College of Kansas is not required to make structural changes in existing facilities where other methods are sufficient to comply with the accessibility standard described above.

4.8 SOCIAL MEDIA

(Legal Counsel Review: 4/16/2021)

4.8.1 Purpose

The purpose of this policy is to articulate standards related to the acceptable use of social media as a tool to promote and advance the mission of the College. This policy applies to all members of the campus community, and includes the College's expectations and requirements concerning the use of social media, professionally and privately.

For the purpose of this policy, social media is defined as any virtual (digital) tool or system used to share or receive information, data, images, etc. Social media includes, without limitation, texting, blogging, posting, or any other use of any platforms such as Twitter, Facebook, LinkedIn, Instagram, Pinterest, Snap Chat, Tik Tok, Google+, YouTube, Flickr, Reddit, Tumblr, and Yammer, among others.

The College supports the use of social media as a vital communication channel with different constituents seeking interaction and engagement with the College and members of its community. Additionally, social media provides an expanded means through which the College can advance its agenda and provide for ongoing discussion, improvement, and enhancement. However, the College has an interest in protecting its image, goodwill and reputation, as well as the campus community as a whole. Accordingly, the College expects all members of the campus community to conduct themselves in a professional manner and exercise good judgment when using social media.

4.8.2 Social Media Accounts Hosted or Sponsored by the College

The College encourages the strategic integration of social media platforms that help advance the College's mission and provide an avenue for communication and engagement to achieve the College's objectives. The College's goal is to connect positively with the campus community and provide information about the College.

The College's Marketing Director oversees the College's presence on social media platforms. The College reserves the right to monitor and moderate all content of social media account hosted or sponsored by the College and users of the College's social media accounts should have no expectation of privacy when using or interacting with such accounts. The College reserves the right to remove any posting that violates any of the College's policies, procedures, or guidelines or applicable laws/regulations.

Any opinions expressed by visitors or guests on the College's social media accounts are those the visitor or guest and do not necessarily reflect the opinions, policies, or positions of the College.

Content will be removed from the College's social media accounts when such content violates standards articulated in the Policies & Procedures Manual, Faculty manual, Student Handbook, Athletic Handbook, Catalog, and other official documents maintained by the College, as well as all other applicable laws/regulations.

The College reserves the right, at its discretion, to remove any post or to revoke a user's privileges to use the College's hosted or sponsored social media accounts.

4.8.3 Student & Employee Use of Social Media Accounts Hosted or Sponsored by the College

Unless specifically authorized by the Marketing Director, no individual or group may create an "official" College presence on any form of social media, now in existence, or created in the future, or represent themselves as a spokesperson or authorized representative of the College. Any person or organization who seeks authorization for a new site will be expected to articulate an appropriate purpose of the site and present a reasonable plan for managing its content in an application to the Marketing Director, who may choose to approve or deny the application in their discretion. Any social media account that is approved must be accessible to the Marketing Director as an administrator to ensure compliance with this policy.

All social media accounts sponsored or hosted by the College must have a College employee identified as an administrator. Employee-administrators are responsible for managing and monitoring the content of the social media account. If it becomes necessary to appoint a new employee-administrator for a social media account, all such appoints must be presented to and approved by the Marketing Director.

In the spirit of free expression, the College does not prescreen posted content, though it does reserve the right to monitor, remove, modify, or amend, at its sole discretion and without notice, any content that it considers in violation of institutional policy. The College does not endorse or take responsibility for content posted by non-contracted third parties.

4.8.4 Use of Personal Social Media Accounts

Members of the campus community are prohibited from using the College's name or image to endorse, either directly or implicitly, an opinion, product, cause, business, or political candidate, or to otherwise represent the College's position on a certain issue, unless empowered to do so. When expressing a personal opinion, individual should acknowledge this, especially if the statement could be reasonably interpreted by the message recipient to represent the opinion or stance of the College. The following language may be used as a proper disclaimer: "The opinions expressed are solely my own and do not express the views or opinions of the Central Christian College of Kansas." These requirements apply whether the use of social media is intended to be private or public.

The College does not permit explicit or implied institutional endorsements of any kind through the use of its names, trademarks, logos, or images. Attention should be given to copyright and intellectual property rights of others and the College, as well as the College's policies regarding those rights.

The use of language that can reasonably be perceived as illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to any person or entity, violative of the College's policies, including the College's policies against discrimination, harassment, and retaliation, violative of applicable laws/regulations, or otherwise injurious or objectionable is unacceptable and shall be removed.

Additionally, the College will not tolerate content that infringes on proprietary information, or that is defamatory, pornographic, harassing, libelous, or inhospitable to a reasonable work and educational environment. The use of social media to provide information protected from disclosure by the Health Insurance Portability and Accountability Act ("HIPAA"), the Family Educational Rights and Privacy Act ("FERPA"), the Americans with Disabilities Act ("ADA"), or other College policies regarding personal data

and information, as well as the College's own proprietary, strategic, or other confidential business information, is strictly prohibited.

At no time should a member of the College community respond on behalf of the College to questions or comments directed at the College. The Marketing Director will work with the appropriate department(s) to address such content as necessary.

4.8.5 Enforcement & Sanctions

The College is aware that members of the campus community may wish to express personal ideas and opinions through private social media, not administered by the College. While the College has no intent to actively monitor such expressions, it does reserve the right, under circumstances it deems appropriate and subject to applicable laws and regulations, to impose disciplinary measures upon students, faculty, staff, or other members of the campus community who use private social media sites or communication resources to post, tweet, share, repost, retweet, or otherwise disseminate materials on social media in violation of this policy and the procedures stated herein, or in ways that reflect poorly on the College or are deemed to interfere with the promotion and advancement of the College's mission and business.

In appropriate cases, such conduct that violates this policy may also be reported to law enforcement authorities, as well as other departments within the College.

Corrective action may involve, but is not limited to, verbal or written warnings, suspension, or dismissal and/or termination of employment, enrollment, or privileges at the College.

4.8.6 Reporting Objectionable Material

If an individual becomes aware of objectionable content posted on a College-sponsored social media account, or objectionable content concerning the College or affiliated with a member of the campus community, that individual should contact the College's marketing office. The Marketing Director will work with the Office of Human Resources and the appropriate supervisor to address the issue.

4.8.7 Miscellaneous

Nothing contained in this policy is intended to limit, nor shall it limit, employees from speaking about the terms and conditions of their employment or engaging in other activities protected by the National Labor Relations Act.

Members of the campus community are reminded not to confuse free speech rights, afforded under the First Amendment, from the consequences of exercising those rights. The First Amendment specifically prevents the federal government from interfering with freedom of speech, but it does not guarantee that right in private settings. Therefore, comments made by a member of the campus community (whether made in person or on social media) are not necessarily shielded from consequences under the guise of freedom of speech, especially in the case of the College's employees.

The College reserves the right to amend and revise this policy as needed in light of the frequent, rapid changes and developments associated with technology and social media, among other things.

4.9 NEPOTISM

In the appointment of faculty, staff and administrative employees, the College seeks those individuals most qualified to perform teaching, research and service obligations. From time to time, implementation of this policy has resulted in members of the same family or household being appointed to the faculty, staff and/or administration, when it has been clearly established that both individuals were the best-qualified candidates for the positions they sought.

Any relative hired by the College must meet all selection standards, fulfill all job qualifications and requirements, and be consistent with equal opportunity policies and practices.

The College recognizes the sensitive nature of having family members employed by the same employer. Therefore, the College prohibits situations where an employee/relative can directly influence another employee/relative's career, pay, or employment status to avoid the possibility of preferential treatment or conflicts of interest.

All employment decisions involving the possibility of nepotism are to be reviewed and approved by the President, and in some cases the Board, prior to any offer of employment.

To avoid conflict of interest or the appearance of preferential treatment, the definition of relative/relationship covered by this policy should be interpreted very broadly.

4.10 INTERNAL CONTROLS

Internal controls provide the structure needed to ensure integral and sound business practices. These controls include adequate segregation of duties, diligent application of preventive and detective control systems, and conscientious compliance with authorization, reporting, and other established practices. Internal controls are critical to ensure efficient operations, strong fiscal management, accurate financial reporting, asset protection and compliance with laws and regulations. All employees and individuals representing the College are expected to maintain and support the college's internal control structures.

4.11 POLITICAL ENGAGEMENT

While civic-engagement is a key outcome of the type of character represented by the mission of the College, any participation in a political process is to be undertaken as an individual—not as a representative of CCK. Employees must be specifically authorized to undertake any lobbying activities on behalf of the College, including attempts to influence the passage or defeat of legislation.

4.11.1 Campaigning

Central Christian College is a charitable entity subject to federal, state, and local laws and regulations regarding political and campaign activities. As such, the College is legally prohibited from endorsing candidates for political office or making any contribution of money, goods, or services to candidates. It is important, therefore, that no person intentionally or unintentionally cause the College to make such an endorsement or contribution.

There is no restriction on discussion of political issues or teaching of politics or campaign-related topics. While all members of the College community are also free to express political opinions and engage in political activities, it is essential that they do so only in their individual capacities and avoid even the appearance that they are speaking or acting for the College in political matters. Individuals taking

political positions for themselves or groups with which they are associated should therefore clearly indicate, by words and actions, that their positions are not those of the College and are not being taken in an official capacity on the College's behalf.

Political activities hosted at but not sponsored by the College, and that do not reasonably imply sanctioning by or affiliation with the College, may be undertaken so long as procedures for use of campus facilities are followed. Candidates running for office and/or members of a campaign staff wishing to use College facilities for appearances must comply with established College policies and rental fees. No political fundraising is permitted.

4.11.2 Lobbying

Distinct from political campaign activities, lobbying consists of activities designed to influence decisions of legislators for or against a particular issue. Lobbying or attempting to influence federal, state, or local legislative action or a legislative or administrative official or staff member by using the name of the College may only be authorized by the President or his or her designee. Any lobbying activity, even when authorized, must be conducted in compliance with applicable law. No person may use federally funded contract or grant money received by the College for lobbying activities. However, that individuals may individually attempt to influence the legislative process and use their College title for identification so long as such actions or writings are accompanied by a statement that the person is speaking as an individual and not as a representative of the College. (e.g. "The opinions expressed in this letter are those of the individual(s) signing below and not an official opinion of Central Christian College or its trustees.")

4.12 SAFEGUARDING/PROTECTING ASSETS

All employees and individuals representing the College are responsible for safeguarding the tangible and intangible assets of the college under their control. College assets, including those from the government and donors, must not be used for personal benefit. Assets include cash, securities, business plans, customer information, vendor information, intellectual property and physical property. Employee actions in the course of their work should reflect and be consistent with the College's tax-exempt status.

4.13 SAFETY IN THE WORKPLACE

The safety of people in the workplace is a primary concern of the College. Accordingly, any actual or potential threat to safety within the workplace will be promptly addressed.

Any employee who threatens or commits violence in the workplace faces disciplinary action, which could include immediate termination. No threats "Violence" includes physically harming another, shoving, pushing, harassing, intimidating, coercing, displaying weapons, or threatening or talking of engaging in those activities. It's the intent of this policy to ensure that everyone associated with this organization, including employees, members, students, or others on the premises, can feel as secure as possible in this environment.

This College specifically bars employees from possessing weapons on College property, unless the weapons remain locked in the trunk of an employee's car or carried in accordance with the concealed carry regulations articulated herein. Weapons include guns, explosives, and other items designed to inflict harm. Employees may carry non-lethal sprays (such as pepper spray or mace) for personal protection. Such sprays may be used only to protect oneself or others from physical harm. Appropriate

disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

Desks, telephones, computers, and work areas are the property of The College. Accordingly, Central Christian College reserves the right to enter and inspect your work area, classroom, storage areas, computers, or desks, with or without notice.

The Facilities Department locks entrances to buildings at pre-arranged times throughout the day. Unless an employee has personal knowledge of a visitor, the employee should not permit any non-employee to enter a building after hours. If an employee has invited a guest into the building after work hours, the employee should accompany the guest at all times.

Employees should immediately report any suspicious people or activities to a supervisor or Chief Operations Officer. They should also report any threats of violence against an employee or the organization, as well as any violations of this policy.

The College must conduct its activities with all of the necessary permits, approvals and controls, especially in regards to the handling and disposal of hazardous and regulated materials and waste. All employees and individuals representing the College who work with or around these materials must be familiar with all rules, regulations and policies that apply to them.

4.14 FRAUD, WASTE, & ABUSE (WHISTLEBLOWER)

Central Christian College of Kansas is committed to high standards of ethical, moral and legal business conduct. Faculty, staff and students are strongly encouraged to promptly report suspected violations of these standards, of laws and regulations, or of related college policies and procedures. Individuals who supervise others should ensure that their direct reports have received adequate instruction with respect to their obligations under this code.

In line with this commitment and the College's commitment to open communication, this policy aims to provide an avenue for employees to raise concerns and have reassurance that they will be protected from reprisals or victimization for bringing these issues to light. It defines protections for the employee if he or she raises concerns regarding fellow employees, vendors, administrators, board members or others associated with Central Christian College of Kansas, including, but not necessarily limited to:

1. Incorrect financial reporting
2. Unlawful activity
3. Activities that are not in line with institutional policy, or
4. Activities, which otherwise amount to serious improper conduct

Any employee failing to comply with this policy, including nondisclosure of suspected or discovered fraudulent activity or intentionally reporting false or misleading information, is subject to disciplinary action, including termination. The College shall refer those cases reasonably believed to constitute criminal fraud to the appropriate agency and shall cooperate with external investigations to the full extent of the law.

The full Anti-Fraud Policy provides greater clarity and analysis concerning fraud prevention, investigation, and procedure.

4.14.1 Reporting Concerns

Concerns should first be addressed with an immediate supervisor or administrator. If an employee does not believe that serious or sensitive concerns can be raised through the normal channels, has been unable to receive a satisfactory response, or if the concern involves someone within the reporting chain, such concerns, including those relating to financial reporting, unethical or illegal conduct, may be reported, in writing, directly to through a 24-hour/365-day virtual hotline maintained by the College for reporting purposes. The URL is: <https://www.surveygizmo.com/s3/5206286/Fraud-Waste-Abuse-Report>-<https://survey.alchemer.com/s3/6294076/Staff-Grievance-Form>. The earlier a concern is expressed, the easier it is to take action.

The Chairman of the Board or his or her designate will review the allegation and take appropriate action. Actions vary from simply referring problem to appropriate supervisor all the way to taking legal action against a person for conduct. The action taken by the College in response to a report of concern under this policy will depend on the nature of the concern.

4.14.2 Safeguards

- Retaliation – Retaliation, of any type, for reporting concerns under this policy will not be tolerated.
- *Confidentiality* – Every effort will be made to treat the complainant’s identity with appropriate regard for confidentiality.
- *Anonymous Allegations* – This policy encourages employees to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be explored appropriately, but consideration will be given to:
 - The seriousness of the issue raised
 - The credibility of the concern, and
 - The likelihood of confirming the allegation from attributable sources
- *Bad Faith Allegations* – Allegations made in bad faith may result in disciplinary action.

4.15 DRUG FREE WORKPLACE

Central Christian College of Kansas provides the following information in compliance with the Drug- Free Schools and Communities Act of 1989, and in support of the College’s commitment to assist its students and employees in engaging in safe and healthy conduct, in keeping with the CORE4 and a *Christ-Centered Education for Character*.

Central Christian College of Kansas, as a Free Methodist affiliated institution, adheres to the covenantal and constitutional guidelines as outlined in the Book of Discipline of the Free Methodist Church, USA. Employees of the College are expected to adhere to these policies and to abide by the lifestyle expectations articulated in the Book of Discipline. A copy of the discipline can be found in the Office of the President. All employees are required to affirm adherence to this policy as part of the employment process.

It is the policy of Central Christian College of Kansas that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in buildings, facilities or grounds controlled by the College (hereinafter referred to as "workplace"). Any officer or employee of the College, including faculty, other unclassified personnel, support staff, and student employees found to

be illegally manufacturing, distributing, dispensing, possessing or using controlled substances at the workplace shall be subject to disciplinary action. Officers and employees are reminded that illegal manufacture, distribution, dispensing, possession or use of controlled substances may subject individuals to criminal prosecution.

Central Christian College of Kansas prohibits the manufacture, possession, use, distribution, sale, or purchase of illicit drugs and alcohol by students and employees (regardless of age) on College property or as part of any College activities. Employees of the College are prohibited from serving or allowing students to manufacture, possess, use, distribute, sell, or purchase illicit drugs or alcohol, regardless of location.

As a condition of employment, all employees of Central Christian College of Kansas shall abide by the terms of this policy statement and will notify the College of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction. Central Christian College of Kansas will, in turn, notify as appropriate, the applicable federal agency of the conviction within ten days of its receipt of notification of the conviction. For purposes of this policy, "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

The term "controlled substances" as used in this policy means those substances included in Schedule I through V of section 202 of the Controlled Substances Act and as further defined by regulation at 21 CFR 1300.11 through 1300.15. A listing of controlled substances will be maintained in the Office of Student Life. The term does not include the use of a controlled substance pursuant to a valid prescription or other uses authorized by law. Any definition of a "legal substance" or "legal use" may be further clarified or sanctioned by the College, beyond terms used by Federal or State agencies, including abuse of substances that an individual is legally entitled to possess or use.

The College reviews this policy on an annual basis to assess its effectiveness and ensure that disciplinary sanctions are consistently enforced. Modifications in the policy are implemented based on this assessment.

4.15.1 Drug Awareness Program

The Central Christian College of Kansas Drug Awareness Program includes but is not limited to the following:

1. Drug-Free Workplace Policy statement - This policy is reviewed as part of the initial employment process and remains available in the Policy and Procedures Manual. Student related policies are available in the Student Handbook.
2. Special programs - Educational programs on drug awareness and substance abuse will be presented on a periodic basis to inform employees of the dangers of drug abuse in the workplace and promote a drug-free work environment and workplace.
3. Counseling Services – In addition to those services available through the health plan maintained by the College, the Student Life Office serves as a resource concerning drug awareness and can assist in identifying substance abuse counseling, information, and programs. Employees are encouraged to use this resource to assure a drug-free environment and workplace.
4. Reasonable Suspicion – The College reserves the right to require an employee to submit to an alcohol or drug test whenever it is reasonable to suspect a violation of the free drug and alcohol workplace policy.

5. Penalties for policy violation - In accordance with College disciplinary policies and practices, when an employee is found in violation of this policy he or she may be subject to penalties up to and including termination. Employees may also be required to satisfactorily participate, at their expense, in a substance abuse or rehabilitation program before being allowed to return to work. Appropriate action will be taken within 30 days of notice to the College of a conviction or violation of the statement on drug-free workplace.

4.15.2 Possible Sanctions

Legal sanctions under federal, state, and local law for the unlawful possession or distribution of illicit drugs and alcohol are severe. Such sanctions include substantial fines, imprisonment, loss of driving privileges, and loss of federal financial aid.

Federal law contains other laws regulating drugs and controlled substances. Under federal law, illegal possession of a controlled substance can result in a fine of at least \$1,000 and up to one year imprisonment for a first offense. Penalties increase when an offender has been convicted of prior drug-related offenses. Illegal possession of a controlled substance can also result in the forfeiture of property, civil fines, and the loss of federal benefits. Trafficking controlled substances can also lead to substantial fines and lengthy prison sentences, including life in prison. Conviction for violation of federal drug laws may also result in loss of federal aid for financing education.

For more information about maximum penalties for violation of the Federal Controlled Substances Act and Related Laws, see <http://www.fas.org/sgp/crs/misc/RL30722.pdf>.

4.15.2.1 Drugs – State law penalties

In the State of Kansas, it is also illegal to be involved with controlled substances, including prescription drugs obtained or used contrary to the prescription. Violation of the Kansas drug laws also may result in incarceration and substantial fines. Under Kansas law, the penalties for the unlawful possession or distribution of drugs are based on the quantity of drug, type of drug, and criminal history of the defendant. See K.S.A. 2012 Supp. 21- 5706. Maximum penalties range from fines of \$100,000 to \$500,000 and imprisonment from 10 months to 17 years.

4.15.2.2 Alcohol – related penalties under State law

In the State of Kansas, the legal drinking age is 21. Consumption of alcohol by a minor is punishable by a fine. Furnishing alcohol to a minor is also punishable by a fine. Violation of Kansas drinking law can result in increased fines and incarceration. A conviction for driving under the influence of drugs or alcohol can also result in fines in excess of \$500, community service, mandatory treatment programs, license revocation, and/or incarceration

Refusal to take a preliminary breath test is a traffic infraction usually resulting in a fine. Refusal to take the breath, blood or urine test offered at the police station for a first offense will result in suspension of driving privileges for one year, and two years required use of an ignition interlock device.

Local city ordinances for drug and alcohol offenses impose sanctions similar in severity to state law.

4.15.3 College Sanctions

Employees of the college who violate the terms of this policy will be reported to the appropriate officials and will be subject the disciplinary process articulated herein, up to and including termination. :

If an employee is to participate in a drug education or rehabilitation program, the cost of such program will be the responsibility of the employee. In addition, any employee who violates policies related to alcohol and drug use may be subject to referral for prosecution.

4.15.4 Health Risks

The consumption of alcohol poses several health risks including impaired judgment, impaired coordination, and impaired attention which may lead to difficulty in safely navigating one's environment or difficulty in safely operating a motor vehicle. Consuming alcohol may alter a person's ability to learn or retain information, or negatively impact academic, occupational, or social functioning. At low doses, alcohol causes disinhibition and mood lability, increasing risk of inappropriate sexual acts or aggressive behavior. Alcohol depresses the central nervous system and at high doses can cause respiratory depression and death. Repeated use of alcohol can lead to a maladaptive usage pattern referred to as alcohol dependence. Alcohol dependence is marked by increased physiological tolerance of alcohol's effects and alcohol withdrawal upon sudden cessation of use. Alcohol withdrawal symptoms include autonomic hyperactivity such as anxiety, sweating, and tachycardia; tremors, nausea, vomiting, hallucinations, psychomotor agitation, seizures, and death. Long-term use of alcohol can cause permanent damage to vital organs, particularly to the brain and the liver.

Illicit drug use poses multiple health risks that can negatively impact academic, occupational, and social functioning. For information on specific adverse effects of a particular drug, please refer to the United States Drug Enforcement Administration list of illicit drugs and associated risks at http://www.justice.gov/dea/druginfo/all_fact_sheets.pdf.

4.15.5 Counseling & Treatment

Drug and alcohol counseling, treatment, and related programs are available through the Office of Student Life and through the local McPherson community. For more information about substance abuse assessment screening and counseling contact the Office of Student Life or one of the following resources:

- <http://www.drugabuse.gov/>
- Carousel Live (620-241-2300) – Hotline: 620-755-6091
- Central Kansas Foundation (620-241-5550) Hotline: 785-825-6224
- Prairie View (620-245-5000)

4.15.6 Definitions

The term "controlled substance" as used in this policy means substances included in Schedules I through V as defined by Section 813 of Title 21 of the United States Code and as further defined by the code of Federal Regulations, 21 C.F.R. 1300.11 through 1300.15. The term does not include the use of a controlled substance pursuant to a valid prescription of other uses authorized by law.

The term "alcohol" as used in this policy means any product of distillation or a fermented liquid which is intended for human consumption and which is defined in Chapter 41 of the Kansas statutes.

5 HUMAN RESOURCES

(Owner: Office of Human Resource; Last Reviewed: 02/14/2022; Last Updated: 02/14/2023)

5.1 POSITION CLASSIFICATION

The following definitions have been established to standardize terminology and provide common understanding in our references to employees:

- **Employee** - A person who receives wages or salary from the College and whose work the College controls and directs.
- **Full-time Employees** - Those who regularly work 3040 hours or more weekly and who maintain continuous regular employment status. Regular full-time employees are eligible for benefits.
- **Part-time Employees** - Those who regularly work less than 3040 hours weekly and who maintain continuous regular part-time employee status. Part-time employees may be eligible for certain benefits. Part-time employees are generally classified as non-exempt employees.
- **Temporary Employees** - Those whose services are intended to be for a short period of time or of limited duration, or for an indefinite period when there is no intent to provide regular or ongoing status. The College may either hire temporary employees directly or may use an agency to supply temporary employees. Temporary employees are usually 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 determined by the date on which the employee becomes a regular employee.
- **Regular Employees** - Those whose services are intended to be for an indefinite period and who work regularly scheduled hours on an ongoing basis, either full- or part-time.
- **Exempt Employees** - Those who are exempt from the provisions of the Fair Labor Standards Act. They typically perform executive, administrative, educational, or professional duties within the College.
- **Non-exempt Employees** - Those who are not exempt from the provisions of the Fair Labor Standards Act. Non-exempt employees are eligible for minimum wage and overtime payment, as set forth herein.

5.1.1 Volunteers

~~The College encourages volunteer efforts by non-employee volunteers. Before engaging in volunteer activities, non-employees must complete a volunteer agreement and agree to a background check.~~

Employees who desire to volunteer with the College during non-working hours must first obtain approval from the Office of Human Resources. Approval of the employee's request to volunteer will depend on several factors, such as the nature, extent, and duration of the voluntary activity. Because the College must comply with applicable labor laws, ~~non-exempt~~ employees cannot volunteer for, and will not be allowed to perform, activities that are normally part of their job responsibilities.

If a former employee wishes to continue his or her volunteer efforts, approval will be contingent upon a positive recommendation from the prior employee's supervisor and the Office of Human Resources.

~~The College encourages volunteer efforts by non-employee volunteers. Before engaging in volunteer activities, non-employees must complete a volunteer application and agree to background and reference checks, an interview, and completion of a signed volunteer agreement.~~

All volunteers, whether employee or non-employee, serve with the knowledge and approval of the Office of Human Resources, who may terminate the volunteer's relationship at any time.

5.2 HIRING

Central Christian College of Kansas believes that hiring qualified individuals to fill positions contributes to the overall success of the company. Each employee is hired to make significant contributions to the College. The purpose of this policy is to attract the most qualified individuals to CCCK and ensure a fair, consistent and transparent process for all candidates, while complying with relevant employment legislation and regulations.

This policy is the accepted practice for College with respect to the recruitment and selection of College employees below the level of President. The Faculty Manual and Athletic Manual articulate additional specifics in regards to respective operational areas.

5.2.1 Personnel Requisitions & Job Descriptions

The Employee Requisition Review and Approval Application located on the resource webpage will support efforts to strengthen stewardship of institutional resources and create a consistent manner through which to consider staffing requests outside of the annual budgeting and planning process.

Hiring Managers must seek approval to recruit for positions by completing the requisition process. This approval process is required whenever any of the following is true:

- Filling or replacing a position where a vacancy exists
- Redeployment of a position with a modified title, salary, job scope
- Procurement of a seasonal or temporary employee
- Securing of a volunteer position
- Creation of a new position

Requisitions must be initiated by the department supervisor/manager, approved by the Chief Officer, and then forwarded to the CFO for processing with the Office of Human Resources.

If approved, the Office of the President will arrange a meeting with the hiring manager or chief officer in order to conduct an intake meeting. The purpose of this meeting is to learn more about the position and ensure that the job description is up-to-date, prior to posting a job opening. All job descriptions are prepared by the Office of the President, approved by the Office of Human Resources, and provided to the Hiring Manager.

The Chief of Staff retains a copy of all job descriptions in the Office of the President. A copy of the finalized job description is also maintained in the personnel file located in the Office of Human Resources.

5.2.2 Job Postings

Central Christian College of Kansas affirms the benefits of a diverse and talented employees. In recognizing this value, the College intentionally seeks to consider individuals of diversity in its hiring process. This is specifically done by advertising all full-time positions on appropriate diverse job listing resources. A copy of the advertisement must be submitted to the Chief of Staff to ensure compliance.

The Chief of Staff will create job postings that describe the job opening and communicate the mission and brand of Central Christian College of Kansas. All job openings will be posted concurrently on the CCKK website and externally with sources appropriate for the position being filled. Jobs will remain posted until the position is filled. A meeting with the Chief of Staff may be requested in order to discuss the recruiting strategy.

All full-time and regular part-time vacancies will be posted internally and externally for a minimum of five (5) business days and can be extended in consultation with division director or chief officer. For all temporary full-time and temporary part-time vacancies, the division director or chief officer can elect to post for less than five (5) business days. In some cases, the posting may be communicated internally, prior to releasing the position externally.

In special circumstances, as approved by the President, individuals may be appointed to a regular Full-time administrative position without competition, in order to enhance diversity, maintain denominational compliance, or enrich the culture and competence of the institution. This decision requires consent of the respective Chief Officer, Director of Human Resources, and President.

The Office of Human Resources department will be responsible for tracking all applicants and retaining applications and resumes as required, who will work with the Hiring Manager.

5.2.3 Internal Applicants

Current employees with a satisfactory employment status may apply for internal job openings. The consent of the employee's manager and the Office of Human Resources department may be necessary for employees with less than one year of service.

All applicants for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully. Internal candidates who are not selected will be notified by the Office of Human Resources.

5.2.4 Interview Process

All full-time or regular part-time positions require the appointment of a Selection Committee. The Selection Committee will be chaired by the Hiring Manager. The Hiring Manager is a temporary title held until such times as a candidate has been chosen or the interview process is dissolved. Typically, Chief Officers serve as Hiring Manager, but a Chief Officer, in consultation with the Office of Human Resources may name a Hiring Manager.

Unless otherwise selected by another means, the Hiring Manager will invite individuals to join the Committee, with the Office of Human Resources acting as a resource to the Committee. Hiring Managers should consult appropriate Manual (e.g., Faculty Manual, Athletic Manual) to remain in compliance with policy.

A Selection Committee should have no less than three individuals, of which the composition should represent:

- Expertise and knowledge appropriate to the position
- Diversity – with an emphasis on racial/ethnic diversity – though every Committee should also be of mixed gender.
- Stakeholder departments

- When selecting a member of the faculty, a coach, or administrator, the committee must also include one individual representing the interests of the Free Methodist Church of North America, preferably an ordained minister or full member of the Church.

Selection Committee members must declare if there are any reasons that would prevent them from making an objective recommendation to the Hiring Manager. Selection Committee members must remove themselves from the Committee if any one of the candidates represents a conflict of interest.

The background, interests and aspirations of the candidates are a matter of privilege and for this reason, any information related to the applicants must remain confidential to the members of the committee; therefore, members of the Selection Committee should be briefed about the confidentiality of the hiring process and must agree by such standards in order to continue to serve on the Committee. Candidate evaluation forms will be completed after each interview and retained with the application.

The Committee shall submit a final candidate for Presidential review. The President may make independent inquiries and conduct interviews with the finalist. If the President does not affirm the recommendation of the Committee, he or she will meet with the Hiring Manager to discuss the reason(s) for the decision. The Hiring Manager can verbally summarize the reasons for decision to committee members, as part of the confidential screening process. The President may request further recommendations, which may require for the position to be reopened if the committee is unable to recommend any other candidates.

5.2.5 Reference Checks

Office of Human Resources will conduct professional reference checks and employment verification on the top candidates based on the results of the candidate evaluation forms completed by the interviewers. A minimum of two (2) professional references and one (1) character reference are required from each candidate.

5.2.6 Job Offers

The Office of Human Resources will network with the Chief of Staff concerning requisite data needed for the *Job Offer Letter*. The Office of the President will issue the letter to the candidate. If a candidate fails to respond within seven calendar days, the offer may be rescinded.

The offer is contingent on the satisfactory completion of required background checks and any other contingencies recognized by the College.

5.2.7 Background Checks

Central Christian College of Kansas is committed to maintaining a safe teaching, learning, and working environment for its students, employees, and visitors. One aspect of this commitment is to assure, to the extent possible, that appropriate policy and procedures are in place that assist in reducing the likelihood of unknowingly hiring persons with felony or misdemeanor convictions or who are registered sex offenders. Therefore, pursuant to the law (KS Stat. Sec 50-72 et seq.) Central performs a criminal background check on prospective employees as appropriate to the term of employment.

In compliance with the law we state this requirement on the job offer letter for employment and by signing the job offer letter the potential employee is aware and approves the College conducting the background check.

Felony, misdemeanor, and registered sex offender status criminal background check procedures apply to each person hired, other than

- 1) positions to be filled by a vendor or contractor
- 2) hourly student employees
- 3) Interns

Background checks will vary depending on the position and may include criminal history, driving record, or any other relevant information for the job. Records related to any criminal background check remain confidential and are maintained in Human Resources

5.2.8 Employee Agreements

After the individual signs the *Job Offer Letter* the Chief of Staff will inform the Hiring Manager and the Office of Human Resources. The Office of Human Resources will issue an *Employment Agreement*, to the individual, confirming job title, terms and conditions, and an annualized rate of remuneration. This agreement is also an “at will” agreement and remains in force for an unfixed term.

By signing the agreement, an employee agrees to abide by the College’s policies and procedures and also indicates affirmation and support of the Statement of Faith, Code of Conduct, and lifestyle expectations. Furthermore, the employee recognizes the at-will employment relationship, pursuant with applicable laws and regulations.

The College reserves the right to preserve the employment-at-will relationship. The agreement is intended to confirm the terms of employment and is not intended to be a contract or promise which binds either the College or the employee to continue the employment relationship for any period of time or which limits the right of the College or the employee to terminate the employment relationship at any time for any reason.

Employees will sign an employee agreement which outlines terms and conditions with an annualized rate and remains in force for an unfixed term. This agreement is also an “at will” agreement.

The Office of Human Resources department will notify applicants who are not selected for positions.

5.2.9 Process

5.2.9.1 Approving the Position

- ~~[Chief Officer] – Submits Staff Requisition Review and Approval Application~~
- [OHR/CFO] – ~~Confirms~~Establishes viability of position ~~and informs OHR with CFO~~
- [OTP] – Hiring Manager or Chief Officer provide draft job description to the OTP for review and confirmation.
- [OTP] The OTP works with the OHR to develop a job description.
- [OHR] The OHR provides a copy of the Job description to the Hiring Manager and the OHR for use during the hiring process.
- [OHR] – Alerts COS to begin the posting process

- [COS] – Post position announcement on CCCK website and as needed job sites: CCCU, ACSI, Go McPherson, and Diversity Jobs in Higher Education and job description description
- [OHR] – Post position on KICA website and McPherson Chamber of Commerce

5.2.9.2 Candidate Selection

- [OHR] – Receives and reviews applicants
- [Chief Officer] – Names Hiring Manager and informs Human Resources
- [OHR] – Submits applicant materials to Hiring Manager
- [Hiring Manager] – Recruits Selection Committee
- [Hiring Manager] – Reviews confidentiality and conflict of interest issues
- [Hiring Manager] – Works with Committee to define selection matrix and develops questions to be used with all candidates
- [Hiring Manager] – Sets up and conducts interviews – prioritizing candidates based on matrix and Committee feedback. Contact References.
 - In the case of Faculty, Chief Officer, Coach, or Director, the President will conduct an additional interview with the recommended candidate. If candidate is declined, the President will interview further candidates in the order of their recommendation or request the Committee continue its search.
- [Hiring Manager] – If the hiring manager was assigned by a Chief Officer or Director, a recommendation will be submitted by the Hiring Manager to the Chief Officer.
- ~~[Hiring Manager]~~Chief Officer – Submits recommendation to the Office of Human Resources
- [OHR] Requests an offer to go to the candidate while in communication with candidate about benefits. Provides the COS-candidate and hiring manager with the benefits worksheet.
- [COS] Submits an *Job Offer Letter* and benefits worksheet to the candidate
- [OHR] – After COS confirms receipt of *Job Offer Letter*, OHR completes background check

5.2.9.3 Hiring Process

- [OHR] – Provides an Employment Agreement
- [OHR] – Notify unsuccessful candidates and candidates not selected for an interview.
- [Hiring Manager] – Collects all notes, matrix scores, minutes, copies of resumes, etc., from interview process to Human Resources.

- [Hiring Manager] ~~Submits bio information, professional picture, and announcement to Marketing for PR purposes~~ Notifies campus of new hire.

5.3 ONBOARDING PROCESS

When an employee starts at Central Christian College of Kansas, they will fulfill the new employee checklist as provided by Human Resources in the Business Office ~~and work with the Office of the President.~~ This new employee checklist will ensure that the employee will meet with each department on campus for an onboarding process. Each new employee will receive a T-shirt from Central Christian College that will be given while fulfilling the Admissions part of the checklist. ~~The shirt will be charged to the hiring department.~~

The Hiring Manager and Human Resources will assign a mentor for each new employee (~~t~~That is not their direct supervisor) that is available for the first 60 days of employment. Ideally, the mentor would be a co-worker that works at least semi-closely with the new hire. The mentor should be a resource for general questions and support.

The Hiring Manager and Human Resources will work together in setting up at least three days' worth of lunches within the first week of employment with various Central employees to help the new employee acclimate. At least one of these lunches must be with their mentor. Lunches may be taken in the cafeteria or off campus and all funds will be charged to the hiring department. Cafeteria meals can be charged using the department's cafeteria charge card or by notifying the cafeteria director. Please notify Accounts Payable if a school credit is needed for off campus lunches.

5.4 EMPLOYMENT RECORDS

Maintenance of personnel files currently resides in the Human Resource Office. Faculty credentialing files reside in the Academic Office. Employees may request to review the contents of their personnel file during regular office hours. Additionally, supervisors and other designated personnel with the right to access personnel files may request to review.

Pre-employment documents and any documents submitted in confidence will not be made available to the employee/reviewer. Other personnel file items including, but not limited to, performance appraisals, disciplinary items, contracts, letters of appointment, and similar items will be available to the employee/reviewer for viewing only. Copying will not be permitted, except as permissible or required by law, but the employee/reviewer will be permitted to make handwritten notes from the file. At no time will the file, or any portion of the file, be permitted to be removed from the maintaining office.

Questions or concerns regarding the accuracy of the information maintained in the file should be directed to the appropriate Vice President or Human Resources. The employee may request to place a written disagreement in the personnel file, which will be attached with the document(s) in question.

An employee is always allowed to bring a grievance about leadership to the appropriate next level (President or Board of Trustee Chairman) in accordance with the grievance process outlined herein.

5.5 OFFICE HOURS

Generally, operational hours for staff are consistent with a 40-hour-a-work-week, with the standard office hours of 8:00 a.m. to 5:00 p.m., with a 60-minute unpaid lunch period for non-exempt employees - Monday through Friday. These are the hours expected to be worked under normal conditions but are not a guarantee of hours to be worked or paid. Each full-time employee is permitted to take two 15-minute breaks each day as well as a 60 minute unpaid lunch break. Each employee should check with their supervisor for their individual work schedule. *Recognizing the unique nature of a residential campus, some employees may have work times that fall outside of these parameters. This section is intended to represent customary hours that the main offices of the College are in operation.*

Scheduling of lunch and break periods are to be determined in consultation with your supervisor and should not result in offices, phones, or other essential responsibilities, being left unattended. Lunches or breaks not taken may not be used for another type of privilege such as covering missed time, overtime pay, or an early departure, unless arranged with the supervisor.

The President CFO has the discretion, based on the needs of this College and its employees, to alter these general hours to fit the specific needs of a department or an employee.

Acceptable reasons for such alteration may include, but are not necessarily limited to, the organization's needs, business reasons, economic conditions, or other conditions with respect to this College, division, or the individual (e.g. admissions – in order to facilitate office hours in the late afternoon or evening; library workers, assigned to cover evening hours, etc.).

5.6 GUIDELINES REGARDING OFFICE DOORS AND WINDOWS

Most campus doors have windows installed. The purpose of these windows is to provide a certain level of safety and security to campus activities, with a primary focus on individual accountability. As such, all door windows, should be kept clear, supporting visibility and accessibility. This policy does not restrict the use of coverings, as long as those coverings are either decorative or utilized for individual privacy.

Generally speaking all doors should remain open or in the case of closed doors, windows should remain unobstructed. The only time that both a door can remain closed and a window covered is when one individual is utilizing the space and privacy is required. If more than one individual is in a room either the door should remain open or the window remain unobstructed.

It is assumed that a closed door or covered windows communicates a condition of privacy, but it also creates the conditions for threat or risk, especially when more than one individual occupies the space. Open doors and unobstructed windows serve as protection for students and staff. Individuals who want to disclose personal or sensitive information may prefer a closed-door session. If so, a balance should be sought that allows for privacy, but does not place individuals at risk. Best practice would suggest that any need for a closed door meeting would be done in a space that has at least one window, allowing for general visibility. This would mean that any window coverings should not impede visual access to the room.

Questions concerning these guidelines should be addressed to the Office of Human Resources.

5-65.7 DRESS CODE POLICY

Dress Code guidelines are designed to help contribute to a spirit and atmosphere of excellence, professionalism, and character on campus. The way we dress sets an example to students as a model of professional behavior. Proper dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affects the business and institutional image that the College presents to students, parents, visitors, and the public. The College seeks an image that projects professionalism and competence.

Employees should maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed, [and should generally be sex appropriate, as determined by institutional leadership](#). Faculty and staff, by the nature of their positions, would be expected to dress with greater formality. Other positions may warrant a more relaxed dress expectation based on the requirements to perform job duties (e.g. maintenance, IT, etc.). In these cases, we ask that the clothing reflect the needs of the position and the spirit of the position. Some positions may require uniforms and therefore are excluded from these guidelines.

Employees are expected to dress in business professional attire during professional events, outside meetings, or as the needs of the institution require. Otherwise, business casual attire is appropriate.

5-6-15.7.1 Definitions

- Business professional: examples include business suits, professional dresses, and sports jackets with tie or bow tie, dress pants, skirt suits or pant suits, button down or traditional business shirts or turtlenecks, and dress shoes.
- Business casual: examples include dresses, khakis/slacks or similar type pants, dress capris, skirts (no shorter than mid-thigh), shirts/blouses or golf-type shirts with collars, sweaters, vests, jacket without tie, and clean shoes.
- Relaxed casual: Fridays and blue & gold days- jeans, tee-shirts, shorts, and skirts are permissible (shorts and skirts should be at least mid-thigh) with appropriate shoes. The college encourages everyone to show their Central pride and wear CCKK attire or blue & gold.
- Summer (first full week after students are gone through fall registration days)- relaxed casual dress allowed all the time.

5-6-15.7.1.1 Coach Attire

Because of the nature of a coaches positions, expectations regarding attire varies:

- Professional business attire: required when representing the organization at any public function or event.
- Business casual: required when interacting in the community on behalf of the College, meeting with potential student-athletes and parents, meetings with vendors, or corporate sponsors. Shirts with school logos other than our institutional logo are not permitted in these types of instances.
- Casual: for volunteer/project days and practices or physical activities with the team.
- Unacceptable attire at any time: shorts higher than mid-thigh, tights (as pants), any clothing with holes or sweat stains, or thong style flip-flops.

- Coaches who work in professional offices on campus should make an effort to dress in business casual attire while performing non-coaching duties.

[5.6.1.25.7.1.2](#) Information Technology

- Business casual is appropriate most days unless working conditions require something more casual; inappropriate clothing is still not allowed.

[5.6.1.35.7.1.3](#) Maintenance Attire

- Clean denim or workpants (e.g. Dickies). Preferred CCCK branded polos and work jackets. Work boots are acceptable.

[5.6.1.45.7.1.4](#) Faculty

- Business casual or business professional; nice jeans allowed

In general, the following are considered inappropriate in the workplace:

- Thong style flip-flops and house slippers
- Spandex shorts or pants or leggings worn as pants (unless part of an outfit and the shirt or dress covers to mid-thigh)*
- Any clothing that shows undergarments
- Athletic wear or jogging suits unless associated with coaching/athletic teaching responsibilities or while using the fitness center*
- Low-cut blouses or dresses
- Shorts, skorts or skirts worn above mid-thigh
- Ripped, torn, or disheveled clothing (light distressing ok)
- Off shoulder tops or dresses; halter tops, or tops with spaghetti-style straps unless part of an outfit that does not include a sheer top; a jacket covering these types of clothes is acceptable.
- Clothing revealing bare midriffs or back
- Clothing that has vulgar language or profanities on it
- Swimwear

Some of the above listed items may be appropriate as determined by the venue (i.e., performing demonstrations, special events, school picnic, service opportunities, etc.) An employee should ask his or her supervisor if clarification is needed.->

[5.6.25.7.2](#) Enforcement of the Dress Policy

Supervisors and HR are responsible for monitoring compliance and are encouraged to provide coaching as necessary. If a violation of the dress policy is noticed by a supervisor or HR, the first step shall be a verbal warning that the particular piece of clothing is not allowed. In some instances an employee may be sent home to change. If the code is broken a second time, the discipline policy in the Policy and Procedures Manual will be followed.

Nothing in this policy is intended to regulate individual choices such as beards, jewelry or hairstyles.

Nothing in this policy is intended to abridge rights at law relating to non-discrimination or the Americans with Disabilities Act, or hinder the advancement of diversity at the college. We will provide reasonable accommodations unless it would cause an undue hardship to the college.

5-75.8 PERFORMANCE APPRAISALS

The purpose of the formal appraisal is to promote a culture of achievement and accomplishment among employees and to provide specific feedback regarding work quality and performance. It is also intended to provide an open discussion between the supervisor and employee regarding job responsibilities and expectations for future responsibilities.

Performance appraisals will generally be done annually for all employees. More frequent reviews may be given to newly hired individuals and to those who have been promoted during a given year. Managers may conduct special performance reviews of an employee at any time when the employee's performance, good or bad, warrants special consideration. Performance appraisal is a continuous process and is not intended as an activity restricted to an annual review. Managers and employees are encouraged to carry out informal, regular discussions concerning job performance throughout the year.

Performance appraisal has the following objectives:

- To evaluate how the job has been performed.
- To discuss performance with the individual concerned.
- To determine, where necessary, how performance can be improved.
- To evaluate short-term and long-term goals and potential.

Performance review does not automatically signify a consideration for a pay increase, promotion, or other action. Remuneration is reviewed annually as part of the budgeting process and may be informed through a pay-equity analysis or other quantitative method of assessment.

Information regarding the evaluation of teaching faculty is contained in Faculty Handbook.

5-85.9 PROTECTIVE ORDERS

If an employee applies for a protective or restraining order listing the College as a location within the order's protected area, the employee must immediately notify the Office of Human Resources, which will allow the College to take measures needed to comply with the order and ensure the safety of the College community.

All information regarding protective or restraining orders and the employee(s) affected by them is strictly confidential. It will be maintained in a secure location with limited access, and it will be disclosed only on a "need-to-know" basis.

5-95.10 UPDATING PERSONAL INFORMATION

In order to properly communicate employment information and administer employee benefits, the College must maintain current and accurate records on all employees. Consequently, it's important that you notify the Office of Human Resources whenever changes occur to any of the following personal information:

- Name

- Address
- Telephone number
- Marital status
- Change in dependent status
- Person to notify in case of accident or illness
- Physician or hospital preference
- Insurance beneficiary
- Military status
- Death of a family member
- Jury duty assignments
- Planned resignation
- Planned retirement
- Personal injury or illness sustained while on the job
- Accommodations for temporary or permanent disability
- Leaves of absence (including planned or actual absence for a medical condition that may last more than three consecutive days or involve medical treatment)

The Office of Human Resources will pass on appropriate updates (i.e. name, address, phone number, etc.) to the Chief of Staff to ensure that the SIS/ERP records are up-to-date.

5-105.11 DISCIPLINE

In accordance with its values, where it appears appropriate and effective, the College can seek to use a system of discipline in order to address or remedy situations where an employee demonstrates unacceptable conduct or performance. Under the College's system of progressive discipline, each incident requiring disciplinary action will be examined carefully to insure verification of facts and consistent application of corrective measures. Further, whenever reasonably feasible, an effort will be made to make certain the employee understands the rule that is involved, why the behavior is inappropriate or unacceptable, and specific changes which must be made in order to bring the employee's conduct or performance to an acceptable level.

As part of its discipline strategy, the College may choose to use a progressive discipline process, which allows the College to provide a restorative process, when deemed appropriate. This process also allows employees to see the results of their actions and encourages employees to develop the self-discipline and virtues so as to make further imposed discipline unnecessary.

Progressive discipline is not applicable in every instance where disciplinary action is warranted. Specifically, if an employee's violation involves egregious acts of misconduct, the employee may not be eligible for progressive discipline and instead will be subject to more serious disciplinary action, up to and including immediate termination. Actions requiring discipline and the progression of disciplinary steps may vary at the sole discretion of the College.

The progression of steps of discipline may include any or all of the following:

- **Counseling:** Discussion by the supervisor with the employee of behavior which could result in progressive discipline. The discussion should be documented in the supervisor's personal files but need not be filed in Human Resources.

- **Verbal Warning:** A verbal discussion between a supervisor and an employee about an employee's failure to comply with a rule or demonstrated unacceptable conduct or performance. The supervisor must document that the meeting occurred, the subject of the meeting and the outcome of the meeting and submit the documentation to the employee's file in Human Resources.
- **Written Warning:** A second or subsequent documentation of an ongoing disciplinary issue. Documentation goes to the employee's file in Human Resources.
- **Final Warning:** At the point of progressive discipline that a supervisor has decided that the only possible consequence of further problems with performance or behavior is termination of employment, a final warning clearly stating the consequences should be issued and filed in the employee's file in Human Resources. This is not to imply that an employee can only be terminated if a final warning is on file. It is simply advised to best insure that the employee clearly understands the implications of further failure to perform.
- **Termination of Employment:** This final step in the progressive disciplinary process requires both documentation of the rationale and circumstances documenting the termination. Terminations require consultation with the Office of Human Resources.

The following are some examples, but certainly not a comprehensive list, of the kinds of situations that might call for progressive discipline:

- Insubordination
- Neglect of duty
- Dishonesty
- Fighting or threats of violence
- Theft, attempted theft or willful destruction of College property
- Sabotage
- Falsification of payroll, employment, or other College records or information
- Chronic and/or excessive tardiness/absenteeism
- Harassment
- Using College IT equipment/infrastructure in a manner that is not in compliance with the ethical and moral standards of the College
- Violation of College policies or expectations articulated in other official handbooks or manuals
- Material breach of the terms contained in one's letter of appointment, contract or employment agreement
- Failure to follow established safety protocols and procedures
- Inefficient or ineffective work based upon established College and/or department standards
- Fighting or threats of violence
- Failure to report an accident, injury, or hazardous situation in a prompt manner
- Other serious wrongdoing, including that which may harm persons or property

5-10-15.11.1 Suspension

Suspension from work, with or without pay, is an optional step in the disciplinary process. Suspension is generally called for when it is necessary to remove an employee from the work environment while decisions are being made on an appropriate progressive disciplinary step; for example, while investigating a sexual harassment complaint, as a result of an altercation between an employee and

another individual. Suspension can occur at any point in the progressive disciplinary process. Suspensions must be documented to the employee's file in Human Resources.

5-115.12 TERMINATION OF EMPLOYMENT

All employees, unless otherwise stipulated by official documentation, are employed at will and either the College or the employee may end the employment relationship at any time. Employees who voluntarily separate from this organization are asked to give, at minimum, a two-week notice of their intention to terminate employment, excluding any vacation days. Written notice should be given to the supervisor or Chief Officer.

Departing employees are expected to meet with the Office of Human Resources for an exit interview. Employees may be asked to complete an exit interview form, explaining the reasons for separation and their assessment of the employment experience at your organization. During the exit interview, employees will complete any necessary paperwork. The Office of Human Resources will advise employees about benefits and other issues that relate to separation from the College.

If the College receives a two week notice from an employee they are expected to work those last two weeks without using vacation or PTO.

All departing employees (including faculty) must promptly return all property of the College, including, but not limited to: keys, key cards, identification card, purchasing cards, and media equipment (cell phones, laptops, iPads, and library materials). Media must be surrendered to the IT department and keys to maintenance. The other items can be given to the appropriate supervisor on or before the employee's last day of employment. If an exiting employee does not return key(s) prior to leaving, they will be charged a minimum of \$200.00.

Upon termination of employment, all access to the computer systems will end.

An employee's last paycheck will be paper and ~~held if may be held until~~ all College property is not returned by employee's last day. An employee's termination date shall be the last day of employment in which the employee was present and working. ~~Unless otherwise prohibited by law, b~~Benefits shall cease ~~on the employee's termination date at the end of the employee's termination month.~~

It is the College's policy to ensure that institutionally initiated employee terminations are handled in a respectful manner, and where appropriate, only after the employee has failed to demonstrate improvement via the progressive discipline process. While in some cases progressive discipline should be used to correct a behavior/performance problem and thereby avoid termination, certain types of employee misconduct are so severe that one incident of misconduct will result in immediate dismissal without prior use of progressive discipline.

Before any action is taken to terminate the employment of an employee, the employee's supervisor must review the situation with the Office of Human Resources.

Please see Human Resources for information regarding the termination of benefits.

5-125.13 PAYCHECKS

Central Christian College of Kansas payroll is run on a monthly basis with payday being on the last business day of the month. ~~and e~~Checks or direct deposits are distributed on the last working day of the

month. These ~~that day by being~~ are generally placed in employee mailboxes or distributed by department supervisors. When an employee is terminating, the final payroll check will be paper if all College property is not returned, and made available when keys to College facilities and for an inventory of College equipment is returned. Direct deposit of payroll checks can be established with the Business HR Office.

Deductions for the following items will be withheld, if they apply and have been properly authorized: federal income tax, Social Security & Medicare, State Tax, TIAA retirement, contributions, dues, and cafeteria meals, and any other benefits elected.

2022-2023 Payroll Dates

Month	Payroll Cut off	Deadline	Payday	Number of weeks
July	July 21st 22nd	July 25 th	July 31st 29th	5 weeks
August	Aug 18 th	Aug 23 rd	Aug 31 st	4 weeks
September	Sept 15 th	Sept 22nd 1st	Sept 29 30 th	4 weeks
October	Oct 20th 21st	Oct 24 th	Oct 31st	5 weeks
November	Nov 17 th	Nov 21st	Nov 30 th	4 weeks
December	Dec 15 ^h	Dec 20 th	Dec 29 30 th	4 weeks
January	Jan 19 20 th	Jan 24 th	Jan 31 st	5 weeks
February	Feb 16 th	Feb 21st 22nd	Feb 29 th	4 weeks
March	Mar 15 th 24th	Mar 27th 21st	Mar 28th 31st	5 weeks
April	Apr 19th 21st	Apr 23rd 24th	Apr 30 28 th	4 weeks
May	May 17 th 9th	May 23rd	May 31 st	4 weeks
June	June 16 th 4th	June 21st	June 30 28 th	4 weeks

5.13.5.14 PROMOTION AND TRANSFERS

(Owner: Office of the President; Last Reviewed: 3/31/2022; Last Updated 6/28/17)

Central promotes or transfers administrative and staff employees into vacant positions when qualified employees are available, interested, and deemed suitable in all respects and when it is determined that the promotion or transfer is in the best interest of the department and the College. Employee eligibility for promotion and/or transfer will be determined by the requirements of the new job.

5.13.15.14.1 Transfer

When an employee fills a vacant position that is within the job classification as their current position, it is considered a transfer. A transfer is viewed as a lateral move for an employee and as such typically involves the opportunity to learn a new position, but at no additional compensation. At times, the College will initiate the transfers of employees between departments and facilities to meet specified work requirements and reassignment of work requirements.

Occasionally, an employee will transfer to a job that is lower in job classification than the employee's current position. When this happens, the difference in positions and scope of responsibility will be reviewed with the hiring manager and Human Resources. Appropriate compensation will be determined based upon the new job description and the employee's length of service; however, an employee cannot be guaranteed and should not assume that his/her compensation will not go down as a result of taking a lower level position.

All employees who transfer into new positions are subject to a probationary employment period during which the supervisor evaluates the employee and the performance requirements of the position. The probationary period for all administrative and staff employees is defined as the first 90 calendar days in the new position. The College may extend the probationary period as necessary for appropriate evaluation.

Employment may be terminated by the College at any time without warning prior to the end of the probationary period. If employment expectations are being met as of the end of the probationary period, employment may continue until terminated by either party in accordance with the termination policies of the College. However, successful completion of the probationary period does not confer the right to employment of any specific duration.

5.13-25.14.2 Promotion

Promotions occur either when an employee fills a vacant higher-level position or when an employee's position is re-evaluated because of a significant increase in the position's level of required technical expertise, experience, leadership, management expertise and accountability. Promotions, unlike transfers, may involve an adjustment in salary as funds are available and changes warrant as much. Promotions are made on the basis of the employee's suitability for higher level work and the job requirements, not seniority.

~~All employees who are promoted into new positions are subject to a probationary employment period during which the supervisor evaluates the employee and the performance requirements of the new position. The probationary period for all administrative and staff employees is defined as the first 90 calendar days in the new position. The College may extend the probationary period as necessary for appropriate evaluation. Successful completion of the probationary period does not confer the right to employment of any specific duration.~~

The College recognizes that the responsibilities and requirements of a higher-level position may not prove suitable to a particular employee as determined by the performance results of the promoted employee. In the event a promotion assignment is found unsuitable either by the employee or by the College, consideration will be given to allow the promoted employee to return to a former or comparable position for which the employee possesses demonstrated skills, knowledge, ability, and interest. If no such position is available, the promoted employee may be subject to termination with the opportunity to be rehired at a later time.

When an employee has been selected to fill a vacant higher-level position, any pay adjustment will become effective when the employee moves into the vacant position. All promotional increases are subject to availability of funding.

5-145.15 TELECOMMUTING/REMOTE WORK

Central considers telecommuting to be a viable alternative work arrangement in certain circumstances which, when properly implemented and administered, benefits both the College and the employee. The College defines telecommuting as "a work arrangement in which some or all regularly scheduled work is performed at an off-campus worksite such as the home, on the road, or in an office space near home." Telecommuting is not an alternative work arrangement which is available to teaching faculty.

Telecommuting is a voluntary work alternative (unless specifically stated as a condition of employment) that may be appropriate for some employees and some jobs. It is not an entitlement; it is not a college-wide benefit; and it in no way changes the basic terms and conditions of employment with the College. All College employees, including telecommuters, are subject to the College's policies and procedures.

When considering the option of a telecommuting arrangement, the following are considered:

- A determination of whether the employee's job duties can be performed remotely.
- Confirmation that the employee has the equipment, space, and other resources necessary for working from home.
- A satisfactory review of the employee's performance record.
- A supervisor's confirmation that the employee's work habits would allow for him or her to telecommute successfully.
- Whether telecommuting will meet the business needs of the College.

If all these considerations are satisfactorily met, the College may consider allowing an employee to telecommute, when the arrangement is in the best interest of the employee and the College.

5-14.15.15.1 Telecommuting Expectations

Employees are expected to maintain their telecommuting space in a safe manner, free from safety hazards, and to promptly notify the College of any injuries by filing an incident report that includes a description of what the employee was doing before, after, and at the time of the injury. The College reserves the right to require an employee's remote work environment to be approved before the employee can work remotely.

Non-exempt employees are also expected to record all hours worked. An employee may only work hours in excess of those scheduled per day and per workweek if the employee's supervisor has given prior approval for such work.

Additionally, telecommuting employees are expected to abide by all policies and procedures of the College, no different than on campus employees.

Telecommuting is a privilege, and the arrangement can be refused or terminated for any or no reason at any time.

5-155.16 CELL PHONES

Employees are expected to exercise discretion in using personal cell phones at work.

For safety reasons, employees driving for business reasons are not to use cell phones or other mobile devices capable of making calls unless they use a hands-free device. If they receive a call while driving,

employees should answer it using a hands-free device or pull off the road to a safe location as soon as possible.

Additionally, employees are not to write, send, or read text-based messages (email, texts, etc.) while driving. In some circumstances (such as transporting students, driving in heavy traffic, or driving in hazardous weather conditions), employees should avoid even hands-free use of a cell phone or other mobile device that can make calls.

All employees must follow all applicable laws and regulations regarding cell phone use. Employees who violate this policy will be subject to discipline, up to and including termination of employment.

5-165.17 AMOROUS RELATIONSHIPS – ABUSE OF POWER

In recognition of our Core Values, we believe the mission is best served in an academic environment characterized by professional, ethical behavior on the part of each member of the campus community. The College, while respecting individual rights, recognizes that there are personal and professional risks associated with amorous relationships, including:

- **Conflict of Interest:** Conflicts of interest, or the appearance of conflicts of interest, which may arise in connection with amorous relationships.
- **Power Differential:** An amorous relationship involving a power differential creates the potential for serious consequences. Examples of power differentials include but are not limited to: a faculty member who will be grading a student's performance, an athletic coach who determines playing time and scholarships, a residence hall director who may assess fines or other penalties against a resident student, or an administrator who has access to student records. These power differentials are serious threats to the values and environment we seek to provide. Individuals considering such relationships must be aware that:
 - the reason for entering the relationship may be an element of the power differential;
 - if a charge of sexual harassment is alleged, it will be exceedingly difficult to defend against the charge on grounds of mutual consent; and
 - the individual with power in the relationship will likely bear the burden of accountability.

Consensual relationships that might be appropriate in other circumstances are not appropriate when they occur between

- an employee of the College and a student over whom the employee has or potentially will have supervisory, advisory, evaluative, or other authority or influence,
- an employee of the College and another employee over whom the employee has or potentially will have supervisory, advisory, evaluative, or other authority or influence.

Even where negative consequences to the participants do not result, such relationships create an environment charged with potential or perceived conflicts of interest and possible leverage of the power differential to maintain or promote the relationship. Amorous relationships that individuals may view as consensual may still raise questions of inequity, as well as of an exploitative abuse of trust and power.

A consensual relationship between an employee and another employee where one employee has supervisory, advisory, evaluative, or other authority or influence over the other employee or where the employee reasonably believes the employee will have supervisory, advisory, evaluative, or other authority or influence over the other employee, is a violation of this policy, unless:

- a. The employee with the supervisory, advisory, evaluative, or other authority or influence over the other employee immediately reports the relationship to their supervisor/department chair, to the hiring official, or to the administrator who supervises the hiring official; and
- b. The employee with the supervisory, advisory, evaluative, or other authority or influence over the other employee cooperates in actions taken to eliminate any actual or potential conflicts of interest and to mitigate adverse effects on the other employee.

It is a violation of this policy for an employee to commence a relationship with a student currently enrolled at the College, and may result in disciplinary action against that employee. If an employee fails to meet the requirements for disclosing a relationship with another employee, or fails to cooperate in the actions described above, such a failure constitutes a violation of this policy and may result in disciplinary action taken against that employee.

In the same way, the College precludes individuals from evaluating the work or general academic performance of others with whom they have intimate familial relationships, or from making hiring, salary, or similar financial decisions concerning such persons.

Any employees who believe or suspect in good faith that this policy has been violated should report this information to their supervisor or the Office of Human Resources.

Central Christian College of Kansas shall promptly investigate any potential or reported violation of this policy and deal with the situation on a case-by-case basis. If it finds that this policy has been violated, resolving the situation may involve (but is not limited to) the following options:

- Reassigning an employee to another position.
- Taking disciplinary action.
- Terminating employment.

Retaliation against persons who report concerns about potential violations of this policy is prohibited.

This policy does not preclude or interfere with the rights of employees protected by the National Labor Relations Act or any other applicable statute concerning the employment relationship.

5-175.18 ATTENDANCE & ABSENCE

Regular attendance and punctuality are considered essential functions of every employee's job. Therefore, all employees are expected to arrive on time, ready to work, every day. The College defines an absence as failure to report for and remain at work as scheduled. This includes arriving late for work and leaving early without prior supervisory approval. Additionally, absences that exceed the permitted number of hours under the vacation and sick policies may be considered unexcused absences.

Employees who are unable to arrive at work on time or must be absent for any portion of the day, must contact a supervisor as soon as possible. Ideally, this would be the direct supervisor. If that is not possible, then a message may be left for the supervisor.

Excessive absenteeism may be subject to disciplinary action, up to and including termination. The standard of what is excessive is determined by the needs of each particular department, division, or office. Absences of three or more consecutive working days or frequent absences, whether for illness or injury of the employee, the employee's dependent child, spouse or parent, must be reported to the Office of Human Resources to be evaluated for FMLA.

Faculty should follow the procedures as outlined in the Faculty Handbook. Coaching staff should follow procedures as outlined in the Athletic Handbook, but still notify Human Resources.

Vacation and PTO forms can be found in the Business Office.

Nothing in this policy shall affect the at-will status of all employees, nor shall it restrict, constrain, or prohibit supervisors from applying discipline for other actions.

5-17-15.18.1 Civic Duty (Jury, Subpoena, & Voting)

Serving on a jury or testifying as a witness when called is a civic duty that this organization fully recognizes and supports. It is the employee's responsibility to notify his or her supervisor and the Office of Human Resources as soon as a formal notice regarding jury duty is received. This will allow the employee's supervisor to make arrangements for coverage during this time period. While serving on jury duty, employees will be paid the difference between jury duty pay and their regular pay. The employee will continue to be paid for those regularly scheduled hours missed due to jury duty. Pay earned from the court for jury duty pay--both wages and mileage reimbursement--may be kept by the employee.

Employees who receive a subpoena should notify their supervisor in advance of their need to appear in court on the scheduled date. Court appearances under subpoena or out of civic duty (such as testifying as a witness) will normally be considered excused time with pay. Time to appear in court for personal business will need to be covered by vacation or PTO.

Voting is a unique privilege and civic responsibility of a democratic republic. The College supports employee engagement in this process. All employees should be able to vote either before or after regularly assigned work hours. If this isn't possible, employees may take off for a reasonable period of time (up to two hours) to vote at the beginning or end of the workday, without loss of pay. To qualify for this time off, employees must notify their supervisor at least two business days in advance of their desired voting day to allow for arrangements to be made for coverage during this time period.

5-185.19 REGISTERING GRIEVANCES, HARASSMENT, DISCRIMINATION, OR OTHER WORKPLACE CONCERNS

The College recognizes that in any work environment there are times when employees need to express concerns and work-related problems in a formal manner. This policy establishes the process whereby College employees may present concerns and other work-related problems for prompt and considerate review and response. Once made aware of a concern or grievance, the College will seek to act promptly, while also committing to a legitimate and comprehensive process. In alignment with our denominational heritage, the process will seek to identify an outcome that is both educational and redemptive, encouraging personal responsibility and reconciliation within the community.

At the same time the safety and well-being of our staff is paramount. Therefore, any incident that can reasonably be interpreted as threatening or endangering the well-being of a member of the campus community or guest, will be met with a swift and appropriate response³.

5.18.45.19.1 Harassment

In accordance with Title IX, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Central will not tolerate harassment, or the existence of a verbally abusive or hostile environment.

Harassment does not require intent to offend. Inappropriate conduct such as a joke, prank, or even a compliment may lead or contribute to or constitute harassment. Harassment generally takes one of two forms: "quid pro quo" harassment, in which the harasser makes sexual favors or tolerance of unwelcome behavior a condition of the victim's success in some way; or "hostile environment" harassment, in which the overtly sexual nature or derogatory nature of conversations, pictures, humor, including activities taking place in an academic or work environment, makes it difficult for members of the campus community to fully engage the mission and purpose of their association with the College. Harassment often makes the victim feel devalued, uncomfortable, unwelcome, intimidated, or afraid to speak or choose freely. Examples of harassing behavior include (but are not limited to) the following:

- Offensive insults, slurs, remarks, pranks or language meant to disgrace another based on such things as one's race, color, religion, national origin, citizenship, age, sex, gender, veteran status, marital status, disability, or any other characteristic protected under applicable laws and regulations
- Offensive and demeaning images based on such things as one's race, color, religion, national origin, citizenship, age, sex, gender, veteran status, marital status, disability, or any other characteristic protected under applicable laws and regulations
- Aggressive or hostile behavior or taunts based on such things as one's race, color, religion, national origin, citizenship, age, sex, gender, veteran status, marital status, disability, or any other characteristic protected under applicable laws and regulations
- Using digital media, including instant messaging, blogs, websites, e-mails, chat rooms, and cell phones to threaten and/or humiliate
- Verbal harassment disguised as humor
- Obscene gestures and suggestive remarks about a person's body, clothing, or other personal attributes
- Physical aggression or intimidation including even subtle contact like pinching or patting.
- Sexual innuendos or sexually suggestive charged language that an individual finds offensive or demeaning.
- Racially charged language that an individual finds offensive or demeaning.
- Pressure for sexual activity
- Offensive graffiti

³ This policy does not apply to grievances arising out of a termination as a result of a reduction in workforce, involuntary leave without pay, dismissal, demotion, non-renewal of employment, period of probation, or complaints by a student.

- Policies, behavior, attitudes, and practices related to personal characteristics of an individual or group that have the purpose or effect of creating an intimidating, offensive, isolating, and/or degrading environment for that individual or group. This includes (but is not limited to) the use of images, language, or actions that foster, condition, or tolerate discrimination based on skin color, race, color, religion, national origin, citizenship, age, sex, gender, veteran status, marital status, disability, personal choices, or any other characteristic protected under applicable laws and regulations.
- Open discussion of intimate details of one's own personal life
- Any type of violence, including sexual violence and stalking.

Unwanted, offensive, and culturally insensitive conduct, language, or images do not have to be directed at a specific individual in order to create an atmosphere that is intimidating or offensive to an individual. It is important to note that harassment may take place in an academic, residential or work setting. The College requires that instructors who teach courses in which sexually explicit materials are a part of the curriculum, due to the nature of such courses (e.g. Biology, Human Sexuality, etc.) publicize course content in advance and conduct such classes with appropriate decorum and sensitivity.

5-18.1-15.19.1.1 Sexual Misconduct

This policy defines sexual misconduct as any threat, act, or omission used to obtain sexual gratification against another's will or at the expense of another, including without limitation, behavior inducing fear, shame, or mental suffering. Sexual misconduct includes unwanted sexual acts or actions, whether by a domestic partner, an acquaintance, a person in the position of authority, or a stranger that occurs without indication of consent of both individuals or under threat or coercion. Sexual misconduct can occur either forcibly and/or against a person's will, or when a person is incapable of giving consent. Silence does not, in and of itself, constitute consent. The victim of sexual misconduct may be anyone, including but not limited to adults, adolescents, and minors; the disabled, and vulnerable individuals regardless of age. Sexual misconduct may include, but is not limited to, rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling, and threat of sexual assault.

Sexual misconduct may include the use or threat of force; the use of intoxicants to substantially impair a person's power to give consent; engaging in sexual acts with a person for whom there is reasonable cause to believe he or she suffers from a mental state which renders him/her incapable of understanding the nature of the contact; or engaging in sexual acts with a minor. Unsolicited verbal assaults of a sexual nature may also be considered sexual misconduct.

Stalking may also be considered sexual misconduct as unwanted and obsessive attention which relates to harassment and intimidation and is a criminal offense.

Sexual misconduct is prohibited and considered a major offense. Abuse of alcohol or other substances does not relieve individuals of their responsibilities to themselves or others. Sexual misconduct incidents should be reported as soon as possible to the Title IX Coordinator and/or Human Resources. The Student Life Office can provide

referrals for rape counseling and/or medical treatment. Although they will make all efforts to keep matters confidential, College officials (other than representatives of counseling services) are required to report sexual misconduct incidents to the Title IX Coordinator or Human Resources for possible investigation and appropriate response. Regardless of if the assailant is a student(s) or an employee of the college, a complaint can still be filed with the Title IX Coordinator. This does not preclude the right to seek criminal prosecution.

The Title IX Coordinator advises, but does not require, all victims of sexual assault to file a report through the McPherson Police Department or the appropriate law enforcement agency where the incident occurred. Reporting the incident does not obligate the victim to press charges. However, both the Title IX Coordinator and the McPherson Police Department stand ready to assist all members of the community in that regard. Whenever reasonable, the College will respect a student's right to report an alleged sexual assault confidentially. All reported incidents become part of the campus crime report statistics.

Both the accused and the accuser have the right to a swift and thorough process; however, the timeliness of such a process is predicated on a number of factors. The accused and the accuser will be informed of the College's final decision respecting the alleged act(s) of sexual misconduct and any sanction imposed against the accused in writing. If the College's evidentiary findings conclude that it is more likely than not that sexual misconduct has occurred, sanctions will be imposed for the accused, and restorative measures will be implemented for the accuser.

[5.18.1.25, 19.1.2](#) Responding to Harassment

All members of the campus community are responsible for maintaining an environment free of harassment, including acts of misconduct. Individuals who believe that they have been subjected to or have witnessed harassing behavior or misconduct are encouraged to report the matter. There are options for reporting harassment and/or misconduct:

- An employee can speak to a supervisor or Chief Officer.
- An employee can speak to Human Resources or the Title IX Coordinator.
- An employee can report the incident through the staff resources page link.

The authorization of, cover-up, or participation in any act of harassment or misconduct is strictly forbidden. Failure to abide by this policy shall be cause for disciplinary action, which may include termination of employment.

When a formal complaint is filed, the Title IX Coordinator will thoroughly investigate the matter according to regulatory constraints. After reviewing all the facts, it will be decided whether there is a preponderance of the evidence to believe that sexual harassment is more likely than not to have occurred. If substantiated, the Title IX Coordinator will take appropriate action. If unsubstantiated and the issue is student related, the issue will be referred to the Chief Student Engagement Officer for further

action. If unsubstantiated and the incident involves faculty or staff, the case will be referred to the Office of Human Resources.

Disciplinary action, including expulsion or employment termination, may be taken against any employee who is found guilty of sexual harassment.

5.18.1.35.19.1.3 Confidentiality Related to Harassment Concerns

The College will make reasonable efforts to preserve the privacy of an individual who makes a report under this policy and to protect the confidentiality of the information reported, subject to the “due process” rights of an accused. The degree to which confidentiality can be protected, however, also depends upon the College’s legal duty to respond to the information reported and the professional role of the person being consulted. The professional being consulted should make these limits clear before the disclosure of any facts. As required by law, all disclosures to any College employee of an on-campus act of sexual misconduct are tabulated for statistical purposes without personal identifying information.

5.18.1.45.19.1.4 Retaliation

Retaliation against an individual who complains of harassment or misconduct is strictly prohibited. There will be no adverse action against any individual for reporting what is believed to be an incident of harassment or misconduct, or for participating in or cooperating with an investigation of an alleged incident. However, the College’s commitment to address complaints should not be viewed as license for individuals to engage in unfounded, frivolous or vindictive actions that are not made in “good faith.” Such behavior is also a violation of the intent of this policy.

5.18.25.19.2 General Grievance Procedure

This procedure describes the process for general grievances concerning work-related problems or conditions that are interpreted as unfair, inequitable, or a hindrance to the effective performance of the employee’s job.

Issues arising from harassment, sexual misconduct, or interpersonal violence should immediately contact the Office of Human Resources. If a supervisor or manager becomes aware that harassment and/or misconduct is occurring, either from personal observation or as a result of an individual coming forward, the supervisor needs to respond immediately and contact the Office of Human Resources for guidance in managing the situation.

5.18.2.15.19.2.1 Informal Process – Step One

Recognizing that many complaints and disputes can be settled through conversation between invested parties, employees are encouraged to begin the resolution process by speaking with their immediate supervisors.

If an individual has a concern with his or her supervisor, has exhausted attempts to work with the supervisor, or for any reason considers it to be more appropriate to escalate the issue, a conversation may be scheduled with an appropriate Chief Officer or the Human Resource Office.

The Office of Human Resources guides the process in several ways:

- gathers the input and support of appropriate College resources related to the situation
- networks with HR professionals and legal counsel
- recommends appropriate options for addressing the matter
- facilitates conversations
- assists in identifying problematic behavior
- suggests possible remedies
- monitors agreed upon resolution process

This process typically leads to an informal resolution (such as a meeting to make the offending party aware of the impact of their actions and establishing an appropriate resolution). The HR Office reserves the right to escalate any concern to a formal process.

5.18.2-25.19.2.2 Formal Process - Step Two

If the grievance is not resolved *informally*, as part of the process described in step one, the employee may present the grievance in writing to the Human Resource Officer, or a form is available at: <https://survey.alchemer.com/s3/6294076/Staff-Grievance-Form>.

The Office of Human Resources will make inquiries, as necessary in order to become familiar with the facts associated with the grievance. The investigation may include interviewing individuals other than the complainant and the respondent. Discretion in how information is handled is paramount throughout the process. Every reasonable effort will be made to protect the privacy of all parties. However, strict confidentiality cannot be guaranteed due to the necessity for investigation and fact-finding. Beyond that, any individual who wrongfully discusses or discloses confidential information will be subject to disciplinary action. Should any individual refuse or fail to cooperate fully with an investigation, he or she may be subject to disciplinary action, which may include suspension or termination of employment.

The Office of Human Resources is responsible for reviewing the situation and will partner with specific resources in determining specifics of the investigation and recommended outcomes.

As warranted, the Office of Human Resources may:

- establish and review an appropriate timeline and agenda with relevant resource partner(s) and investigatory partner(s)
- organize, implement, conduct and/or partner in an appropriate investigation

- ensure all parties have been provided with documentation of the grievance process and rights
- interview persons believed to have relevant information, or facilitate interviews by appropriate investigatory partner(s)
- review findings with the appropriate resource or investigatory partner(s).
- render or review a written decision and resolution recommendation in conjunction with resource or investigatory partner(s)
- close and retain the investigation file

The Office of Human Resources will ensure that both the complainant and the respondent are notified that they may request to have a colleague present for support. No party or participant in the employee grievance process shall be accompanied by legal counsel at any meeting held for the purpose of resolving the grievance.

The final written decision will reflect either a determination that the allegations were unwarranted, the allegations cannot be corroborated, or the allegations have merit thereby requiring resolution. Determination of responsibility will be made based upon a preponderance of credible evidence (defined as where it is more likely than not that the respondent is responsible for the alleged violation). Credible evidence depends upon the following factors: (i) the quality of the evidence (first-hand knowledge, credible corroboration etc.); (ii) prior complaints against the respondent; and (iii) prior complaints made by the complainant. In such situations, the written decision will include the terms of the prescribed resolution including any disciplinary or reparative action deemed appropriate.

The prescribed response will depend on the following factors: (i) the severity, frequency and pervasiveness of the conduct; (ii) the response of the participants; and (iii) the potential impact on community. Copies of the decision will be shared with all parties as well as all parties' supervisors and the appropriate Chief Officer.

[5.18.2-35.19.2.3](#) Step Three - Appeal

If either the complainant or the respondent is not satisfied with the decision and wishes to pursue the matter further, the respective party may prepare a written summary of the concerns and request an appeal. This request should be made through the Office of Human Resources who will convene an appeals session of the Grievance Review Board. One or more of the following appeal criteria must be cited in order for the appeal to be considered:

- New Evidence: Previously unavailable evidence is produced
- Flawed Process: A procedural error or irregularity materially affected the outcome of the case

- Severity: The outcomes issued are too severe or too lenient in relation to the violation

Both parties have three (3) working days, following the *postmark date*⁴, to appeal.

The Grievance Review Board is appointed by the President. Typically three (3) members will serve at an appeal hearing. Membership includes at least one faculty member and at least one staff member. In the event that the grievance is against a member of the Grievance Board or in any way connected to a member of the Grievance Board, an alternate member, with no conflict of interest, shall be appointed by the President. If the grievance is with the President, the Board of Trustees may designate an appropriate committee to review the appeal.

The College's legal counsel may be present at the hearing and may advise the Chair on procedural matters.

The Grievance Board, after a full review of the facts (which may include a review of the written summary of the problem, interviews with the people involved, and further investigation if necessary), will provide a written decision and recommendations to the Office of Human Resources. The final written decision by the Grievance Board will reflect either a determination that the allegations were unwarranted, cannot be corroborated, or the allegations were founded. The terms of the prescribed resolution, including any disciplinary action deemed appropriate, will be provided in the final decision.

The Office of Human Resources will provide copies of the decision and prescribed resolution to both parties, as well as to the appropriate Chief Officer(s) associated with each party. The decision of the Grievance Board will be final.

⁴ If sent electronically, this would be the date stamp associated with the send date.

6 EMPLOYEE BENEFITS

(Owner: Office of Human Resources; Last Reviewed: 02/21/2022; Last Updated 02/21/2022)

For the benefit of employees and the College, Central Christian College of Kansas provides certain employee benefits, as outlined herein. All employee benefits are subject to change or elimination at any time at the discretion of the organization. Benefits also may be modified in accordance with federal and state law and will be governed by all existing plan documents.

Temporary employees and people not employed by the organization, such as independent contractors, are not eligible for any benefits.

Contact the Office of Human Resources with any questions regarding benefits, ~~or see a representative on the Employee Benefits Committee.~~

6.1 GENERAL BENEFITS

The College participates in all mandatory benefits as legally required by federal and state regulations, including:

- Social Security (www.ssa.gov)
- Medicare (www.medicare.gov)
- Worker's Compensation Insurance

The following fringe benefits are available to all employees who are three quarters' time or more. When an employee is less than full-time, some of the benefits will be offered on a pro-rated basis. Employees less than part-time, on call, temporary, or student workers are not eligible for fringe benefits.

6.1.1 Paid Time Off

This policy defines the parameters associated with paid time off (PTO). Employees are not required in most instances to give advance notice to take PTO, but should inform their supervisor as early as possible

The purpose of PTO is to provide employees with flexible paid time off from work that can be used for such needs as personal or family illness, personal or family appointments, funerals, volunteerism, and other activities of the employee's choice. This policy applies to all general staff. Faculty, Residence Life Staff, and Athletic staff should refer to the appropriate handbook to determine benefits related to PTO.

This policy is not intended to enable an employee to receive more paid leave ~~than~~ is available under ~~these other~~ policies.

- Full-Time Exempt Staff: 12 days (96 hours)
- Full-Time Non-Exempt Staff: 12 days (96 hours)
- Part-Time/Hourly : Pro-rated according to the above schedule or % of FTE (e.g. a ½ time worker will receive ½ of the above described PTO or someone who works 25 hours each week will get 63% of what a full time employee receives).

The full fiscal year award is given at the beginning of the fiscal year (July 1st), even though it is

unearned. Unearned leave converts to earned leave throughout the fiscal year as the employee works their assigned hours. An employee must work their full assignment for the year to earn the full amount of the awarded leave. PTO may not be "borrowed" from the next fiscal year.

Payment for PTO hours that have been taken, but not yet earned will be deducted from an employee's final paycheck(s) in the event of termination or resignation of employment. The employee will be responsible for the repayment of any monies that could not be recovered from an employee's final paycheck(s). PTO is earned on a pro-rated basis during the employee's first year if the date of hire is after the first of the fiscal year (July 1).

Employees must exhaust accrued PTO prior to taking unpaid time off. Unpaid time off extending beyond five working days will fall under the guidelines of the Personal Leave of Absence policy.

All PTO time must be scheduled and approved by the employee's supervisor and/or the appropriate Vice President. Your supervisor reserves the right to deny a request for vacation when it would significantly interfere with operational capability.

6.1.1.1 Accumulation of PTO Days

All employees are allowed to use up to the full amount of PTO throughout the year; however, PTO is earned per pay period based on the below schedule:

- Full-Time Exempt Staff: 8 hours per pay period
- Full-Time Non-Exempt Staff: 8 hours per pay period
- Part-Time/Hourly: Pro-rated according to the above schedule.

All eligible employees can accrue up to 90 PTO days. This policy replaces the previous Sick Leave Policy and therefore any accrued sick leave will roll into the new PTO 90 day accrual. In the event of termination or resignation accumulated PTO will not be paid out as a cash benefit.

6.1.2 Vacation

Teaching faculty, coaches, and residence life staff take vacations according to policies as prescribed by their appropriate supervisor. Other full-time staff vacations are calculated as follows (reduced pro rata for partial years of employment).

- Employment Years 1-5: 10 days paid vacation
- Employment Years 6-10: 15 days
- Employment Years 11 or more: 20 days

Chief Officers accrue vacation days at the start of each service year at the rate of:

- Employment Years 1-5: 15 days paid vacation
- Employment Years 6-10: 20 days
- Employment Years 11 or more: 25 days

A service year, for the purpose of calculating vacation leave accruals, is defined to be a year worked in a non-student, non-temporary/occasional assignment.

Employees who begin employment during the July 1-December 31 period will receive vacation time

accruing at the rate of .8 days per month through the following June 30. July 1 starts their second employment year.

Employees who begin employment during the January 1-June 30 period will receive vacation time accruing at the rate of .8 days per month through June 30. July 1 starts their first employment year.

Vacation time must be used by June 30 in the year in which it was granted/earned. The College's fiscal year is July 1 – June 30. The employee is to consult with his or her supervisor ahead of time in planning vacation time to fit the workload.

Part-time staff members ($\frac{1}{2}$ time or greater) receive pro-rated vacation time according to the above schedule (e.g. A one-half time worker will receive $\frac{1}{2}$ of above-described vacation.)

All vacation time must be scheduled and approved by the employee's supervisor and/or the appropriate Vice President. Your supervisor reserves the right to deny a request for vacation when it would significantly interfere with operational capability.

Payment for vacation hours that have been taken but not yet earned will be deducted from an employee's final paycheck in the event of termination or resignation.

6.1.2.1 Accumulation of Vacation Days

Vacation days are not accumulated between fiscal years; therefore, no carry-over of vacation from one fiscal year to the next is permissible.

In the event that an employee is re-hired, previous years of service will be considered for vacation accumulations.

6.1.2.2 Vacation Record Keeping

All employees that earn Vacation must fill out a "Leave Request Form". This must be approved and signed off on by the employee's supervisor and then turned into Human Resources.

6.1.3 Leave of Absence

Employees who have completed at least one year of employment may request a leave of absence from the College for personal reasons. In determining eligibility for a personal leave, the College will review the employee's length of service, work record, leave(s) previously granted, and the reason for the leave. The employee shall receive no salary and will not receive fringe benefits during the period of personal leave. Vacation and PTO will not accrue during the leave period. Time spent on personal leave shall not count toward years of service at the College. The cost of any fringe benefits which continue during the leave will be the responsibility of the employee.

An approved personal leave will not extend beyond one year. The approved length of the leave will be clearly specified in the notification given by the College.

In granting a personal leave, the College assures employment to the individual upon completion of the leave. However, the College may not always be able to assure that the individual will be returned to the same position or rate of pay. Depending on the length of the leave and the nature of the position, the College may elect to fill the position on a temporary basis, while the employee is on personal leave.

The College reserves the right to deny requests for personal leave.

6.1.4 Medical Insurance

The group medical insurance available to employees is a fully insured major medical policy offered through Blue Cross and Blue Shield of Kansas. Current plans are available in the Business Office. Currently, employees pay approximately 25% and Central Christian College of Kansas pays 75%. When an employee is nearing the age of 65 and is still on CCK's group health plan, please make an appointment with the Human Resources Department to discuss insurance options.

6.1.5 Retirement Plan

Central participates in the TIAA-CREF Retirement Program. Eligible employees decide their participation level with a minimum contribution of 4% to match. An employee may contribute less than 4%, but it will not be matched. Central Christian College of Kansas may offer an employee matching contribution as set by the College administration. Currently, the College matches employee contributions at the 2% level. The Executive Team reviews this every year and can adjust up or down based on the budget. During the benefit enrollment period each year, every eligible employee is offered the chance to participate in retirement.

All investments purchased through Central's retirement program are fully funded and vested with the employee at the time of contribution.

The Employee Benefits Committee provides oversight to the plan, ensuring compliance with E.R.I.S.A. legislation.

Please see the Office of Human Resources for further details and to sign up.

6.1.5.1 Eligibility Conditions

Employees are eligible to participate in the plan, for purposes of matching contributions, when they have satisfied the following eligibility condition(s). However, the employee will actually participate in matching contributions once they reach the *entry date* as described below.

- Attainment of age 21
- Completion of 12 consecutive month from the date of employment during which the employee completed 83 1/3 hours of service each month.

6.1.5.2 Entry Date

- For purposes of matching contributions, the employee entry date will be the first day of the month coinciding with or next following the date on which the employee satisfy the eligibility requirements.

6.1.6 Term Life Insurance

Group term life insurance with accidental death and dismemberment is available through Advance Insurance Company. Central pays the entire premium for a \$25,000 policy for the employee (3/4 or more). Advance Insurance Company reduces the amount of life insurance offered once an employee reached the age of 65. Please see Human Resources if you did not sign up for this insurance upon hiring. It's possible to still get this benefit (may be subject to underwriting).

6.1.7 Moving Expenses

Central assists with costs associated with full-time employees having to relocate to McPherson, KS for employment. Unless otherwise approved by the Chief Financial Officer, moving costs are treated as a reimbursable expense. Original receipts must be submitted to the Business Office in order to be considered. The College will reimburse 75% of moving expenses, up to \$1,900.

6.1.8 Cafeteria Plan

Central participates in Section 125 of the IRS Code where certain medical and childcare expenses may be tax sheltered. This plan is administered by Pathway Financial in Salina, Kansas. A Fall staff meeting is called to explain and review the program. Supplemental insurance including life, health, vision, disability, cancer, FSA's and dental are also available at the employee's expense.

6.1.9 Facility Use

Upon proper authorization, employees may be allowed to use College facilities for personal use. Employees needing to schedule a meeting room should contact the appropriate building coordinator or Facility Management regarding availability.

If allowed to use the facility the employee must be a part of the group using the building and be willing to perform cleanup, provide security, and be responsible for any damage resulting from the use.

Any employee wishing to host an event outside of normal business hours, or with an outside group during normal business hours, must formally make the request through Facility Management, where eligibility will be determined. Generally, use of facilities will be on a first-come, first-served basis. The use of facilities for business purposes, however, will take precedence over personal functions.

Use of facilities for any purpose contrary to the mission, purpose, or beliefs of the College will not be tolerated.

Use of facilities may require an individual or group to provide a waiver or proof of liability coverage.

6.1.10 Fitness Center Use & Policy

The Weight Room and Fitness Center are available to all full and part-time employees, at no cost.

Employees will need to sign a liability waiver prior to using the weight room or fitness center. Forms can be obtained from HR.

To promote general wellness, employees may use three hours of work-time (per week) to use the weight room or fitness center, without affecting PTO or vacation.

See posted hours. Employees should also note that labs, classes, or team workouts take precedence. If the weight room or fitness center is not accessible during a time in which an employee would prefer, special permission may be granted. Arrangements will need to be made with the appropriate department.

The College is not responsible for any injury or accident occurring in the facility or during use of the facility. The College is not responsible for any lost or stolen items left in the fitness center. Contact your health care provider prior to using the facility for advice on types of exercises that are appropriate for you. Also contact your health care provider for advice on when to return to exercise following any injury or illness. Start out slowly and increase workout time and intensity gradually. Make sure to include a

proper warm-up and cool-down into your workout routine. The sports science instructor and assigned exercise science students can help with fitness assessments, facility orientation, or work out plans if requested.

Employees should comply with all posted regulations.

6.1.11 Meal Benefit

All employees with a Central ID card are able to eat lunches in the dining hall for \$3.00/meal Monday-Friday. This benefit is for the employee only and the ID card must be scanned each time. If an employee comes during breakfast or dinner or their family joins them, the following will be charged:

	Staff:	Guests	Children 4 – 11	3 & under
Breakfast	\$5.50	\$5.50	\$2.75	Free
Lunch	\$3.00	\$6.00	\$3.00	Free
Dinner	\$8.50	\$8.50	\$4.25	Free

Faculty/Staff: free coffee and soda; Monday-Friday during break time (9-9:30am and 3-3:30pm)

Refreshments if not purchased with a meal are \$1.00.

6.1.12 Tuition Discounts

Full-time employees are allowed a waiver of 1/3 of the current residential tuition rate after the first full year of employment; 2/3 of the residential tuition rate after the second full year of employment; and the full residential tuition rate after the third year of full employment. Employee eligibility will remain in effect for the duration of their employment at the College.

Direct dependents of current employees are eligible at the same ratio as said employee is eligible, and to the same degree to which the employee is eligible, except as herein modified. Eligibility terminates if the employee discontinues employment at the College for any reason except on an approved leave of absence. Only employed CCK faculty and staff can reclaim tuition discounts for SPE & SGS (School of Graduate Studies) courses.

Direct dependents of emeriti faculty and staff, or employees with 25+ years of service are also eligible to receive a full-tuition remission for residential undergraduate courses (SAS).

Due to contractual obligations, tuition remission for online degrees are decided on a case-by-case basis.

Tuition remission only applies to courses offered by the College. Courses offered through tuition-sharing agreements, consortium agreements, and other partnerships are not eligible for tuition remission. The tuition waiver does not apply to repeated courses.

Individuals seeking to utilize tuition remission benefits are required to first apply for federal and state aid by completing a FAFSA and any other official procedures to maximize external aid if applicable. Tuition remission is only applied after successful completion of the application for aid. Institutional, outside, state, and federal grants and scholarships are applied to tuition and fees before tuition

remission is calculated. The sum of all aid (including the remission) should not exceed the total tuition charge.

Renewal of the benefit is contingent upon confirmation of employment or right to the benefit. The benefit is limited to a maximum of four (4) academic years (SAS) and five (5) academic years (SPE). At no time may the benefit result in a refund to the student. *Policy related to Graduate Assistants is stated in its own section of this manual.*

The benefit is limited to tuition only. The benefit does not cover costs associated with application fees, deposits, registration fees, additional hours, late fees, lab fees, study abroad fees, activity fees, insurance, audit fees, DPI fees, course fees, books, student fees, etc.

Students can lose the benefit if not meeting Satisfactory Academic Progress. This benefit is limited to one earned degree only, except for consecutive completion of an Associate and a Bachelor's degree.

This benefit shall not be deemed to constitute a contract between the College and any participant or to be a consideration or an inducement for the employment of any participant. Nothing contained in this benefit shall be deemed to give any participant or eligible employee the right to be retained in the service of the employer or to interfere with the right of the employer to discharge any eligible employee at any time.

6.1.13 Tuition Waiver Exchange Program (TWEP)

Through the Council for Christian Colleges & Universities (CentralU) provides full-time employees (faculty & staff with at least one-year full-time employment) the opportunity to apply, on behalf of their undergraduate dependent child, for tuition benefits at other higher education institutions. If a dependent is awarded TWEP, tuition costs are partially or fully covered at the institution that has granted the exchange. Interested individuals should contact the Office of the President for more information.

6.1.14 Retired Employee Health Insurance Plan

Central Christian College of Kansas will provide certain health coverage benefits for those employees who retire from the institution and meet the following qualifications:

- Be 65 years old at retirement
- Served the College full-time for at least 15 years (3/4 time qualifies as a full year)
- Enrolled in Medicare
- Not working full-time

As a retiree, Central will pay (reimburse) the monthly premium for a Medicare Supplemental Plan. Premiums will increase as retiree gets older and Central will continue to match premium increases until retiree reaches age 70—after that Central will no longer increase monthly contributions and retiree will be responsible for remaining cost increases. ~~If retirement occurs before age 65, the retiree can apply for COBRA under the current health insurance plan for up to eighteen months.~~

If the retiree chooses a BlueCross BlueShield plan the college may pay Blue Cross Blue Shield directly.

If an employee remains full-time after 65 (and are therefore benefits eligible) they can stay on our group health insurance, enroll in Medicare, or both.

6.2 FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY

Central Christian College complies with the Family and Medical Leave Act (FMLA) and will grant up to 12 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave).

The purpose of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. If you have any questions, concerns or disputes with this policy, please contact Human Resources.

6.2.1 Eligibility

To be eligible for leave under this policy, employees must meet **all** of the following requirements:

- Have worked at least twelve (12) months for Central Christian College
- Have worked at least 1,250 hours for Central Christian College over the twelve (12) months preceding the date the leave would commence.
- Currently work at a location where there are at least fifty (50) employees within seventy-five (75) miles.

The 12 months of employment do not have to be consecutive. All periods of absence from work due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.

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.

6.2.2 Reasons for Leave

To qualify as FMLA leave under this policy, the leave must be for one 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 following will generally not be considered serious health conditions: the common cold, the flu, upset stomachs, headaches, or orthodontic problems. Routine physical, eye, or dental examinations are not considered treatments indicative of a serious health condition.

6.2.3 Amount of Leave

An eligible employee can take up to 12 weeks of FMLA leave during any 12-month period. The College will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the College will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave during a single 12-month period. For this military caregiver leave, the College will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

Eligible spouses who both work for the College may only take a combined total of 12 weeks of leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition. Both may only take a combined total of 26 weeks of leave to care for a covered injured or ill service member (if each spouse is a parent, spouse, child or next of kin of the service member).

6.2.4 Intermittent Leave or a Reduced Work Schedule

Employees may take FMLA leave in one consecutive block of time, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member) in a 12-month period.

The College may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the College and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the College's operations.

6.2.5 Employee Notice Requirement

All employees requesting FMLA leave must provide verbal or written notice of the need for leave to their supervisor and HR.

When the need for the leave is foreseeable, the employee must provide the College with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave fewer than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the College's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Within five business days after the employee has provided this notice, HR will complete and provide the employee with a Notice of Eligibility and Rights and request a medical certification or other supporting documentation as necessary.

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

- 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 Office of Human Resources to obtain a copy of the "Certification of Health Care Provider" form. A second and/or third medical certification at the 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 Office of Human Resources periodically on your status and your plans to return to work. The College will take steps to maintain all medical information confidentially in accordance with the Americans with Disabilities Act.

6.2.6 Designation of FMLA Leave

Within five business days after the employee has submitted the required certification or other documentation, HR will complete and provide the employee with a written response to the employee's request for FMLA leave using the FMLA Designation Notice.

6.2.7 Employee Status and Benefits during Leave

Central Christian College will continue an employee's health benefits during the leave period at the same level and under the same conditions as if the employee was continuously at work.

While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of insurance premiums. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Business Office by the 10th day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.

The company will provide 15 days notification prior to the employee's loss of coverage.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the College will require the employee to reimburse the company the amount it paid for the employee's health insurance premium during the leave period.

If the employee contributes to life insurance, disability, dental, vision, FSA, or cancer plan, the College will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay their portion of the premiums, or the College may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the College will discontinue coverage during the leave. If the company maintains coverage, the College may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

6.2.8 Employee Status after Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty clearance from a health care provider. This requirement will be included in the College's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits, and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits, and working conditions. The College may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

6.2.9 Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation and PTO prior to being eligible for unpaid leave. PTO leave may run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established PTO leave policy.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. The employee will then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid leave prior to being eligible for unpaid leave.

6.2.10 Intent to Return to Work from FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

6.2.11 Definitions

- **Serious health condition** means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. This can include conditions with short-term, chronic, long-term or permanent periods of incapacity.
- **Spouse** means a husband or wife as defined or recognized in the state where the individual was married and includes individuals in a common law or same-sex marriage. Spouse also includes a husband or wife in a marriage that was validly entered into outside of the United States, if the marriage could have been entered into in at least one state.
- **Child** means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and “incapable of self-care because of a mental or physical disability” at the time that FMLA leave is to commence.
- **Parent** means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents “in law.”
- **Qualifying exigency** includes short-notice deployment, military events and activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.
- **Covered active duty** for members of a regular component of the Armed Forces, means duty during deployment of the member with the Armed Forces to a foreign country. For a member of the Reserve components of the Armed Forces, means duty during the deployment of the member with the Armed Forces to a foreign country under a federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.
- **The next of kin of a covered service member** is the nearest blood relative, other than the covered service member's spouse, parent or child in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.
- **Covered service member** is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is receiving medical treatment, recuperation or therapy, or is in outpatient status or on the temporary disability retired list for a serious injury or illness.
- **Serious injury or illness** is one that is incurred by a service member in the line of duty on active duty that may cause the service member to be medically unfit to perform the duties of his or her office, grade, rank or rating. A serious injury or illness also includes injuries or illnesses that existed before the service member's active duty and that were aggravated by service in the line of duty on active duty.

Visit the Office of Human Resources for more information and/or visit <https://www.dol.gov/agencies/whd/fmla>.

6.3 BOOKSTORE DISCOUNT

College employees receive a 10% discount on most items purchased at the Tiger Store. Please see the store for other exceptions that may apply. Items purchased may be payroll deducted. A signed receipt will constitute this.

6.4 PAID HOLIDAYS

The following holidays are recognized as paid holidays for employees outside of student workers

Holiday	Date	Students	Faculty	Staff
Labor Day	September 4, 2023	No Class	Off	Off
Fall Break (One Day)	October 12-13, 2023	No Class	Report/Off	Report/Off
Thanksgiving	November 20-26, 2023	No Class	Off November 23-24, 2023	Off November 23-24, 2023
Winter Break (Christmas)	December 15, 2023 – January 7, 2024	No Class	Off December 20, 2023 – January 4, 2024)	Off December 23, 2023 – January 12, 2024)
Martin Luther King Day	January 15, 2024	No Class	Off	Off
Spring Break	March 16-24, 2024	No Class	Off March 20-22, 2023	Off March 22, 2023 Report/Off (One Day)
Good Friday	March 29, 2024	No Class	Off	Off
Easter Travel Day	April 1, 2024	No Class	Report	Report
All School's Day	May 10, 2024	No Class	Off	Off
Memorial Day	May 27, 2024	No Class	Off	Off
Juneteenth Day	June 19, 2024	No Class	Off	Off
Independence Day	July 4, 2024	No Class	Off	Off

Subject to change in response for Force Majeure
Report/Off means that faculty and staff can pick ONE of the days to take off.

Commented [HL1]: President Favara – look at Jan 2nd

If a paid holiday, excluding Easter Sunday and Juneteenth Day, falls on Saturday or Sunday, ~~either~~ Friday ~~or Monday can will~~ be designated as an alternate day off with pay. Easter Sunday will be considered a holiday only for employees who are regularly scheduled for Easter Sunday. Departments that receive the required approval to close on days that are NOT official holidays (other than for emergencies or special College-designated days) generally are to provide alternate work hours within the pay ~~period~~ week for staff employees, as the staff employees will not be entitled to holiday or closed pay for this closed time.

Non-exempt Employees that work on official paid holidays are entitled to the hours they actually worked plus holiday hours that match what they would normally work on that day if it were not a holiday. For example: full-time employee would receive eight hours of holiday pay plus the number of hours they actually worked that day.

At the supervisor's discretion, an alternate day off may be given in the same pay ~~week~~ period as the holiday for essential employees. Essential employees who receive an alternate day off during the pay period should report the holiday hours on the actual holiday. - Any emergency time worked on the holiday should ~~also always~~ be recorded ~~as emergency pay on the holiday on timesheets~~. ~~No time~~ Regular time should be recorded on the timesheet for the alternate day off.

6.4.1 Christmas (Closed Period)

The days following Christmas Day through New Year's Day are considered "flex-days". Staff should work with appropriate supervisors to ensure that essential functions are met, with equitable workload and time expectations, otherwise employees are afforded flexibility concerning work assignments during this time frame. Any approved time away from work is considered "with pay".

6.5 OVERTIME

Occasionally an excessive volume of work accumulates, or an emergency arises, that requires a non-exempt employee to work overtime. Overtime is defined as that portion of time that is "actually worked" in excess of 40 hours in one work week. Overtime will be required only when necessary, but employees are expected to work overtime when asked to do so. Non-exempt employees are not to work overtime without prior permission of a supervisor. If an employee works overtime without pre-approval they may face disciplinary action, including termination for repeat offenses. Non-exempt employees are paid over-time in compliance with applicable laws and regulations. All overtime hours must be recorded and submitted to the Business Office on timesheets.

Overtime is paid to non-exempt employees for time "actually worked" over 40 hours in one work week. This means that if you take sick or vacation time or have jury duty or funeral leave on one or more days during a work week, overtime would not be paid until you had worked more than 40 hours. Exempt employees are not eligible for overtime.

Exempt employees may also face the possibility of an occasional need to work beyond a *regular* 40-hour week. However, unlike non-exempt employees, this extra time is understood as "a part of the job." No work-time records are kept for exempt positions with the purpose of "making up" the time by reducing hours at a future time. These employees are filling positions that are exempt from federal overtime laws. In isolated situations, an administrator may approve time off in recognition of excessive time spent above and beyond the time customarily required by the job. However, exempt employees should have no expectation for compensation or compensatory time for additional work.

6.6 NOTARY PUBLIC

The services of a Notary Public are available to employees of the College without charge. Please go to the Business Office.

6.7 COBRA (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT)

Employees and their families will have the opportunity for a temporary extension of health insurance coverage in certain circumstances where coverage under the College's health plan would otherwise end. Only those employees, spouses of employees and their dependents who were covered under the College's plan on the day before the event which triggered termination of coverage are eligible to elect continuation of coverage.

Events which may trigger the option to continue coverage are as follows:

- Termination of the covered employee's employment
- Death of a covered employee;
- Divorce or legal separation of a covered employee from his or her spouse;
- A covered employee becoming entitled to receive Medicare benefits; or
- A dependent child of a covered employee ceasing to be a dependent.

Employees are responsible for notifying the Office of Human Resources (the Plan Administrator) of the occurrence of a qualifying event if outside of normal termination. When a qualifying event occurs, the Plan Administrator will provide the employee and/or qualified beneficiary with the appropriate notice regarding his other rights under COBRA. For further information on the continuation of coverage, see a representative of the Office of Human Resources. For more detail on COBRA visit <https://www.dol.gov/sites/dolgov/files/ebsa/about-ebsa/our-activities/resource-center/publications/an-employees-guide-to-health-benefits-under-cobra.pdf>

The exiting employees will have the opportunity to continue other benefits besides health insurance by paying the provider directly. Please refer to the COBRA paperwork that is mailed to the employee within two weeks of their last day.

6.8 TUITION ASSISTANCE PROGRAM (TAP)

An essential component to the fulfillment of the mission of the College is the recruitment, hiring, and retention of the highest qualified employees. To meet that ideal, the College has adopted a Tuition Assistance Program (TAP) in order to encourage the professional development of eligible employees.

The Tuition Assistance Program is available to full-time (benefit eligible) employees for the purpose of completing an advanced degree, not currently available at Central Christian College of Kansas.

Enrollment in the program is limited to the current budget funds available and projected tuition costs. Requests for entry into the program are made through the President's Office, with supervisory pre-approval. Preference for program participation will generally be given to faculty or other institutionally driven necessities.

Approved applicants will be eligible for renewable loans:

- Master's: Not to exceed \$2,500 in any given term and not to exceed \$12,000 in totality.
- Doctoral: Not to exceed \$3,000 in any given term and not to exceed \$15,000 in totality.

The College will provide payment to the employee after submission of a reimbursement request with evidentiary proof that the course was satisfactorily completed. Special arrangements can be made if the individual is seeking an advance on the tuition cost.

Loans will be forgiven (on a pro-rated basis) after the employee completes the program:

- Masters: One-half of the loaned funds will be forgiven for each year of service. Withdrawal from the program prior to completion or departure of the employee from the College will result in repayment of all funds advanced to the individual.
- Doctoral: One-fourth of the loaned funds will be forgiven for each year of service. Withdrawal from the program prior to completion or departure of the employee from the College will result in mandatory repayment of all funds advanced to the individual.

Waiting Period: Two-years of continuous full-time employment is required prior to beginning the program. This waiting period may be waived at the discretion of the CFO and the President, when participation is deemed strategically appropriate for the College. By request, faculty members may ask to have previous employment at another institution of higher learning considered as fulfillment of this waiting period.

Application Requirements: The employee will submit a TAP application to the Office of Human Resources. The request must include:

- Expected Date of Program Start
- Degree being sought
- Description of the degree and degree granting institution,
- Description of the program,
- Rationale for the program (as it relates to employment at the College),
- Target completion dates,
- Time restraints (including residency requirements),
- Cost of the program.

The Business Affairs Committee recommends recipients to the College Council.

6.9 GRADUATE ASSISTANT PROGRAM

Each year Central Christian College of Kansas may select Graduate Assistants (GA) who are looking to enroll in graduate degree program(s) at Central Christian College of Kansas. These positions are determined on a case-by-case basis, which includes consideration of need and available budget.

From the College's perspective, GA's are, first and foremost, graduate students pursuing an education. The *work* associated with the GA position is viewed as an integral part of that education. Therefore, the College is committed to ensuring that GA's assignments are productive, enhance student qualifications, meet workload goals, and are consistent with the educational objectives of the student's program.

Currently, GA positions are reserved for full-time degree seeking students and enrolled in a CCKK graduate program.

Recipients of a graduate assistantship may not work more than 29 hours per week during the school year and 40 hours a week during the summer. The graduate assistant will complete weekly timecards and submit to Payroll to ensure sufficient time is available to be academically successful. Graduate Assistants are expected to adhere to the standards outlined in the CCKK Policies and Procedures Manual, which is a guide for employee behavior and conduct.

Graduate assistantships are very competitive and are not available for every department or every graduate student.

The Graduate Assistantship Program is housed in the Human Resource Office. Under no circumstance will a department offer a graduate assistantship without adhering to the policies outlined herein.

6.9.1 Eligibility

To be eligible for an assistantship, students:

- Must be matriculated into a degree-seeking Master's program at CCKK
 - A GA may begin their *work assignment* up to seven days prior to ~~the start~~^{the beginning} of their program, ~~if the program is scheduled to start within the same semester.~~
- Must maintain minimum credit requirements.
- Maintain good standing (3.0 cumulative GPA).

- International students must possess necessary visa and other documents required for U.S. employment.
- Students who complete the program, may continue his or her *work assignment* until the end of their contract date (either the semester or current academic year), at the request of their supervisor and based on need.

6.9.2 Expectations

Departments utilizing graduate assistants will provide information about responsibilities, expectations, workspace, support services, etc. to the Graduate Assistant through a job description. Departmental policies and procedures should be described and discussed with the departmental director. Policies surrounding the tuition benefit, dismissal or resignation should be addressed by the Human Resource Office.

Standards of professional behavior expected in carrying out the terms of the appointment should be made in writing through a Graduate Assistant position agreement. Graduate assistants should be informed that their assistantship can be terminated prior to expiration of the period of service or the length of the graduate program if the terms of the appointment are not met.

Graduate Assistant agrees any employment outside of CCCK comes secondary to this appointment.

The graduate program has two terms: Fall (July - December) and Spring (January - June). GA's will work throughout both terms. GA's receiving housing and meals should not exceed 29 hours per week in totality for all *work assignments*. GA's not receiving housing and meals should not exceed 20 hours per week in totality for all *work assignments*. International GA's on an F Visa may not exceed 20 hours per work in totality for all work assignments (during school weeks).

In mid-May through mid-August meals will no longer be available due to the residential campus closing for the summer. GA's will only be required to work 20 hours a week during this time. However, if a GA would like to earn additional income, they may apply to work on campus (via maintenance or other open positions) up to 40 hours a week, earning additional income above the 20 hours required for their Graduate Assistantship. If a GA works over 40 hours a week, overtime will be paid based on minimum wage. International students may be limited based on Visa status. GA's may work off campus, as long as they fulfill the academic duties and 20 hours a week on campus.

Supervisors are not permitted to move time worked in a paid status or adjust time worked in a paid status to another payroll ~~period-week~~ to avoid overtime payments.

6.9.3 Limitations

GA's may be re-appointed to assistantships for successive terms, but renewal is not automatic or guaranteed. Factors entering into a decision to reappoint a graduate assistant may include:

- Satisfactory academic performance and progress toward degree;
- Satisfactory performance of assigned assistantship responsibilities and duties;
- Availability of funds;
- Departmental or institutional limits on the number of years for which an assistantship may be held;

- Specific departmental needs, constraints and policies, including efforts to identify qualified students to benefit from assistantships.

6.9.4 Remuneration

Remuneration varies by category. Please see the remuneration schedule as follows:

		Tuition	Compensation (over 12 months)	
			Non-Housed	Housed (w/meals)
Athletic	Non-Exempt	100%	\$400/Month	\$300/Month
Residential	Non-Exempt	100%	\$400/Month	\$300/Month
Other	Non-Exempt	100%	\$400/Month	\$300/Month

Along with a monthly stipend, graduate assistants may also receive compensation in the form a housing and meal plans. Graduate assistants may be housed with other graduate assistants in apartment or homes not filled by undergraduate students. In the case that there is no available housing, other accommodations may be made. If a graduate assistant chooses to obtain their own housing, there will be no compensation for housing. In addition, GA's may receive reduced cost (or not cost) access to meals served through the Dining Hall. The GA will be responsible for meals when the Dining Hall is not in operation. GA's who are eligible in their sport are not allowed to play, while in the Graduate Assistantship Program. A student can ~~apply begin work to the GA program~~ after finishing their eligibility.

6.9.4.1 Tuition

Tuition reduction is a fringe benefit granted in excess of the reasonable compensation paid as a stipend and cannot be converted into a cash benefit. Tuition reduction is equal to the full amount of tuition, excluding special course fees, books, late fees or other related fees. Tuition reduction benefits that are offered for a particular semester, but are not used in that semester, will be forfeited and will not be paid directly to a student under any circumstances.

Tuition benefits may not be used for undergraduate credits, except, tuition reduction benefits may be used for undergraduate classes taken to satisfy graduate degree requirements as part of a plan of study that has been approved in writing.

Tuition reduction typically maxes out at 12 credits per semester/term (with a total of 36 credit hours for the entirety of the program).

6.9.4.2 Other Remunerations

Graduate assistants may receive a stipend contingent upon continued participation in the graduate assistant program and satisfaction of the requirements set forth in the GA agreement. The stipend will be paid in monthly installments, on normal payroll dates established by CCK. Federal and state taxes, if applicable, will be withheld from each monthly stipend payment.

Graduate Assistants are not full-time employees and are therefore not eligible for employee benefits or insurance.

Residential GA's remain responsible for all applicable housing fees, including parking, student health insurance (required), etc.

If ~~on the meal plan~~[receiving meals](#), the GA is responsible for meals when the Dining Hall is not in operation.

6.9.5 Appointing Graduate Assistants

The School of Graduate Studies aims for the population of graduate assistants at CCK to represent the diversity of students in the general population. Central Christian College of Kansas complies with Titles VI and VII; when possible and appropriate, vacancies for graduate assistantships should be advertised on the school's employment website. Vacancies should be advertised as broadly as possible to ensure equal access to the assistantship position.

6.9.6 Requesting Graduate Assistants

In order to request a graduate assistant, the appointing department must submit a Graduate Assistant Request Form to the Human Resource Office.

Departments seeking to fill a GA position need to submit the following:

- Projected length of appointment
- Projected Time Commitment
- Job Duties
- Hiring Department and Supervisor
- Any special requirements related to leave, scheduling or other terms

Residential and Other Graduate Assistantships are considered on a case by case basis. Typically, Athletic Graduate Assistantships are considered in relation to roster size, at a 1/15 ratio. However, special consideration is given to teams based on the following priorities (dependent on budgetary resources):

- Equity (Title IX)
- Roster Size
- Sport Related Needs
- JV Programs
- In season responsibilities
- Athletic Director consideration

All other necessary paperwork should be completed and submitted to the Human Resource Office. After approval of the assistantship, which is conditional upon available funds, the assistantship opening along with job description will be posted on the employment website.

The specific agreement will be developed by the Human Resource Office. No GA may begin working until all paperwork has been submitted and the final agreement has been signed off by the Human Resource Office. [GA's will complete the new employee checklist as an onboarding tool.](#)

6.9.7 Apply for the Position

After receiving acceptance into the program with Admissions, any candidate for the Graduate Assistantship should submit the following items:

- A cover letter
- Resume
- Completed GA application

- Personal Testimony of Faith
- [Two professional references and one character reference](#)

Graduate assistantship applications are reviewed according to specific criteria, such as academic records, experience, time available for work by applicants, etc. Applicants will not be considered if they fail to submit the aforementioned documents.

The Office of Human Resources will complete a background check [on all GA's](#).

6.9.8 Evaluation of Graduate Assistants

Departments hiring graduate assistants are responsible for assessment of their performance. Performance assessment is an ongoing activity. After each term, there will be an evaluation of the graduate assistant's academic performance [Maintaining a 3.0 GPA] by the Office of Human Resource and a professional performance [by the supervisor via online form provided by the OHR] in which the supervisor will either recommend a termination or continuation of the graduate assistant. Personnel matters related to a graduate assistant, must be done in a confidential setting and only include necessary staff members.

6.9.9 Change in status and dismissal

Any change of status must be processed through the Human Resource Office. If a graduate assistant's appointment is terminated [loss of funding, for cause, academic delinquency, leave of absence, by written notice, force majeure and/or by voluntary mutual agreement] before the completion of the appointment period, the tuition benefits also terminate and the student is responsible for personal payment of tuition on a pro-rata basis for the remainder of the semester and for any future terms.

If a GA leaves the program through [loss of funding, for cause, academic delinquency, leave of absence, by written notice, force majeure and/or by voluntary mutual agreement] the College will not hold a spot open for the participant to return. If an individual wants to return to the program, they must reapply if at that point the Graduate Assistantship is available.

A GA who is no longer part of the program will be asked to vacate housing within two weeks and will not have access to meals.

Upon completion of the program, there is no further encumbrance for either party.

6.10 LACTATION BREAKS FOR NURSING MOTHERS

Nursing mothers are eligible to take reasonable breaks under this policy to express breast milk for up to one-year after the birth of the employee's child.

The College will provide a private space where an employee who is nursing can express breast milk for her nursing child. An employee who needs to express breast milk should contact the Human Resource Office to schedule and coordinate breaks. Human Resources will provide information about accessing the designated lactation room and if any coordination is needed with other nursing mothers.

Employees will be allowed reasonable paid break times to accommodate the employees who need to express breast milk. Employees may also use lunch periods to express breast milk.

Expressed milk may be placed in a refrigerator or other cold storage space designated by the Office of Human Resources. Each employee must date and label her stored milk. Nursing employees must take home all expressed milk at the end of the employee's workday. The College is not responsible for the loss or theft of any items left in a lactation room, including stored milk.

The College expressly prohibits any form of discipline, reprisal, intimidation, retaliation, or discrimination against any employee for requesting or taking lactation breaks or filing a complaint for violations of this policy or any applicable law.

If any employee is subjected to any conduct that is contradictory to this policy, they should promptly notify the Office of Human Resources). They will ensure that a prompt investigation is conducted and take prompt corrective action, if appropriate.

The Office of Human Resources is responsible for the administration of this policy. If there are any questions regarding this policy or about lactation breaks that are not addressed in this policy, please contact Office of Human Resources.

6.11 INJURY AND ILLNESS

Central Christian College of Kansas carries workers' compensation insurance for work-related injuries or illnesses. As such, the College complies with applicable workers' compensation laws and regulations and will provide information to the workers' compensation carrier, who will make benefit payments to injured or ill employees as provided by applicable workers' compensation laws.

If an employee becomes injured or ill at work, whether work-related or not, the following protocol should generally be followed. If an injury or illness appears severe or life threatening, immediately call the 911* emergency number and follow the directions provided. Then, notify a supervisor. Report any other type of injury or illness at work immediately to a supervisor, who will relay it to the Office of Human Resources.

All job-related accidents, regardless of their cause or severity, must be reported to your supervisor immediately. Accidents that are not reported promptly may result in the claim being denied. First aid supplies are available at first aid stations distributed across the campus.

6.11.1 Guidelines

- 6.11.1.1 Accidents include all work-related injuries or illnesses that occur while working for the College.
- 6.11.1.2 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.
- 6.11.1.3 If you need medical treatment while on traveling for the College, proceed to the nearest medical facility. Report it to your supervisor ~~or the business administrator~~ upon your return.

7 BUSINESS OPERATIONS

(Owner: Chief Financial Officer; Last Reviewed: 02/14/2022; Last Updated 02/14/2022)

7.1 SALE OF COMMODITIES

7.1.1 College Property

No property owned by the College may be sold, donated, or disposed of without authorization of the appropriate VP, Chief Financial Officer and President.

When there are items (e.g., furniture pieces, equipment, etc.) a department wishes to remove from their area or are being under-utilized, the department should work with the Chief Operations Officer and the Physical Plant to manage the process. If an item is still usable, it will be stored for use by other departments on campus. Items placed in surplus storage are not kept for a specific department but can be given to any department in need. If, by determination of the Chief Operations Officer, the item is to be sold, proceeds from the sale of any surplus goods are credited to College's operational fund, unless prearranged and authorized in writing by the Chief Financial Officer.

7.1.2 Private Goods

It is not appropriate for any employee to sell private goods or services on College time or property.

7.2 PROCUREMENT & PURCHASING

Central Christian College of Kansas (Central) recognizes that employees of the College will be required to incur expenses to conduct business and to further the mission of Central. The purpose of this policy is to ensure that (a) adequate cost controls are in place, (b) expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely review and reimbursement of authorized expenses incurred by personnel. Central will reimburse only reasonable, necessary and documented expenses incurred by personnel in the performance of regularly assigned, authorized, or approved duties.

When incurring business expenses, Central expects personnel to:

- Be good stewards of Central funds
- Stay within allocated budget
- Exercise discretion and good business judgment with respect to spending
- Promptly report expenses, supported by required documentation, as they were actually spent

The College has delegated considerable authority to departments and offices to make purchasing decisions. This requires that employees involved at every step of the process take full responsibility for understanding the policies and procedures regarding purchasing, payment, and vendor relations.

Purchasing decisions are business decisions made on behalf of the College and therefore should be made with the utmost consideration for what is in the best interest of the College and demonstrates good stewardship with the resources God has provided. Purchases also need to be made in the most efficient and cost effective manner. Following policy and procedures ensures that appropriate business processes occur when dealing with outside vendors.

Departmental and office personnel who will be responsible for making payment requests and approving them are expected to have appropriate authority for their role (i.e. requestor, approver, etc.) and are therefore required to be aware of the protocols associated with their designation.

The goal for every purchasing transaction is to obtain the best value possible. The College strives to procure most goods and services through the use of contracts that have appropriate terms and conditions to properly protect the institution. When bids are required by policy, they are to be conducted on an open and competitive basis and without favoritism. Interested suppliers will receive fair and impartial consideration.

Segregation of duties and responsibilities in the purchasing process provides proper controls. As the dollar value and complexity of a purchase increases, so does the level of authority and responsibility required to obligate the College for a purchase.

The Chief Financial Officer may delegate authority to any member of the Leadership Team (Chief Officers) to make purchases under certain prescribed conditions and procedures when the acquisition is funded, in whole or in part, from a grant or donor funds. Purchases made in compliance with such conditions and procedures shall be exempt from other provisions of this section. As used in this subsection the term "grant" means a disbursement made from federal or private funds, or a combination of these sources.. Nothing in this subsection shall allow federal grant moneys to be handled differently from any other moneys of the College unless the requirements of the applicable federal grant specifically require such federal moneys to be handled differently.

**The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s), within the limitations set forth by the Board.*

7.2.1 Ethical Considerations

Ethical business standards shall govern all procurement transactions. Infractions or suspicious activity should be reported to the appropriate supervisor, Chief Financial Officer, or reported through the Fraud/Whistleblower Hotline on the staff resources page. Disciplinary action for those violating ethical business standards will be taken in accordance with applicable policy, up to and including the termination of employment.

The purchase or lease of any goods or services payable or reimbursable by the College must be made in accordance with federal and state laws as well as any other applicable College policies. Furthermore, goods and services purchased with sponsored funds must fully comply with the respective sponsor's terms and conditions.

College personnel shall not solicit or accept a significant gift from a supplier or prospective supplier. A *significant gift* is defined as an item, service, favor, monies, credits, or discounts not available to others which could influence purchasing decisions. College personnel may accept trivial items (less than \$20 in value) as a matter of courtesy, but may not solicit them. Acceptance of social invitations to occasional business meals, entertainment, and hospitality will be subject to prudent judgment as to whether the invitation places or appears to place the recipient under any obligation, the appropriateness of the occasion, frequency, and choice of facilities. Questions about the value of a gift or appropriateness of an invitation should be referred to the Chief Financial Officer.

It is the policy of the College that its employees conduct the affairs of the College in accordance with the highest ethical, legal, and moral standards. An employee must not be in a position to make a decision for the College if his or her personal, professional, or economic interests (or those of his or her immediate and extended family member) may be directly influenced or affected by the outcome. See the Conflict of Interest Policy in the Code of Conduct.

7.2.2 Signature Authority

Some vendor relations may require a contract. The President of the College, the Chief Financial Officer and Chief Operations Officer have the authorization to sign contracts and agreements on behalf of the College. No other College employee, student, alumnus, or affiliated individual may financially obligate the College in any form. Commitments by unauthorized persons will not be honored by the College, and therefore the individual has created a personal obligation to the Supplier. Violation of the authorities noted above may lead to disciplinary action. Material or repeated violations will lead to disciplinary action up to and including termination of employment.

In some cases, specific officers of the College may have limited signature authority, as delegated by the Board of Trustees or President.

7.2.3 Internet Payments

Those who transact College business with vendors over the Internet by using credit cards face increased risk and responsibility. Purchases over the internet should be minimized. Individuals should consider the following recommendations:

- Deal only with established, reputable vendors.
- Do not buy from unincorporated individuals or groups offering products or services.
- College related purchases should be transacted on a college credit card.
- Ensure that the vendor provides a secure website for transmission of information.
- Never save credit card information on the computer used for the purchase.

7.2.4 End of Year Purchases

- All spending requests will be turned into the Business Office no later than June 1 for the remainder of the fiscal year.
- Supervisors may not authorize expenditures after June 1 without the approval of the Chief Financial Officer.
- All use of credit cards are not authorized in the month of June to prepare for end of fiscal year close out.

7.2.5 Segregation of Duties

Segregation of duties and responsibilities in the purchasing process provides proper controls. An example of segregation of duties is as follows:

- Requester/end user (Office worker, faculty member, coach, etc.):
 - Determine what is needed
 - Determine whether the need can be fulfilled by a Preferred Vendor
 - If there is no Preferred Vendor, research vendors
 - Solicit prices

- Analyze costs and assess other important factors (i.e. delivery, customer service, etc.)
 - Select a vendor
 - Initiate a Requisition/Payment Approval or communicate needs to authorized requester
 - Obtain, prepare, and track necessary documents and paperwork.
 - Ensure the proper receipt of ordered goods or services
 - Submit paperwork
- Approver (Department/Division Chair, supervisor, manager, chief officer, etc.):
 - Validate the legitimate business purpose of the transaction
 - Validate that adequate funding is available; monitor budget(s)
 - Ensure compliance with policy and applicable regulations for the use of restricted funds and the acquisition of regulated or controlled goods
 - Approve requisitions and special purchasing transactions, when necessary
 - Review and approve reimbursement requests for individuals they supervise
 - Negotiate and resolve disputes with vendors
 - Monitor and reconcile purchase transactions

7.2.6 Payment Procedure

Payment/Pre-Approval forms can be obtained through the Business Office, completed by the Requestor, and authorized by the Approver before the Business Office will consider action.

7.2.6.1 Signature Authority – Payment Forms

All payment forms require a signature. Individuals are delegated to authorize expenditures on budgets they are authorized to oversee, based on the following limits:

Amount	Additional Signature Required
Up to \$99.99	Requestor Signature
\$100.00 - \$4,999.99	Requestor & Supervisor Signature
\$5,000 - \$24,999,999.99	In addition to the signatures of the Requestor & Supervisor, the request must be submitted with evidence of comparative pricing and justification of vendor choice (minimum of three bids) Requestor, Supervisor, & Chief Financial Officer Signature
Amounts -- \$150,000 - \$100,000,999.99	In addition to the signatures of the Requestor, & the Supervisor, and Chief Financial Officer, the request must be submitted to the Office of the President with include the signature of the CFO and evidence of competitive pricing.
Amounts > \$100,000	In addition to the signatures of Requestor, Supervisor & CFO, the request must be submitted to the Office of the President, with evidence of competitive bidding managed by the COO of CFO Chief Operations Officer or Chief Financial Officer.

Requests shall not be split to avoid ~~these-listed~~ criteria.

All restricted fund use should be approved by supervisor and request signed by Chief Financial Officer.

In cases where the President or the Chief Financial Officer is the Requestor, the request must be signed by the non-requesting officer.

The foregoing delegation pertains to Payment Requests only, and does not authorize signing of agreements or contracts unless specifically provided for elsewhere.

Individuals with signature authority may temporarily delegate their authority to a designee. This temporary delegation must be issued in writing, with notification to the Chief Financial Officer (either by hard copy or email). The authority should be restricted to expenditures that are urgent in nature and must be in effect for a specified timeframe.

Changes to signature authorizations must be approved in writing by the appropriate Chief Officer or the President.

7.2.6.2 Prepayments

In order to reduce risk, the College's policy is to avoid pre-paying any orders, in part or in full, in advance of the receipt of the goods or services. If the only supplier of goods or service requires a prepayment or deposit, or if the nature of the goods or service requires pre-payment (e.g., a maintenance agreement or software licensing fee), the payment must be approved by the Chief Financial Officer. The requisitioning department is required to conduct significant due diligence on the bidders or potential providers in order to ascertain the supplier's ability to perform under the contract, and particularly so, if pre-payment is involved.

7.2.6.3 Invoices and Receipts.

Receipts and/or invoices are required for all expenditures billed directly to Central. A name or department must be noted on all charges made on behalf of the College. Any invoices sent out by the Accounts Payable Clerk for the purpose of obtaining a general ledger account number must be returned to the Accounts Payable Clerk within five (5) business days of receiving the invoice. Missing receipts require employee to sign a separate statement indicating they lost the receipt and will provide details of the expenditure. The Accounts Payable Clerk will have a form available for such circumstances. Missing receipt forms are to be used on rare occasion and should not become routine/normal for any employee of the College.

7.2.6.4 Receipt of Goods

Departments are responsible for verifying the actual receipt of goods and services and including such receipt on annual reports of inventory. Individuals acknowledging the receipt of goods are confirming that the purchased goods and services have been received in the nature, quality and quantity ordered.

Receipt must be verified by a representative of the department benefiting from the goods or service and responsible for the budget before any payment will be issued to the supplier.

7.2.7 Comparative Review

In order to steward resources wisely, the College requires and encourages competition among suppliers who may provide goods and services to the College. Accordingly, those involved in vendor selection have the responsibility to search broadly and completely for viable suppliers. A competitive process among suppliers is required for all purchases of \$105,000 or more, and strongly encouraged even when purchases are less than \$510,000.

For purchases above \$100,000, it is the responsibility of the Chief Operations Office or Chief Financial Officer to originate, control and analyze supplier bids, quotations, proposals and/or qualifications. The requisitioning department is responsible for working with the Chief Financial Officer to define the quantity, specifications, required delivery date and any other pertinent information essential to create an appropriate request for quotes. The requisitioning department should also suggest sources, especially for unusual or unique items. The requisitioning department may be called upon to assist the Chief Operations Officer or Chief Financial Officer in evaluating the bids received relative to a purchase for that department. The requisitioning department should allow for one (1) to six (6) weeks for the competitive bid process to occur, depending upon the requirements.

If a purchase is less than \$100,000, the requisitioning department may secure the quotes or bids without assistance from the Chief Operations Officer or Chief Financial Officer; however, the Chief Operations Officer or Chief Financial Officer retains the right to reissue the request for bids if they determine it would be beneficial to the College. Written quotes/bids from the various suppliers must accompany the request, for audit purposes.

Competitive quotes or bidding is not required when one or more of the following conditions exist:

- The purchase is less than \$105,000.
- Bids have been recently received (within the previous 3 months) for the same items and the bids are still valid.
- Emergency purchases/contracts are necessary for the immediate preservation of the health, welfare, or safety, or the protection of College property and programs;
- Equipment maintenance contracts for which there is only one authorized or qualified source required by the equipment manufacturer for the preservation of equipment warranty;
- Proprietary software maintenance, annual license renewals, and/or upgrade contracts;
- Utilities contracts for which there is no competition because of sole authorization to provide service to the geographical area;
- For contractual services, supplies, materials, or equipment when, in the judgment of the Chief Financial Officer, no competition exists;
- Chemicals and other material or equipment for use in laboratories or experimental studies by the College are best purchased without competition, or where rates are fixed by law or ordinance;
- Public entertainment contracts for campus-sponsored fairs, expositions, exhibitions, plays and concerts;

- Contracts for conference or meeting facilities, including room accommodations for conference attendees;
- Educational materials and information access resources related to the College's library services;
- Compatibility with existing contractual services, supplies, materials or equipment is the overriding consideration;
- Contract amendments for time extensions, with no additional dollars being added; or Contract amendments to exercise options that were part of the original contract or that were part of a previously approved amendment to the contract; or contract amendments that are within the scope of or incidental to the original contract scope of work;
- The item is a College standard (e.g., furniture/file cabinets from Steelcase) as determined by the Chief Financial Officer.
- The item to be purchased has already been bid either through the KICA, CCCU or other membership organization or through any other purchasing consortia which the College is eligible to utilize.
- A used item becomes available and is subject to immediate sale;
- The item must be purchased from a sole-source distributor or manufacturer or a sole brand. In this case written justification of the sole brand/source should be provided and that requisition must be approved by the Chief Financial Officer. The written request must include:
 - The unique performance factors required that necessitate a particular brand or supplier;
 - Why these factors are required;
 - What other source/brands have been considered or rejected and why.
 - Sole source or sole brand requests shall not be justified on the basis of:
 - A lack of advanced planning;
 - Concerns related to the amount of funds available for the acquisition of the goods or services; or
 - A previously non-competitively bid contract for which the price to the College was zero or substantially below fair market price and the results of such contract caused the sole source or sole brand to be required on future contracts.
- If in the judgment of the Chief Financial Officer and the head of the acquiring department, not seeking competitive bids is in the best interest of the College.

Depending on the goods or service required, the decision criteria may not be cost alone. In addition to cost-effectiveness, compliance with mandatory requirements (e.g., insurance requirements), product quality, supplier expertise and experience, timing of the delivery, staff and/or technical support availability/quality, the supplier's financial resources and facilities, and other criteria may be relevant in particular circumstances.

Bidding for multi-year contracts is acceptable. With limited exceptions, all multi-year contracts should re-bid after a maximum of 5 years. Exception may be granted with the written approval of the Chief Financial Officer.

7.2.8 Requesting Bids

The Chief Financial Officer or Chief Operations Officer shall solicit such bids by sending notices by mail to prospective bidders or announcing the solicitation of bids through public notice, at least ten (10) business days before the date stated in the notice for the opening of the bids. All bids shall be sealed

when received and shall be opened at the hour stated in the notice. Bid requests shall require all bidders on contracts to disclose all substantial interests held by the bidder in the College.

The terms "sealed," "public notice," and "mail" shall include electronic bids, electronic bulletin boards and web pages, and electronic mail when such items are utilized in accordance with procedures prescribed by the director of purchases.

7.3 CASH ADVANCES & REIMBURSEMENT PROCEDURE

Individuals, as a general rule, should not advance their own funds to purchase supplies and services on behalf of the College. Purchases should be made through established purchasing policy and procedures. In limited instances an individual may need to pay for an item and be reimbursed. If it is necessary that an employee advance funds to purchase supplies or services for College business, the immediate supervisor must first authorize the purchase. The individual should request reimbursement by completing the appropriate expense report.

7.3.1 Cash Advances

- Submit expense request form to Accounts Payable Clerk two business days before you need the funds. The Chief Financial Officer must approve all short notice requests. Email and phone requests are not acceptable.
- Once the purchase has been made, receipts, other documentation, and any leftover cash must total the original amount requested and be brought to the Accounts Payable Clerk. Employees must settle this account 5 business days from purchase. In the event they do not settle within 5 business days, the employee will reimburse the college and/or pay for any discrepancies.

7.3.2 Personal Reimbursement

1. Submit reimbursement form and required receipts to Accounts Payable Clerk within 5 business days of expense. After 30 days, you will not be reimbursed without Chief Financial Officer approval.
2. Receipts and/or other documentation totaling \$50 or less can be taken directly to the [Accounts Payable Clerk](#) for reimbursement. Employee must provide [the general ledger](#) account [number](#) to be charged at the time of request.
3. For reimbursements over \$50, employees will a) complete an approved expense request form, b) attach receipts and/or other documentation, and c) return to the Accounts Payable Clerk two business days prior to reimbursement date. Business Office will normally cut checks for reimbursement on the 5th and 20th day of each month.

7.3.3 Check Reissuance

If a check is lost, stolen or ruined, please contact the Business Office or Accounts Payable Clerk to stop payment on the check and reissue a new one. Please allow a 48 hour period for the new check to be reissued.

7.3.4 Reimbursement for Taxes

Since CCK is exempt from paying sales tax, these taxes are generally not reimbursable when an employee has extended personal funds for the purchase. A special exemption may be requested from the Chief Financial Officer, in cases where it can be clearly demonstrated that the purchase and payment of tax was unavoidable or an emergency. This should be rare.

7.4 CREDIT CARDS

Credit cards will be kept in the Business Office and checked out for use. To check out a credit card:

1. Submit expense request form to Accounts Payable Clerk at least two business days before you need the funds. If the amount exceeds \$500, a minimum of three days' notice will be required. Chief Financial Officer must approve all short notice requests. Email and phone requests are not acceptable. Accounts Payable Clerk will issue credit card prior to scheduled departure.
2. Do not make personal charges with the credit card. This practice is in direct violation of good spending principles and disciplinary action may result. You will be responsible for these personal charges.
3. Return the card and all receipts immediately upon completion of credit card usage. Please make sure you exercise the following credit card safety tips:
 - a. Please make online purchases only through Central's computers. When using a credit card on the computer, always select "No" when prompted by the computer to remember your card information for the next time you visit.
 - b. Only do business with companies that you are familiar with. Shop with established businesses so you can more easily resolve problems.
 - c. Always use a credit card on a secure [serverwebsite](#). Check for the padlock icon in the bottom corner of the browser and the prefix https:// which indicates that the site is secure.
 - d. Read the fine print; make sure you understand everything that you are agreeing to when using the credit card.
 - e. Do not save any credit card information for automatic purchases on any website. When shopping online, do not send your credit card details to retailers by email.
 - f. Print or keep electronic copies of your receipts, including confirmation numbers and emails.
4. Credit card abuse or violations may result in the loss of College credit card use and/or disciplinary action.

7.4.1 Wal-Mart Credit Card

Wal-Mart card and tax-exempt cards ~~may can~~ be checked out through the Business Office for one-time College purchases. Only a Wal-Mart credit card or tax-exempt card can be used for Wal-Mart purchases.

There may be situations requiring immediate credit card use (less than 24-hours is considered outside the normal operation). As stated above, see the Chief Financial Officer for approval.

7.4.2 Bank of America Credit Cards

The cardholder is responsible for tracking and keeping all receipts for purchases made on the card. Once the statement is received, the cardholder will have five business days to reconcile the statement, attach all pertinent receipts, and submit to the Accounts Payable.

7.5 TRAVEL EXPENSES

Individuals traveling on behalf of Central may incorporate personal travel or business with their College-related trips; however, any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of

the individual and will not be reimbursed by Central. If an employee is combining personal and business travel, they may not use a College vehicle or rental vehicle paid for by the College. When traveling for work, family expenses (i.e. spouse or children's meals and/or hotels) are not to be included for reimbursement or placed on College credit cards.

7.5.1 Frequent Flyer Miles and Compensation for Denied Boarding

Personnel traveling on behalf of Central may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

7.5.2 Lodging

Personnel may be reimbursed for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on your itinerary shall be considered in determining reasonableness. Personnel shall make use of any possible discount rates for hotels.

7.5.3 Out-of-Town Meals

Personnel are reimbursed for the reasonable and actual costs of meals (including tips up to 240%).

7.5.4 Ground Transportation

Employees are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

- a. *Courtesy Cars and shuttles*
- b. *Taxis, Uber, Lyft*
- c. *Rental Cars*

7.5.5 Personal Cars

Personnel are compensated for use of their personal cars when used for business. When individuals use their personal vehicle for such travel, including travel to and from the airport, mileage will be paid at 30 cents per mile. In the case of individuals using a personal vehicle to take a trip that would normally be made by air, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the amount of the lowest available round trip coach airfare. Employees will log their miles (according to IRS rules).

7.5.6 Parking/Tolls

Parking and toll expenses, including charges for hotel parking, incurred by personnel traveling on College business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc. are the responsibility of the employee and will not be reimbursed. On-site airport parking is permitted for short business trips. For extended trips, personnel should use off-site airport facilities. Toll violations will be charged to operating budgets.

7.5.7 Other Expenses

Telephone and fax charges are not reimbursable. Reasonable and necessary gratuities that are not covered under meals may be reimbursed.

7.5.8 Spousal Travel

Central does not pay for spouse expenses.

7.6 RESTRICTED ACCOUNTS

This policy addresses restricted and unrestricted contributions, and sets forth procedures to request roll-over of unused funds from one fiscal year to the next.

Central defines a contribution as a donation given by the donor to the College. These funds are processed through The Foundation and posted to unrestricted, temporarily restricted or permanently restricted net assets depending on the nature of the gift and any donor imposed restriction.

- Unrestricted: These are contributions where no specific or implicit use has been specified and the use is at the discretion of the College. These funds typically underwrite operating expenses.
- Temporarily Restricted: These are contributions that do have donor-imposed restrictions that are normally confined by time (event, year, etc.), use (uniforms, microscope, piano, etc.), or direction (department, budget, etc.).
- Permanently Restricted (Endowment): These are contributions that are invested, allowing interest earned to be used as stipulated by the donor.

In keeping with proper accounting procedures, all donations are receipted and recorded by the Foundation (in cooperation with the CCK Business Office).

7.6.1 Accumulation and Rollover Policy

All temporarily restricted funds tied to an identified project, time, or use are carried over year-to-year, as appropriate to the restriction. Where applicable, the individual providing oversight to the use of these funds should make every effort to use the funds in the year received for the specified purpose, unless there is a compelling reason to carry over funds.

Temporarily restricted funds that lack specificity but are restricted for a general purpose or use, will be released to underwrite the appropriate budget line. [Temporarily restricted funds will be released to cover any corresponding overspent operating budgets at fiscal year-end \(June 30\).](#) Any residual funds are carried over to the following year.

The Chief Financial Officer, in coordination with the President and Executive Director of the Foundation, may request to accumulate unrestricted or internally restricted surpluses. Accumulated surpluses represent the aggregate of prior year annual surpluses achieved, net of any annual deficits incurred and capital asset transactions.

7.6.2 Temporarily Restricted Account Creation

In order to maintain a recognized project, a restricted account must be established, if not already established by the restriction placed on the gift by the donor.

The process of establishing a restricted account includes:

- Obtain approval from your department director.
- Complete application to establish a specific project and time-line to support fundraising efforts.
- When adequate funds are established in the account, supervisor with appropriate coordination from the Business Office, can authorize the utilization of the funds.

- The Foundation will maintain annual records of all approved project designations and donations.
- The Business Office will track balance of each account.

8 ANTI-FRAUD

(Owner: Office of the President; Reviewed: 3/31/2022; Updated: 6/30/21)

8.1 PURPOSE

This fraud policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against Central Christian College of Kansas. In keeping with its Core Values, it is the intent of the College to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

8.2 POLICY

Fraudulent and dishonest behaviors are NOT tolerated. The College promotes an organizational environment and culture that requires honesty and ethical behavior and encourages the prevention of fraud and theft by raising awareness of the need for high standards of personal and professional conduct. It is the policy of the College to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the College and, when appropriate, to pursue all legal remedies available under the law.

Any act of fraud, theft, illegal acts, or misconduct ascertained through an investigation, or pursuant to a criminal conviction, or through written acknowledgment by the employee(s) concerned, shall result in the appropriate disciplinary and legal actions against the employee(s) and/or entities, to include the possibility of termination of employment, restitution, and/or forwarding information to the appropriate authorities for criminal prosecution. The repayment of losses will be sought in all cases and the College will normally expect to recover all costs and expenses, including attorney's fees in addition to the recovery of losses. Any employee failing to comply with this policy, including nondisclosure of suspected or discovered fraudulent activity or intentionally reporting false or misleading information, is subject to disciplinary action, including termination. The College shall refer those cases reasonably believed to constitute criminal fraud to the appropriate agency and shall cooperate with external investigations to the full extent of the law.

Failure to comply by non-employees (third-party agreements) could result in cancellation of the business or other relationship between the entity and Central Christian College.

8.3 SCOPE

This policy applies to any irregularity, or suspected irregularity, involving employees as well as consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with Central Christian College of Kansas (the College).

8.4 RESPONSIBLE PARTIES

Management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Administrators are required to support and work with the Office of the President in the detection, reporting, and investigation of dishonest or fraudulent activity including the prosecution of offenders. If a fraud or theft is detected in an area, the administrator or director is responsible for taking

appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions.

Employees at all levels are responsible for exercising due diligence and control to prevent, detect, and report acts of fraud or theft. It is the responsibility of all employees to conduct their College business in such a way as to prevent the occurrence of fraud and theft in the workplace. Employees must also be alert to the possibilities for fraud and theft, and be on guard for any indications that improper or dishonest activity is taking place and to report fraud or theft when they think it has occurred.

8.5 DEFINITIONS

Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility and be alert for any indication of irregularity.

Any irregularity that is detected or suspected must be reported immediately to the appropriate vice president, and ultimately the President of the College. Concerns or incidents are presented to the Board as part of the President's Monitoring Report. Under direction of the Board Chair, the President (or appropriate designee) will coordinate investigations in alignment with legal counsel

8.5.1 Actions Constituting Fraud

The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are limited to:

- Theft or misappropriation of College assets.
- Submitting false claims for payments or reimbursement.
- Accepting or offering a bribe or accepting gifts or personal favors under circumstances that might lead to the inference that the gift or favor was intended to influence an employee's decision-making while serving the College.
- Accepting a commission (kick-back) from or paying same to a third party in exchange for a College service.
- Blackmail or extortion.
- "Off Books" accounting or making false or fictitious entries.
- Knowingly creating and/or distributing false or misleading financial reports.
- Paying excessive prices or fees where justification thereof is not documented.
- Violation of the College's procedures with the aim of personal gain or with resulting detriment to the College.
- Willful and/or negligent acts that cause damage to the material interest of the College.
- A dishonorable, irresponsible, or deliberate act against the interests of the College.
- Supporting or ignoring actions of others that could be harmful to the College.

Fraud can also include abuse and theft.

- *Abuse* is the intentional, wrongful, or grossly improper use of resources or misuse of rank, position, or authority that causes the loss or misuse of resources, such as tools, vehicles, computers, copy machines, etc. An example of abuse includes using Central Christian College's equipment, supplies or labor to conduct personal business.
- *Theft* is defined as the act of taking something unlawfully.

Each employee is required to report any suspected fraud to the employee's management or to the supervisor or administration. Management is required to report suspected fraud, including reports from employees or other individuals, to either the President or Chairman of the Board of Trustees.

8.5.2 Other Irregularities

Irregularities concerning an employee's moral, ethical, or behavioral conduct should be resolved by appropriate departmental supervisors. If there is any question as to whether an action constitutes fraud, the supervisor should contact the appropriate Vice President.

8.6 REPORTING PROCEDURE

An employee who discovers or suspects fraudulent activity should alert the appropriate Supervisor, Director, or Chief Officer. In turn, the suspected activity should be brought to the attention of the President or Board Chair. No individual, outside of the President or Board Chair has the authority to determine the merits of a report of suspected fraud.

The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the President or designated personnel. No information concerning the status of an investigation will be given out. The proper response to any inquiries is: "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.

The reporting individual should be informed of the following:

- Do not contact the suspected individual regarding the suspicion.
- Allow the President or Board Chair to conduct the investigation. Do not further investigate the allegations.
- Observe strict confidentiality. Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the President or Board Chair.
- Retaliation will not be tolerated. Central Christian College will not tolerate any form of retaliation against individuals providing information concerning fraud or suspected fraud.
- Every effort will be made to protect the rights and the reputations of everyone involved, including the individual who in good faith alleges perceived misconduct as well as the alleged violator(s).
- The identity of an employee or other individual who reports suspected fraud will be protected to the full extent allowed by law.

A hotline is maintained by Central Christian College of Kansas to support allegations. The President of the College is the caretaker of this tool: <https://survey.alchemer.com/s3/6294076/Staff-Grievance-Form>

8.7 INVESTIGATIVE RESPONSIBILITIES

The President and the Board of Trustees hold the primary responsibility for the investigation of all suspected fraudulent acts as defined by this policy. If the investigation substantiates that fraudulent activities have occurred the President will issue reports to the appropriate personnel and, if appropriate, to the Board of Trustees through the Board Chair.

Decisions to prosecute or refer the examination results to the appropriate authorities and regulatory agencies for independent investigation will occur in conjunction with legal counsel and senior management, as will the final disposition of the case.

8.7.1 Investigative Process

- Upon receiving a report of suspected fraud, the President or Board Chair shall document the contact and conduct a preliminary investigation to determine the credibility of the report and the applicability of this policy. Wrongful conduct will not necessarily trigger this policy, only fraud, abuse, and theft as defined herein. If the report is credible and is covered by this policy, the President shall follow the investigation guidelines articulated herein.
 - Upon determining that a report is not credible or is not fraud, the President or Board Chair shall document this determination. The President will refer appropriately.
- The President can delegate the investigation to a three member team selected by the President, and affirmed by the Board Chair. Such investigative committee shall then report, as directed by the President, on the progress and findings of any such investigation. If because of the nature of the allegations the President should not be involved in the investigation, the Board Chair should identify another senior administrator to select the investigative team, In the event a report concerns conduct involving the College as a whole, the Board Chair shall be informed of the allegations for referral to the appropriate outside agency.

8.7.2 INVESTIGATIVE Team

The Investigative Team has primary responsibility for the investigation of all suspected fraud and for coordinating investigative activities with the appropriate regulatory agency and legal counsel.

The Investigative Team shall maintain appropriate documentation regarding the investigation.

If an investigation substantiates fraudulent activities, the Investigative Team will prepare an incident report for the President. The report shall be submitted as soon as possible after the fraud is confirmed and shall document the content of the investigation, the findings, and any disciplinary action recommended as a result of the finding.

Any inquiries from the suspected individual, his or her legal representative, or any other inquirer shall be directed to the President or if directed, to legal counsel.

8.7.3 Fraud Investigation Authorization

Members assigned to the investigative team will have:

- Free and unrestricted access to all College records and assets.
- The authority to examine, copy, and remove all or any portions of the contents of files, desks, cabinets, or any other storage device (including digital) on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of the investigation.

8.8 CONFIDENTIALITY

The President treats all information confidentially. Any employee who suspects dishonest or fraudulent activity should notify the President immediately, and should not attempt to personally conduct investigations or interviews related to any suspected activity.

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently are found innocent of wrongful conduct and to protect the College from potential civil liability.

The President or Board Chair also shall make every effort to protect the identity of a person who in good faith reported the suspected fraud. However, disciplinary action may be taken as provided by this policy if a report is made in bad faith.

8.9 TERMINATION

If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed by the Board Chair, and if appropriate by outside counsel, before any such action is taken. The investigative team does not have the authority to terminate an employee. The decision to terminate an employee is made by the employee's management. Should the investigative team believe the management decision inappropriate for the facts presented, the facts will be presented to Board of Trustees for a final decision.

8.10 RETRIBUTION

Employees must be assured that they will not be victimized or disadvantaged by making a complaint and that the policy prescribes for such actions. Employees should be assured that the policy has provisions supported by College procedures, which ensures that they will not be victimized or disadvantaged by making a complaint. Action to cover up the wrongdoing, and/or to retaliate against, or victimize witnesses is strictly forbidden, and could itself constitute improper conduct leading to disciplinary action including termination.

Any person who considers that they are being victimized as a consequence of lodging a concern, in the first instance, contact the immediate Dean or Director.

All suspects will be treated consistently without regard to position held, past performance, or length of service, together with due regard to justice and procedural fairness. Where malicious accusations and/or procedural unfairness are perceived to have occurred, the chance to be heard is available through procedures associated with the College's grievance policy.

8.11 ADMINISTRATION

The President is responsible for the administration, revision, interpretation, and application of this policy subject to approval by the Board of Trustees. The policy will be reviewed by the Office of the President annually.

8.12 ANNUAL AUDIT

Incidents of suspected fraud determined by the President to have merit shall be reported to the Board of Trustees on an annual basis. The annual summary report shall include: whether the report was from an employee; the determination of merit; whether a full investigation was conducted and, if so, the results of the investigation; the disciplinary action, if any, resulting from the investigation; whether the report was referred to an outside entity, and, if so, the current status or final results of the referral.

8.13 POSSIBLE POINTS OF EXPOSURE

The following illustrates possible points of exposure to fraud. This listing is not meant to be all-inclusive but to provide a point of record identifying ways in which the College has recognized which areas are vulnerable to fraud. More attention will be needed to identify specific industry, location, and cultural factors that can influence fraudulent behavior.

1. Intentional manipulation of financial statements can lead to:
 - a. Inappropriately reported revenues
 - i. Fictitious revenues
 - ii. Premature revenue recognition
 - iii. Contract revenue and expense recognition
 - b. Inappropriately reported expenses
 - c. Inappropriately reflected balance sheet amounts, including reserves
 - i. Improper asset valuation
 1. Inventory
 2. Accounts receivable
 3. Capitalization of intangible items
 - ii. Misclassification of assets
 - iii. Inappropriate depreciation methods
 - iv. Concealed liabilities and expenses
 1. Omission
 2. Capitalization of expenses
 3. Tax liability
 - d. Inappropriately improved and/or masked disclosures
 - i. Liabilities omissions
 - ii. Subsequent events
 - iii. Related-party transactions
 - iv. Accounting changes
 - v. Management frauds uncovered
 - vi. Backdating transactions
 - e. Concealing misappropriation of assets
 - f. Concealing unauthorized receipts and expenditures
 - g. Concealing unauthorized acquisition, disposition, and use of assets
2. Misappropriation of:
 - a. Tangible assets by
 - i. Cash theft
 - ii. Sales (drawer/receipts) manipulation
 - iii. Skimming
 - iv. Collection procedures
 - v. Understated sales
 - vi. Theft of checks received
 - vii. Check for currency substitution
 - viii. Lapping accounts
 - ix. False entries
 - x. Inventory or asset padding
 - xi. Theft of cash register or cash box

- xii. Deposit lapping
 - xiii. Deposits in transit
- b. Fraudulent disbursements
 - i. False refunds
 - ii. False voids
 - iii. Small disbursements
 - iv. Check tampering
 - v. Billing schemes
 - vi. Personal purchases with company funds
 - vii. Returning merchandise for cash
- c. Payroll fraud
 - i. Ghost employees
 - ii. Falsified hours and salary
- d. Expense reimbursement
 - i. Mischaracterized expenses
 - ii. Overstated expenses
 - iii. Fictitious expenses
 - iv. Multiple reimbursements
- e. Loans
 - i. Double pledged collateral
 - ii. False application information
 - iii. Construction loans
- f. Real estate
 - i. Appraisal value
 - ii. Fraudulent appraisal
- g. Wire transfer
 - i. System password compromise
 - ii. Forged authorizations
 - iii. Unauthorized transfer account
- h. Check and credit card fraud
 - i. Counterfeiting checks
 - ii. Check theft
 - iii. Stop payment orders
 - iv. Unauthorized or lost credit cards
 - v. Counterfeit credit cards
 - vi. Mail theft
- i. Insurance fraud
 - i. Dividend checks
 - ii. Settlement checks
 - iii. Premium
 - iv. Fictitious claims
 - v. Underwriting misrepresentation
 - vi. Vehicle insurance — staged accidents
 - vii. Inflated damages
 - viii. Rental car fraud
- j. Inventory

- i. Misuse of inventory
 - ii. Theft of inventory
 - iii. Concealing inventory shrinkage
 - k. Intangible assets
 - i. Theft of intellectual property
 - 1. Espionage
 - 2. Loss of information
 - 3. Spying
 - 4. Infiltration
 - 5. Informants
 - 6. Trash and waste disposal
 - 7. Surveillance
 - ii. Customers
 - iii. Vendors
 - 1. Proprietary business opportunities
- 3. Corruption including:
 - a. Bribery and gratuities to
 - i. Companies
 - ii. Private individuals
 - iii. Public officials
 - b. Embezzlement
 - i. False accounting entries
 - ii. Unauthorized withdrawals
 - iii. Unauthorized disbursements
 - iv. Paying personal expenses from bank funds
 - v. Unrecorded cash payments
 - vi. Theft of physical property
 - vii. Moving money from dormant accounts
 - c. Receipt of bribes, kickbacks, and gratuities
 - i. Bid-rigging
 - ii. Kickbacks
 - 1. Diverted business to vendors
 - 2. Over billing
 - iii. Illegal payments
 - 1. Gifts
 - 2. Travel
 - 3. Entertainment
 - 4. Loans
 - 5. Credit card payments for personal items
 - 6. Transfers for other than fair value
 - 7. Favorable treatment
 - iv. Conflicts of interest
 - 1. Purchases
 - 2. Sales
 - 3. Business diversion
 - 4. Resourcing

- 5. Financial disclosure of interest in vendors
- 6. Ownership interest in suppliers
- v. d) FCPA violations
 - 1. Anti-bribery provisions
 - 2. Books and records violations
 - 3. Internal control weaknesses
- vi. Money laundering
- vii. Aiding and abetting fraud by other parties (customers, vendors)

9 INFORMATION TECHNOLOGY & SECURITY

(Owner: Chief Operations Officer; Last Reviewed: 02/16/2022; Last Updated 08/08/19)

It is the policy of Central Christian College of Kansas to ensure the security and confidentiality of information used in our college operations and to comply with all applicable laws and regulations providing for such security. Security and confidentiality are matters of concern for all faculty, staff, and students within the college who have access to our computer data systems or physical facilities.

All records created by employees as a part of their work are the property of the College. All persons working in the college offices who have access to constituent information hold a position of trust relative to this information, and they must recognize the responsibility to preserve the security and confidentiality of this information. Therefore, any person with access to any constituent information:

- Will not make or permit improper or unauthorized use of any information.
- Will not seek personal benefit, or permit others to benefit personally, by any confidential information.
- Will not exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with college policies.
- Will not knowingly include, or cause to be included, in any record or report a false, inaccurate, or misleading entry.
- Will not remove any official record or report (or copy thereof) from the office where it is kept except in the authorized performance of his or her duties.
- Will dispose of records in accordance with record retention procedures.
- Will not aid, or act in conspiracy with, another to violate any part of this code.
- Will immediately report any violation of this code to his or her worksupervisor.

As custodians of official College records, we all share the responsibility for ensuring the security and privacy of the records and data we maintain.

A violation of this code may lead to reprimand, suspension, dismissal or other disciplinary action, consistent with the general policies of the College related to personnel (including student employee) discipline.

Each employee is required to sign a statement of compliance at the time of hiring. Forms are available in the Business Office.

9.1 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

(Owner: Office of the Registrar; Last Reviewed: 01/24/2022; Last Updated 01/24/2022)

For a full description of FERPA guidance, please refer to the current Catalog. Faculty and staff must be aware and follow the federal law known as the Family Education Right to Privacy Act of 1974 (FERPA or the "Act") gives students and former students the right to inspect, review and copy education records related to them. No one outside the institution shall have access to, nor will the institution disclose, any information from students' education records without the written consent of the student, except to personnel within the institution with a need to know, to officials of other institutions in which students seek to enroll, to appropriate parties in connection with financial aid to a student, to accrediting

agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of the student or other persons. A record of student release of information is located in the Academic Office. All of these exceptions are provided for under the Act. Only those members of the College community, individually or collectively, acting in the student's educational interest are allowed access to student education records. These members include personnel in the office of the Registrar, Business Office, Financial Aid, Office of Admissions, Office of Student Life, and academic personnel within the limitations of their need to know. The College will give all notices that may be required under the Act.

At its discretion, the institution may provide directory information in accordance with the provisions of the Act to include:

- Name
- ~~Local address and T~~elephone number
- Permanent address
- ~~Campus E~~-email address
- ~~Date and p~~lace of birth
- Photograph or likeness
- Department/Program
- ~~Curriculum~~
- Enrollment status (full/part-time)
- Grade level or year
- Dates of attendance at
- Awards and academic honors
- Degrees and dates awarded
- Most recent previous educational institution attended
- Participation in officially recognized activities and athletic teams
- Height and weight of student athletes

Students may have directory information non-disclosed by notifying the Office of the Registrar in writing. A request for such non-disclosure will be honored by the institution for only one academic year; therefore, to be effective, instructions to withhold directory information must be filed annually in the office of the registrar.

Students may request a waiver to allow third party access to their record. The waiver will include to whom the record may be released, the duration of the release, the reason for the release, and the type of record to be released. All FERPA waivers are kept on file with the Office of the Registrar and expire either as indicated on the release or when the student ceases attending the institution. Students may not inspect and review the following as outlined by the Act: financial aid information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors, if they have waived their rights of inspection and review of such information; or education records containing information about more than one student, provided, however, that in such case the institution will permit access to that part of the record which pertains to the inquiring student, but no other parts. The College is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were

collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Upon request, a record that is required by the Act to be made available will be made available within a reasonable time, and in no event later than 45 days after the request. The student should direct the request to the custodian of the record in question. Copies of the record will be made available to the student at the student's expense (usually limited to the cost of copies). A student may also request explanations and interpretations of the records from the official in charge. If the student believes that a particular record or file contains inaccurate or misleading information or is otherwise inappropriate, the College will afford an opportunity for a hearing to challenge the content of the record. Prior to any formal hearing, the official in charge of the record is authorized to attempt, through informal meetings and discussions with the student, to settle the dispute. If the student is not satisfied, he or she may request a hearing. The student will have an opportunity at the hearing to present any relevant evidence. Without regard to whether the student requests a hearing or to the outcome of the hearing, the student shall have the right to place with the contested record a statement commenting on the record.

All personal information about a student released to a third party will be transferred on condition that no one else shall have access to it without the student's consent.

The Office of the Registrar can identify the kinds of education records maintained on students at Central Christian College of Kansas.

Public Notice of Directory Information is found in the College Catalog.

9.2 EMPLOYEE CONFIDENTIALITY AGREEMENT

The College adheres to the Family Educational Rights and Privacy Act ("FERPA"), a federal law enacted in 1974 that provides safeguards regarding the confidentiality of student records. All employees of the College are expected to be familiar with the basic provisions of FERPA and PII regulation to ensure that they do not violate federal law.

- Employees understand that all information gained from student and/or employee files (including computer generated documents) or heard in the course of my employment is strictly confidential. Employees will not share this information with anyone other than with those authorized to receive the information or as mandated by provisions in state or federal law.
- Employees will not acquire or seek to acquire confidential information about students and/or employees, including information contained in student or personnel files, unless the information is needed and is essential to perform my job duties. Employees will not reveal information about students that they may learn or have learned while performing their jobs. Employees understand that even a minor disclosure of information, e.g., disclosing a student's class schedule, may be a violation of FERPA and/or College policy and could result in disciplinary action, up to and including the loss of employment.
- Employees understand that anyone having access to the college's data information systems is not allowed to leave campus with any information obtained from the college's data information systems by means of any storage device such as flash drives, cloud storage, cd/dvd, external hard drives, or any kind of paper form of the information unless required for approved telework.

- Employees understand that they can only use the College's equipment to access the college's data information systems. This data can only be printed to a network printer or saved to the College's network drive.
- Employees agree that files with protected information or other documents in print or electronic format will not be left unattended in public areas for others to view, and that no files or copies of records in any format will leave the office/department without proper authorization.
- Employees understand that computer passwords that may be provided will not be shared with anyone other than those authorized. Employees will ensure the electronic devices that they use, or for which they are responsible, are properly secured when not in use.
- Employees agree to abide by the guidelines and procedures of the College in accepting credit card payments on behalf of college in the course of my employment. Guidelines are established by the President which will remain in compliance with those set by the Payment Card Industry (PCI).

9.3 RED FLAGS POLICY (IDENTITY THEFT PREVENTION PROGRAM)

Central Christian College of Kansas developed this Identity Theft Prevention Program (Program) pursuant to the Federal Trade Commission's (FTC) Red Flags Rule, which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. This Program was developed with oversight and approval of the College's Board of Trustees. After consideration of the size and complexity of the College's operations and account systems, and the nature and scope of the College's activities, the College determined that this Program was appropriate for the College.

Red Flags Rule - Definitions Used in this Program:

- "Identity Theft" is a "fraud committed or attempted using the identifying information of another person without authority."
- A "Red Flag" is a "pattern, practice, or specific activity that indicates the possible existence of Identity Theft."
- A "Covered Account" includes all student accounts or loans that are administered by the College.
- "Program Administrator" is the individual designated with primary responsibility for oversight of the program. See number 6 below.
- "Identifying Information" is "any name or number that may be used, alone or in conjunction with any other information, to identify a specific person," including: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, student identification number, computer's Internet Protocol address, or routing code.

Under the Red Flags Rule, the College is required to establish an "Identity Theft Prevention Program" tailored to its size, complexity and the nature of its operation. Each program must contain reasonable policies and procedures to:

- Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program.

- Detect Red Flags that have been incorporated into the Program.
- Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft.
- Ensure the Program is updated periodically to reflect changes in risks to students or to the safety and soundness of the student from Identity Theft.

In order to identify relevant Red Flags, the College considers the types of accounts that it offers and maintains, methods it provides to open its accounts, and its previous experiences with Identity Theft. The College identifies the following Red Flags in each of the listed categories:

1. Notifications and Warnings from Credit Reporting Agencies Red Flags
 - a. Report of Fraud accompanying a credit report.
 - b. Notice or report from a credit agency of a credit freeze on an applicant.
 - c. Notice or report from a credit agency of an active duty alert for an applicant.
 - d. Receipt of a notice of address discrepancy in response to a credit report request.
 - e. Indication from a credit report of activity that is inconsistent with an applicant's usual pattern or activity.
2. Suspicious Documents – Red Flags
 - a. Identification document or card that appears to be forged, altered or inauthentic.
 - b. Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document.
 - c. Other document with information that is not consistent with existing student information.
 - d. Application for service that appears to have been altered or forged.
3. Suspicious Personal Identifying Information – Red Flags
 - a. Identifying information presented that is inconsistent with other information the student provides (example: inconsistent birth dates).
 - b. Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a loan application).
 - c. Identifying information present that is the same as information shown on other applications that were found to be fraudulent.
 - d. Identifying information presented that is consistent with fraudulent activity such as an invalid phone number or fictitious billing address).
 - e. Social security number presented that is the same as one given by another student.
 - f. An address or phone number presented that is the same as that of another person.
 - g. A person fails to provide complete personal identifying information on an application when reminded to do so.
 - h. A person's identifying information is not consistent with the information that is on file for the student.
4. Suspicious Covered Account Activity or Unusual Use of Account – Red Flags
 - a. Change of address for an account followed by a request to change the student's name.
 - b. Payments stop on an otherwise consistently up-to-date account.
 - c. Account used in a way that is not consistent with prior use.
 - d. Mail sent to the student is repeatedly returned as undeliverable.
 - e. Notice to the College that a student is not receiving mail sent by the College. Notice to the College that an account has unauthorized activity.
 - f. Breach in the College's computer system security.
 - g. Unauthorized access to or use of student account information.
5. Alerts from Others – Red Flags

- Notice to the College from a student, Identity Theft victim, law enforcement or other person that the College has opened or is maintaining a fraudulent account for a person engaged in Identity Theft.

9.3.1.1 Detecting Red Flags

In order to detect any of the Red Flags identified above associated with the enrollment of a student, College personnel will take the following steps to obtain and verify the identity of the person opening the account:

- Require certain identifying information such as name, date of birth, academic records, home address or other identification.
- Verify the student's identity at time of issuance of student identification card (review of driver's license or other government-issued photoidentification).

In order to detect any of the Red Flags identified above for an existing Covered Account, College personnel will take the following steps to monitor transactions on an account.

- Verify the identification of students if they request information (in person, via telephone, via facsimile, via email).
- Verify the validity of requests to change billing addresses by mail or email and provide the student a reasonable means of promptly reporting incorrect billing address changes.
- Verify changes in banking information given for billing and payment purposes.

In order to detect any of the Red Flags identified above for an employment or volunteer position for which a credit or background report is sought, College personnel will take the following steps to assist in identifying address discrepancies:

- Require written verification from any applicant that the address provided by the applicant is accurate at the time the request for the credit report is made to the consumer reporting agency.
- In the event that notice of an address discrepancy is received, verify that the credit report pertains to the applicant for whom the requested report was made and report to the consumer reporting agency an address for the applicant that the College has reasonably confirmed is accurate.

In the event College personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

- Continue to monitor a Covered Account for evidence of Identity Theft.
- Contact the student or applicant (for which a credit report was run).
- Change any passwords or other security devices that permit access to Covered Accounts.

- Not open a new Covered Account.
- Provide the student with a new student identification number.
- Notify the Program Administrator for determination of the appropriate steps(s) to take.
- Notify law enforcement.
- File or assist in filing a Suspicious Activities Report (“SAR”).
- Determine that no response is warranted under the particular circumstances.

Protect Student Identifying Information – In order to further prevent the likelihood of Identity Theft occurring with respect to Covered Accounts, the College will take the following steps with respect to its internal operating procedures to protect student identifying information:

- Ensure that its Website is secure or provide clear notice that the Website is not secure.
- Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information.
- Ensure that office computers with access to Covered Account information are password protected.
- Avoid use of social security numbers.
- Ensure computer virus protection is up-to-date.
- Require and keep only the kinds of student information that are necessary for College purposes.

Responsibility for developing, implementing and updating this Program lies with the Chief Information Security Officer. Division Directors will act as an ad hoc committee. The Chief Operations Officer will be responsible for ensuring appropriate training of College staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

College staff responsible for implementing the Program shall be trained either by or under the direction of the Program Administrator in the detection of Red Flags and the responsive steps to be taken when a Red Flag is detected. College staff shall be trained, as necessary, to effectively implement the Program. College employees are expected to notify the Program Administrator once they become aware of an incident of Identity Theft or of the College’s failure to comply with this Program. At least annually or as otherwise requested by the Program Administrator, College staff responsible for development, implementation, and administration of the Program shall report to the Program Administrator on compliance with this Program. The

report should address such issues as effectiveness of the policies and procedures in addressing the risk of identity theft in connection with the opening and maintenance of Covered Accounts, service provider arrangements, significant incidents involving identity theft and management's response, and recommendations for changes to the Program.

In the event the College engages a service provider to perform an activity in connection with one or more Covered Accounts, the College will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of Identity Theft.

- Require, by contract, that service providers have such policies and procedures in place.
- Require, by contract, that service providers review the College's Program and report any Red Flags to the Program Administrator or the College employee with primary oversight of the service provider relationship.

Non-disclosure of Specific Practices – For the effectiveness of this Identity Theft Prevention Program, knowledge about specific Red Flag identification, detection, mitigation and prevention practices may need to be limited to the Committee who developed this Program and to those employees with a need to know them. Any documents that may have been produced or are produced in order to develop or implement this program that list or describe such specific practices and the information those documents contain are considered "confidential" and should not be share with other employees or the public. The Program Administrator shall inform the Committee and those employees with a need to know the information of those documents or specific practices which should be maintained in a confidential manner.

The Committee will periodically review and update this Program to reflect changes in risks to students and the soundness of the College from Identity Theft. In doing so, the Committee will consider the College's experiences with Identity Theft situations, changes in the methods, changes in Identity Theft detection and prevention methods, and changes in the College's business arrangements with other entities. After considering these factors, the Program Administrator will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Committee will update the Program.

9.4 CREDIT CARD PAYMENT GUIDELINES

- Credit Card Information (Cardholder Data) is obtained from customers only for business purposes and only with cardholder consent.
- The full credit card track number, including the 3 digit security code, is never solicited or kept.
- Credit cardholder data should never be kept in a 'shadow' database such as an Excel spreadsheet.

- Merchant receipts (receipt kept by college) should not have full card number – only the last 4 digits should be displayed. If credit card merchant service provider cannot eliminate the full card number on the merchant receipt, then the merchant receipt should be handled same as cash (i.e., locked in safe, never left unattended) and should be shredded when no longer needed.
- Cardholder data collected from phone-in sales should be destroyed by shredding immediately after the sale is processed and credit cards are settled.
- Cardholder data should never be E-mailed, faxed, or mailed (US or Intercampus) in an unsealed envelope.
- Credit card sales should be settled at least once daily.
- Access to cardholder data is on a need-to-know basis only. Supervisors are to determine who in your area has a need to access this information.
- Any suspected security breach (files that appear to have been tampered with, lost or stolen keys or passwords, etc.) should be reported to the Controller immediately.
- Passwords should be changed regularly.
- Misuse of credit card information is punishable to the full extent of the law.

9.5 NETWORK ACCEPTABLE USE POLICY

Central Christian College of Kansas' (Central) intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to Central's established culture of openness, trust and integrity. Central Christian College of Kansas is committed to protecting Central's employees, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, Internet browsing, and file transfer, are the property of Central. These systems are to be used for business purposes in serving the interests of the institution, and of our clients and customers in the course of normal operations.

Effective security is a team effort involving the participation and support of every Central employee, student, and affiliate who deals with information and/or information systems. It is the responsibility of every Central campus computer user to know these guidelines and to conduct their activities accordingly.

The purpose of this policy is to outline the acceptable use of computer equipment at Central. These rules are in place to protect the employee, students, affiliate and Central. Inappropriate use exposes Central to risks including virus attacks, compromise of network systems and services, and legal issues.

This policy applies to employees, students, contractors, consultants, temporaries, and other workers at Central, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased and/or operated by Central.

9.5.1 General Use and Ownership

- While Central's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on college systems remains the property of Central. In the course of administering Central's network, management cannot guarantee the confidentiality of information stored on any network device belonging to Central.

- Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems.
- Central recommends that any information that users consider sensitive or vulnerable be encrypted.
- For security and network maintenance purposes, authorized individuals within Central may monitor equipment, systems and network traffic at any time.

9.5.2 Security and Proprietary Information

- The user interface for information contained on Internet/Intranet/Extranet-related systems should be classified as either confidential or not confidential. Examples of confidential information include but are not limited to: company private, corporate strategies, competitor sensitive, trade secrets, specifications, customer lists, and research data. Employees should take all necessary steps to prevent unauthorized access to this information.
- Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords will be changed quarterly, user level passwords will be changed every six months. All PCs, laptops and workstations will be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off when unattended.
- Use encryption of information in compliance with Central Christian College of Kansas' Acceptable Encryption Use policy. (To be prepared.)
- Because information contained on portable computers is especially vulnerable, special care should be exercised. Protect laptops in accordance with the "Laptop Security Tips."
- Postings by employees from a Central email address to newsgroups must contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Central, unless posting is in the course of business duties.
- All hosts used by the employee that are connected to the Central Internet/Intranet/Extranet, whether owned by the employee or Central, shall be continually executing approved virus-scanning software with a current virus database unless overridden by departmental or group policy.
- Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

9.5.3 Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempt from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of Central authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Central-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

9.5.3.1 System and Network Activities

The following activities are strictly prohibited, with no exceptions:

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Central.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Central or the end user does not have an active license is strictly prohibited.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- Using a Central computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- Making fraudulent offers of products, items, or services originating from any Central account.
- Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Port scanning or security scanning is expressly prohibited unless prior notification to Central is made.
- Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
- Circumventing user authentication or security of any host, network or account.
- Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
- Providing information about, or lists of, Central employees to parties outside Central.
- Accessing any internet site that displays, speaks of or relates to activities that are deemed inappropriate under the Central's Social Media Guidelines and/or the Central Life Style Covenant, as it pertains to administration, faculty, staff and students of Central. (example - pornography)

9.5.4 Email and Communications Activities

Central Christian College of Kansas provides electronic mail to students, faculty, and staff, at the College's expense, for their use on College business and for academic purposes. Individual computer

accounts for access to electronic mail are available to all students, faculty, and staff. Sharing an account or password with anyone is not permitted.

Use of electronic mail for non-college-related commercial activities or for solicitations or canvassing is not permitted. Incidental and occasional personal use of electronic mail is permitted, but such messages will be treated no differently from other messages with respect to privacy.

It is a violation of College policy for any student or employee, including supervisors and Information Technology Services' staff, to use the electronic mail and computer systems for obtaining access to the files and communications of others, with no substantial work-related purpose.

It is a violation of College policy to use electronic mail services to send chain letters, to send messages containing sexually explicit language, to send copies of documents in violation of copyright laws, or to infringe on the rights of or to harass other users in any way.

The College's electronic mail services provide a means via the Internet by which members of the public may communicate with members of the College community. Messages sent between the College and members of the public must conform to the College's electronic mail policy and will be treated no differently from other messages with respect to privacy. Users should use care in addressing messages, especially when using distribution lists.

The following activities are strictly prohibited, with no exceptions:

- Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of email header information.
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
- Use of unsolicited email originating from within Central's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Central or connected via Central's network.
- Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

During the routine course of business, Information Technology Services' staff monitor the College's computer systems, including the electronic mail services. If system administrators find anomalies indicating the possibility of illegal activity or violations of college policy or security, they will investigate further and report their findings to the CIO.

The College may inspect the contents of electronic mail messages in the course of an investigation triggered by indications of impropriety.

The College recognizes that members of the college community have some reasonable expectations of privacy with regard to the electronic mail messages they send or receive. The College reserves the right to access and disclose the contents of electronic mail messages, but will do so only when it has a

legitimate work-related need to do so. The College also reserves the right to disclose any electronic mail message to law enforcement officials.

The Chief Operations Officer will review any request for access to the contents of electronic mail without the consent of a sender or recipient. Such requests must be approved in advance and any access undertaken without such approval is a breach of College policy.

Violations of the college's electronic mail policy can result in removal of your account from the system and/or more serious sanctions. Some offenses are punishable under federal law.

9.5.5 Online Content Creation

- Content creation by employees, whether using Central's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of Central's systems to engage in content creation is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Central's policy, is not detrimental to Central's best interests, and does not interfere with an employee's regular work duties. In doing so from Central's computer systems is also subject to monitoring and acceptable use as written in Central's Social Media Guidelines.
- Central's Confidential Information Policy (to be prepared) also applies to blogging. As such, Employees are prohibited from revealing any institution confidential or proprietary information, trade secrets or any other material covered by Central's Confidential Information policy..
- Employees shall not engage in any content creation that may harm or tarnish the image, reputation and/or goodwill of Central and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments otherwise engaging in any conduct prohibited by Central's Non-Discrimination and Anti-Harassment policy.
- Employees may also not attribute personal statements, opinions or beliefs to Central. If an employee is expressing his or her beliefs and/or opinions in the content, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Central. Employees assume any and all risk associated with content creation.
- Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, Central's trademarks, logos and any other Central intellectual property may also not be used in connection.

9.5.6 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action.

9.5.7 Definitions

Content Creation – the production, creation, publication, or contribution of information (opinions or facts) to online or in print. Host(s) computing devices- laptops, computers, cell phones, smartphones, PDAs, computer tables, tablet, and PCs.

Spam--Unauthorized and/or unsolicited electronic mass mailings.

9.6 COMPUTER SYSTEM POLICY

Central Christian College of Kansas shall be the owner of all files, programs, and data on the Central

Christian College of Kansas network, including hard drives and Central Christian College of Kansas disks at employees' individual work-stations.

The College reserves the right to inspect any such files, programs or data through the system supervisor. The assigned supervisors of the Central Christian College of Kansas computer systems (or any other person or persons designated by the College) shall have access to all files, programs, and data on the computer network, including hard drives and Central Christian College of Kansas disks at individual work-stations, but not to personal disks maintained by an employee. Central Christian College of Kansas suggests that any files of a personal nature should be stored on the employee's personal disk. Nothing in this section is intended to give any employee use of the College's computer system or equipment in any way that is inconsistent with the College's policies as stated elsewhere.

Central Christian College of Kansas allows employees to use the network for a reasonable amount of personal use, provided such use does not hinder full completion of the employee's responsibilities. Employees are expected to pay for printing costs incurred through their personal use.

There shall always be a minimum of two system supervisors at all times. The President's Executive Team shall approve all computer supervisors and may revoke any supervisor status.

9.6.1 Password Policy

Computer passwords must meet the first three of the following requirements and should follow the remaining guidelines (We require that all passwords be changed every six months and cannot be one of the previous four passwords.):

1. Contain both upper and lower case characters (e.g., a-z, A-Z).
2. Have digits and punctuation characters as well as letters e.g., 0-9, !@#%&*()_+|~- , etc.
3. Contain at least ten alphanumeric characters.
4. Are not words in any language, slang, dialect, jargon, etc.
5. Are not based on personal information, names of family, etc.
6. Passwords should never be written down or stored online. Try to create passwords that can be easily remembered. One way to do this is create a password based on a song title, affirmation, or other phrase.

Please keep in mind the following:

- Don't reveal a password over the phone to ANYONE.
- Don't reveal a password to student workers.
- Don't reveal a password in an email message.
- Don't reveal a password to your supervisor.
- Don't talk about a password in front of others.
- Don't hint at the format of a password (e.g., "my family name").
- Don't reveal a password on questionnaires or security forms.
- Don't share a password with family members.
- Don't reveal a password to co-workers while on vacation.

If student workers need access to files located in your directory, Information Technology staff can easily make arrangements for your student worker to have access without jeopardizing the integrity of your account.

9.6.2 Network Share (G:) Drive

Following is a list of the most frequently used items located on the network drive (on campus use):

- COMMITTEE MINUTES —2022-2023 (ALL committee minutes should be updated here)
- FORMS—including the new employee and exiting employee checklists
- LOGOS—including campus map, athletic, academic, corporate and Fit Four logos, digital signage templates and guidelines, letterhead template, style guide, and official colors and font scheme

These items are updated as necessary and the most current version is available on the G: drive.

9.6.3 Information Technology and Web Requests

You can make specific IT requests at <http://support.intra.Centralchristian.edu>. You can make specific Web requests to the marketing office through email to Elizabeth.caron@centralchristian.edu.

9.7 PERSONALLY IDENTIFIABLE INFORMATION POLICY

9.7.1 Overview

In the course of conducting daily business and transactions, employees, volunteers, contractors, and institutional partners may come into contact with Personally Identifiable Information (PII) related to prospects, students and their family members, alumni, volunteers, employees, or other individuals. Central Christian College of Kansas (the College) has both moral and legal obligations to ensure the security and integrity of PII.

9.7.2 Purpose

This policy provides official directives to employees and other individuals involved in a working relationship with the College (volunteers, contractors, etc.) for the safeguarding of PII to ensure that College procedures comply with all State and Federal regulations and best practices.

9.7.3 Scope

This policy applies to all information, including electronic and computing devices, and network resources that conduct College business or interact with internal networks and business systems, whether owned or leased by the College, the employee, or a third party. All employees, contractors, volunteers, consultants, temporary, and other workers at the College are responsible for exercising sound judgement regarding protection of PII in accordance with the College's policies and standards, and applicable laws and regulations.

9.7.4 Policy

Definitions

- a. PII is any information pertaining to an individual that can be used to distinguish or trace a person's identity. Information contained in public sources such as telephone books, public websites, etc., is considered public PII and may include:
 - i. First and Last Name
 - ii. Address
 - iii. Email Address
 - iv. Photos and Video
 - v. General Education Credentials (Ph.D., M.S., B.A., etc.)
 - vi. Photos or other electronic recordings

- b. Protected PII is defined as any type of information including, but not limited to:
 - i. Social Security Number
 - ii. Username and Password
 - iii. Passport Number
 - iv. Credit Card Number
 - v. Clearances
 - vi. Banking Information
 - vii. Biometrics
 - viii. Date or Place of Birth
 - ix. Mother's Maiden Name
 - x. Criminal, Medical, and Financial Records
 - xi. Educational Transcripts
 - xii. Photos and video that contains any protected PII
 - xiii. Any combination of public PII that, when aggregated, could be used for identity theft.
- c. Procedures
 - i. This section provides directive on maintaining and discarding PII. If current procedures fall outside this policy, contact the Chief Information Security Officer (CISO) to suggest more efficient procedures. All electronic files that contain Protected PII will reside within a protected information system location such as a designated network share. All physical files that contain Protected PII will reside within a locked file cabinet, locked drawer, or locked room when not being actively viewed or modified. When not in use, physical files must be returned to the secure storage location. When files are in use, personnel shall provide a means, such as a file folder, to safeguard Protected PII when others are in nearby proximity. Protected PII shall not be downloaded to personal, organization-owned, volunteer, or contractor workstations or mobile devices (laptops, tablets, mobile phones, digital assistants, or removable media). Protected PII shall not be sent through unencrypted digital messaging systems such as email or instant messaging. When disposing of Protected PII, the physical or electronic file shall be shredded or securely deleted using a method approved by the National Institute of Standards and Technology (NIST).
- d. Incident Reporting
 - i. In the event of a real or suspected disclosure of Protected PII, the discovering individual shall notify his or her supervisor and the CISO within 12 hours of discovery.
 - ii. In defining an incident, the individual must consider the possibility of a PII breach, not just the identification of a known breach. As such, an incident includes the presence of missing or misplaced documents, electronic storage device, accidental communication, possible virus or malware infection, etc.
- e. Audits
 - i. Supervisors and the CISO will conduct periodic audits of organization-owned equipment and physical locations to ensure that Protected PII is stored in

approved information systems or locations in compliance with this policy and to provide information necessary to continuously improve practices.

f. Compliance

- i. Any personnel found to be in violation of this policy may be subject to disciplinary action up to and including termination as deemed appropriate to the facts and circumstances related to the violation.

9.7.5 Definitions and Terms

- a. CISO – Chief Information Security Officer
- b. NIST – National Institute of Standards and Technology
- c. PII – Personally Identifiable Information

9.7.6 References

- a. Family Educational Rights and Privacy Act (FERPA)
- b. General Data Protection Regulation (GDPR)
- c. Gramm Leach Bliley Act (GLBA)
- d. Health Insurance Portability and Privacy Act (HIPPA)
- e. NIST Cybersecurity Framework

This policy is subject to updates due to: relevant regulatory changes, institutional policy changes, direction from the Executive Team, IPC recommendations, or changes in best practice.

9.8 TRAINING

The CISO will conduct annual training regarding PII. All personnel must participate in training at least annually. All new employees, as part of the onboarding process, will receive specific training in PII and FERPA by the CISO or a designated resource. The CISO must sign off on this training.

10 MAINTENANCE

(Owner: Chief Operations Officer; Last Reviewed: 02/16/2022; Last Updated 02/16/2022)

10.1 KEYS

The College uses the Stanley/Best Security lock system. Keys must be checked out **ONLY** through Maintenance and Facilities.

Faculty and Staff requests for keys will be made through maintenance.

Students will receive room keys through their respective Resident Director. Students will return room keys to their respective Resident Director before departure in the summer or as directed by the Chief Student Engagement Officer. Faculty and staff will return any keys to Maintenance and Facilities upon request or termination of employment.

Students needing room keys will request replacement keys through their respective Resident Director. Students needing work related keys will request these keys through their work supervisor.

If a student decides to end their employment, the student must return the key(s) to his/her work supervisor. The supervisor will return keys to Maintenance and Facilities

If a key is lost or stolen, please contact maintenance right away, as we may need to re-key that area and the employee will be charged a minimum of \$35.00 to replace the key. If an employee does not return key(s) prior to exiting their position at CCCK, they will be charged a minimum of \$200.00.

Some employees may receive a key card for keyless entry. Those employees will sign a Door Access Card Agreement acknowledging responsibilities related to use of the card and replacement costs associated with loss or damage to the card.

10.2 MAINTENANCE REQUESTS

All requests related to maintenance in regards to custodial, general maintenance, cleaning supplies, keys, etc. should be processed by using our ticketing system. CCCK utilizes SchoolDude: <https://login.myschoolbuilding.com/msb?acctNum=1262152192&productID=MD>

Each staff member must create their own personal account and login to account to input tickets. Do **not** email requests to staff members. This ticketing system ensures requests are logged, processed and completed. If a staff member has additional questions, contact Doug Vanderhoof, COO.

10.3 COLLEGE VEHICLE USAGE

Central Christian College of Kansas maintains a fleet of vehicles that can help in the fulfillment of the college's mission. These vehicles are used continually by many different groups, many times back-to-back. Therefore, the following guidelines will help us best maximize these resources and help us all be good stewards.^[1]

^[1] College-owned vehicles cannot be checked out/used for personal use due to insurance regulations.

10.3.1 Defensive Driving Course

All college employees and students who desire and/or will be required to drive a college vehicle shall take a defensive driving course prior to driving a college vehicle; as well as have their driver's license checked by the HR Office. Defensive driving courses are offered periodically throughout the summer and school year. Attendance at a defensive driving course is required once every two years during a student, faculty and/or staff's tenure at Central Christian.

10.3.2 College Vans.

College-owned vans are available to be checked out for school-related activities or events. There are 4 passenger vans (15 passengers) available. If an employee needs to check out a van, they need to contact the Fleet Manager in advance to schedule the use of one. An employee using a van will need to pick up keys from Maintenance Office. On the day you have scheduled a vehicle, arrive at the correct office (before 4:00pm) to receive keys, gas card, and mileage report form.

When the employee returns to town, they need to clean the inside of the vehicle and fill up the vehicle with fuel before returning it to the designated parking area at the College. Vans/Trailers and cars park in the lot west of the maintenance building. Fill out the mileage report. The employee needs to turn in keys, gas card, and the completed mileage sheet, to the Maintenance Office immediately when they return to campus. If the individual is returning late at night, they can lock everything in the van. The vehicle may be needed first thing in the morning.

The mileage report needs to be filled out entirely, noting any vehicle concerns in the comment area. Vehicle concerns should also be sent via School Dude. If there is more than one thing, please list these 1), 2), etc. Any fuel receipts placed on the gas cards need to be put in the gas card pouch.

Students will be approved to drive a van to a school related activity if they have taken the eight- hour defensive driving course or online through the HR Office and if he/she is 21 years of age or older. A student will also need their driver's license checked by the HR Office before driving any College vehicle. If a vehicle is driven by a student driver, their supervisor needs to reserve the vehicle and explain to them how to fill out the mileage report. The employee also needs to remind students to turn in all gas receipts with the mileage report.

School vehicles are not however, allowed to be checked out for personal use by a student or employee of the college.

10.3.3 College Cars.

There are three cars available. If an employee needs a College car, they will need to reserve, check out, and pick up keys from the Maintenance Office.

10.3.4 Bus and Trailers.

If an employee needs to use the college bus or one of the two trailers, please contact the Fleet Manager. Driver must have Class B, CDL license with air brake and passenger endorsement.

10.3.5 Mileage Rates.

Mileage rates for school vehicles are as follows:

- Cars - \$0.30 per mile
- 15 Passenger Vans - \$0.45 per mile

- 44 Passenger Bus - \$0.90 per mile
- People Mover - \$0.90 per mile

10.3.6 Insurance

Drivers must maintain adequate automobile insurance. College insurance only covers claims against the organization and does not cover you or your personal vehicle when you are using that vehicle to conduct organization business.

10.3.7 Substance Use

Drivers may not drive for the organization's business while in the possession, or under the influence, of drugs or alcohol. Additionally, unless otherwise sanctioned, employees may not drive for the College if they have been charged with or convicted of driving while intoxicated or driving under the influence. Employees must notify their supervisor as soon as possible in the event of an arrest for a drug- or alcohol-related offense.

10.3.8 Disqualifying Acts

If a driver commits a disqualifying act, the employee shall notify a supervisor as soon as possible after the commission of such act. The employee shall no longer be permitted to drive on behalf of the College. Disqualifying acts may include, but are not limited to, the following: violating this policy, negligent homicide, aggravated assault with a motor vehicle, or commission of a felony arising out of the use of a motor vehicle.

10.3.9 Traffic Violations & Safe Driving

The College will not pay any traffic tickets you receive while operating a vehicle on behalf of the organization.

Any use of cellular telephones while driving is illegal in some jurisdictions. It is the driver's responsibility to comply with various state laws. For safety reasons, while drivers are on the organization's business, drivers are not to use hand-held mobile devices to make calls or send text messages while driving unless "hands-free" equipment is used. If a cell phone call or text message is received while a driver is driving, the driver should pull off the road to a safe location as soon as possible. Drivers should never talk on a cell phone or text while driving in heavy traffic or during hazardous weather conditions.

The use of mobile radar detectors, radar jammers, traffic light preemption emitters (also known as "Mobile Infrared Transmitters"), and license plate cloaking devices is illegal in many jurisdictions. Additionally, the use of such devices can lead directly or indirectly to bodily injury and property damage. Therefore, the use by a driver or others of these devices or any other devices that interfere with law enforcement procedures will not be permitted while driving motor vehicles for the College, whether the vehicles are owned by the College or not.

All occupants of a vehicle driving for organizational business must use seat belts. Drivers must ensure that all occupants fasten their seat belts before operating the vehicle. Please report any non-functioning seat belt to Facility Management immediately. Failure to comply with this policy will result in disciplinary action up to and including termination of employment.

All drivers may be required to participate in a random drug and alcohol testing program. Training may also be required to ensure the safe operation of 12-passenger vans.

All drivers must obey any applicable federal, state, and local laws while driving on the organization's business, drive in a safe and responsible manner, and maintain the security of the vehicle and its contents.

10.3.10 Accident or Incident Reporting

In the event of any accident, theft, or damage while on the organization's business, drivers must do the following:

- Call for medical aid, if necessary.
- Call local law enforcement in the event of an accident.
- Record any pertinent information available regarding the situation, including, but not limited to, names and addresses of drivers, witnesses, etc., license numbers of other drivers, insurance company names and policy numbers of other drivers, conditions surrounding the event, etc.
- Notify supervisor and discuss the information recorded as soon as possible.
- Be cooperative and non-argumentative with everyone involved in the situation (e.g., provide name, address, insurance information, etc.), but do not accept any responsibility for the situation.

10.4 BUILDING COORDINATORS

In an effort to guarantee that students are provided the highest quality educational experience, the College has appointed a Central contact person for each College building/field/court. The purpose of this role is to communicate information about special circumstances that effect building occupants and to serve as the primary reference point in an emergency. It is through the Building Coordinator that the College can facilitate communications, support capital planning and improvement, and represent user needs. While the intent is not to create a "position" or "load", there may be times the College does assign load to provide greater oversight and management of building with high public use.

Daily Oversight

- Tour building on a regular basis to identify areas of concern regarding equipment or facilities, including cleanliness, odor, or other aesthetic concerns.
- Relay maintenance requests to the Physical Plant Manager through the ticket system and follow-up on requests.
- Notify occupants of possible disruption of services or access, posting appropriate notices.

Emergencies: Building Coordinators are expected to:

- Be familiar with the emergency plan in place for their assigned building(s), and or floor(s). The plan will include but not be limited to the following:
- Assist in the evacuation of the building or in movement of individual to save locations within the building (Tornado Warnings)
- At the assembly point, providing information between Emergency Management Team (EMT) and evacuees;

- Preventing reentry into the building until the all-clear has been given (or exiting of the building in case of shooter or weather emergency).
- Serve as liaison to the Emergency Manager
- Assess the scope of a building emergency, taking action as appropriate.
- During an evacuation, maintain a record of all personnel reporting to the assembly area.
- Coordinate through Facilities Management Work Control to arrange for additional emergency equipment, personnel or other assistance.
- Review lessons learned from incidents and drills with faculty and staff.
- Maintain Building Emergency Coordinator Kit.

List of Building Coordinators

Dorms	RD's
Broadhurst Student Center	Kim Knopp
Reimer Business Center	Heath Whitehouse
Science Hall	Lenny Favara
Mingenback Family Center	Michael Craig
Wesley Black Fine Arts & Greer	Chris Gates
CCM Building & Warehouse	Brett Janssen
Ed Pyle Sports Complex	Kyle Moody

10.5 BOARD OF PUBLIC UTILITIES

Central Christian College of Kansas maintains a standing agreement with BPU to assist when the demands for local electricity become too great. Per the agreement, BPU can call upon CCKK to shut down its air conditioning (AC) units when the external temperature is predicted to exceed 100 degrees. Typically, this shutdown period spans from 1:00 to 7:00 PM, at which time units are turned on again.

Once BPU informs us of a shutdown, a member of the Physical Plant will send out a campus wide alert. Employees are asked to keep main office doors closed in an effort to retain a comfortable internal climate for as long as possible. However, once internal temperatures become uncomfortable, employees are NOT expected to remain at their workstations. At such time, employees should communicate with their supervisors and make plans to exit the workplace.

For hourly workers, who are unable to work remotely, this closed-period may be claimed on time sheets toward the fulfillment of expected hours. However, according to Federal Regulations, hours claimed due to closure cannot count toward the calculation of overtime hours, as this time is not considered "hours worked".

10.6 FACILITY ACCESS POLICY

- 10.6.1 General. To enhance security of its campus and provide for the safety of students, faculty, and staff, Central Christian College of Kansas (CCCK) controls access to all buildings by limiting the use and function of both access cards and keys issued to all students, faculty, staff, contractors, outside vendors, and invited guests (including conference and camp participants).
- 10.6.2 Scope. This policy applies to all employees (faculty and staff), students, invited guests, affiliates, contractors and any other person present on CCCK property with respect to hours of operations and access control of buildings, facilities, and other college-owned or leased property.
- 10.6.3 Policy. CCCK manages and controls access to all College buildings and facilities to enhance safety and security, while maintaining compliance with applicable laws, regulations, and associated policies. With few exceptions such as the library and during certain events, College-owned facilities and buildings are not considered open to the public. Access to College buildings and facilities is therefore generally restricted to employees, students, College affiliates, and invited guests.
- 10.6.4 Definitions
- a. Academic Buildings and Facilities – Those locations which have academics (including athletics and extra-curricular activities) as a primary purpose
 - b. Access Control – Control of entry and/or exit to an area by any means (mechanical or electronic)
 - c. Access Control Key – Any official device used to gain entry and/or exit to a controlled space
 - d. Administrative Buildings and Facilities – Those locations which have administrative functions as a primary purpose
 - e. Authorized Signatory – College employee empowered to authorize individual access, key issuance, and building lock/unlock schedules for buildings under his/her control. Each of the following positions is an “Authorized Signatory”:
 - i. Chief Officer
 - ii. President
 - f. Electronic Access Control – Access control using electronic or electromechanical devices to replace or supplement mechanical key access. Electronic access is administered through a computerized card access control system operated and maintained by Information Technology Services (ITS)
 - g. Invited Guests – Individuals present on campus for an express purpose and limited duration.
 - h. Residential buildings and facilities – Those locations in which students reside
- 10.6.5 General Facility Access.
- a. Academic and Administrative Buildings and Facilities. As a general rule, Academic buildings are open Monday through Friday between the hours of 7 AM and 11 PM while Administrative buildings are open Monday through Friday between the hours of 7:00 AM and 6:00 PM. Authorized Signatories may request adjusted hours to meet specific needs of various buildings.
 - b. Residence Halls. College residence halls are locked at all times and accessible only by key. Students only have access to their assigned residence with a provided key. Student

access to residence halls for which they are not assigned is governed by Residence Life policies.

c. General access to all CCK buildings and facilities is restricted to employees, students, invited guests, affiliates, and contractors at all times except those buildings where the public is expressly invited and at certain events.

10.6.6 Faculty and Staff Access. The facilities department manages keys issued to faculty and staff that enable access to academic, administrative, and residential facilities. Faculty and staff are issued keys based on need and with least privileges. Supervisors will submit requests for keys to facilities defining specific access requirements. Individuals requiring additional access must present a memo signed by an Authorized Signatory to facilities detailing the additional access required.

10.6.7 Vendor Access. Authorized vendors or contractors requiring access to College property should arrange for access through the appropriate department – typically, the department or unit issuing the contract with the vendor. In general, access should be scheduled during normal business hours.

10.6.8 Camp and Conference Participants. Facilities, with support from Residence Life, issues mechanical key as appropriate. Access cards, if needed, will be requested through ITS and issued. Cards will only be valid for the duration of the camp or conference. Keys and cards must be returned at the conclusion of the camp or conference. Failure to return keys or cards will result in a fee of \$50.

10.6.9 Invited Guests. Invited Guest will not be issued keys and will only have access to facilities during scheduled open hours.

10.6.10 Keys

10.6.10.1 Mechanical Keys. Keys will be issued directly to person responsible for its custody and use. This same individual will sign for and acknowledge responsibility for maintaining and securing the key. Master keys are typically only issued to individuals with responsibilities for access to entire buildings. Sub-master keys will be issued to department heads only. Grand and Great Grand Master keys are only issued to select individuals as determined by the President and/or the Chief Operations Officer. Annually, Authorized Signatories or their designees will verify the existence of all Master, Grand Master and Great Grand Master keys. Any missing key must be reported immediately to Facilities Key Control and the Chief Operations Officer. All keys must be stamped and recorded in the key management system.

a. Key Return. When keys are broken or no longer required, the key holder shall return the key to key control or residence life as appropriate. The Key Control Manager will document the return in the key management system and provide a receipt to the key holder.

b. Key Holder Responsibilities. All keys to college facilities remain the property of the institution. Individuals with custody of College keys are authorized to use them for access to their work areas. Key holders are responsible for safeguarding keys at all times and for returning keys to the Key Control Manager when they are no longer needed. Key holders are not to share or loan keys to others. Most faculty and staff will have keys only for those

building(s) and personal spaces (e.g., offices) in which they work. If additional keys are issued to an employee, the employee may not remove that key from campus. Key holders are also responsible for reporting lost or stolen keys immediately to the Key Control Manager and the Chief Operations Officer. The Authorized Signatory shall investigate the loss and take appropriate action.

10.6.10.2 Access (Key) Cards. Access cards are issued by ITS only to those with a demonstrated need. Requests for key cards will be made by supervisors in writing to ITS. As with mechanical keys, key card holders will sign for and acknowledge responsibility for maintain and securing the card. Lost or missing access cards must be reported immediately to ITS.

10.6.10.3 Student Access Cards and Keys. All access cards and keys must be returned at the end of each academic year or during the academic year if a student leaves the institution or residential housing.

- a. Students who lose or misplace an issued key or card must comply with the following:
 - i. Lost mechanical keys must be reported immediately to the Resident Director of the student's lodging unit or student life.
 - ii. Lost access cards must be reported immediately to ITS.
- b. If a lost key is not found and returned within 24 hours, the affected locks may be re-keyed and the student will be charged \$50 for each door that must be re-keyed. If the lost key is residential, roommates will be issued replacement keys at no cost. Student life will coordinate re-keying with the facilities office.

10.6.10.4 Key Duplication. Duplication of keys is strictly prohibited.

10.6.10.5 Key Transfers. Key or Card transfers from one person to another are prohibited.

10.6.10.6 Penalties for Policy Violation. It is a violation of College policy to permit unauthorized individuals to enter into buildings and facilities restricted from general public access by deliberately disengaging, deactivating, or otherwise circumventing locking devices or other security measures intended to control building and facility access. Persons who violate this policy are subject to disciplinary action including loss of access and up to termination in accordance with relevant CCCK discipline policy.

10.7

11 EMERGENCY & WEATHER

(Owner: Chief Operations Officer; Last Reviewed: 02/16/2022; Last Updated 7/20/2021)

In the case of an emergency situation involving Central Christian College of Kansas, senior administrators working with local law officials will provide direction and response as outlined in the Campus Emergency Plan.

In the case of an emergency in which college needs to notify its employees in mass, the college will use the Tiger Alert emergency notification system. **Three primary alerts indicate the specific response with details to follow. The three primary alerts are:**

- *Evacuate the Building – relocate to your buildings designate evacuation location.*
- *Seek Shelter – relocate to your buildings designated shelter location.*
- *Shelter in Place – stay in your current location lock the doors and shut off the lights. Further details will be included in the text.*

11.1 EMERGENCY PROCEDURES: FIRE

For Persons Evacuating From the Immediate Area

- Feel door from top to bottom. If it is hot, DO NOT proceed; go back.
- If the door is cool, crouch low and open the door slowly. Close the door quickly if smoke is present so you do not inhale it.
- If no smoke is present, exit the building via the nearest stairwell or exit.
- If you encounter heavy smoke in a stairwell, go back and try another stairwell.

If I'm in...	Then I go to...
Gillespie Hall	Sand Volleyball Court
Kline Hall	Sand Volleyball Court
Parsons Hall	Church South Entrance
Stoll Hall	Science Hall – East Doors
Science Hall	Hammock Farm – North side of building
Mingenback	Front of Parsons Hall
Broadhurst Student Center	Plaza
Reimer Business Center	Plaza
CCM & Art Building	Wesley Black East Entrance
Ed Pyle Sports Complex	Tennis Courts
Wesley Black/Greer	Front Steps of Science Hall (East Doors)
Industrial Arts Building	Athletic Parking Lot

11.2 EMERGENCY PROCEDURES: TORNADO

When a tornado "watch" or a tornado "warning" is in effect, you may be notified:

- By the Office of Student Life Staff
- Tiger Alerts
- Through the campus telephone contact system⁵
- By campus email
- By the city of McPherson warning signal
- By television and radio

⁵ Campus telephone contact system consists of Administrators contacting their direct reports and following the organizational chart from the top down with each level notifying the level below

11.2.1 Tornado WATCH

A tornado “watch” means that the probability is dangerously high for a tornado to develop. The National Weather Service specifies the time period and the area for which the watch is in effect.

What You Should Do:

- Be alert to weather conditions during this time.
- Be prepared for the possibility of a tornado.
- Familiarize yourself with emergency procedures and shelter areas.
- Persons with mobility concerns should go to an area of safety at the time of a tornado watch.
- Close all doors, including main corridors, making sure they latch. (You do not want to wait for a warning to take these measures.)

11.2.2 Tornado WARNING

A tornado warning is issued by the National Weather Service and means that a tornado or funnel cloud has been sighted in a specific area.

What You Should Do:

- Remain calm - this will help you to think clearly
- Relay the warning to others in the area and people that you are responsible to notify.
- Proceed to a designated shelter area within your building.
- Crouch near the floor or under heavy, well-supported objects and cover your head.

Note: There is no guaranteed safe place during a tornado. However, it is important to seek shelter in the best location to help minimize your exposure.

Designated shelter areas within your building (rooms and corridors in the innermost part of the building and basements)

- Stay clear of windows, corridors with windows, or large free-standing expanses.
- DO NOT use elevators during a tornado warning.

If You Are In...	Find Shelter In...
Parsons Hall	Parsons Hall Basement
Stoll Hall	Stoll Pit Storage Under Stairs
Kline Hall	Inside Rooms With No Windows
Gillespie Hall	First Floor Bathrooms
Four-Plex/Tri-Plex	BSC Basement or Parsons Hall Basement
Mingenback Hall	Parsons Hall Basement
Wesley Black/Greer Auditorium	Basement Under Stage Area
Science Hall	Basement Floor- away from windows
Briner Library/ Reimer Business Center	Media Room in back of Library
Broadhurst Student Center	Broadhurst Student Center Basement
CCM Building/Warehouse	Bathrooms
Ed Pyle Sports Complex	Inside Hallways- away from glass doors
Maintenance Building	Inside Hallways-away from glass doors in the Gymnasium

If you are outside and there is no time to take cover, find a low spot, lay down and cover your head. If you are in a building without a shelter area and do not have time to reach one, seek a position away from windows or doors where there may be flying glass. Sit down and cover your head.

11.3 INCLEMENT WEATHER POLICY

During periods of inclement weather (i.e. extreme cold, snow, ice, etc.) the residential campus of Central Christian College of Kansas endeavors to remain functional and encourages its faculty and staff to report to work, as is appropriate for personal safety. However, there may be times when weather conditions cause the College to delay the opening of College activities, to cancel classes and normal business hours, and/or to close the College early.

11.3.1 Inclement Weather Classifications

The College recognizes the following Inclement Weather Classifications:

Open-Personal Discretion

- Classes will be held at the discretion of faculty.
- All services and offices are open with at least limited staffing.
- Designated essential personnel may be scheduled as needed by their director.
- Supervisors may approve flex time or work from home for their employees.
- Practices will be held at the discretion of the coach.
- Specially scheduled events, meetings, and games are at the discretion of the appropriate authority.

Delayed Opening

- The start of the class day may be delayed (i.e. classes would not start until 10:00 am).
- Essential personnel may be scheduled as needed by their supervisor/director.
- All departments and offices that do not provide essential services remain closed until the posted time to open.
- Supervisors may approve flex time or work from home for their employees.
- Student Support Areas will be open: Dining Hall, Facilities Services, and Student Center.
- A continental breakfast will be served.
- Practices will be held at the discretion of the coach.
- Specially scheduled events, meetings, and games are at the discretion of the appropriate authority.

Partial Closure

- All classes, labs, and practices are canceled for the day.
- Essential personnel may be scheduled as needed by their department head, with compensation time earned as outlined in the Policy and Procedures Manual.
- Departments and offices that do not provide direct student support will be closed.
- Student Support Areas will be open: Dining Hall, Facilities Services, and Student Center.
- A continental breakfast will be served.
- Supervisors may approve flex time or work from home for their employees.

- Specially scheduled events, meetings, and games are at the discretion of the appropriate authority.

Full Closure

- All classes, labs, practices, and events are canceled for the day.
- All departments, offices and Student Support Areas are closed except for designated essential personnel, which will be scheduled as needed by their department head. Compensation time earned as outlined in the Policy and Procedures Manual.
- Food services will not be operational unless otherwise communicated to the Central community.

Evacuation

- All classes, labs, practices, and events are canceled for the day.
- All offices and services closed, other than those associated with emergency services.
- Designated emergency personnel may be scheduled as needed by their department head.
- Evacuation Shelter(s) open.

Early Dismissal

This classification is reserved for periods of impending inclement weather that may affect campus services (i.e. tornado warnings, ice storm, etc.)

- All classes, labs, practices, and events are cancelled for the *remainder of the day or prescribed period*.
- Essential personnel may be scheduled as needed by their department head, with compensation time earned as outlined in the Policy and Procedures Manual.
- Departments and offices that do not provide direct student support will be closed.
- Student Support Areas will communicate accessibility.
- Dining services will operate under the discretion of the Food Services Director who will clearly communicate intent to the Central community.
- Supervisors may approve flex time or work from home for their employees.

11.3.2 Inclement Weather Notification

When adverse weather conditions lead to a delayed opening and/or cancellation of classes, the Chief Operations Officer will communicate with the President to determine the best course of action. Once determined, an action plan will be communicated to the campus community in roughly the following order:

- Titan Alert will be sent from the I.T. department
- An announcement will appear in CANVAS (Registrar)
- An all-campus email will be sent from the Chief Student Engagement Officer

Employees are encouraged to check College communications first since TV and radio stations often will not list specific details especially when they are complicated.

The messages will be brief and will start by giving the status of the College by indicating one of six classifications described above. The message will provide the criteria for each designation.

- In some cases, there may be multiple messages needed: one for students, one for faculty, and one for administration and support staff. In these cases, specific information is provided to a particular campus group.
- Messages about impending weather forecast, or weather update, and safety related information, will not be included in the same message but can be referred to by a link or suggested location such as the National Weather Service or the College website.

11.3.3 Essential Personnel

Some administrative and support staff employees, due to the nature of their jobs, are identified as “essential personnel” during times of inclement weather. Essential personnel must be identified as such by supervisors.

11.3.4 Food Services

During periods of inclement weather when the College remains open (partially or otherwise), the food services director will have the option of serving an abbreviated meal dependent upon the availability of their employees.

During periods of inclement weather when the College closes, the food services director will not be serving meals until the College opens.

11.3.5 Flex-Time

During periods of inclement weather when the College remains open, supervisors will have the option of invoking flex-time for employees. For purposes of this policy, flex-time can be used as follows:

- Supervisors may permit staff to modify their normal work schedule to accommodate weather situations by coming into work late and leaving early and making up the lost time. This should be done within the same week (Saturday-Friday) for non-exempt employees.
- Support staff and administrative employees may choose to be paid for un-worked hours by using accrued sick or vacation leave.
- Support staff employees may take the hours off without pay and without the need to make up those hours.

11.3.6 Classes and Other Academic Programming

If the College remains open during inclement weather, the decision to cancel classes is made by the individual faculty member. It is the responsibility of the faculty/staff member to arrange for the notification of students. Individual faculty will also determine whether and when to reschedule cancelled classes and to notify students.

12 WEAPONS POLICY

(Owner: Office of the President; Last Reviewed: 3/20/22; Last Updated: 5/07/17)

Central Christian College of Kansas prohibits the possession and use of firearms, explosives, and other weapons on campus, with certain limited exceptions, as provided below,

12.1 DEFINITIONS

For purposes of this policy the term "weapons" includes:

- Any object or device which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant.
- Any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including those that are concealed or open carried.
- Any BB gun, pellet gun, air/CO2 gun, stun gun or blow gun.
- Any explosive, incendiary or poison gas in the form of a bomb, mine, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than four ounces, any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device, and any tear gas bomb or smoke bomb. NOTE: Personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy.
- Any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- Any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this policy.
- Any martial arts weapon such as nunchucks or throwing stars.
- Any longbow, crossbow and arrows or other projectile that could cause serious harm to any person; or any other dangerous or deadly weapon or instrument of like character.

The term "handgun" means:

- A pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition.
- Any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.

The term "firearm" includes any handgun, rifle, shotgun, and any other weapon which will or is designed to expel a projectile by the action of an explosive.

The term "adequate security measures" shall have the same meaning as the term is defined in K.S.A. 75-7c20, and "building" shall have the same meaning as the term "state building" is defined in K.S.A. 75-7c20.

The term "campus" means any building or grounds owned by the college and any building or grounds leased by the college for college use.

12.2 POLICIES

General Rules on Open Carry and Concealed Carry on Campus

Central students are prohibited from carrying or possessing any weapon on campus. Open carry of firearms and possession of weapons other than concealed handguns shall be prohibited on campus.

Concealed carry of handguns is permitted on campus, subject to the rules stated in this policy. All weapons are prohibited at all off-campus college sponsored or supervised activities, except that, as required by law, the College does not prohibit employees, who are legally qualified, from carrying a concealed handgun while engaged in the duties of their employment outside of Central's place of business including while in a means of conveyance.

Nothing in this policy shall be read to prohibit possession of weapons on campus as necessary for the conduct of College approved programs or activities, or by College security officers while acting within the scope of their employment.

Except in those instances where necessary for self-defense or transferring to safe storage and except as otherwise provided in the preceding paragraph, it shall be a violation of College policy to openly display any lawfully possessed concealed carry handgun while on campus.

There are no College locations that have been designated as prohibiting concealed carry with permanent adequate security measures. The College may from time to time designate a specific location as temporarily prohibiting concealed carry and use temporary adequate security measures as defined and required by law. Appropriate notice will be given whenever this temporary designation is made.

Beginning July 1, 2017, any faculty or staff member who is 21 years of age or older and who is lawfully eligible to carry a concealed handgun in Kansas shall not be precluded from doing so on campus except in buildings and areas of buildings for which adequate security measures are provided, and except as otherwise prohibited by law.

If faculty or staff members wish to exercise the right to carry a concealed handgun on campus they will be required to take a local or regional gun safety course and have the certificate in their personnel folder. When Kansas Law requires a permit to allow concealed carry faculty and staff members will not be permitted to concealed carry until they have the permit on file in their personnel folder.

Regardless whether the individual is otherwise lawfully eligible to carry a concealed handgun the following restrictions apply to the carrying of a firearm by Kansas law, and the violation of any of the following restrictions is a crime under Kansas law and a violation of this policy:

- An individual in possession of a concealed firearm must be at least 21 years of age [K.S.A. 21-6302(a)(4)]
- A firearm cannot be carried by an individual under the influence of alcohol or drugs, or both, to such a degree as to render the individual unable to safely operate the firearm [K.S.A. 21-6332];
- A firearm cannot be carried by an individual who is both addicted to and an unlawful user of a controlled substance [K.S.A. 21-6301(a)(10)];
- A firearm cannot be carried by an individual who is or has been a mentally ill person subject to involuntary commitment [K.S.A. 21-630(a)(13)];
- A firearm cannot be carried by an individual with an alcohol or substance abuse problem subject to involuntary commitment [K.S.A. 21-6301(a)(13)];

- A firearm cannot be carried by an individual who has been convicted of a felony crime [K.S.A. 21-6304];
- An automatic firearm cannot be carried [K.S.A. 21-6301(a)(5)];
- A cartridge which can be fired by a handgun and which has a plastic-coated bullet with a core of less than 60% lead by weight is illegal [K.S.A. 21-6301(a)(6)];
- Suppressors and silencers cannot be used with a firearm [K.S.A. 21-6301(a)(4)];
- Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present, except in self-defense [K.S.A. 21-6308, 6308a].

It shall also be a violation of this policy to otherwise possess, store, transport, trade, sell, or in any other way use a firearm in violation of any applicable law.

12.2.1 Carrying and Storing Handguns

Each individual who lawfully possesses a handgun on campus shall be wholly and solely responsible for carrying, storing and using that handgun in a safe manner and in accordance with the law and college policy. Nothing in this policy shall be interpreted to require individuals who lawfully possess a handgun to use it in defense of others.

Beginning July 1, 2017, each individual who lawfully possesses a concealed handgun on campus shall at all times have that handgun in their custody and control, and shall either keep it on their person with safety mechanism engaged, or stored 1) in any secure storage location provided by the College specifically for that purpose, 2) at their residence, or 3) in their vehicle. Individuals who carry a handgun on campus must carry it concealed on or about their person at all times. With respect to this policy, concealed means completely hidden from view and does not reveal the weapon in any way, shape, or form. "About" the person means that an individual may carry a handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag, or other personal carrier designed and intended for the carrying of an individual's personal items. Moreover, the carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier's design, carrying or holding the carrier, or setting the carrier next to or within the immediate reach of the individual.

Every handgun carried by an individual, whether on their person or in a carrier, must be secured in a holster that completely covers the trigger and the entire trigger guard area and that secures any external hammer in an un-cocked position. The handgun must be secured in the holster with a strap or by other means of retention. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling. Handguns with an external safety must be carried with the safety in the "on" position. Semiautomatic handguns must be carried without a chambered round of ammunition. Revolvers must be carried with the hammer resting on an empty chamber. Handgun storage on campus is prohibited, except in the following two circumstances: (1) in an individual's privately-owned or leased motor vehicle when the vehicle is locked and the handgun is secured in a location within the vehicle that is not visible from outside the vehicle; or, (2) in an individual's on-campus residential unit when the handgun is secured in a holster and in an approved storage device (see below). Handgun storage by any other means than specifically permitted in this policy is prohibited.

If stored in a vehicle on campus, the handgun must be secured and concealed from view.

For any on-campus residential unit that does not have adequate security measures, each resident who lawfully possesses a handgun on campus and elects to store the handgun they possess in the room to which they are assigned when not carrying it on their person in a concealed fashion shall secure the handgun in a secure storage device that conceals the gun from view. Such storage devices shall be provided by the individual who possesses the handgun and must meet minimum industry standards for safe-keeping of handguns.

The College does not provide approved handgun storage devices to any person under any circumstances. Each individual who stores a handgun in an on-campus residence must provide their own approved storage device. An approved storage device has each of these characteristics:

1. it is of sufficient size to fully enclose the handgun while secured in an approved holster;
2. it is constructed of sturdy materials that are non-flammable;
3. it has a combination, digital, or other secure locking device that can only be unlocked by the individual using the storage device, but devices secured exclusively with a key lock are prohibited; and,
4. the device is constructed specifically for the storage of a handgun and/or ammunition.

All ammunition stored in an on campus residence must be stored in an approved storage device.

It is prohibited for any person to store a handgun: (1) in any College facility; (2) in an on campus residential unit, except in the residential unit of the individual who is at least 21 years of age, who legally owns the handgun, and when the handgun is secured in an approved storage device; (3) in a motor vehicle that is unlocked or when the handgun is visible from outside the vehicle; or, (4) in any other location and under any circumstances except as specifically permitted by this policy and by state and federal law.

12.2.2 Reporting and Temporary Actions

All reports of suspected violation of the concealed carry policy are made to the Office of Student Life at 620-241-0723. If a person feels his/her life is in danger they should always call 911.

The Chief Student Engagement Officer will conduct an initial investigation to determine whether the report describes a criminal matter and/or a policy violation.

The Chief Student Engagement Officer has the authority to disarm and/or temporarily confiscate a firearm and issue a restriction to not carry a concealed firearm on campus pending results of the weapons policy violation determination. The decision whether to confiscate and issue a restriction prohibiting concealed carry will be made by Chief Student Engagement Officer when there is probable cause to believe that a violation of this policy has occurred or continued possession and carrying by the alleged policy violator will create imminent danger to themselves or others. This authority does not supersede or alter the authority of Police to confiscate a firearm during a criminal investigation. A confiscated firearm will be stored and handled by the McPherson Police Department according to their policies.

The President (or his designated vice president when off campus) may take any temporary action as determined necessary to ensure the safety of the College and of its students and personnel. Such temporary action may include, but is not necessarily limited to: prohibiting an alleged policy violator from carrying a concealed firearm anywhere within the geographic limits of this policy; if a student is

the alleged policy violator, temporary suspension from one or more classes in which the student is enrolled, or a change in the student's class schedule, or the placement of restrictions or conditions on the student in order to continue with normal class attendance and participation; if an employee (faculty or staff) is the alleged policy violator, temporary administrative leave with or without pay, or the placement of restrictions or conditions on the employee in order to continue with the employee's normal employment.

12.2.3 Sanctions

Any individual who violates one or more provisions of this policy may be issued a lawful directive to leave campus with the weapon immediately. Any individual who violates the directive shall be considered to be in trespass and may be cited accordingly. Any employee or student of the College who violates one or more provisions of this policy shall be subject to discipline in accordance with applicable College codes of conduct. Any individual who violates state or federal law may be detained, arrested or otherwise subjected to lawful processes appropriate to the circumstances.

13 MARKETING POLICIES

(Owner: Director of Marketing; Last Reviewed: 03/31/22; Last Updated 03/31/22)

In order to ensure that all advertising and recruiting information is accurate, timely, and appropriate, any material created for public consumption (including but not limited to press releases, campus branding, external communications and promotional materials) must first receive approval from the Director of Marketing before release to the public.

The Director of Marketing is the primary manager of all web related material. All revisions to the web or social media must first receive approval from the Director of Marketing.

13.1 MEDIA

Any College employee who would like to invite members of the media to visit campus to cover a story or event are required to first contact the Office of Marketing and Communications, who will consult regarding the appropriateness/ likelihood of media coverage and then coordinate contact with reporters as well as any coverage logistics. It is the responsibility of the Office of Marketing and Communications to issue news releases and initiate contacts with the news media. [Note: an exception to this is SID, who is authorized to directly initiate and coordinate media coverage for athletic events.]

Designated spokespersons are equipped and prepared to speak with members of the media on behalf of the institution. Employees may use personal discretion in speaking to members of the media as private individuals; however, employees do not have the authority to speak on behalf of the institution or to represent the College's official perspective or position on any issue. Employees have the additional responsibility to direct all media inquiries to designated institutional spokespersons when specifically instructed to do so by the College.

Employees who are contacted directly by members of the media to request/schedule an interview are requested to notify the Office of Marketing and Communications in advance so that they may provide any necessary coordination with the College's media protocol.

Any faculty, employee, or department seeking to publicize a college-related matter (e.g. new program offering, event, etc.) should contact the Office of Marketing and Communications. The department will work with employees to prepare and publish public announcements. Faculty who are contacted by media for comment as an expert in their areas of study should coordinate with the Office of Marketing and Communications before commenting.

13.2 PRINT & WEB DESIGN SERVICES

The Office of Marketing and Communications is responsible for overseeing the design, proofreading, and mail/delivery coordination of College print and digitally delivered communications (such as strategic emails, social media, etc.) mailed/mailed to off-campus audiences. The Marketing and Communications Director is also responsible for overseeing the design and some content areas of the College website. The College requires that all print communications for external audiences be initiated through the Office of Marketing and Communications. The website also must be built by the College's web team and/or use College templates. To initiate a print communication project or website project or for questions about whether your project is required to be produced by Marketing and Communications.

13.2.1 Logo and Institutional Name

The institution does not permit the use of its name or related wordmarks and logos by non-college entities in any announcement, advertisement, merchandise, digital communications, publication, or report if such use in any way implies institutional endorsement of any product, service, or point of view. Any external organization or its advertising agency requesting the use of institutional or athletic wordmarks, logos, or photography for sale, advertising, endorsement, or public relations purposes should be referred to, and must receive express written consent from, the Director of Marketing and Communications, who is responsible for determining whether the institution's name or related wordmarks and logos may be used in conjunction with the particular product, service, or point of view. In certain cases, he/she may refer requests for such use to the President.

Additionally, all employees are expected to follow the parameters the College has defined related to colors, logo, font, etc. – as articulated in the Marketing Guide maintained by the Director of Marketing and Communications.

13.2.2 Catalog and Publication Revision

On an annual basis, the Academic Office manages revisions to the Catalog. After an internal review, the Registrar submits sections of the Catalog to the appropriate office, department, or division for review. The Registrar makes revisions and submits a draft to the Dean of Academics for final review. After all revisions are made, the Registrar submits a final draft for review and publication to the Director of Marketing.

After the publication of the Catalog, the Registrar's Office continues to collect revisions. If any of these revisions are significant, the Dean of Academics Office orders an addendum published.

This process is largely duplicated, by the appropriate managing office, for all other major publications (e.g. Strategic Plan, Assessment Plan, Student Handbooks, Faculty Handbooks, etc.).

14 STUDENT RELATED POLICIES

14.1 STUDENT PAYROLL AND WORK STUDY FOR SUPERVISORS

(Owner: Chief Financial Officer; Last Reviewed: 02/14/2022; Last Updated 02/14/2022)

INSTRUCTIONS FOR REPORTING WORK: Students are to submit completed time sheets to the Business Office by 5:00 pm on the Monday following each week of work. Blank time sheets are available from the Business Office. As the supervisor, we ask that you assist in making sure that the time sheets are filled out completely. A completed sheet will have the following information:

- Name of student
- Department Code
- Student Signature
- Your Signature

The work week begins on Saturday and ends on Friday. “Time In” and “Time Out” is to be recorded for each time the student works. Students may round to the nearest quarter hour (i.e. 9:15, 10:30).

Any time sheets not turned in by the payroll deadlines will be processed with next month’s payroll.

The following student worker positions must be filled first by Federal Work Study eligible students: Fitness Center (1), Library (all positions), Admissions (2), Custodial 2), Dorm Cleaners (2) and Caf (2).

14.2 HOSTING DISCIPLINED STUDENTS

(Owner: Office of Student Life; Last Reviewed: 2/02/2022; Last Updated 7/07/20)

On occasion, the Student Life Office will issue a discipline that displaces a student from their residence hall for reasons that may not be disseminated to employees of the College in accordance with certain privacy laws. In those instances, students may ask a faculty/staff person to host them in their home. While it is not the intent of Central Christian College of Kansas to dictate the activity in one’s own home, as a matter of policy and courtesy, employees of the College must obtain permission from the Chief Student Engagement Officer to house students who are displaced because of College issued discipline.

14.3 COLLEGE SPONSORED ACTIVITIES/EXCUSING STUDENTS

(Owner: Dean of Academics; Last Reviewed: 2/02/22; Last Updated 02/02/22)

Excusing Students

The Academic Office does not issue excused absences due to illness or personal hardships. Students can submit official documents to their instructor authenticating the need for an excused absence. However, the Academic Office does not collect this documentation. Individual instructors, on a case-by-case basis, must handle undocumented requests for an excused absence.

Approved Absences

- College sponsored athletic events
- College sponsored artistic (drama/ministry team/ music) events
- College approved colloquia

- Course related field trips
- Other college approved events (approval granted through Academic Office or Student Life)

The absence from class of any student so listed for participation in an approved activity shall be an excused absence; but, if a faculty member believes that a student's absences are putting the student's class performance at risk, the faculty member shall issue an Academic Risk.

In cases where students may be facing extenuating circumstances, causing extended periods of absence, the Academic Office may issue a communication alerting Faculty members (e.g. medical procedure, family crises). The communication will address whether it is up to the individual faculty member to issue the excuse or whether the excuse is defined by the Academic Office.

6.4.1 Obtaining Official Excuses for Non-Athletic Activities

1. Five days prior to the event a school official should submit an e-mail to the Academic Office, Manager of Academic Services (Caleb Koerperich), with the following information:
 - a. Date of excused absence
 - b. Times that the students are to be excused (don't forget about night classes)
 - c. Event Description
 - d. List of names of the students to be excused

Athletic Excused Absences

The Athletic Department communicates absences due to athletics. The faculty committee charged with student-athlete issues addresses concerns related to this process.

The sponsor of any organized group, class, share team, or athletic team will submit the names of the group members and the time scheduled to be away from campus to the Academic Office three school days before the group's departure.

15 APPENDIX A

15.1 ABBREVIATIONS

(Owner: Office of the President; Last Reviewed 07/07/2022)

Buildings/General

- ADR – Alumni Dining Room
- CCM – Contemporary Christian Music
- RBC – Reimer Business Center
- SH – Science Hall
- CDS – Creative Dining Services
- BSC – Broadhurst Student Center
- TD – Tiger’s Den (Fitness Center)
- UDR – Upper Dining Room, located in the Broadhurst Student Center
- MacFree – Free Methodist Church
- SH – Science Hall
- Greer – Located in Wesley Black Fine Arts building, but everyone calls it Greer
- CCM – Contemporary Christian Music Building: East of Main Street
- Mudhole: Student Center/snack store: Basement of BSC
- Caf: Another word for UDR
- Core Four – See Mission Statement

Academics

- SPE – School of Distance and Professional Education
- SAS – School of Liberal Arts and Sciences
- SGS – School of Graduate Studies
- FERPA – Family Educational Rights and Privacy Act
- CCCU – Council for Christian Colleges & Universities
- HLC – Higher Learning Commission
- NACUBO – National Association of College and University Business Officers

- KICA – Kansas Independent Colleges Association
- NAICU – National Association of Independent Colleges and Universities
- SARA – State Authorization Reciprocity Agreement
- SAP – Satisfactory Academic Progress
- LMS – Learning Management System
- IPEDS – Integrated Postsecondary Education Data System
- PBL – Phi Beta Lambda (Business club)
- CAMS – online information system
- TAP – Tuition Assistance Program

Departments

- FA - Financial Aid
- RS - Resident’s Life
- MinT - Ministry & Theology
- SGA - Student Government Association
- SAC - Student Activities Association
- RA – Resident Assistant (student position)
- RD – Resident Director (staff position)
- GA – Graduate Assistant

Athletics

- NAIA – National Association of Intercollegiate Athletics
- SAC – Sooner Athletic Conference
- NCCAA – National Christian Colleges Athletic Association
- FAR – Faculty Athletic Representative
- KCAC – Kansas Collegiate Athletic Conference

16 APPENDIX B

16.1 DEFINITION OF TERMS

(Owner: Office of the President; Last Reviewed 04/14/2022)

President vs. Office of the President: In referring to The President, the manual is referencing the individual serving in the position. There are specific rights, regulations, and responsibilities that are specific to the *person of the President*. Whereas, The Office of the President refers to the work of the President's Office, which many times occurs outside the *person of the President*. Functions such as onboarding, social-committee, Board assistance, Institutional Research, etc. are not specific functions fulfilled by the President, but fall under the authority of the President's Office.

Supervisors: The College uses a number of administrative and managerial titles. The word *supervisor* is used to denote any individual who supervisory responsibility for another individual or individuals.