

Policies & Procedures Manual



1200 S. Main St., McPherson, KS 67460

www.Centralchristian.edu

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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.

This manual shall be published on the College's website in its entirety. Employees are responsible for periodically reviewing the Manual including the Summary of Change section, which contains policy and procedure revisions for the previous twelve-month period. Employees shall be notified of substantive updates to the manual via electronic communication from the Chief of Staff or the Office of Human Resources.

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]
7/27/2022	Student Workers	Certain student worker positions must be filled by FWS eligible students first. [approved by College Council 7/27/2022]

Contents

1	Articles of Incorporation	7
2	Guiding Principles	9
2.1	Denominational Distinctive	9
2.2	Vision & Mission	10
2.3	Outcomes.....	10
2.4	Values	11
2.5	Statement of Faith and Beliefs	12
2.6	Governance.....	13
3	General Policies	14
3.1	Calendar and Scheduling of Events.....	14
3.2	Total Staff Meetings.....	14
3.3	Professional Development & Staff Trainings	14
3.4	Emeritus Status	14
3.5	Archives	15
3.6	Identification Cards.....	15
3.7	Mail Services	15
3.8	Children in the Workplace	16
3.9	Parking Permits	17
3.10	Employee Benevolence Fund	17
4	Code of Conduct	21
4.1	Personal Conduct.....	21
4.2	Accuracy of Records.....	23
4.3	Antitrust.....	23
4.4	Compliance with Laws and Regulations	23
4.5	Compliance with Contractual, Grant and Other Obligations.....	23
4.6	Conflict of Interest	23
4.7	Fair Employment & Non-Discrimination.....	24
4.8	Social Media.....	25
4.9	Nepotism	28
4.10	Internal Controls.....	28
4.11	Political Engagement	28
4.12	Safeguarding/Protecting Assets	29
4.13	Safety in the Workplace.....	29
4.14	Fraud, Waste, & Abuse (Whistleblower)	30
4.15	Drug Free Workplace	31
5	Human Resources	36
5.1	Position Classification	36
5.2	Hiring.....	37
5.3	Onboarding Process.....	41
5.4	Employment Records.....	42
5.5	Office Hours	42
5.6	Guidelines Regarding Office Doors and Windows	43
5.7	Dress Code Policy.....	43
5.8	Performance Appraisals.....	45
5.9	Protective Orders.....	46
5.10	Updating Personal information	46

5.11	Discipline.....	47
5.12	Termination of Employment.....	48
5.13	Paychecks.....	49
5.14	Promotion and Transfers.....	50
5.15	Telecommuting/Remote Work.....	51
5.16	Cell Phones.....	52
5.17	Amorous Relationships – Abuse of Power.....	52
5.18	Attendance & Absence.....	54
5.19	Registering Grievances, Harassment, Discrimination, or other Workplace Concerns ...	55
6	Employee Benefits	62
6.1	General Benefits.....	62
6.2	Family and Medical Leave Act (FMLA) Policy.....	69
6.3	Bookstore Discount.....	74
6.4	Paid Holidays.....	74
6.5	Overtime.....	75
6.6	Notary Public.....	75
6.7	COBRA [Consolidated Omnibus Budget Reconciliation Act].....	75
6.8	Tuition Assistance Program (TAP).....	76
6.9	Graduate Assistant Program.....	77
6.10	Lactation Breaks for Nursing Mothers.....	81
6.11	Injury and Illness.....	82
7	Business Operations.....	83
7.1	Sale of Commodities.....	83
7.2	Procurement & Purchasing.....	83
7.3	Cash Advances & Reimbursement Procedure.....	90
7.4	Credit Cards.....	91
7.5	Travel Expenses.....	91
7.6	Restricted Accounts.....	93
8	Anti-Fraud	94
8.1	Purpose.....	94
8.2	Policy.....	94
8.3	Scope.....	94
8.4	Responsible Parties.....	94
8.5	Definitions.....	95
8.6	Reporting Procedure.....	96
8.7	Investigative Responsibilities.....	96
8.8	Confidentiality.....	97
8.9	Termination.....	98
8.10	Retribution.....	98
8.11	Administration.....	98
8.12	Annual Audit.....	98
8.13	Possible Points of Exposure.....	99
9	Information Technology & Security	103
9.1	Family Educational Rights and Privacy Act (FERPA).....	103
9.2	Employee Confidentiality Agreement.....	105
9.3	Red Flags Policy (Identity Theft Prevention Program).....	106
9.4	Credit Card Payment Guidelines.....	110
9.5	Network Acceptable Use Policy.....	111

9.6	Computer System Policy	115
9.7	Personally Identifiable Information Policy	117
9.8	Training	119
10	Maintenance	120
10.1	Keys.....	120
10.2	Maintenance Requests	120
10.3	College Vehicle Usage.....	120
10.4	Building Coordinators	123
10.5	Board of Public Utilities	124
10.6	FACILITY ACCESS POLICY	125
10.7	127	
11	Emergency & Weather	127
11.1	Emergency Procedures: Fire.....	128
11.2	Emergency Procedures: Tornado	128
11.3	Inclement Weather Policy	130
12	Weapons Policy	132
12.1	Definitions.....	133
12.2	Policies	133
13	Marketing Policies	138
13.1	Media.....	138
13.2	Print & Web Design Services	138
14	Student Related Policies.....	140
14.1	Student Payroll and Work Study for Supervisors.....	140
14.2	Hosting Disciplined Students	140
14.3	College Sponsored Activities/Excusing Students	140
15	Appendix A.....	142
15.1	Abbreviations.....	142
16	Appendix B.....	143
16.1	Definition of Terms.....	143

1 **1 ARTICLES OF INCORPORATION**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

57

58 2 GUIDING PRINCIPLES

59 2.1 DENOMINATIONAL DISTINCTIVE

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

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

- 68 • Life-Giving Holiness: God’s call to holiness was never meant to be a burden, but a gift that
69 liberates us for life that is truly life by delivering us from the destructive power of sin. Holiness
70 invites every believer to embrace the transforming work of the Holy Spirit that empowers us to
71 love and serve God and others in joyful obedience. [1 Peter 1:15-16; 1 Thessalonians 5:23-24;
72 Hebrews 12:14; 2 Corinthians 7:1]
- 73 • Love-Driven Justice: Love is the way we demonstrate God’s heart for justice by valuing the
74 image of God in all people, acting with compassion toward the oppressed, resisting oppression,
75 and stewarding Creation. Our heart for justice continues and expands, fueled by God’s holy love
76 and that all may be reconciled to God and one another in ways that reflect God’s just character.
77 [Leviticus 19:33-34; Psalm 82:3; Proverbs 31:9; Isaiah 1:17; Zechariah 7:9-10; Micah 6:8; Luke
78 4:15-19; Matthew 5:43-48; James 1:27]
- 79 • Christ-Compelled Multiplication: The gospel of Jesus Christ — the message He proclaimed, the
80 life He lived, and the ministry He modeled — set into motion a redemptive movement destined
81 to fill the whole earth. We believe this redemptive movement of multiplication applies to every
82 person and should permeate our culture at every level: the found reaching the lost, disciples
83 making disciples, leaders developing leaders, and movements birthing movements. [Matthew
84 28:19-20; 1 Corinthians 2:2; Galatians 2:20; Philippians 1:21; Philippians 3:7-8]
- 85 • Cross-Cultural Collaboration: From the beginning, God’s intent was to have a people from every
86 nation, culture and ethnicity, united in Christ and commissioned to carry out His work in the
87 world. [1 Samuel 16:7; Romans 1:1-32; Galatians 3:28; John 3:16; 1 Corinthians 9:2-23; Genesis
88 1:27; Matthew 5:13; Colossians 1:20]
- 89 • God-Given Revelation: Drawing on our Wesleyan heritage of engaging with Scripture through
90 the lenses of tradition, reason, and experience, we keep Scripture primary. While the church will
91 always be tasked with authentically communicating and applying biblical truths with sensitivity
92 to cultural dynamics, we do not subjugate the Bible’s timeless truths to cultural norms or social
93 trends. [2 Timothy 3:16-17; Isaiah 55:8-9; 2 Peter 1:20-21; Ephesians 2:20-22; Deuteronomy 6:6-
94 9; Hebrews 12:11; John 1:1-4, 14]

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

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

102 2.2 VISION & MISSION

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

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

111 2.3 OUTCOMES

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

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

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

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

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

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

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

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

149 2.4 VALUES

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

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

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

179 2.5 STATEMENT OF FAITH AND BELIEFS

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

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

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

- 197 • God: We believe in the one God, Creator and Sustainer of all things, infinite in love, perfect in
198 judgments and unchanging in mercy. God exists eternally in three persons, Father, Son and Holy
199 Spirit;
- 200 • Jesus Christ: We believe that Jesus Christ is God's Son incarnate, born of the Virgin Mary. He
201 died for the sins of all, taking on Himself, on behalf of sinful persons, God's judgment upon sin.
202 In His body he rose from the grave and ascended to the right hand of the Father where He
203 intercedes for us;
- 204 • Holy Spirit: We believe that the Holy Spirit is God present and active in the world. The Holy Spirit
205 was given to the church in His fullness at Pentecost. By the Spirit, Christ lives in His church, the
206 gospel is proclaimed and the kingdom of God is manifested in the world;
- 207 • Scripture: We believe in the divine inspiration, truthfulness and authority of both the Old and
208 New Testaments, the only written Word of God, without error in all it affirms. The Scriptures are
209 the only infallible rule of faith and practice. The Holy Spirit preserves God's Word in the church
210 today and by it speaks God's truth to peoples of every age;
- 211 • Humankind: We believe that human beings were created in the image of God. This image was
212 marred in every part through the disobedience of our first parents, and fellowship with God was
213 broken. God, in His prevenient grace, restores moral sensibility to all humankind and enables all
214 to respond to His love and to accept His saving grace, if they will;
- 215 • Justification: We believe that God graciously justifies and regenerates all who trust in Jesus
216 Christ. Believers become children of God and begin to live in holiness through faith in Christ and
217 the sanctifying Spirit;
- 218 • Sanctification: We believe that God calls all believers to live lives of holiness, seeking entire
219 sanctification full surrender and faith subsequent to their new birth in Christ. Through
220 sanctifying grace the Holy Spirit delivers them from all rebellion toward God, and makes possible
221 wholehearted love for God and for others. This grace does not make believers faultless nor

- 222 prevent the possibility of their falling into sin. They must live daily by faith in the forgiveness and
223 cleansing provided for them in Jesus Christ;
- 224 • Assurance of Believers: We believe that all believers are assured that they are children of God by
225 the inward witness of God's Spirit with their spirits, by faith in the gracious promises of God's
226 Word, and by the fruit of the Spirit in their lives;
 - 227 • Christians in Society: We believe that Christians are called to live in daily witness to the grace
228 which comes to us in Jesus Christ, to preach the gospel to every person according to the
229 command of Christ, and to declare God's insistence upon righteousness and justice in all
230 relationships and structures of human society;
 - 231 • The Church: We believe that the Church is the people of God composed of all those who believe
232 in Jesus Christ as Savior and Lord. The Church is Christ's body; it is visible in the world wherever
233 believers, in obedience of faith, hear the Word, receive the sacraments and live as disciples;
 - 234 • Return of Christ: We believe in the personal return of Jesus Christ, in the bodily resurrection of
235 all persons, in final judgment and in eternal reward and punishment;
 - 236 • God's Ultimate Victory: We believe in God's ultimate victory over Satan and all evil and the
237 establishment of His perfect kingdom in a new heaven and a new earth.

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

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

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

251 2.6 GOVERNANCE

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

258 3 GENERAL POLICIES

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

260 3.1 CALENDAR AND SCHEDULING OF EVENTS

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

266 3.2 TOTAL STAFF MEETINGS

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

271 3.3 PROFESSIONAL DEVELOPMENT & STAFF TRAININGS

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

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

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

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

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

284 3.4 EMERITUS STATUS

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

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

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

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

294 3.5 ARCHIVES

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

299 A Record Retention Schedule is used to identify records for preservation or destruction.

300 3.6 IDENTIFICATION CARDS

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

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

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

311 3.7 MAIL SERVICES

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

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

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

321 3.7.1 Bulk Mailings

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

328 **3.8 CHILDREN IN THE WORKPLACE**

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

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

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

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

345 **3.8.1 Responsibilities**

346 **An employee who brings a child to the workplace must:**

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

353 **Management must:**

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

363 **3.8.2 Exclusions**

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

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

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

375 **3.9 PARKING PERMITS**

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

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

385 **3.10 EMPLOYEE BENEVOLENCE FUND**

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

390 **3.10.1 Oversight and Accountability**

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

394 The Chair is to:

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

399 The role of the Secretary shall be to:

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

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

405 The role of the committee is to:

- 406 • Evaluate the requestor’s eligibility to receive monetary support from the fund;
407 • Determine the appropriate level of support, based on the guidelines in this document;
408 • Distribute funds on behalf of the staff of CCKK. All funds are paid directly to the vendor on
409 behalf of the requestor.

410 3.10.2 General Guidelines

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

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

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

420 3.10.3 Eligibility Criteria

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

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

- 443 ○ Housing for unmarried couples
- 444 ○ Legal fees
- 445 ○ Penalties relating to late payments or irresponsible actions
- 446 ○ Private school fees or tuition
- 447 ○ Business ventures
- 448 ○ Debt caused by irresponsible actions

449 **3.10.4 Source Funding**

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

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

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

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

460 **3.10.5 Application Process**

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

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

474 **3.10.6 Awarding of Funds**

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

480 3.10.7 Non-Discrimination Policy

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

483 4 CODE OF CONDUCT

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

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

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

497 4.1 PERSONAL CONDUCT

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

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

511 Employees are prohibited from living a lifestyle inconsistent with the Free Methodist Book of Discipline's
512 teachings about "The Christian Journey". The College relies on these guidelines to inform the care,
513 hiring, evaluation, development, and termination of personnel. Violations of these standards are
514 regarded as a serious breach of integrity and could result in discipline, up to and including termination².
515 A copy of the discipline is available through the Office of the President or by contacting the Free
516 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.

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

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

560 **4.2 ACCURACY OF RECORDS**

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

566 **4.3 ANTITRUST**

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

570 **4.4 COMPLIANCE WITH LAWS AND REGULATIONS**

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

577 **4.5 COMPLIANCE WITH CONTRACTUAL, GRANT AND OTHER OBLIGATIONS**

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

582 **4.6 CONFLICT OF INTEREST**

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

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

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

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

608 **4.7 FAIR EMPLOYMENT & NON-DISCRIMINATION**

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

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

623 Inquiries related to Title IX (Non-Discrimination on the basis of sex in education programs or activities
624 that receive federal financial assistance), may be referred to the Human Resources/Title IX Coordinator,
625 1200 S. Main, PO Box 1403, McPherson, Kansas 67460 (phone: 620-241-0723, ext. 120).

626 Inquiries related to Titles VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act,
627 or any other alleged discrimination not involving Title IX, may be referred to the Dean of Academics,
628 1200 S. Main, PO Box 1403, McPherson, KS 67460, (phone: 620-241-0723, ext. 111).

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

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

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

643 4.8 SOCIAL MEDIA

644 (Legal Counsel Review: 4/16/2021)

645 4.8.1 Purpose

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

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

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

661 4.8.2 Social Media Accounts Hosted or Sponsored by the College

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

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

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

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

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

679 4.8.3 Student & Employee Use of Social Media Accounts Hosted or Sponsored by the College

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

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

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

696 4.8.4 Use of Personal Social Media Accounts

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

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

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

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

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

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

723 **4.8.5 Enforcement & Sanctions**

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

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

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

737 **4.8.6 Reporting Objectionable Material**

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

742 **4.8.7 Miscellaneous**

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

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

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

754 **4.9 NEPOTISM**

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

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

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

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

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

770 **4.10 INTERNAL CONTROLS**

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

777 **4.11 POLITICAL ENGAGEMENT**

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

782 **4.11.1 Campaigning**

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

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

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

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

800 4.11.2 Lobbying

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

812 4.12 SAFEGUARDING/PROTECTING ASSETS

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

818 4.13 SAFETY IN THE WORKPLACE

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

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

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

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

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

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

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

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

848 4.14 FRAUD, WASTE, & ABUSE (WHISTLEBLOWER)

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

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

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

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

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

870 4.14.1 Reporting Concerns

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

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

882 4.14.2 Safeguards

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

895 4.15 DRUG FREE WORKPLACE

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

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

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

911 workplace shall be subject to disciplinary action. Officers and employees are reminded that illegal
912 manufacture, distribution, dispensing, possession or use of controlled substances may subject
913 individuals to criminal prosecution.

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

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

926 The term "controlled substances" as used in this policy means those substances included in Schedule I
927 through V of section 202 of the Controlled Substances Act and as further defined by regulation at 21 CFR
928 1300.11 through 1300.15. A listing of controlled substances will be maintained in the Office of Student
929 Life. The term does not include the use of a controlled substance pursuant to a valid prescription or
930 other uses authorized by law. Any definition of a "legal substance" or "legal use" may be further clarified
931 or sanctioned by the College, beyond terms used by Federal or State agencies, including abuse of
932 substances that an individual is legally entitled to possess or use.

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

936 **4.15.1 Drug Awareness Program**

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

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

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

958 **4.15.2 Possible Sanctions**

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

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

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

971 4.15.2.1 Drugs – State law penalties

972 In the State of Kansas, it is also illegal to be involved with controlled substances,
973 including prescription drugs obtained or used contrary to the prescription. Violation
974 of the Kansas drug laws also may result in incarceration and substantial fines. Under
975 Kansas law, the penalties for the unlawful possession or distribution of drugs are
976 based on the quantity of drug, type of drug, and criminal history of the defendant.
977 See K.S.A. 2012 Supp. 21- 5706. Maximum penalties range from fines of \$100,000 to
978 \$500,000 and imprisonment from 10 months to 17 years.

979 4.15.2.2 Alcohol – related penalties under State law

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

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

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

992 **4.15.3 College Sanctions**

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

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

998 **4.15.4 Health Risks**

999 The consumption of alcohol poses several health risks including impaired judgment, impaired
1000 coordination, and impaired attention which may lead to difficulty in safely navigating one’s environment
1001 or difficulty in safely operating a motor vehicle. Consuming alcohol may alter a person’s ability to learn
1002 or retain information, or negatively impact academic, occupational, or social functioning. At low doses,
1003 alcohol causes disinhibition and mood lability, increasing risk of inappropriate sexual acts or aggressive
1004 behavior. Alcohol depresses the central nervous system and at high doses can cause respiratory
1005 depression and death. Repeated use of alcohol can lead to a maladaptive usage pattern referred to as
1006 alcohol dependence. Alcohol dependence is marked by increased physiological tolerance of alcohol’s
1007 effects and alcohol withdrawal upon sudden cessation of use. Alcohol withdrawal symptoms include
1008 autonomic hyperactivity such as anxiety, sweating, and tachycardia; tremors, nausea, vomiting,
1009 hallucinations, psychomotor agitation, seizures, and death. Long-term use of alcohol can cause
1010 permanent damage to vital organs, particularly to the brain and the liver.

1011 Illicit drug use poses multiple health risks that can negatively impact academic, occupational, and social
1012 functioning. For information on specific adverse effects of a particular drug, please refer to the United
1013 States Drug Enforcement Administration list of illicit drugs and associated risks at
1014 [http://www.justice.gov/dea/druginfo/all fact sheets.pdf](http://www.justice.gov/dea/druginfo/all_fact_sheets.pdf).

1015 **4.15.5 Counseling & Treatment**

1016 Drug and alcohol counseling, treatment, and related programs are available through the Office of
1017 Student Life and through the local McPherson community. For more information about substance abuse
1018 assessment screening and counseling contact the Office of Student Life or one of the following
1019 resources:

- 1020 • <http://www.drugabuse.gov/>
- 1021 • Carousel Live (620-241-2300) – Hotline: 620-755-6091
- 1022 • Central Kansas Foundation (620-241-5550) Hotline: 785-825-6224
- 1023 • Prairie View (620-245-5000)

1024 **4.15.6 Definitions**

1025 The term “controlled substance” as used in this policy means substances included in Schedules I through
1026 V as defined by Section 813 of Title 21 of the United States Code and as further defined by the code of
1027 Federal Regulations, 21 C.F.R. 1300.11 through 1300.15. The term does not include the use of a
1028 controlled substance pursuant to a valid prescription of other uses authorized by law.

1029 The term “alcohol” as used in this policy means any product of distillation or a fermented liquid which is
1030 intended for human consumption and which is defined in Chapter 41 of the Kansas statutes.

1031

1032

1033

1034 **5 HUMAN RESOURCES**

1035 (Owner: Office of Human Resource; Last Reviewed: 02/14/2022; Last Updated: 02/14/2023)

1036 **5.1 POSITION CLASSIFICATION**

1037 The following definitions have been established to standardize terminology and provide common
1038 understanding in our references to employees:

- 1039 • **Employee** - A person who receives wages or salary from the College and whose work the College
1040 controls and directs.
- 1041 • **Full-time Employees** - Those who regularly work 30 hours or more weekly and who maintain
1042 continuous regular employment status. Regular full-time employees are eligible for benefits.
- 1043 • **Part-time Employees** - Those who regularly work less than 30 hours weekly and who maintain
1044 continuous regular part-time employee status. Part-time employees may be eligible for certain
1045 benefits. Part-time employees are generally classified as non-exempt employees.
- 1046 • **Temporary Employees** - Those whose services are intended to be for a short period of time or of
1047 limited duration, or for an indefinite period when there is no intent to provide regular or
1048 ongoing status. The College may either hire temporary employees directly or may use an agency
1049 to supply temporary employees. Temporary employees are usually not eligible for benefits. If a
1050 temporary employee is subsequently hired as a regular full-time or part-time employee, date of
1051 hire will be determined by the date on which the employee becomes a regular employee.
- 1052 • **Regular Employees** - Those whose services are intended to be for an indefinite period and who
1053 work regularly scheduled hours on an ongoing basis, either full- or part-time.
- 1054 • **Exempt Employees** - Those who are exempt from the provisions of the Fair Labor Standards Act.
1055 They typically perform executive, administrative, educational, or professional duties within the
1056 College.
- 1057 • **Non-exempt Employees** - Those who are not exempt from the provisions of the Fair Labor
1058 Standards Act. Non-exempt employees are eligible for minimum wage and overtime payment,
1059 as set forth herein.

1060 **5.1.1 Volunteers**

1061 The College encourages volunteer efforts by non-employee volunteers. Before engaging in volunteer
1062 activities, non-employees must complete a volunteer agreement and agree to a background check.

1063 Employees who desire to volunteer with the College during non-working hours must first obtain
1064 approval from the Office of Human Resources. Approval of the employee’s request to volunteer will
1065 depend on several factors, such as the nature, extent, and duration of the voluntary activity. Because
1066 the College must comply with applicable labor laws, employees cannot volunteer for, and will not be
1067 allowed to perform, activities that are normally part of their job responsibilities.

1068 If a former employee wishes to continue his or her volunteer efforts, approval will be contingent upon a
1069 positive recommendation from the prior employee’s supervisor and the Office of Human Resources.

1070

1071 All volunteers, whether employee or non-employee, serve with the knowledge and approval of the
1072 Office of Human Resources, who may terminate the volunteer’s relationship at any time.

1073 **5.2 HIRING**

1074 Central Christian College of Kansas believes that hiring qualified individuals to fill positions contributes
1075 to the overall success of the company. Each employee is hired to make significant contributions to the
1076 College. The purpose of this policy is to attract the most qualified individuals to CCKK and ensure a fair,
1077 consistent and transparent process for all candidates, while complying with relevant employment
1078 legislation and regulations.

1079 This policy is the accepted practice for College with respect to the recruitment and selection of College
1080 employees below the level of President. The Faculty Manual and Athletic Manual articulate additional
1081 specifics in regards to respective operational areas.

1082 **5.2.1 Personnel Requisitions & Job Descriptions**

1083 The Employee Requisition Review and Approval Application located on the resource webpage will
1084 support efforts to strengthen stewardship of institutional resources and create a consistent manner
1085 through which to consider staffing requests outside of the annual budgeting and planning process.

1086 Hiring Managers must seek approval to recruit for positions by completing the requisition process. This
1087 approval process is required whenever any of the following is true:

- 1088 • Filling or replacing a position where a vacancy exists
- 1089 • Redeployment of a position with a modified title, salary, job scope
- 1090 • Procurement of a seasonal or temporary employee
- 1091 • Securing of a volunteer position
- 1092 • Creation of a new position

1093 Requisitions must be initiated by the department supervisor/manager, approved by the Chief Officer,
1094 and then forwarded to the CFO for processing with the Office of Human Resources.

1095 If approved, the Office of the President will arrange a meeting with the hiring manager or chief officer in
1096 order to conduct an intake meeting. The purpose of this meeting is to learn more about the position and
1097 ensure that the job description is up-to-date, prior to posting a job opening. All job descriptions are
1098 prepared by the Office of the President, approved by the Office of Human Resources, and provided to
1099 the Hiring Manager.

1100 The Chief of Staff retains a copy of all job descriptions in the Office of the President. A copy of the
1101 finalized job description is also maintained in the personnel file located in the Office of Human
1102 Resources.

1103 **5.2.2 Job Postings**

1104 Central Christian College of Kansas affirms the benefits of a diverse and talented employees. In
1105 recognizing this value, the College intentionally seeks to consider individuals of diversity in its hiring
1106 process. This is specifically done by advertising all full-time positions on appropriate diverse job listing
1107 resources. A copy of the advertisement must be submitted to the Chief of Staff to ensure compliance.

1108 The Chief of Staff will create job postings that describe the job opening and communicate the mission
1109 and brand of Central Christian College of Kansas. All job openings will be posted concurrently on the
1110 CCCK website and externally with sources appropriate for the position being filled. Jobs will remain
1111 posted until the position is filled. A meeting with the Chief of Staff may be requested in order to discuss
1112 the recruiting strategy.

1113 All full-time and regular part-time vacancies will be posted internally and externally for a minimum of
1114 five (5) business days and can be extended in consultation with division director or chief officer. For all
1115 temporary full-time and temporary part-time vacancies, the division director or chief officer can elect to
1116 post for less than five (5) business days. In some cases, the posting may be communicated internally,
1117 prior to releasing the position externally.

1118 In special circumstances, as approved by the President, individuals may be appointed to a regular Full-
1119 time administrative position without competition, in order to enhance diversity, maintain
1120 denominational compliance, or enrich the culture and competence of the institution. This decision
1121 requires consent of the respective Chief Officer, Director of Human Resources, and President.

1122 The Office of Human Resources department will be responsible for tracking all applicants and retaining
1123 applications and resumes as required, who will work with the Hiring Manager.

1124 5.2.3 Internal Applicants

1125 Current employees with a satisfactory employment status may apply for internal job openings. The
1126 consent of the employee's manager and the Office of Human Resources department may be necessary
1127 for employees with less than one year of service.

1128 All applicants for a posted vacancy will be considered based on their qualifications and ability to perform
1129 the job successfully. Internal candidates who are not selected will be notified by the Office of Human
1130 Resources.

1131 5.2.4 Interview Process

1132 All full-time or regular part-time positions require the appointment of a Selection Committee. The
1133 Selection Committee will be chaired by the Hiring Manager. The Hiring Manager is a temporary title held
1134 until such times as a candidate has been chosen or the interview process is dissolved. Typically, Chief
1135 Officers Serve as Hiring Manager, but a Chief Officer, in consultation with the Office of Human Resources
1136 may name a Hiring Manager.

1137 Unless otherwise selected by another means, the Hiring Manager will invite individuals to join the
1138 Committee, with the Office of Human Resources acting as a resource to the Committee. Hiring
1139 Managers should consult appropriate Manual (e.g., Faculty Manual, Athletic Manual) to remain in
1140 compliance with policy.

1141 A Selection Committee should have no less than three individuals, of which the composition should
1142 represent:

- 1143 • Expertise and knowledge appropriate to the position
- 1144 • Diversity – with an emphasis on racial/ethnic diversity – though every Committee should also be
1145 of mixed gender.
- 1146 • Stakeholder departments

- 1147 • When selecting a member of the faculty, a coach, or administrator, the committee must also
1148 include one individual representing the interests of the Free Methodist Church of North America,
1149 preferably an ordained minister or full member of the Church.

1150 Selection Committee members must declare if there are any reasons that would prevent them from
1151 making an objective recommendation to the Hiring Manager. Selection Committee members must
1152 remove themselves from the Committee if any one of the candidates represents a conflict of interest.

1153 The background, interests and aspirations of the candidates are a matter of privilege and for this reason,
1154 any information related to the applicants must remain confidential to the members of the committee;
1155 therefore, members of the Selection Committee should be briefed about the confidentiality of the hiring
1156 process and must agree by such standards in order to continue to serve on the Committee. Candidate
1157 evaluation forms will be completed after each interview and retained with the application.

1158 The Committee shall submit a final candidate for Presidential review. The President may make
1159 independent inquiries and conduct interviews with the finalist. If the President does not affirm the
1160 recommendation of the Committee, he or she will meet with the Hiring Manager to discuss the
1161 reason(s) for the decision. The Hiring Manager can verbally summarize the reasons for decision to
1162 committee members, as part of the confidential screening process. The President may request further
1163 recommendations, which may require for the position to be reopened if the committee is unable to
1164 recommend any other candidates.

1165 5.2.5 Reference Checks

1166 Office of Human Resources will conduct professional reference checks and employment verification on
1167 the top candidates based on the results of the candidate evaluation forms completed by the
1168 interviewers. A minimum of two (2) professional references and one (1) character reference are
1169 required from each candidate.

1170 5.2.6 Job Offers

1171 The Office of Human Resources will network with the Chief of Staff concerning requisite data needed for
1172 the *Job Offer Letter*. The Office of the President will issue the letter to the candidate. If a candidate fails
1173 to respond within seven calendar days, the offer may be rescinded.

1174 The offer is contingent on the satisfactory completion of required background checks and any other
1175 contingencies recognized by the College.

1176 5.2.7 Background Checks

1177 Central Christian College of Kansas is committed to maintaining a safe teaching, learning, and working
1178 environment for its students, employees, and visitors. One aspect of this commitment is to assure, to
1179 the extent possible, that appropriate policy and procedures are in place that assist in reducing the
1180 likelihood of unknowingly hiring persons with felony or misdemeanor convictions or who are registered
1181 sex offenders. Therefore, pursuant to the law (KS Stat. Sec 50-72 et seq.) Central performs a criminal
1182 background check on prospective employees as appropriate to the term of employment.

1183 In compliance with the law we state this requirement on the job offer letter for employment and by
1184 signing the job offer letter the potential employee is aware and approves the College conducting the
1185 background check.

1186 Felony, misdemeanor, and registered sex offender status criminal background check procedures apply
1187 to each person hired, other than

- 1188 1) positions to be filled by a vendor or contractor
- 1189 2) hourly student employees
- 1190 3) Interns

1191 Background checks will vary depending on the position and may include criminal history, driving record,
1192 or any other relevant information for the job. Records related to any criminal background check remain
1193 confidential and are maintained in Human Resources

1194 5.2.8 Employee Agreements

1195 After the individual signs the *Job Offer Letter* the Chief of Staff will inform the Hiring Manager and the
1196 Office of Human Resources. The Office of Human Resources will issue an *Employment Agreement*, to the
1197 individual, confirming job title, terms and conditions, and an annualized rate of remuneration. This
1198 agreement is also an “at will” agreement and remains in force for an unfixed term.

1199 By signing the agreement, an employee agrees to abide by the College’s policies and procedures and
1200 also indicates affirmation and support of the Statement of Faith, Code of Conduct, and lifestyle
1201 expectations. Furthermore, the employee recognizes the at-will employment relationship, pursuant with
1202 applicable laws and regulations.

1203 The College reserves the right to preserve the employment-at-will relationship. The agreement is
1204 intended to confirm the terms of employment and is not intended to be a contract or promise which
1205 binds either the College or the employee to continue the employment relationship for any period of
1206 time or which limits the right of the College or the employee to terminate the employment relationship
1207 at any time for any reason.

1208 Employees will sign an employee agreement which outlines terms and conditions with an annualized
1209 rate and remains in force for an unfixed term. This agreement is also an “at will” agreement.

1210 The Office of Human Resources department will notify applicants who are not selected for positions.

1211 5.2.9 Process

1212 5.2.9.1 Approving the Position

- 1213 • [OHR] – Confirms viability of position with CFO
- 1214 • [OTP] – Hiring Manager or Chief Officer provide draft job description to the OTP for
1215 review and confirmation.
- 1216 • [OTP] The OTP works with the OHR to develop a job description.
- 1217 • [OHR] The OHR provides a copy of the Job description to the Hiring Manager and the
1218 OHR for use during the hiring process.
- 1219 • [OHR] – Alerts COS to begin the posting process
- 1220 • [COS] – Post position announcement on CCK website and as needed job sites: CCCU,
1221 ACSI, Go McPherson, and Diversity Jobs in Higher Education description

- 1222 • [OHR] – Post position on KICA website and McPherson Chamber of Commerce
- 1223 5.2.9.2 Candidate Selection
- 1224 • [OHR] – Receives and reviews applicants
- 1225 • [Chief Officer] – Names Hiring Manager and informs Human Resources
- 1226 • [OHR] – Submits applicant materials to Hiring Manager
- 1227 • [Hiring Manager] – Recruits Selection Committee
- 1228 • [Hiring Manager] – Reviews confidentiality and conflict of interest issues
- 1229 • [Hiring Manager] – Works with Committee to define selection matrix and develops
- 1230 questions to be used with all candidates
- 1231 • [Hiring Manager] – Sets up and conducts interviews – prioritizing candidates based on
- 1232 matrix and Committee feedback. Contact References.
 - 1233 ○ In the case of Faculty, Chief Officer, Coach, or Director, the President will
 - 1234 conduct an additional interview with the recommended candidate. If candidate
 - 1235 is declined, the President will interview further candidates in the order of their
 - 1236 recommendation or request the Committee continue its search.
- 1237 • [Hiring Manager] – If the hiring manager was assigned by a Chief Officer or Director, a
- 1238 recommendation will be submitted by the Hiring Manager to the Chief Officer.
- 1239 • [Chief Officer] – Submits recommendation to the Office of Human Resources
- 1240 • [OHR] Requests an offer to go to the candidate while in communication with candidate
- 1241 about benefits. Provides the candidate and hiring manager with the benefits worksheet.
- 1242 • [COS] Submits an *Job Offer Letter* and benefits worksheet to the candidate
- 1243 • [OHR] – After COS confirms receipt of *Job Offer Letter*, OHR completes background
- 1244 check
- 1245 5.2.9.3 Hiring Process
- 1246 • [OHR] – Provides an Employment Agreement
- 1247 • [OHR] – Notify unsuccessful candidates and candidates not selected for an interview.
- 1248 • [Hiring Manager] – Collects all notes, matrix scores, minutes, copies of resumes, etc.,
- 1249 from interview process to Human Resources.
- 1250 • [Hiring Manager] Notifies campus of new hire.

1251 5.3 ONBOARDING PROCESS

1252 When an employee starts at Central Christian College of Kansas, they will fulfill the new employee
 1253 checklist as provided by Human Resources in the Business Office. This new employee checklist will

1254 ensure that the employee will meet with each department on campus for an onboarding process. Each
1255 new employee will receive a T-shirt from Central Christian College that will be given while fulfilling the
1256 Admissions part of the checklist.

1257 The Hiring Manager and Human Resources will assign a mentor for each new employee (that is not their
1258 direct supervisor) that is available for the first 60 days of employment. Ideally, the mentor would be a
1259 co-worker that works at least semi-closely with the new hire. The mentor should be a resource for
1260 general questions and support.

1261 The Hiring Manager and Human Resources will work together in setting up at least three days' worth of
1262 lunches within the first week of employment with various Central employees to help the new employee
1263 acclimate. At least one of these lunches must be with their mentor. Lunches may be taken in the
1264 cafeteria or off campus and all funds will be charged to the hiring department. Cafeteria meals can be
1265 charged using the department's cafeteria charge card or by notifying the cafeteria director. Please notify
1266 Accounts Payable if a school credit is needed for off campus lunches.

1267 5.4 EMPLOYMENT RECORDS

1268 Maintenance of personnel files currently resides in the Human Resource Office. Faculty credentialing
1269 files reside in the Academic Office. Employees may request to review the contents of their personnel
1270 file during regular office hours. Additionally, supervisors and other designated personnel with the right
1271 to access personnel files may request to review.

1272 Pre-employment documents and any documents submitted in confidence will not be made available to
1273 the employee/reviewer. Other personnel file items including, but not limited to, performance appraisals,
1274 disciplinary items, contracts, letters of appointment, and similar items will be available to the
1275 employee/reviewer for viewing only. Copying will not be permitted, except as permissible or required by
1276 law, but the employee/reviewer will be permitted to make handwritten notes from the file. At no time
1277 will the file, or any portion of the file, be permitted to be removed from the maintaining office.

1278 Questions or concerns regarding the accuracy of the information maintained in the file should be
1279 directed to the appropriate Vice President or Human Resources. The employee may request to place a
1280 written disagreement in the personnel file, which will be attached with the document(s) in question.

1281 An employee is always allowed to bring a grievance about leadership to the appropriate next level
1282 (President or Board of Trustee Chairman) in accordance with the grievance process outlined herein.

1283 5.5 OFFICE HOURS

1284 Generally, operational hours for staff are consistent with a 40-hourwork-week, with the standard office
1285 hours of 8:00 a.m. to 5:00 p.m., - Monday through Friday. These are the hours expected to be worked
1286 under normal conditions but are not a guarantee of hours to be worked or paid. Each full-time employee
1287 is permitted to take two 15-minute breaks each day as well as a 60 minute unpaid lunch break. Each
1288 employee should check with their supervisor for their individual work schedule. *Recognizing the unique
1289 nature of a residential campus, some employees may have work times that fall outside of these
1290 parameters. This section is intended to represent customary hours that the main offices of the College
1291 are in operation.*

1292 Scheduling of lunch and break periods are to be determined in consultation with your supervisor and
1293 should not result in offices, phones, or other essential responsibilities, being left unattended. Lunches or
1294 breaks not taken may not be used for another type of privilege such as covering missed time, overtime
1295 pay, or an early departure, unless arranged with the supervisor.

1296 The President has the discretion, based on the needs of this College and its employees, to alter these
1297 general hours to fit the specific needs of a department or an employee.

1298 Acceptable reasons for such alteration may include, but are not necessarily limited to, the organization's
1299 needs, business reasons, economic conditions, or other conditions with respect to this College, division,
1300 or the individual (e.g. admissions – in order to facilitate office hours in the late afternoon or evening;
1301 library workers, assigned to cover evening hours, etc.).

1302 5.6 GUIDELINES REGARDING OFFICE DOORS AND WINDOWS

1303 Most campus doors have windows installed. The purpose of these windows is to provide a certain level
1304 of safety and security to campus activities, with a primary focus on individual accountability. As such, all
1305 door windows, should be kept clear, supporting visibility and accessibility. This policy does not restrict
1306 the use of coverings, as long as those coverings are either decorative or utilized for individual privacy.

1307 Generally speaking all doors should remain open or in the case of closed doors, windows should remain
1308 unobstructed. The only time that both a door can remain closed and a window covered is when one
1309 individual is utilizing the space and privacy is required. If more than one individual is in a room either the
1310 door should remain open or the window remain unobstructed.

1311 It is assumed that a closed door or covered windows communicates a condition of privacy, but it also
1312 creates the conditions for threat or risk, especially when more than one individual occupies the space.
1313 Open doors and unobstructed windows serve as protection for students and staff. Individuals who want
1314 to disclose personal or sensitive information may prefer a closed-door session. If so, a balance should be
1315 sought that allows for privacy, but does not place individuals at risk. Best practice would suggest that
1316 any need for a closed door meeting would be done in a space that has at least one window, allowing for
1317 general visibility. This would mean that any window coverings should not impede visual access to the
1318 room.

1319 Questions concerning these guidelines should be addressed to the Office of Human Resources.

1320 5.7 DRESS CODE POLICY

1321 Dress Code guidelines are designed to help contribute to a spirit and atmosphere of excellence,
1322 professionalism, and character on campus. The way we dress sets an example to students as a model of
1323 professional behavior. Proper dress, grooming, and personal cleanliness standards contribute to the
1324 morale of all employees and affects the business and institutional image that the College presents to
1325 students, parents, visitors, and the public. The College seeks an image that projects professionalism and
1326 competence.

1327 Employees should maintain a neat and clean appearance that is appropriate for the workplace setting
1328 and for the work being performed, and should generally be sex appropriate, as determined by
1329 institutional leadership. Faculty and staff, by the nature of their positions, would be expected to dress
1330 with greater formality. Other positions may warrant a more relaxed dress expectation based on the

1331 requirements to perform job duties (e.g. maintenance, IT, etc.). In these cases, we ask that the clothing
1332 reflect the needs of the position and the spirit of the position. Some positions may require uniforms and
1333 therefore are excluded from these guidelines.

1334 Employees are expected to dress in business professional attire during professional events, outside
1335 meetings, or as the needs of the institution require. Otherwise, business casual attire is appropriate.

1336 5.7.1 Definitions

- 1337 • Business professional: examples include business suits, professional dresses, and sports jackets
1338 with tie or bow tie, dress pants, skirt suits or pant suits, button down or traditional business
1339 shirts or turtlenecks, and dress shoes.
- 1340 • Business casual: examples include dresses, khakis/slacks or similar type pants, dress capris, skirts
1341 (no shorter than mid-thigh), shirts/blouses or golf-type shirts with collars, sweaters, vests, jacket
1342 without tie, and clean shoes.
- 1343 • Relaxed casual: Fridays and blue & gold days- jeans, tee-shirts, shorts, and skirts are permissible
1344 (shorts and skirts should be at least mid-thigh) with appropriate shoes. The college encourages
1345 everyone to show their Central pride and wear CCK attire or blue & gold.
- 1346 • Summer (first full week after students are gone through fall registration days)- relaxed casual
1347 dress allowed all the time.

1348 5.7.1.1 Coach Attire

1349 Because of the nature of a coaches positions, expectations regarding attire varies:

- 1350 • Professional business attire: required when representing the organization at
1351 any public function or event.
- 1352 • Business casual: required when interacting in the community on behalf of the
1353 College, meeting with potential student-athletes and parents, meetings with
1354 vendors, or corporate sponsors. Shirts with school logos other than our
1355 institutional logo are not permitted in these types of instances.
- 1356 • Casual: for volunteer/project days and practices or physical activities with the
1357 team.
- 1358 • Unacceptable attire at any time: shorts higher than mid-thigh, tights (as
1359 pants), any clothing with holes or sweat stains, or thong style flip-flops.
- 1360 • Coaches who work in professional offices on campus should make an effort
1361 to dress in business casual attire while performing non-coaching duties.

1362 5.7.1.2 Information Technology

- 1363 • Business casual is appropriate most days unless working conditions require
1364 something more casual; inappropriate clothing is still not allowed.

1365 5.7.1.3 Maintenance Attire

- 1366 • Clean denim or workpants (e.g. Dickies). Preferred CCK branded polos and
1367 work jackets. Work boots are acceptable.

1368 5.7.1.4 Faculty

- 1369 • Business casual or business professional; nice jeans allowed

1370 In general, the following are considered inappropriate in the workplace:

- 1371 • Thong style flip-flops and house slippers
- 1372 • Spandex shorts or pants or leggings worn as pants (unless part of an outfit and the shirt or
- 1373 dress covers to mid-thigh)*
- 1374 • Any clothing that shows undergarments
- 1375 • Athletic wear or jogging suits unless associated with coaching/athletic teaching
- 1376 responsibilities or while using the fitness center*
- 1377 • Low-cut blouses or dresses
- 1378 • Shorts, skorts or skirts worn above mid-thigh
- 1379 • Ripped, torn, or disheveled clothing (light distressing ok)
- 1380 • Off shoulder tops or dresses; halter tops, or tops with spaghetti-style straps unless part of
- 1381 an outfit that does not include a sheer top; a jacket covering these types of clothes is
- 1382 acceptable.
- 1383 • Clothing revealing bare midriffs or back
- 1384 • Clothing that has vulgar language or profanities on it
- 1385 • Swimwear

1386

1387 Some of the above listed items may be appropriate as determined by the venue (i.e., performing
1388 demonstrations, special events, school picnic, service opportunities, etc.) An employee should ask his or
1389 her supervisor if clarification is needed.

1390

1391 5.7.2 Enforcement of the Dress Policy

1392 Supervisors and HR are responsible for monitoring compliance and are encouraged to provide coaching
1393 as necessary. If a violation of the dress policy is noticed by a supervisor or HR, the first step shall be a
1394 verbal warning that the particular piece of clothing is not allowed. In some instances an employee may
1395 be sent home to change. If the code is broken a second time, the discipline policy in the Policy and
1396 Procedures Manual will be followed.

1397 Nothing in this policy is intended to regulate individual choices such as beards, jewelry or hairstyles.

1398 Nothing in this policy is intended to abridge rights at law relating to non-discrimination or the Americans
1399 with Disabilities Act, or hinder the advancement of diversity at the college. We will provide reasonable
1400 accommodations unless it would cause an undue hardship to the college.

1401 5.8 PERFORMANCE APPRAISALS

1402 The purpose of the formal appraisal is to promote a culture of achievement and accomplishment among
1403 employees and to provide specific feedback regarding work quality and performance. It is also intended
1404 to provide an open discussion between the supervisor and employee regarding job responsibilities and
1405 expectations for future responsibilities.

1406 Performance appraisals will generally be done annually for all employees. More frequent reviews may
1407 be given to newly hired individuals and to those who have been promoted during a given year.

1408 Managers may conduct special performance reviews of an employee at any time when the employee's
1409 performance, good or bad, warrants special consideration. Performance appraisal is a continuous

1410 process and is not intended as an activity restricted to an annual review. Managers and employees are
1411 encouraged to carry out informal, regular discussions concerning job performance throughout the year.

1412 Performance appraisal has the following objectives:

- 1413 • To evaluate how the job has been performed.
- 1414 • To discuss performance with the individual concerned.
- 1415 • To determine, where necessary, how performance can be improved.
- 1416 • To evaluate short-term and long-term goals and potential.

1417 Performance review does not automatically signify a consideration for a pay increase, promotion, or
1418 other action. Remuneration is reviewed annually as part of the budgeting process and may be informed
1419 through a pay-equity analysis or other quantitative method of assessment.

1420 Information regarding the evaluation of teaching faculty is contained in Faculty Handbook.

1421 5.9 PROTECTIVE ORDERS

1422 If an employee applies for a protective or restraining order listing the College as a location within the
1423 order's protected area, the employee must immediately notify the Office of Human Resources, which
1424 will allow the College to take measures needed to comply with the order and ensure the safety of the
1425 College community.

1426 All information regarding protective or restraining orders and the employee(s) affected by them is
1427 strictly confidential. It will be maintained in a secure location with limited access, and it will be disclosed
1428 only on a "need-to-know" basis.

1429 5.10 UPDATING PERSONAL INFORMATION

1430 In order to properly communicate employment information and administer employee benefits, the
1431 College must maintain current and accurate records on all employees. Consequently, it's important that
1432 you notify the Office of Human Resources whenever changes occur to any of the following personal
1433 information:

- 1434 • Name
- 1435 • Address
- 1436 • Telephone number
- 1437 • Marital status
- 1438 • Change in dependent status
- 1439 • Person to notify in case of accident or illness
- 1440 • Physician or hospital preference
- 1441 • Insurance beneficiary
- 1442 • Military status
- 1443 • Death of a family member
- 1444 • Jury duty assignments
- 1445 • Planned resignation
- 1446 • Planned retirement
- 1447 • Personal injury or illness sustained while on the job

- 1448 • Accommodations for temporary or permanent disability
- 1449 • Leaves of absence (including planned or actual absence for a medical condition that may last
- 1450 more than three consecutive days or involve medical treatment)

1451 The Office of Human Resources will pass on appropriate updates (i.e. name, address, phone number,
1452 etc.) to the Chief of Staff to ensure that the SIS/ERP records are up-to-date.

1453 5.11 DISCIPLINE

1454 In accordance with its values, where it appears appropriate and effective, the College can seek to use a
1455 system of discipline in order to address or remedy situations where an employee demonstrates
1456 unacceptable conduct or performance. Under the College’s system of progressive discipline, each
1457 incident requiring disciplinary action will be examined carefully to insure verification of facts and
1458 consistent application of corrective measures. Further, whenever reasonably feasible, an effort will be
1459 made to make certain the employee understands the rule that is involved, why the behavior is
1460 inappropriate or unacceptable, and specific changes which must be made in order to bring the
1461 employee’s conduct or performance to an acceptable level.

1462 As part of its discipline strategy, the College may choose to use a progressive discipline process, which
1463 allows the College to provide a restorative process, when deemed appropriate. This process also allows
1464 employees to see the results of their actions and encourages employees to develop the self-discipline
1465 and virtues so as to make further imposed discipline unnecessary.

1466 Progressive discipline is not applicable in every instance where disciplinary action is warranted.
1467 Specifically, if an employee’s violation involves egregious acts of misconduct, the employee may not be
1468 eligible for progressive discipline and instead will be subject to more serious disciplinary action, up to
1469 and including immediate termination. Actions requiring discipline and the progression of disciplinary
1470 steps may vary at the sole discretion of the College.

1471 The progression of steps of discipline may include any or all of the following:

- 1472 • **Counseling:** Discussion by the supervisor with the employee of behavior which could result in
1473 progressive discipline. The discussion should be documented in the supervisor’s personal files
1474 but need not be filed in Human Resources.
- 1475 • **Verbal Warning:** A verbal discussion between a supervisor and an employee about an
1476 employee’s failure to comply with a rule or demonstrated unacceptable conduct or
1477 performance. The supervisor must document that the meeting occurred, the subject of the
1478 meeting and the outcome of the meeting and submit the documentation to the employee’s file
1479 in Human Resources.
- 1480 • **Written Warning:** A second or subsequent documentation of an ongoing disciplinary issue.
1481 Documentation goes to the employee’s file in Human Resources.
- 1482 • **Final Warning:** At the point of progressive discipline that a supervisor has decided that the only
1483 possible consequence of further problems with performance or behavior is termination of
1484 employment, a final warning clearly stating the consequences should be issued and filed in the
1485 employee’s file in Human Resources. This is not to imply that an employee can only be
1486 terminated if a final warning is on file. It is simply advised to best insure that the employee
1487 clearly understands the implications of further failure to perform.

- 1488 • **Termination of Employment:** This final step in the progressive disciplinary process requires both
1489 documentation of the rationale and circumstances documenting the termination. Terminations
1490 require consultation with the Office of Human Resources.

1491 The following are some examples, but certainly not a comprehensive list, of the kinds of situations that
1492 might call for progressive discipline:

- 1493 • Insubordination
- 1494 • Neglect of duty
- 1495 • Dishonesty
- 1496 • Fighting or threats of violence
- 1497 • Theft, attempted theft or willful destruction of College property
- 1498 • Sabotage
- 1499 • Falsification of payroll, employment, or other College records or information
- 1500 • Chronic and/or excessive tardiness/absenteeism
- 1501 • Harassment
- 1502 • Using College IT equipment/infrastructure in a manner that is not in compliance with the ethical
1503 and moral standards of the College
- 1504 • Violation of College policies or expectations articulated in other official handbooks or manuals
- 1505 • Material breach of the terms contained in one's letter of appointment, contract or employment
1506 agreement
- 1507 • Failure to follow established safety protocols and procedures
- 1508 • Inefficient or ineffective work based upon established College and/or department standards
- 1509 • Fighting or threats of violence
- 1510 • Failure to report an accident, injury, or hazardous situation in a prompt manner
- 1511 • Other serious wrongdoing, including that which may harm persons or property

1512 5.11.1 Suspension

1513 Suspension from work, with or without pay, is an optional step in the disciplinary process. Suspension is
1514 generally called for when it is necessary to remove an employee from the work environment while
1515 decisions are being made on an appropriate progressive disciplinary step; for example, while
1516 investigating a sexual harassment complaint, as a result of an altercation between an employee and
1517 another individual. Suspension can occur at any point in the progressive disciplinary process.
1518 Suspensions must be documented to the employee's file in Human Resources.

1519 5.12 TERMINATION OF EMPLOYMENT

1520 All employees, unless otherwise stipulated by official documentation, are employed at will and either
1521 the College or the employee may end the employment relationship at any time. Employees who
1522 voluntarily separate from this organization are asked to give, at minimum, a two-week notice of their
1523 intention to terminate employment, excluding any vacation days. Written notice should be given to the
1524 supervisor or Chief Officer.

1525 Departing employees are expected to meet with the Office of Human Resources for an exit interview.
1526 Employees may be asked to complete an exit interview form, explaining the reasons for separation and
1527 their assessment of the employment experience at your organization. During the exit interview,

1528 employees will complete any necessary paperwork. The Office of Human Resources will advise
 1529 employees about benefits and other issues that relate to separation from the College.

1530 If the College receives a two week notice from an employee they are expected to work those last two
 1531 weeks without using vacation or PTO.

1532 All departing employees (including faculty) must promptly return all property of the College, including,
 1533 but not limited to: keys, key cards, identification card, purchasing cards, and media equipment (cell
 1534 phones, laptops, iPads, and library materials). Media must be surrendered to the IT department and
 1535 keys to maintenance. The other items can be given to the appropriate supervisor on or before the
 1536 employee's last day of employment. If an exiting employee does not return key(s) prior to leaving, they
 1537 will be charged a minimum of \$200.00.

1538 Upon termination of employment, all access to the computer systems will end.

1539 An employee's last paycheck will be paper and held if all College property is not returned **by employee's**
 1540 **last day**. An employee's termination date shall be the last day of employment in which the employee
 1541 was present and working. **Benefits shall cease at the end of the employee's termination month.**

1542 It is the College's policy to ensure that institutionally initiated employee terminations are handled in a
 1543 respectful manner, and where appropriate, only after the employee has failed to demonstrate
 1544 improvement via the progressive discipline process. While in some cases progressive discipline should
 1545 be used to correct a behavior/performance problem and thereby avoid termination, certain types of
 1546 employee misconduct are so severe that one incident of misconduct will result in immediate dismissal
 1547 without prior use of progressive discipline.

1548 Before any action is taken to terminate the employment of an employee, the employee's supervisor
 1549 must review the situation with the Office of Human Resources.

1550 Please see Human Resources for information regarding the termination of benefits.

1551 **5.13 PAYCHECKS**

1552 Central Christian College of Kansas payroll is run on a monthly basis **with payday being on the last**
 1553 **business day of the month**. Checks or direct deposits are distributed on **that day by being** placed in
 1554 employee mailboxes or distributed by department supervisors. When an employee is terminating, the
 1555 final payroll check will be paper **if all College property is not returned**. Direct deposit of payroll checks
 1556 can be established with the HR Office.

1557 Deductions for the following items will be withheld, if they apply and have been properly authorized:
 1558 federal income tax, Social Security & Medicare, State Tax, TIAA retirement, contributions, dues, and
 1559 cafeteria meals, and any other benefits elected.

1560 **2023-24 Payroll Dates**

Month	Payroll Cut off	Deadline	Payday	Number of weeks
July	July 21st	July 25 th	July 31st	5 weeks
August	Aug 18 th	Aug 23 rd	Aug 31 st	4 weeks
September	Sept 15 th	Sept 22nd	Sept 29 th	4 weeks

October	Oct 20 th	Oct 24 th	Oct 31 st	5 weeks
November	Nov 17 th	Nov 21 st	Nov 30 th	4 weeks
December	Dec 15 ^h	Dec 20 th	Dec 29 th	4 weeks
January	Jan 19 th	Jan 24 th	Jan 31 st	5 weeks
February	Feb 16 th	Feb 22 nd	Feb 29 th	4 weeks
March	Mar 15 th	Mar 21 st	Mar 28 th	5 weeks
April	Apr 19 th	Apr 23 rd	Apr 30 th	4 weeks
May	May 17 th	May 23 rd	May 31 st	4 weeks
June	June 14 th	June 21 st	June 28 th	4 weeks

1561 **5.14 PROMOTION AND TRANSFERS**

1562 (Owner: Office of the President; Last Reviewed: 3/31/2022; Last Updated 6/28/17)

1563 Central promotes or transfers administrative and staff employees into vacant positions when qualified
 1564 employees are available, interested, and deemed suitable in all respects and when it is determined that
 1565 the promotion or transfer is in the best interest of the department and the College. Employee eligibility
 1566 for promotion and/or transfer will be determined by the requirements of the new job.

1567 **5.14.1 Transfer**

1568 When an employee fills a vacant position that is within the job classification as their current position, it
 1569 is considered a transfer. A transfer is viewed as a lateral move for an employee and as such typically
 1570 involves the opportunity to learn a new position, but at no additional compensation. At times, the
 1571 College will initiate the transfers of employees between departments and facilities to meet specified
 1572 work requirements and reassignment of work requirements.

1573 Occasionally, an employee will transfer to a job that is lower in job classification than the employee’s
 1574 current position. When this happens, the difference in positions and scope of responsibility will be
 1575 reviewed with the hiring manager and Human Resources. Appropriate compensation will be determined
 1576 based upon the new job description and the employee’s length of service; however, an employee
 1577 cannot be guaranteed and should not assume that his/her compensation will not go down as a result of
 1578 taking a lower level position.

1579 All employees who transfer into new positions are subject to a probationary employment period during
 1580 which the supervisor evaluates the employee and the performance requirements of the position. The
 1581 probationary period for all administrative and staff employees is defined as the first 90 calendar days in
 1582 the new position. The College may extend the probationary period as necessary for appropriate
 1583 evaluation.

1584 Employment may be terminated by the College at any time without warning prior to the end of the
 1585 probationary period. If employment expectations are being met as of the end of the probationary
 1586 period, employment may continue until terminated by either party in accordance with the termination
 1587 policies of the College. However, successful completion of the probationary period does not confer the
 1588 right to employment of any specific duration.

1589 **5.14.2 Promotion**

1590 Promotions occur either when an employee fills a vacant higher-level position or when an employee’s
 1591 position is re-evaluated because of a significant increase in the position’s level of required technical

1592 expertise, experience, leadership, management expertise and accountability. Promotions, unlike
1593 transfers, may involve an adjustment in salary as funds are available and changes warrant as much.
1594 Promotions are made on the basis of the employee's suitability for higher level work and the job
1595 requirements, not seniority.

1596 The College recognizes that the responsibilities and requirements of a higher-level position may not
1597 prove suitable to a particular employee as determined by the performance results of the promoted
1598 employee. In the event a promotion assignment is found unsuitable either by the employee or by the
1599 College, consideration will be given to allow the promoted employee to return to a former or
1600 comparable position for which the employee possesses demonstrated skills, knowledge, ability, and
1601 interest. If no such position is available, the promoted employee may be subject to termination with the
1602 opportunity to be rehired at a later time.

1603 When an employee has been selected to fill a vacant higher-level position, any pay adjustment will
1604 become effective when the employee moves into the vacant position. All promotional increases are
1605 subject to availability of funding.

1606 5.15 TELECOMMUTING/REMOTE WORK

1607 Central considers telecommuting to be a viable alternative work arrangement in certain circumstances
1608 which, when properly implemented and administered, benefits both the College and the employee. The
1609 College defines telecommuting as "a work arrangement in which some or all regularly scheduled work is
1610 performed at an off-campus worksite such as the home, on the road, or in an office space near home."
1611 Telecommuting is not an alternative work arrangement which is available to teaching faculty.

1612 Telecommuting is a voluntary work alternative (unless specifically stated as a condition of employment)
1613 that may be appropriate for some employees and some jobs. It is not an entitlement; it is not a college-
1614 wide benefit; and it in no way changes the basic terms and conditions of employment with the College.
1615 All College employees, including telecommuters, are subject to the College's policies and procedures.

1616 When considering the option of a telecommuting arrangement, the following are considered:

- 1617 • A determination of whether the employee's job duties can be performed remotely.
- 1618 • Confirmation that the employee has the equipment, space, and other resources necessary for
1619 working from home.
- 1620 • A satisfactory review of the employee's performance record.
- 1621 • A supervisor's confirmation that the employee's work habits would allow for him or her to
1622 telecommute successfully.
- 1623 • Whether telecommuting will meet the business needs of the College.

1624 If all these considerations are satisfactorily met, the College may consider allowing an employee to
1625 telecommute, when the arrangement is in the best interest of the employee and the College.

1626 5.15.1 Telecommuting Expectations

1627 Employees are expected to maintain their telecommuting space in a safe manner, free from safety
1628 hazards, and to promptly notify the College of any injuries by filing an incident report that includes a
1629 description of what the employee was doing before, after, and at the time of the injury. The College]

1630 reserves the right to require an employee's remote work environment to be approved before the
1631 employee can work remotely.

1632 Non-exempt employees are also expected to record all hours worked. An employee may only work
1633 hours in excess of those scheduled per day and per workweek if the employee's supervisor has given
1634 prior approval for such work.

1635 Additionally, telecommuting employees are expected to abide by all policies and procedures of the
1636 College, no different than on campus employees.

1637 Telecommuting is a privilege, and the arrangement can be refused or terminated for any or no reason at
1638 any time.

1639 5.16 CELL PHONES

1640 Employees are expected to exercise discretion in using personal cell phones at work.

1641 For safety reasons, employees driving for business reasons are not to use cell phones or other mobile
1642 devices capable of making calls unless they use a hands-free device. If they receive a call while driving,
1643 employees should answer it using a hands-free device or pull off the road to a safe location as soon as
1644 possible.

1645 Additionally, employees are not to write, send, or read text-based messages (email, texts, etc.) while
1646 driving. In some circumstances (such as transporting students, driving in heavy traffic, or driving in
1647 hazardous weather conditions), employees should avoid even hands-free use of a cell phone or other
1648 mobile device that can make calls.

1649 All employees must follow all applicable laws and regulations regarding cell phone use. Employees who
1650 violate this policy will be subject to discipline, up to and including termination of employment.

1651 5.17 AMOROUS RELATIONSHIPS – ABUSE OF POWER

1652 In recognition of our Core Values, we believe the mission is best served in an academic environment
1653 characterized by professional, ethical behavior on the part of each member of the campus community.
1654 The College, while respecting individual rights, recognizes that there are personal and professional risks
1655 associated with amorous relationships, including:

- 1656 • **Conflict of Interest:** Conflicts of interest, or the appearance of conflicts of interest, which may
1657 arise in connection with amorous relationships.
- 1658 • **Power Differential:** An amorous relationship involving a power differential creates the potential
1659 for serious consequences. Examples of power differentials include but are not limited to: a
1660 faculty member who will be grading a student's performance, an athletic coach who determines
1661 playing time and scholarships, a residence hall director who may assess fines or other penalties
1662 against a resident student, or an administrator who has access to student records. These power
1663 differentials are serious threats to the values and environment we seek to provide. Individuals
1664 considering such relationships must be aware that:
 - 1665 ○ the reason for entering the relationship may be an element of the power differential;
 - 1666 ○ if a charge of sexual harassment is alleged, it will be exceedingly difficult to defend
1667 against the charge on grounds of mutual consent; and

1668 ○ the individual with power in the relationship will likely bear the burden of
1669 accountability.

1670 Consensual relationships that might be appropriate in other circumstances are not appropriate when
1671 they occur between

- 1672 • an employee of the College and a student over whom the employee has or potentially will have
- 1673 supervisory, advisory, evaluative, or other authority or influence,
- 1674 • an employee of the College and another employee over whom the employee has or potentially
- 1675 will have supervisory, advisory, evaluative, or other authority or influence.

1676 Even where negative consequences to the participants do not result, such relationships create an
1677 environment charged with potential or perceived conflicts of interest and possible leverage of the
1678 power differential to maintain or promote the relationship. Amorous relationships that individuals may
1679 view as consensual may still raise questions of inequity, as well as of an exploitative abuse of trust and
1680 power.

1681 A consensual relationship between an employee and another employee where one employee has
1682 supervisory, advisory, evaluative, or other authority or influence over the other employee or where the
1683 employee reasonably believes the employee will have supervisory, advisory, evaluative, or other
1684 authority or influence over the other employee, is a violation of this policy, unless:

- 1685 a. The employee with the supervisory, advisory, evaluative, or other authority or influence over
- 1686 the other employee immediately reports the relationship to their supervisor/department chair,
- 1687 to the hiring official, or to the administrator who supervises the hiring official; and
- 1688 b. The employee with the supervisory, advisory, evaluative, or other authority or influence over
- 1689 the other employee cooperates in actions taken to eliminate any actual or potential conflicts of
- 1690 interest and to mitigate adverse effects on the other employee.

1691 It is a violation of this policy for an employee to commence a relationship with a student currently
1692 enrolled at the College, and may result in disciplinary action against that employee. If an employee fails
1693 to meet the requirements for disclosing a relationship with another employee, or fails to cooperate in
1694 the actions described above, such a failure constitutes a violation of this policy and may result in
1695 disciplinary action taken against that employee.

1696 In the same way, the College precludes individuals from evaluating the work or general academic
1697 performance of others with whom they have intimate familial relationships, or from making hiring,
1698 salary, or similar financial decisions concerning such persons.

1699 Any employees who believe or suspect in good faith that this policy has been violated should report this
1700 information to their supervisor or the Office of Human Resources.

1701 Central Christian College of Kansas shall promptly investigate any potential or reported violation of this
1702 policy and deal with the situation on a case-by-case basis. If it finds that this policy has been violated,
1703 resolving the situation may involve (but is not limited to) the following options:

- 1704 • Reassigning an employee to another position.
- 1705 • Taking disciplinary action.
- 1706 • Terminating employment.

1707 Retaliation against persons who report concerns about potential violations of this policy is prohibited.
1708 This policy does not preclude or interfere with the rights of employees protected by the National Labor
1709 Relations Act or any other applicable statute concerning the employment relationship.

1710 **5.18 ATTENDANCE & ABSENCE**

1711 Regular attendance and punctuality are considered essential functions of every employee's job.
1712 Therefore, all employees are expected to arrive on time, ready to work, every day. The College defines
1713 an absence as failure to report for and remain at work as scheduled. This includes arriving late for work
1714 and leaving early without prior supervisory approval. Additionally, absences that exceed the permitted
1715 number of hours under the vacation and sick policies may be considered unexcused absences.

1716 Employees who are unable to arrive at work on time or must be absent for any portion of the day, must
1717 contact a supervisor as soon as possible. Ideally, this would be the direct supervisor. If that is not
1718 possible, then a message may be left for the supervisor.

1719 Excessive absenteeism may be subject to disciplinary action, up to and including termination. The
1720 standard of what is excessive is determined by the needs of each particular department, division, or
1721 office. Absences of three or more consecutive working days or frequent absences, whether for illness or
1722 injury of the employee, the employee's dependent child, spouse or parent, must be reported to the
1723 Office of Human Resources to be evaluated for FMLA.

1724 Faculty should follow the procedures as outlined in the Faculty Handbook. Coaching staff should follow
1725 procedures as outlined in the Athletic Handbook, but still notify Human Resources.

1726 Vacation and PTO forms can be found in the Business Office.

1727 Nothing in this policy shall affect the at-will status of all employees, nor shall it restrict, constrain, or
1728 prohibit supervisors from applying discipline for other actions.

1729 **5.18.1 Civic Duty (Jury, Subpoena, & Voting)**

1730 Serving on a jury or testifying as a witness when called is a civic duty that this organization fully
1731 recognizes and supports. It is the employee's responsibility to notify his or her supervisor and the Office
1732 of Human Resources as soon as a formal notice regarding jury duty is received. This will allow the
1733 employee's supervisor to make arrangements for coverage during this time period. While serving on jury
1734 duty, employees will be paid the difference between jury duty pay and their regular pay.. The employee
1735 will continue to be paid for those regularly scheduled hours missed due to jury duty. Pay earned from
1736 the court for jury duty pay--both wages and mileage reimbursement--may be kept by the employee.

1737 Employees who receive a subpoena should notify their supervisor in advance of their need to appear in
1738 court on the scheduled date. Court appearances under subpoena or out of civic duty (such as testifying
1739 as a witness) will normally be considered excused time with pay. Time to appear in court for personal
1740 business will need to be covered by vacation or PTO.

1741 Voting is a unique privilege and civic responsibility of a democratic republic. The College supports
1742 employee engagement in this process. All employees should be able to vote either before or after
1743 regularly assigned work hours. If this isn't possible, employees may take off for a reasonable period of
1744 time (up to two hours) to vote at the beginning or end of the workday, without loss of pay. To qualify for

1745 this time off, employees must notify their supervisor at least two business days in advance of their
1746 desired voting day to allow for arrangements to be made for coverage during this time period.

1747 5.19 REGISTERING GRIEVANCES, HARASSMENT, DISCRIMINATION, OR OTHER WORKPLACE CONCERNS

1748 The College recognizes that in any work environment there are times when employees need to express
1749 concerns and work-related problems in a formal manner. This policy establishes the process whereby
1750 College employees may present concerns and other work-related problems for prompt and considerate
1751 review and response. Once made aware of a concern or grievance, the College will seek to act promptly,
1752 while also committing to a legitimate and comprehensive process. In alignment with our denominational
1753 heritage, the process will seek to identify an outcome that is both educational and redemptive,
1754 encouraging personal responsibility and reconciliation within the community.

1755 At the same time the safety and well-being of our staff is paramount. Therefore, any incident that can
1756 reasonably be interpreted as threatening or endangering the well-being of a member of the campus
1757 community or guest, will be met with a swift and appropriate response³.

1758 5.19.1 Harassment

1759 In accordance with Title IX, no person in the United States shall, on the basis of sex, be excluded from
1760 participation in, be denied the benefits of, or be subjected to discrimination under any education
1761 program or activity receiving Federal financial assistance. Central will not tolerate harassment, or the
1762 existence of a verbally abusive or hostile environment.

1763 Harassment does not require intent to offend. Inappropriate conduct such as a joke, prank, or even a
1764 compliment may lead or contribute to or constitute harassment. Harassment generally takes one of two
1765 forms: "quid pro quo" harassment, in which the harasser makes sexual favors or tolerance of
1766 unwelcome behavior a condition of the victim's success in some way; or "hostile environment"
1767 harassment, in which the overtly sexual nature or derogatory nature of conversations, pictures, humor,
1768 including activities taking place in an academic or work environment, makes it difficult for members of
1769 the campus community to fully engage the mission and purpose of their association with the College.
1770 Harassment often makes the victim feel devalued, uncomfortable, unwelcome, intimidated, or afraid to
1771 speak or choose freely. Examples of harassing behavior include (but are not limited to) the following:

- 1772 • Offensive insults, slurs, remarks, pranks or language meant to disgrace another based on such
1773 things as one's race, color, religion, national origin, citizenship, age, sex, gender, veteran status,
1774 marital status, disability, or any other characteristic protected under applicable laws and
1775 regulations
- 1776 • Offensive and demeaning images based on such things as one's race, color, religion, national
1777 origin, citizenship, age, sex, gender, veteran status, marital status, disability, or any other
1778 characteristic protected under applicable laws and regulations
- 1779 • Aggressive or hostile behavior or taunts based on such things as one's race, color, religion,
1780 national origin, citizenship, age, sex, gender, veteran status, marital status, disability, or any
1781 other characteristic protected under applicable laws and regulations

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.

- 1782 • Using digital media, including instant messaging, blogs, websites, e-mails, chat rooms, and cell
- 1783 phones to threaten and/or humiliate
- 1784 • Verbal harassment disguised as humor
- 1785 • Obscene gestures and suggestive remarks about a person's body, clothing, or other personal
- 1786 attributes
- 1787 • Physical aggression or intimidation including even subtle contact like pinching or patting.
- 1788 • Sexual innuendos or sexually suggestive charged language that an individual finds offensive or
- 1789 demeaning.
- 1790 • Racially charged language that an individual finds offensive or demeaning.
- 1791 • Pressure for sexual activity
- 1792 • Offensive graffiti
- 1793 • Policies, behavior, attitudes, and practices related to personal characteristics of an individual or
- 1794 group that have the purpose or effect of creating an intimidating, offensive, isolating, and/or
- 1795 degrading environment for that individual or group. This includes (but is not limited to) the use
- 1796 of images, language, or actions that foster, condition, or tolerate discrimination based on skin
- 1797 color, race, color, religion, national origin, citizenship, age, sex, gender, veteran status, marital
- 1798 status, disability, personal choices, or any other characteristic protected under applicable laws
- 1799 and regulations.
- 1800 • Open discussion of intimate details of one's own personal life
- 1801 • Any type of violence, including sexual violence and stalking.

1802 Unwanted, offensive, and culturally insensitive conduct, language, or images do not have to be directed
 1803 at a specific individual in order to create an atmosphere that is intimidating or offensive to an individual.
 1804 It is important to note that harassment may take place in an academic, residential or work setting. The
 1805 College requires that instructors who teach courses in which sexually explicit materials are a part of the
 1806 curriculum, due to the nature of such courses (e.g. Biology, Human Sexuality, etc.) publicize course
 1807 content in advance and conduct such classes with appropriate decorum and sensitivity.

1808 5.19.1.1 Sexual Misconduct

1809 This policy defines sexual misconduct as any threat, act, or omission used to obtain
 1810 sexual gratification against another's will or at the expense of another, including
 1811 without limitation, behavior inducing fear, shame, or mental suffering. Sexual
 1812 misconduct includes unwanted sexual acts or actions, whether by a domestic
 1813 partner, an acquaintance, a person in the position of authority, or a stranger that
 1814 occurs without indication of consent of both individuals or under threat or coercion.
 1815 Sexual misconduct can occur either forcibly and/or against a person's will, or when a
 1816 person is incapable of giving consent. Silence does not, in and of itself, constitute
 1817 consent. The victim of sexual misconduct may be anyone, including but not limited to
 1818 adults, adolescents, and minors; the disabled, and vulnerable individuals regardless
 1819 of age. Sexual misconduct may include, but is not limited to, rape, forcible sodomy,
 1820 forcible oral copulation, sexual assault with an object, sexual battery, forcible
 1821 fondling, and threat of sexual assault.

1822 Sexual misconduct may include the use or threat of force; the use of intoxicants to
 1823 substantially impair a person's power to give consent; engaging in sexual acts with a

1824 person for whom there is reasonable cause to believe he or she suffers from a
1825 mental state which renders him/her incapable of understanding the nature of the
1826 contact; or engaging in sexual acts with a minor. Unsolicited verbal assaults of a
1827 sexual nature may also be considered sexual misconduct.

1828 Stalking may also be considered sexual misconduct as unwanted and obsessive
1829 attention which relates to harassment and intimidation and is a criminal offense.

1830 Sexual misconduct is prohibited and considered a major offense. Abuse of alcohol or
1831 other substances does not relieve individuals of their responsibilities to themselves
1832 or others. Sexual misconduct incidents should be reported as soon as possible to the
1833 Title IX Coordinator and/or Human Resources. The Student Life Office can provide
1834 referrals for rape counseling and/or medical treatment. Although they will make all
1835 efforts to keep matters confidential, College officials (other than representatives of
1836 counseling services) are required to report sexual misconduct incidents to the Title IX
1837 Coordinator or Human Resources for possible investigation and appropriate
1838 response. Regardless of if the assailant is a student(s) or an employee of the college,
1839 a complaint can still be filed with the Title IX Coordinator. This does not preclude the
1840 right to seek criminal prosecution.

1841 The Title IX Coordinator advises, but does not require, all victims of sexual assault to
1842 file a report through the McPherson Police Department or the appropriate law
1843 enforcement agency where the incident occurred. Reporting the incident does not
1844 obligate the victim to press charges. However, both the Title IX Coordinator and the
1845 McPherson Police Department stand ready to assist all members of the community in
1846 that regard. Whenever reasonable, the College will respect a student's right to report
1847 an alleged sexual assault confidentially. All reported incidents become part of the
1848 campus crime report statistics.

1849 Both the accused and the accuser have the right to a swift and thorough process;
1850 however, the timeliness of such a process is predicated on a number of factors. The
1851 accused and the accuser will be informed of the College's final decision respecting
1852 the alleged act(s) of sexual misconduct and any sanction imposed against the
1853 accused in writing. If the College's evidentiary findings conclude that it is more likely
1854 than not that sexual misconduct has occurred, sanctions will be imposed for the
1855 accused, and restorative measures will be implemented for the accuser.

1856 5.19.1.2 Responding to Harassment

1857 All members of the campus community are responsible for maintaining an
1858 environment free of harassment, including acts of misconduct. Individuals who
1859 believe that they have been subjected to or have witnessed harassing behavior or
1860 misconduct are encouraged to report the matter. There are options for reporting
1861 harassment and/or misconduct:

- 1862 • An employee can speak to a supervisor or Chief Officer.
- 1863 • An employee can speak to Human Resources or the Title IX Coordinator.

1864 • An employee can report the incident through the staff resources page link.

1865 The authorization of, cover-up, or participation in any act of harassment or

1866 misconduct is strictly forbidden. Failure to abide by this policy shall be cause for

1867 disciplinary action, which may include termination of employment.

1868 When a formal complaint is filed, the Title IX Coordinator will thoroughly investigate

1869 the matter according to regulatory constraints. After reviewing all the facts, it will be

1870 decided whether there is a preponderance of the evidence to believe that sexual

1871 harassment is more likely than not to have occurred. If substantiated, the Title IX

1872 Coordinator will take appropriate action. If unsubstantiated and the issue is student

1873 related, the issue will be referred to the Chief Student Engagement Officer for further

1874 action. If unsubstantiated and the incident involves faculty or staff, the case will be

1875 referred to the Office of Human Resources.

1876 Disciplinary action, including expulsion or employment termination, may be taken

1877 against any employee who is found guilty of sexual harassment.

1878 5.19.1.3 Confidentiality Related to Harassment Concerns

1879 The College will make reasonable efforts to preserve the privacy of an individual who

1880 makes a report under this policy and to protect the confidentiality of the information

1881 reported, subject to the “due process” rights of an accused. The degree to which

1882 confidentiality can be protected, however, also depends upon the College’s legal

1883 duty to respond to the information reported and the professional role of the person

1884 being consulted. The professional being consulted should make these limits clear

1885 before the disclosure of any facts. As required by law, all disclosures to any College

1886 employee of an on-campus act of sexual misconduct are tabulated for statistical

1887 purposes without personal identifying information.

1888 5.19.1.4 Retaliation

1889 Retaliation against an individual who complains of harassment or misconduct is

1890 strictly prohibited. There will be no adverse action against any individual for

1891 reporting what is believed to be an incident of harassment or misconduct, or for

1892 participating in or cooperating with an investigation of an alleged incident. However,

1893 the College’s commitment to address complaints should not be viewed as license for

1894 individuals to engage in unfounded, frivolous or vindictive actions that are not made

1895 in "good faith." Such behavior is also a violation of the intent of this policy.

1896 5.19.2 General Grievance Procedure

1897 This procedure describes the process for general grievances concerning work-related problems or

1898 conditions that are interpreted as unfair, inequitable, or a hindrance to the effective performance of the

1899 employee’s job.

1900 ***Issues arising from harassment, sexual misconduct, or interpersonal violence should immediately***

1901 ***contact the Office of Human Resources.*** If a supervisor or manager becomes aware that harassment

1902 and/or misconduct is occurring, either from personal observation or as a result of an individual coming

1903 forward, the supervisor needs to respond immediately and contact the Office of Human Resources for
1904 guidance in managing the situation.

1905 5.19.2.1 Informal Process – Step One

1906 Recognizing that many complaints and disputes can be settled through conversation
1907 between invested parties, employees are encouraged to begin the resolution process
1908 by speaking with their immediate supervisors.

1909 If an individual has a concern with his or her supervisor, has exhausted attempts to
1910 work with the supervisor, or for any reason considers it to be more appropriate to
1911 escalate the issue, a conversation may be scheduled with an appropriate Chief
1912 Officer or the Human Resource Office.

1913 The Office of Human Resources guides the process in several ways:

- 1914 • gathers the input and support of appropriate College resources related to the situation
- 1915 • networks with HR professionals and legal counsel
- 1916 • recommends appropriate options for addressing the matter
- 1917 • facilitates conversations
- 1918 • assists in identifying problematic behavior
- 1919 • suggests possible remedies
- 1920 • monitors agreed upon resolution process

1921 This process typically leads to an informal resolution (such as a meeting to make the
1922 offending party aware of the impact of their actions and establishing an appropriate
1923 resolution). The HR Office reserves the right to escalate any concern to a formal
1924 process.

1925 5.19.2.2 Formal Process - Step Two

1926 If the grievance is not resolved *informally*, as part of the process described in step
1927 one, the employee may present the grievance in writing to the Human Resource
1928 Officer, or a form is available at: [https://survey.alchemer.com/s3/6294076/Staff-
1929 Grievance-Form](https://survey.alchemer.com/s3/6294076/Staff-Grievance-Form).

1930 The Office of Human Resources will make inquiries, as necessary in order to become
1931 familiar with the facts associated with the grievance. The investigation may include
1932 interviewing individuals other than the complainant and the respondent. Discretion
1933 in how information is handled is paramount throughout the process. Every
1934 reasonable effort will be made to protect the privacy of all parties. However, strict
1935 confidentiality cannot be guaranteed due to the necessity for investigation and fact-
1936 finding. Beyond that, any individual who wrongfully discusses or discloses
1937 confidential information will be subject to disciplinary action. Should any individual
1938 refuse or fail to cooperate fully with an investigation, he or she may be subject to
1939 disciplinary action, which may include suspension or termination of employment.

1940 The Office of Human Resources is responsible for reviewing the situation and will
1941 partner with specific resources in determining specifics of the investigation and
1942 recommended outcomes.

1943 As warranted, the Office of Human Resources may:

- 1944 • establish and review an appropriate timeline and agenda with relevant
1945 resource partner(s) and investigatory partner(s)
- 1946 • organize, implement, conduct and/or partner in an appropriate
1947 investigation
- 1948 • ensure all parties have been provided with documentation of the grievance
1949 process and rights
- 1950 • interview persons believed to have relevant information, or facilitate
1951 interviews by appropriate investigatory partner(s)
- 1952 • review findings with the appropriate resource or investigatory partner(s).
- 1953 • render or review a written decision and resolution recommendation in
1954 conjunction with resource or investigatory partner(s)
- 1955 • close and retain the investigation file

1956 The Office of Human Resources will ensure that both the complainant and the
1957 respondent are notified that they may request to have a colleague present for
1958 support. No party or participant in the employee grievance process shall be
1959 accompanied by legal counsel at any meeting held for the purpose of resolving the
1960 grievance.

1961 The final written decision will reflect either a determination that the allegations were
1962 unwarranted, the allegations cannot be corroborated, or the allegations have merit
1963 thereby requiring resolution. Determination of responsibility will be made based
1964 upon a preponderance of credible evidence (defined as where it is more likely than
1965 not that the respondent is responsible for the alleged violation). Credible evidence
1966 depends upon the following factors: (i) the quality of the evidence (first-hand
1967 knowledge, credible corroboration etc.); (ii) prior complaints against the respondent;
1968 and (iii) prior complaints made by the complainant. In such situations, the written
1969 decision will include the terms of the prescribed resolution including any disciplinary
1970 or reparative action deemed appropriate.

1971 The prescribed response will depend on the following factors: (i) the severity,
1972 frequency and pervasiveness of the conduct; (ii) the response of the participants; and
1973 (iii) the potential impact on community. Copies of the decision will be shared with all
1974 parties as well as all parties' supervisors and the appropriate Chief Officer.

1975 5.19.2.3 Step Three - Appeal
1976 If either the complainant or the respondent is not satisfied with the decision and
1977 wishes to pursue the matter further, the respective party may prepare a written
1978 summary of the concerns and request an appeal. This request should be made
1979 through the Office of Human Resources who will convene an appeals session of the
1980 Grievance Review Board. One or more of the following appeal criteria must be cited
1981 in order for the appeal to be considered:

- 1982 • New Evidence: Previously unavailable evidence is produced
- 1983 • Flawed Process: A procedural error or irregularity materially affected the
1984 outcome of the case
- 1985 • Severity: The outcomes issued are too severe or too lenient in relation to
1986 the violation

1987 Both parties have three (3) working days, following the *postmark date*⁴, to appeal.

1988 The Grievance Review Board is appointed by the President. Typically three (3)
1989 members will serve at an appeal hearing. Membership includes at least one faculty
1990 member and at least one staff member. In the event that the grievance is against a
1991 member of the Grievance Board or in any way connected to a member of the
1992 Grievance Board, an alternate member, with no conflict of interest, shall be
1993 appointed by the President. If the grievance is with the President, the Board of
1994 Trustees may designate an appropriate committee to review the appeal.

1995 The College’s legal counsel may be present at the hearing and may advise the Chair
1996 on procedural matters.

1997 The Grievance Board, after a full review of the facts (which may include a review of
1998 the written summary of the problem, interviews with the people involved, and
1999 further investigation if necessary), will provide a written decision and
2000 recommendations to the Office of Human Resources. The final written decision by
2001 the Grievance Board will reflect either a determination that the allegations were
2002 unwarranted, cannot be corroborated, or the allegations were founded. The terms of
2003 the prescribed resolution, including any disciplinary action deemed appropriate, will
2004 be provided in the final decision.

2005 The Office of Human Resources will provide copies of the decision and prescribed
2006 resolution to both parties, as well as to the appropriate Chief Officer(s) associated
2007 with each party. The decision of the Grievance Board will be final.

2008

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

2009 6 EMPLOYEE BENEFITS

2010 (Owner: Office of Human Resources; Last Reviewed: 02/21/2022; Last Updated 02/21/2022)

2011 For the benefit of employees and the College, Central Christian College of Kansas provides certain
2012 employee benefits, as outlined herein. All employee benefits are subject to change or elimination at any
2013 time at the discretion of the organization. Benefits also may be modified in accordance with federal and
2014 state law and will be governed by all existing plan documents.

2015 Temporary employees and people not employed by the organization, such as independent contractors,
2016 are not eligible for any benefits.

2017 Contact the Office of Human Resources with any questions regarding benefits.

2018 6.1 GENERAL BENEFITS

2019 The College participates in all mandatory benefits as legally required by federal and state regulations,
2020 including:

- 2021 • Social Security (www.ssa.gov)
- 2022 • Medicare (www.medicare.gov)
- 2023 • Worker's Compensation Insurance

2024 The following fringe benefits are available to all employees who are three quarters' time or more. When
2025 an employee is less than full-time, some of the benefits will be offered on a pro-rated basis. Employees
2026 less than part-time, on call, temporary, or student workers are not eligible for fringe benefits.

2027 6.1.1 Paid Time Off

2028 This policy defines the parameters associated with paid time off (PTO). Employees are not required in
2029 most instances to give advance notice to take PTO, but should inform their supervisor as early as
2030 possible

2031 The purpose of PTO is to provide employees with flexible paid time off from work that can be used for
2032 such needs as personal or family illness, personal or family appointments, funerals, volunteerism, and
2033 other activities of the employee's choice. This policy applies to all general staff. Faculty, Residence Life
2034 Staff, and Athletic staff should refer to the appropriate handbook to determine benefits related to PTO.

2035 *This policy is not intended to enable an employee to receive more paid leave than is available under*
2036 *other policies.*

- 2037 • Full-Time Exempt Staff: 12 days (96 hours)
- 2038 • Full-Time Non-Exempt Staff: 12 days (96 hours)
- 2039 • Part-Time/Hourly : Pro-rated according to the above schedule or % of FTE (e.g. a ½ time worker
2040 will receive ½ of the above described PTO or someone who works 25 hours each week will get
2041 63% of what a full time employee receives).

2042 The full fiscal year award is given at the beginning of the fiscal year (July 1st), even though it is
2043 unearned. Unearned leave converts to earned leave throughout the fiscal year as the employee works

2044 their assigned hours. An employee must work their full assignment for the year to earn the full amount
2045 of the awarded leave. PTO may not be "borrowed" from the next fiscal year.

2046 Payment for PTO hours that have been taken, but not yet earned will be deducted from an employee's
2047 final paycheck(s) in the event of termination or resignation of employment. The employee will be
2048 responsible for the repayment of any monies that could not be recovered from an employee's final
2049 paycheck(s). PTO is earned on a pro-rated basis during the employee's first year if the date of hire is
2050 after the first of the fiscal year (July 1).

2051 Employees must exhaust accrued PTO prior to taking unpaid time off. Unpaid time off extending beyond
2052 five working days will fall under the guidelines of the Personal Leave of Absence policy.

2053 All PTO time must be scheduled and approved by the employee's supervisor and/or the appropriate Vice
2054 President. Your supervisor reserves the right to deny a request for vacation when it would significantly
2055 interfere with operational capability.

2056 6.1.1.1 Accumulation of PTO Days

2057 All employees are allowed to use up to the full amount of PTO throughout the year; however, PTO is
2058 earned per pay period based on the below schedule:

- 2059 • Full-Time Exempt Staff: 8 hours per pay period
- 2060 • Full-Time Non-Exempt Staff: 8 hours per pay period
- 2061 • Part-Time/Hourly: Pro-rated according to the above schedule.

2062 All eligible employees can accrue up to 90 PTO days. This policy replaces the previous Sick Leave Policy
2063 and therefore any accrued sick leave will roll into the new PTO 90 day accrual. In the event of
2064 termination or resignation accumulated PTO will not be paid out as a cash benefit.

2065 6.1.2 Vacation

2066 Teaching faculty, coaches, and residence life staff take vacations according to policies as prescribed by
2067 their appropriate supervisor. Other full-time staff vacations are calculated as follows (reduced pro rata
2068 for partial years of employment).

- 2069 • Employment Years 1-5: 10 days paid vacation
- 2070 • Employment Years 6-10: 15 days
- 2071 • Employment Years 11 or more: 20 days

2072 Chief Officers accrue vacation days at the start of each service year at the rate of:

- 2073 • Employment Years 1-5: 15 days paid vacation
- 2074 • Employment Years 6-10: 20 days
- 2075 • Employment Years 11 or more: 25 days

2076 A service year, for the purpose of calculating vacation leave accruals, is defined to be a year worked in a
2077 non-student, non-temporary/occasional assignment.

2078 Employees who begin employment during the July 1-December 31 period will receive vacation time
2079 accruing at the rate of .8 days per month through the following June 30. July 1 starts their second

2080 employment year.

2081 Employees who begin employment during the January 1-June 30 period will receive vacation time
2082 accruing at the rate of .8 days per month through June 30. July 1 starts their first employment year.

2083 Vacation time must be used by June 30 in the year in which it was granted/earned. The College’s fiscal
2084 year is July 1 – June 30. The employee is to consult with his or her supervisor ahead of time in planning
2085 vacation time to fit the workload.

2086 Part-time staff members (½ time or greater) receive pro-rated vacation time according to the above
2087 schedule (e.g. A one-half time worker will receive ½ of above-described vacation.)

2088 All vacation time must be scheduled and approved by the employee’s supervisor and/or the appropriate
2089 Vice President. Your supervisor reserves the right to deny a request for vacation when it would
2090 significantly interfere with operational capability.

2091 Payment for vacation hours that have been taken but not yet earned will be deducted from an
2092 employee’s final paycheck in the event of termination or resignation.

2093 6.1.2.1 Accumulation of Vacation Days
2094 Vacation days are not accumulated between fiscal years; therefore, no carry-over of
2095 vacation from one fiscal year to the next is permissible.

2096 In the event that an employee is re-hired, previous years of service will be considered
2097 for vacation accumulations.

2098 6.1.2.2 Vacation Record Keeping
2099 All employees that earn Vacation must fill out a “Leave Request Form”. This must be
2100 approved and signed off on by the employee’s supervisor and then turned into Human
2101 Resources.

2102 **6.1.3 Leave of Absence**
2103 Employees who have completed at least one year of employment may request a leave of absence from
2104 the College for personal reasons. In determining eligibility for a personal leave, the College will review
2105 the employee's length of service, work record, leave(s) previously granted, and the reason for the leave.
2106 The employee shall receive no salary and will not receive fringe benefits during the period of personal
2107 leave. Vacation and PTO will not accrue during the leave period. Time spent on personal leave shall not
2108 count toward years of service at the College. The cost of any fringe benefits which continue during the
2109 leave will be the responsibility of the employee.

2110 An approved personal leave will not extend beyond one year. The approved length of the leave will be
2111 clearly specified in the notification given by the College.

2112 In granting a personal leave, the College assures employment to the individual upon completion of the
2113 leave. However, the College may not always be able to assure that the individual will be returned to the
2114 same position or rate of pay. Depending on the length of the leave and the nature of the position, the
2115 College may elect to fill the position on a temporary basis, while the employee is on personal leave.

2116 The College reserves the right to deny requests for personal leave.

2117 **6.1.4 Medical Insurance**

2118 The group medical insurance available to employees is a fully insured major medical policy offered
2119 through Blue Cross and Blue Shield of Kansas. Current plans are available in the Business Office.
2120 Currently, employees pay approximately 25% and Central Christian College of Kansas pays 75%. When
2121 an employee is nearing the age of 65 and is still on CCK's group health plan, please make an
2122 appointment with the Human Resources Department to discuss insurance options.

2123 **6.1.5 Retirement Plan**

2124 Central participates in the TIAA-CREF Retirement Program. Eligible employees decide their participation
2125 level with a minimum contribution of 4% to match. An employee may contribute less than 4%, but it will
2126 not be matched. Central Christian College of Kansas may offer an employee matching contribution as set
2127 by the College administration. Currently, the College matches employee contributions at the 2% level.
2128 The Executive Team reviews this every year and can adjust up or down based on the budget. During the
2129 benefit enrollment period each year, every eligible employee is offered the chance to participate in
2130 retirement.

2131 All investments purchased through Central's retirement program are fully funded and vested with the
2132 employee at the time of contribution.

2133 The Employee Benefits Committee provides oversight to the plan, ensuring compliance with E.R.I.S.A.
2134 legislation.

2135 Please see the Office of Human Resources for further details and to sign up.

2136 6.1.5.1 Eligibility Conditions

2137 Employees are eligible to participate in the plan, for purposes of matching contributions, when
2138 they have satisfied the following eligibility condition(s). However, the employee will actually
2139 participate in matching contributions once they reach the *entry date* as described below.

- 2140
- Attainment of age 21
- 2141
- Completion of 12 consecutive month from the date of employment during which the
2142 employee completed 83 1/3 hours of service each month.

2143 6.1.5.2 Entry Date

- 2144
- For purposes of matching contributions, the employee entry date will be the first day
2145 of the month coinciding with or next following the date on which the employee satisfy
2146 the eligibility requirements.

2147 **6.1.6 Term Life Insurance**

2148 Group term life insurance with accidental death and dismemberment is available through Advance
2149 Insurance Company. Central pays the entire premium for a \$25,000 policy for the employee (3/4 or
2150 more). Advance Insurance Company reduces the amount of life insurance offered once an employee
2151 reached the age of 65. Please see Human Resources if you did not sign up for this insurance upon hiring.
2152 It's possible to still get this benefit (may be subject to underwriting).

2153 **6.1.7 Moving Expenses**

2154 Central assists with costs associated with full-time employees having to relocate to McPherson, KS for
2155 employment. Unless otherwise approved by the Chief Financial Officer, moving costs are treated as a
2156 reimbursable expense. Original receipts must be submitted to the Business Office in order to be
2157 considered. The College will reimburse 75% of moving expenses, up to \$1,900.

2158 **6.1.8 Cafeteria Plan**

2159 Central participates in Section 125 of the IRS Code where certain medical and childcare expenses may be
2160 tax sheltered. This plan is administered by Pathway Financial in Salina, Kansas. A Fall staff meeting is
2161 called to explain and review the program. Supplemental insurance including life, health, vision,
2162 disability, cancer, FSA's and dental are also available at the employee's expense.

2163 **6.1.9 Facility Use**

2164 Upon proper authorization, employees may be allowed to use College facilities for personal use.
2165 Employees needing to schedule a meeting room should contact the appropriate building coordinator or
2166 Facility Management regarding availability.

2167 If allowed to use the facility the employee must be a part of the group using the building and be willing
2168 to perform cleanup, provide security, and be responsible for any damage resulting from the use.

2169 Any employee wishing to host an event outside of normal business hours, or with an outside group
2170 during normal business hours, must formally make the request through Facility Management, where
2171 eligibility will be determined. Generally, use of facilities will be on a first-come, first-served basis. The
2172 use of facilities for business purposes, however, will take precedence over personal functions.

2173 Use of facilities for any purpose contrary to the mission, purpose, or beliefs of the College will not be
2174 tolerated.

2175 Use of facilities may require an individual or group to provide a waiver or proof of liability coverage.

2176 **6.1.10 Fitness Center Use & Policy**

2177 The Weight Room and Fitness Center are available to all full and part-time employees, at no cost.

2178 Employees will need to sign a liability waiver prior to using the weight room or fitness center. Forms can
2179 be obtained from HR.

2180 To promote general wellness, employees may use three hours of work-time (per week) to use the
2181 weight room or fitness center, without affecting PTO or vacation.

2182 See posted hours. Employees should also note that labs, classes, or team workouts take precedence. If
2183 the weight room or fitness center is not accessible during a time in which an employee would prefer,
2184 special permission may be granted. Arrangements will need to be made with the appropriate
2185 department.

2186 The College is not responsible for any injury or accident occurring in the facility or during use of the
2187 facility. The College is not responsible for any lost or stolen items left in the fitness center. Contact your
2188 health care provider prior to using the facility for advice on types of exercises that are appropriate for
2189 you. Also contact your health care provider for advice on when to return to exercise following any injury
2190 or illness. Start out slowly and increase workout time and intensity gradually. Make sure to include a

2191 proper warm-up and cool-down into your workout routine. The sports science instructor and assigned
2192 exercise science students can help with fitness assessments, facility orientation, or work out plans if
2193 requested.

2194 Employees should comply with all posted regulations.

2195 **6.1.11 Meal Benefit**

2196 All employees with a Central ID card are able to eat lunches in the dining hall for \$3.00/meal Monday-
2197 Friday. This benefit is for the employee only and the ID card must be scanned each time. If an employee
2198 comes during breakfast or dinner or their family joins them, the following will be charged:
2199

	Staff:	Guests	Children 4 – 11	3 & under
Breakfast	\$6.50	\$6.50	\$2.75	Free
Lunch	\$3.00	\$7.00	\$3.50	Free
Dinner	\$9.50	\$9.50	\$4.75	Free

2200

2201 Faculty/Staff: free coffee and soda; Monday-Friday during break time (9-9:30am and 3-3:30pm)

2202 Refreshments if not purchased with a meal are \$1.00.

2203 **6.1.12 Tuition Discounts**

2204 Full-time employees are allowed a waiver of 1/3 of the current residential tuition rate after the first full
2205 year of employment; 2/3 of the residential tuition rate after the second full year of employment; and
2206 the full residential tuition rate after the third year of full employment. Employee eligibility will remain in
2207 effect for the duration of their employment at the College.

2208 Direct dependents of current employees are eligible at the same ratio as said employee is eligible, and
2209 to the same degree to which the employee is eligible, except as herein modified. Eligibility terminates if
2210 the employee discontinues employment at the College for any reason except on an approved leave of
2211 absence. Only employed CCK faculty and staff can reclaim tuition discounts for SPE & SGS (School of
2212 Graduate Studies) courses.

2213 Direct dependents of emeriti faculty and staff, or employees with 25+ years of service are also eligible to
2214 receive a full-tuition remission for residential undergraduate courses (SAS).

2215 Tuition remission only applies to courses offered by the College. Courses offered through tuition-sharing
2216 agreements, consortium agreements, and other partnerships are not eligible for tuition remission. The
2217 tuition waiver does not apply to repeated courses.

2218 Individuals seeking to utilize tuition remission benefits are required to first apply for federal and state
2219 aid by completing a FAFSA and any other official procedures to maximize external aid if applicable.
2220 Tuition remission is only applied after successful completion of the application for aid. Institutional,
2221 outside, state, and federal grants and scholarships are applied to tuition and fees before tuition
2222 remission is calculated. The sum of all aid (including the remission) should not exceed the total tuition
2223 charge.

2224 Renewal of the benefit is contingent upon confirmation of employment or right to the benefit. The
2225 benefit is limited to a maximum of four (4) academic years (SAS) and five (5) academic years (SPE). At no
2226 time may the benefit result in a refund to the student. *Policy related to Graduate Assistants is stated in*
2227 *its own section of this manual.*

2228 The benefit is limited to tuition only. The benefit does not cover costs associated with application fees,
2229 deposits, registration fees, additional hours, late fees, lab fees, study abroad fees, activity fees,
2230 insurance, audit fees, DPI fees, course fees, books, student fees, etc.

2231 Students can lose the benefit if not meeting Satisfactory Academic Progress. This benefit is limited to
2232 one earned degree only, except for consecutive completion of an Associate and a Bachelor's degree.

2233 This benefit shall not be deemed to constitute a contract between the College and any participant or to
2234 be a consideration or an inducement for the employment of any participant. Nothing contained in this
2235 benefit shall be deemed to give any participant or eligible employee the right to be retained in the
2236 service of the employer or to interfere with the right of the employer to discharge any eligible employee
2237 at any time.

2238 **6.1.13 Tuition Waiver Exchange Program (TWEP)**

2239 Through the Council for Christian Colleges & Universities (CentralU) provides full-time employees
2240 (faculty & staff with at least one-year full-time employment) the opportunity to apply, on behalf of their
2241 undergraduate dependent child, for tuition benefits at other higher education institutions. If a
2242 dependent is awarded TWEP, tuition costs are partially or fully covered at the institution that has
2243 granted the exchange. Interested individuals should contact the Office of the President for more
2244 information.

2245 **6.1.14 Retired Employee Health Insurance Plan**

2246 Central Christian College of Kansas will provide certain health coverage benefits for those employees
2247 who retire from the institution and meet the following qualifications:

- 2248 • Be 65 years old at retirement
- 2249 • Served the College full-time for at least 15 years (3/4 time qualifies as a full year)
- 2250 • Enrolled in Medicare
- 2251 • Not working full-time

2252 As a retiree, Central will pay (reimburse) the monthly premium for a Medicare Supplemental Plan.
2253 Premiums will increase as retiree gets older and Central will continue to match premium increases until
2254 retiree reaches age 70—after that Central will no longer increase monthly contributions and retiree will
2255 be responsible for remaining cost increases.

2256 If the retiree chooses a BlueCross BlueShield plan the college may pay Blue Cross Blue Shield directly.

2257 If an employee remains full-time after 65 (and are therefore benefits eligible) they can stay on our group
2258 health insurance, enroll in Medicare, or both.

2259 **6.2 FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY**

2260 Central Christian College complies with the Family and Medical Leave Act (FMLA) and will grant up to 12
2261 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver
2262 leave).

2263
2264 The purpose of this policy is to provide employees with a general description of their FMLA rights. In the
2265 event of any conflict between this policy and the applicable law, employees will be afforded all rights
2266 required by law. If you have any questions, concerns or disputes with this policy, please contact Human
2267 Resources.
2268

2269 **6.2.1 Eligibility**

2270 To be eligible for leave under this policy, employees must meet **all** of the following requirements:

- 2271
- 2272 • Have worked at least twelve (12) months for Central Christian College
 - 2273 • Have worked at least 1,250 hours for Central Christian College over the twelve (12) months
2274 preceding the date the leave would commence.
 - 2275 • Currently work at a location where there are at least fifty (50) employees within seventy-five
2276 (75) miles.

2277
2278 The 12 months of employment do not have to be consecutive. All periods of absence from work due to
2279 or necessitated by service in the uniformed services are counted as hours worked in determining
2280 eligibility.

2281 Under certain circumstances, families caring for service members recovering from a serious injury or
2282 illness may take up to 26 weeks of unpaid, job-protected leave.

2283 **6.2.2 Reasons for Leave**

2284 To qualify as FMLA leave under this policy, the leave must be for one of the following reasons:

- 2285
- 2286 • The birth, adoption, or placement of a child. (12 weeks)
 - 2287 • The care of a spouse, child, or parent who has a serious health condition. (12 weeks)
 - 2288 • The employee’s own serious health condition. (12 weeks)
 - 2289 • A qualifying exigency arising out of a covered family member’s active duty or call to active duty
2290 in the Armed Forces in support of a contingency plan. (12 weeks)
 - 2291 • The care of a covered family member who has become seriously ill or seriously injured in the
2292 line of duty in the Armed Forces. (26 weeks)

2293 A serious health condition means an illness, injury, impairment, or physical or mental condition that
2294 involves:

- 2295 • Any period of incapacity or treatment in connection with, or after, inpatient care in a medical
2296 facility;
- 2297 • Any period of incapacity requiring absence from work, school, or other regular daily activities of
2298 more than three calendar days and involving continuing treatment by a health care provider;
- 2299 • Any period of incapacity due to pregnancy or for prenatal care; or

- 2300 • Continuing treatment by a health care provider for a chronic or long-term condition that would
2301 likely result in a period of incapacity of more than three calendar days. Unless complications
2302 arise or if left untreated, the following will generally not be considered serious health
2303 conditions: the common cold, the flu, upset stomachs, headaches, or orthodontic problems.
2304 Routine physical, eye, or dental examinations are not considered treatments indicative of a
2305 serious health condition.

2306 6.2.3 Amount of Leave

2307 An eligible employee can take up to 12 weeks of FMLA leave during any 12-month period. The College
2308 will measure the 12-month period as a rolling 12-month period measured backward from the date an
2309 employee uses any leave under this policy. Each time an employee takes leave, the College will compute
2310 the amount of leave the employee has taken under this policy in the last 12 months and subtract it from
2311 the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to
2312 take at that time.

2313
2314 An eligible employee can take up to 26 weeks for the FMLA military caregiver leave during a single 12-
2315 month period. For this military caregiver leave, the College will measure the 12-month period as a rolling
2316 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be
2317 deducted from the total of 26 weeks available.

2318
2319 Eligible spouses who both work for the College may only take a combined total of 12 weeks of leave for
2320 the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a
2321 parent "in-law") with a serious health condition. Both may only take a combined total of 26 weeks of
2322 leave to care for a covered injured or ill service member (if each spouse is a parent, spouse, child or next
2323 of kin of the service member).

2324 6.2.4 Intermittent Leave or a Reduced Work Schedule

2325 Employees may take FMLA leave in one consecutive block of time, may use the leave intermittently
2326 (take a day periodically when needed over the year) or, under certain circumstances, may use the leave
2327 to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may
2328 not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member) in a
2329 12-month period.

2330
2331 The College may temporarily transfer an employee to an available alternative position with equivalent
2332 pay and benefits if the alternative position would better accommodate the intermittent or reduced
2333 schedule, in instances when leave for the employee or employee's family member is foreseeable and for
2334 planned medical treatment, including recovery from a serious health condition or to care for a child
2335 after birth or placement for adoption or foster care.

2336
2337 For the birth, adoption or foster care of a child, the College and the employee must mutually agree to
2338 the schedule before the employee may take the leave intermittently or work a reduced-hour schedule.
2339 Leave for birth, adoption or foster care of a child must be taken within one year of the birth or
2340 placement of the child.

2341
2342 When leave is needed for planned medical treatment, the employee must make a reasonable effort to
2343 schedule treatment so as not to unduly disrupt the College's operations.

2344 6.2.5 Employee Notice Requirement

2345 All employees requesting FMLA leave must provide verbal or written notice of the need for leave to
2346 their supervisor and HR.

2347
2348 When the need for the leave is foreseeable, the employee must provide the College with at least 30
2349 days' notice. When an employee becomes aware of a need for FMLA leave fewer than 30 days in
2350 advance, the employee must provide notice of the need for the leave either the same day the need for
2351 leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the
2352 employee must comply with the College's usual and customary notice and procedural requirements for
2353 requesting leave, absent unusual circumstances.

2354
2355 Within five business days after the employee has provided this notice, HR will complete and provide the
2356 employee with a Notice of Eligibility and Rights and request a medical certification or other supporting
2357 documentation as necessary.

2358
2359 If you become eligible for leave under the FMLA, you must follow these guidelines:

- 2360
- 2361 • FMLA requires that you attempt to schedule planned medical treatment or intermittent leave to
2362 avoid undue work-related disruption. This means that in cases where your treating physician is
2363 available, you may be required to schedule planned medical treatment outside of general
2364 business hours.
 - 2365 • If you take leave to care for a spouse, child, or parent, you must provide a medical certification
2366 within 15 calendar days of the request for leave. Contact the Office of Human Resources to
2367 obtain a copy of the "Certification of Health Care Provider" form. A second and/or third medical
2368 certification at the College's expense, may be required.
 - 2369 • If you take leave for your own serious health condition, you are required to provide a fitness-for-
2370 duty report, along with the "Certification of Health Care Provider" form, before returning to
2371 work.
 - 2372 • While on FMLA, you are required to report to Office of Human Resources periodically on your
2373 status and your plans to return to work. The College will take steps to maintain all medical
2374 information confidentially in accordance with the Americans with Disabilities Act.

2375 6.2.6 Designation of FMLA Leave

2376 Within five business days after the employee has submitted the required certification or other
2377 documentation, HR will complete and provide the employee with a written response to the employee's
2378 request for FMLA leave using the FMLA Designation Notice.

2379 6.2.7 Employee Status and Benefits during Leave

2380 Central Christian College will continue an employee's health benefits during the leave period at the
2381 same level and under the same conditions as if the employee was continuously at work.

2382
2383 While on paid leave, the employer will continue to make payroll deductions to collect the employee's
2384 share of insurance premiums. While on unpaid leave, the employee must continue to make this
2385 payment, either in person or by mail. The payment must be received in the Business Office by the 10th
2386 day of each month. If the payment is more than 30 days late, the employee's health care coverage may
2387 be dropped for the duration of the leave.

2388 The company will provide 15 days notification prior to the employee's loss of coverage.

2389

2390 If the employee chooses not to return to work for reasons other than a continued serious health
2391 condition of the employee or the employee's family member or a circumstance beyond the employee's
2392 control, the College will require the employee to reimburse the company the amount it paid for the
2393 employee's health insurance premium during the leave period.

2394
2395 If the employee contributes to life insurance, disability, dental, vision, FSA, or cancer plan, the College
2396 will continue making payroll deductions while the employee is on paid leave. While the employee is on
2397 unpaid leave, the employee may request continuation of such benefits and pay their portion of the
2398 premiums, or the College may elect to maintain such benefits during the leave and pay the employee's
2399 share of the premium payments. If the employee does not continue these payments, the College will
2400 discontinue coverage during the leave. If the company maintains coverage, the College may recover the
2401 costs incurred for paying the employee's share of any premiums, whether or not the employee returns
2402 to work.

2403 6.2.8 Employee Status after Leave

2404 An employee who takes leave under this policy may be asked to provide a fitness for duty clearance
2405 from a health care provider. This requirement will be included in the College's response to the FMLA
2406 request. Generally, an employee who takes FMLA leave will be able to return to the same position or a
2407 position with equivalent status, pay, benefits, and other employment terms. The position will be the
2408 same or one that is virtually identical in terms of pay, benefits, and working conditions. The College may
2409 choose to exempt certain key employees from this requirement and not return them to the same or
2410 similar position when doing so will cause substantial and grievous economic injury to business
2411 operations. Key employees will be given written notice at the time FMLA leave is requested of his or her
2412 status as a key employee.

2413 6.2.9 Use of Paid and Unpaid Leave

2414 An employee who is taking FMLA leave because of the employee's own serious health condition or the
2415 serious health condition of a family member must use all paid vacation and PTO prior to being eligible
2416 for unpaid leave. PTO leave may run concurrently with FMLA leave if the reason for the FMLA leave is
2417 covered by the established PTO leave policy.

2418
2419 Disability leave for the birth of a child and for an employee's serious health condition, including workers'
2420 compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run
2421 concurrently with FMLA. The employee will then be required to substitute accrued (or earned) paid
2422 leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement.

2423 An employee who is taking leave for the adoption or foster care of a child must use all paid leave prior
2424 to being eligible for unpaid leave.

2425
2426 An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and
2427 personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave
2428 must also use all paid leave prior to being eligible for unpaid leave.

2429

2430 6.2.10 Intent to Return to Work from FMLA Leave

2431 On a basis that does not discriminate against employees on FMLA leave, the company may require an
2432 employee on FMLA leave to report periodically on the employee's status and intent to return to work.

2433 6.2.11 Definitions

- 2434 • **Serious health condition** means an illness, injury, impairment, or physical or mental condition
2435 that involves inpatient care or continuing treatment by a health care provider. This can include
2436 conditions with short-term, chronic, long-term or permanent periods of incapacity.
- 2437 • **Spouse** means a husband or wife as defined or recognized in the state where the individual was
2438 married and includes individuals in a common law or same-sex marriage. Spouse also includes a
2439 husband or wife in a marriage that was validly entered into outside of the United States, if the
2440 marriage could have been entered into in at least one state.
- 2441 • **Child** means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person
2442 standing in loco parentis, who is either under age 18, or age 18 or older and “incapable of self-
2443 care because of a mental or physical disability” at the time that FMLA leave is to commence.
- 2444 • **Parent** means a biological, adoptive, step or foster father or mother, or any other individual who
2445 stood in loco parentis to the employee when the employee was a child. This term does not
2446 include parents “in law.”
- 2447 • **Qualifying exigency** includes short-notice deployment, military events and activities, child care
2448 and school activities, financial and legal arrangements, counseling, rest and recuperation, post-
2449 deployment activities, and additional activities that arise out of active duty, provided that the
2450 employer and employee agree, including agreement on timing and duration of the leave.
- 2451 • **Covered active duty** for members of a regular component of the Armed Forces, means duty
2452 during deployment of the member with the Armed Forces to a foreign country. For a member of
2453 the Reserve components of the Armed Forces, means duty during the deployment of the
2454 member with the Armed Forces to a foreign country under a federal call or order to active duty
2455 in support of a contingency operation, in accordance with 29 CR 825.102.
- 2456 • **The next of kin of a covered service member** is the nearest blood relative, other than the
2457 covered service member's spouse, parent or child in the following order of priority: blood
2458 relatives who have been granted legal custody of the service member by court decree or
2459 statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins,
2460 unless the covered service member has specifically designated in writing another blood relative
2461 as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.
- 2462 • **Covered service member** is a current member of the Armed Forces, including a member of the
2463 National Guard or Reserves, who is receiving medical treatment, recuperation or therapy, or is
2464 in outpatient status or on the temporary disability retired list for a serious injury or illness.
- 2465 • **Serious injury or illness** is one that is incurred by a service member in the line of duty on active
2466 duty that may cause the service member to be medically unfit to perform the duties of his or her
2467 office, grade, rank or rating. A serious injury or illness also includes injuries or illnesses that
2468 existed before the service member’s active duty and that were aggravated by service in the line
2469 of duty on active duty.

2470

2471 Visit the Office of Human Resources for more information and/or visit

2472 <https://www.dol.gov/agencies/whd/fmla>.

2473 **6.3 BOOKSTORE DISCOUNT**

2474 College employees receive a 10% discount on most items purchased at the Tiger Store. Please see the
 2475 store for other exceptions that may apply. Items purchased may be payroll deducted. A signed receipt
 2476 will constitute this.

2477 **6.4 PAID HOLIDAYS**

2478 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 2, 2024)
Martin Luther King Day	January 15, 2024	No Class	Off	Off
Spring Break	March 16-24, 2024	No Class	Off March 20-22, 2024	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.				

2479 If a paid holiday, excluding Easter Sunday and Juneteenth Day, falls on Saturday or Sunday, Friday will be
 2480 designated as an alternate day off with pay. Easter Sunday will be considered a holiday only for
 2481 employees who are regularly scheduled for Easter Sunday. Departments that receive the required
 2482 approval to close on days that are NOT official holidays (other than for emergencies or special College-
 2483 designated days) generally are to provide alternate work hours within the pay week for staff employees,
 2484 as the staff employees will not be entitled to holiday or closed pay for this closed time.

2485 Non-exempt employees that work on official paid holidays are entitled to the hours they actually
 2486 worked plus holiday hours that match what they would normally work on that day if it were not a
 2487 holiday. For example: full-time employee would receive eight hours of holiday pay plus the number of
 2488 hours they actually worked that day.

2489 At the supervisor’s discretion, an alternate day off may be given in the same pay week as the holiday for
 2490 essential employees. Essential employees who receive an alternate day off during the pay period should
 2491 report the holiday hours on the actual holiday. Any emergency time worked on the holiday should
 2492 always be recorded on timesheets. Regular time should be recorded on the timesheet for the alternate
 2493 day off.

2494 **6.4.1 Christmas (Closed Period)**

2495 The days following Christmas Day through New Year’s Day are considered “flex-days”. Staff should work
2496 with appropriate supervisors to ensure that essential functions are met, with equitable workload and
2497 time expectations, otherwise employees are afforded flexibility concerning work assignments during this
2498 time frame. Any approved time away from work is considered “with pay”.

2499 **6.5 OVERTIME**

2500 Occasionally an excessive volume of work accumulates, or an emergency arises, that requires a non-
2501 exempt employee to work overtime. Overtime is defined as that portion of time that is “actually
2502 worked” in excess of 40 hours in one work week. Overtime will be required only when necessary, but
2503 employees are expected to work overtime when asked to do so. Non-exempt employees are not to work
2504 overtime without prior permission of a supervisor. If an employee works overtime without pre-approval
2505 they may face disciplinary action, including termination for repeat offenses. Non-exempt employees are
2506 paid over-time in compliance with applicable laws and regulations. All overtime hours must be recorded
2507 on timesheets.

2508 Overtime is paid to non-exempt employees for time “actually worked” over 40 hours in one work week.
2509 This means that if you take sick or vacation time or have jury duty or funeral leave on one or more days
2510 during a work week, overtime would not be paid until you had worked more than 40 hours. Exempt
2511 employees are not eligible for overtime.

2512 Exempt employees may also face the possibility of an occasional need to work beyond a *regular* 40-hour
2513 week. However, unlike non-exempt employees, this extra time is understood as “a part of the job.” No
2514 work-time records are kept for exempt positions with the purpose of “making up” the time by reducing
2515 hours at a future time. These employees are filling positions that are exempt from federal overtime
2516 laws. In isolated situations, an administrator may approve time off in recognition of excessive time
2517 spent above and beyond the time customarily required by the job. However, exempt employees should
2518 have no expectation for compensation or compensatory time for additional work.

2519 **6.6 NOTARY PUBLIC**

2520 The services of a Notary Public are available to employees of the College without charge. Please go to
2521 the Business Office.

2522 **6.7 COBRA [CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT]**

2523 Employees and their families will have the opportunity for a temporary extension of health insurance
2524 coverage in certain circumstances where coverage under the College’s health plan would otherwise end.
2525 Only those employees, spouses of employees and their dependents who were covered under the
2526 College’s plan on the day before the event which triggered termination of coverage are eligible to elect
2527 continuation of coverage.

2528 Events which may trigger the option to continue coverage are as follows:

- 2529 • Termination of the covered employee’s employment
- 2530 • Death of a covered employee;
- 2531 • Divorce or legal separation of a covered employee from his or her spouse;
- 2532 • A covered employee becoming entitled to receive Medicare benefits; or
- 2533 • A dependent child of a covered employee ceasing to be a dependent.

2534 Employees are responsible for notifying the Office of Human Resources (the Plan Administrator) of the
2535 occurrence of a qualifying event if outside of normal termination. When a qualifying event occurs, the
2536 Plan Administrator will provide the employee and/or qualified beneficiary with the appropriate notice
2537 regarding his other rights under COBRA. For further information on the continuation of coverage, see a
2538 representative of the Office of Human Resources. For more detail on COBRA visit
2539 [https://www.dol.gov/sites/dolgov/files/ebsa/about-ebsa/our-activities/resource-](https://www.dol.gov/sites/dolgov/files/ebsa/about-ebsa/our-activities/resource-center/publications/an-employees-guide-to-health-benefits-under-cobra.pdf)
2540 [center/publications/an-employees-guide-to-health-benefits-under-cobra.pdf](https://www.dol.gov/sites/dolgov/files/ebsa/about-ebsa/our-activities/resource-center/publications/an-employees-guide-to-health-benefits-under-cobra.pdf)

2541 The exiting employees will have the opportunity to continue other benefits besides health insurance by
2542 paying the provider directly. Please refer to the COBRA paperwork that is mailed to the employee within
2543 two weeks of their last day.

2544 6.8 TUITION ASSISTANCE PROGRAM (TAP)

2545 An essential component to the fulfillment of the mission of the College is the recruitment, hiring, and
2546 retention of the highest qualified employees. To meet that ideal, the College has adopted a Tuition
2547 Assistance Program (TAP) in order to encourage the professional development of eligible employees.

2548 The Tuition Assistance Program is available to full-time (benefit eligible) employees for the purpose of
2549 completing an advanced degree, not currently available at Central Christian College of Kansas.

2550 Enrollment in the program is limited to the current budget funds available and projected tuition costs.
2551 Requests for entry into the program are made through the President's Office, with supervisory pre-
2552 approval. Preference for program participation will generally be given to faculty or other institutionally
2553 driven necessities.

2554 Approved applicants will be eligible for renewable loans:

- 2555 • Master's: Not to exceed \$2,500 in any given term and not to exceed \$12,000 in totality.
- 2556 • Doctoral: Not to exceed \$3,000 in any given term and not to exceed \$15,000 in totality.

2557 The College will provide payment to the employee after submission of a reimbursement request with
2558 evidentiary proof that the course was satisfactorily completed. Special arrangements can be made if the
2559 individual is seeking an advance on the tuition cost.

2560 Loans will be forgiven (on a pro-rated basis) after the employee completes the program:

- 2561 • Masters: One-half of the loaned funds will be forgiven for each year of service. Withdrawal from
2562 the program prior to completion or departure of the employee from the College will result in
2563 repayment of all funds advanced to the individual.
- 2564 • Doctoral: One-fourth of the loaned funds will be forgiven for each year of service. Withdrawal
2565 from the program prior to completion or departure of the employee from the College will result
2566 in mandatory repayment of all funds advanced to the individual.

2567 **Waiting Period:** Two-years of continuous full-time employment is required prior to beginning the
2568 program. This waiting period may be waived at the discretion of the CFO and the President, when
2569 participation is deemed strategically appropriate for the College. By request, faculty members may ask
2570 to have previous employment at another institution of higher learning considered as fulfillment of this
2571 waiting period.

2572 **Application Requirements:** The employee will submit a TAP application to the Office of Human
2573 Resources. The request must include:

- 2574 • Expected Date of Program Start
- 2575 • Degree being sought
- 2576 • Description of the degree and degree granting institution,
- 2577 • Description of the program,
- 2578 • Rationale for the program (as it relates to employment at the College),
- 2579 • Target completion dates,
- 2580 • Time restraints (including residency requirements),
- 2581 • Cost of the program.

2582 The Business Affairs Committee recommends recipients to the College Council.

2583 6.9 GRADUATE ASSISTANT PROGRAM

2584 Each year Central Christian College of Kansas may select Graduate Assistants (GA) who are looking to
2585 enroll in graduate degree program(s) at Central Christian College of Kansas. These positions are
2586 determined on a case-by-case basis, which includes consideration of need and available budget.

2587 From the College's perspective, GA's are, first and foremost, graduate students pursuing an education.
2588 The *work* associated with the GA position is viewed as an integral part of that education. Therefore, the
2589 College is committed to ensuring that GA's assignments are productive, enhance student qualifications,
2590 meet workload goals, and are consistent with the educational objectives of the student's program.

2591 Currently, GA positions are reserved for full-time degree seeking students and enrolled in a CCCK
2592 graduate program.

2593 Recipients of a graduate assistantship may not work more than 29 hours per week during the school
2594 year and 40 hours a week during the summer. The graduate assistant will complete weekly timecards
2595 and submit to Payroll to ensure sufficient time is available to be academically successful. Graduate
2596 Assistants are expected to adhere to the standards outlined in the CCCK Policies and Procedures
2597 Manual, which is a guide for employee behavior and conduct.

2598 Graduate assistantships are very competitive and are not available for every department or every
2599 graduate student.

2600 The Graduate Assistantship Program is housed in the Human Resource Office. Under no circumstance
2601 will a department offer a graduate assistantship without adhering to the policies outlined herein.

2602 6.9.1 Eligibility

2603 To be eligible for an assistantship, students:

- 2604 • Must be matriculated into a degree-seeking Master's program at CCCK
 - 2605 ○ A GA may begin their *work assignment* up to seven days prior to the start of their
 - 2606 program.
- 2607 • Must maintain minimum credit requirements.
- 2608 • Maintain good standing (3.0 cumulative GPA).

- 2609 • International students must possess necessary visa and other documents required for U.S.
2610 employment.
2611 • Students who complete the program, may continue his or her *work assignment* until the end of
2612 their contract date (either the semester or current academic year), at the request of their
2613 supervisor and based on need.

2614 6.9.2 Expectations

2615 Departments utilizing graduate assistants will provide information about responsibilities, expectations,
2616 workspace, support services, etc. to the Graduate Assistant through a job description. Departmental
2617 policies and procedures should be described and discussed with the departmental director. Policies
2618 surrounding the tuition benefit, dismissal or resignation should be addressed by the Human Resource
2619 Office.

2620 Standards of professional behavior expected in carrying out the terms of the appointment should be
2621 made in writing through a Graduate Assistant position agreement. Graduate assistants should be
2622 informed that their assistantship can be terminated prior to expiration of the period of service or the
2623 length of the graduate program if the terms of the appointment are not met.

2624 Graduate Assistant agrees any employment outside of CCKC comes secondary to this appointment.

2625 The graduate program has two terms: Fall (July - December) and Spring (January - June). GA's will work
2626 throughout both terms. GA's receiving housing and meals should not exceed 29 hours per week in
2627 totality for all *work assignments*. GA's not receiving housing and meals should not exceed 20 hours per
2628 week in totality for all *work assignments*. International GA's on an F Visa may not exceed 20 hours per
2629 work in totality for all work assignments (during school weeks).

2630 In mid-May through mid-August meals will no longer be available due to the residential campus closing
2631 for the summer. GA's will only be required to work 20 hours a week during this time. However, if a GA
2632 would like to earn additional income, they may apply to work on campus (via maintenance or other
2633 open positions) up to 40 hours a week, earning additional income above the 20 hours required for their
2634 Graduate Assistantship. If a GA works over 40 hours a week, overtime will be paid based on minimum
2635 wage. International students may be limited based on Visa status. GA's may work off campus, as long as
2636 they fulfill the academic duties and 20 hours a week on campus.

2637 Supervisors are not permitted to move time worked in a paid status or adjust time worked in a paid
2638 status to another payroll week to avoid overtime payments.

2639 6.9.3 Limitations

2640 GA's may be re-appointed to assistantships for successive terms, but renewal is not automatic or
2641 guaranteed. Factors entering into a decision to reappoint a graduate assistant may include:

- 2642 • Satisfactory academic performance and progress toward degree;
2643 • Satisfactory performance of assigned assistantship responsibilities and duties;
2644 • Availability of funds;
2645 • Departmental or institutional limits on the number of years for which an assistantship may be
2646 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 of a housing and meal plan. 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 no 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 **begin work** 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 CCCK. 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.

2680 If **receiving meals**, the GA is responsible for meals when the Dining Hall is not in operation.

2681 6.9.5 Appointing Graduate Assistants

2682 The School of Graduate Studies aims for the population of graduate assistants at CCKK to represent the
2683 diversity of students in the general population. Central Christian College of Kansas complies with Titles
2684 VI and VII; when possible and appropriate, vacancies for graduate assistantships should be advertised on
2685 the school's employment website. Vacancies should be advertised as broadly as possible to ensure
2686 equal access to the assistantship position.

2687 6.9.6 Requesting Graduate Assistants

2688 In order to request a graduate assistant, the appointing department must submit a Graduate Assistant
2689 Request Form to the Human Resource Office.

2690 Departments seeking to fill a GA position need to submit the following:

- 2691 • Projected length of appointment
- 2692 • Projected Time Commitment
- 2693 • Job Duties
- 2694 • Hiring Department and Supervisor
- 2695 • Any special requirements related to leave, scheduling or other terms

2696 Residential and Other Graduate Assistantships are considered on a case by case basis. Typically, Athletic
2697 Graduate Assistantships are considered in relation to roster size, at a 1/15 ratio. However, special
2698 consideration is given to teams based on the following priorities (dependent on budgetary resources):

- 2699 • Equity (Title IX)
- 2700 • Roster Size
- 2701 • Sport Related Needs
- 2702 • JV Programs
- 2703 • In season responsibilities
- 2704 • Athletic Director consideration

2705 All other necessary paperwork should be completed and submitted to the Human Resource Office. After
2706 approval of the assistantship, which is conditional upon available funds, the assistantship opening along
2707 with job description will be posted on the employment website.

2708 The specific agreement will be developed by the Human Resource Office. No GA may begin working until
2709 all paperwork has been submitted and the final agreement has been signed off by the Human Resource
2710 Office. **GA's will complete the new employee checklist as an onboarding tool.**

2711 6.9.7 Apply for the Position

2712 After receiving acceptance into the program with Admissions, any candidate for the Graduate
2713 Assistantship should submit the following items:

- 2714 • A cover letter
- 2715 • Resume
- 2716 • Completed GA application
- 2717 • Personal Testimony of Faith

- 2718 • Two professional references and one character reference
- 2719 Graduate assistantship applications are reviewed according to specific criteria, such as academic
 2720 records, experience, time available for work by applicants, etc. Applicants will not be considered if they
 2721 fail to submit the aforementioned documents.
- 2722 The Office of Human Resources will complete a background check on all GA's
- 2723 **6.9.8 Evaluation of Graduate Assistants**
 2724 Departments hiring graduate assistants are responsible for assessment of their performance.
 2725 Performance assessment is an ongoing activity. After each term, there will be an evaluation of the
 2726 graduate assistant's academic performance [Maintaining a 3.0 GPA] by the Office of Human Resource
 2727 and a professional performance [by the supervisor via online form provided by the OHR] in which the
 2728 supervisor will either recommend a termination or continuation of the graduate assistant. Personnel
 2729 matters related to a graduate assistant, must be done in a confidential setting and only include
 2730 necessary staff members.
- 2731 **6.9.9 Change in status and dismissal**
 2732 Any change of status must be processed through the Human Resource Office. If a graduate assistant's
 2733 appointment is terminated [loss of funding, for cause, academic delinquency, leave of absence, by
 2734 written notice, force majeure and/or by voluntary mutual agreement] before the completion of the
 2735 appointment period, the tuition benefits also terminate and the student is responsible for personal
 2736 payment of tuition on a pro-rata basis for the remainder of the semester and for any future terms.
- 2737 If a GA leaves the program through [loss of funding, for cause, academic delinquency, leave of absence,
 2738 by written notice, force majeure and/or by voluntary mutual agreement] the College will not hold a spot
 2739 open for the participant to return. If an individual wants to return to the program, they must reapply if
 2740 at that point the Graduate Assistantship is available.
- 2741 A GA who is no longer part of the program will be asked to vacate housing within two weeks and will not
 2742 have access to meals.
- 2743 Upon completion of the program, there is no further encumbrance for either party.
- 2744 **6.10 LACTATION BREAKS FOR NURSING MOTHERS**
 2745 Nursing mothers are eligible to take reasonable breaks under this policy to express breast milk for up to
 2746 one-year after the birth of the employee's child.
- 2747 The College will provide a private space where an employee who is nursing can express breast milk for
 2748 her nursing child. An employee who needs to express breast milk should contact the Human Resource
 2749 Office to schedule and coordinate breaks. Human Resources will provide information about accessing
 2750 the designated lactation room and if any coordination is needed with other nursing mothers.
- 2751 Employees will be allowed reasonable paid break times to accommodate the employees who need to
 2752 express breast milk. Employees may also use lunch periods to express breast milk.
- 2753 Expressed milk may be placed in a refrigerator or other cold storage space designated by the Office of
 2754 Human Resources. Each employee must date and label her stored milk. Nursing employees must take

2755 home all expressed milk at the end of the employee’s workday. The College is not responsible for the
2756 loss or theft of any items left in a lactation room, including stored milk.

2757 The College expressly prohibits any form of discipline, reprisal, intimidation, retaliation, or
2758 discrimination against any employee for requesting or taking lactation breaks or filing a complaint for
2759 violations of this policy or any applicable law.

2760 If any employee is subjected to any conduct that is contradictory to this policy, they should promptly
2761 notify the Office of Human Resources). They will ensure that a prompt investigation is conducted and
2762 take prompt corrective action, if appropriate.

2763 The Office of Human Resources is responsible for the administration of this policy. If there are any
2764 questions regarding this policy or about lactation breaks that are not addressed in this policy, please
2765 contact Office of Human Resources.

2766 **6.11 INJURY AND ILLNESS**

2767 Central Christian College of Kansas carries workers’ compensation insurance for work-related injuries or
2768 illnesses. As such, the College complies with applicable workers’ compensation laws and regulations and
2769 will provide information to the workers’ compensation carrier, who will make benefit payments to
2770 injured or ill employees as provided by applicable workers’ compensation laws.

2771 If an employee becomes injured or ill at work, whether work-related or not, the following protocol
2772 should generally be followed. If an injury or illness appears severe or life threatening, immediately call
2773 the 911* emergency number and follow the directions provided. Then, notify a supervisor. Report any
2774 other type of injury or illness at work immediately to a supervisor, who will relay it to the Office of
2775 Human Resources.

2776 All job-related accidents, regardless of their cause or severity, must be reported to your supervisor
2777 immediately. Accidents that are not reported promptly may result in the claim being denied. First aid
2778 supplies are available at first aid stations distributed across the campus.

2779 **6.11.1 Guidelines**

2780 6.11.1.1 Accidents include all work-related injuries or illnesses that occur while working for the
2781 College.

2782 6.11.1.2 Employees have an obligation to report any work-related injury or illness immediately
2783 and return to work as soon after an injury or illness as their medical conditions permit.

2784 6.11.1.3 If you need medical treatment while on traveling for the College, proceed to the
2785 nearest medical facility. Report it to your supervisor upon your return.

2786

2787

2788 **7 BUSINESS OPERATIONS**

2789 (Owner: Chief Financial Officer; Last Reviewed: 02/14/2022; Last Updated 02/14/2022)

2790 **7.1 SALE OF COMMODITIES**

2791 **7.1.1 College Property**

2792 No property owned by the College may be sold, donated, or disposed of without authorization of the
2793 appropriate VP, Chief Financial Officer and President.

2794 When there are items (e.g., furniture pieces, equipment, etc.) a department wishes to remove from
2795 their area or are being under-utilized, the department should work with the Chief Operations Officer
2796 and the Physical Plant to manage the process. If an item is still usable, it will be stored for use by other
2797 departments on campus. Items placed in surplus storage are not kept for a specific department but can
2798 be given to any department in need. If, by determination of the Chief Operations Officer, the item is to
2799 be sold, proceeds from the sale of any surplus goods are credited to College's operational fund, unless
2800 prearranged and authorized in writing by the Chief Financial Officer.

2801 **7.1.2 Private Goods**

2802 It is not appropriate for any employee to sell private goods or services on College time or property.

2803 **7.2 PROCUREMENT & PURCHASING**

2804 Central Christian College of Kansas (Central) recognizes that employees of the College will be required to
2805 incur expenses to conduct business and to further the mission of Central. The purpose of this policy is to
2806 ensure that (a) adequate cost controls are in place, (b) expenditures are appropriate, and (c) to provide
2807 a uniform and consistent approach for the timely review and reimbursement of authorized expenses
2808 incurred by personnel. Central will reimburse only reasonable, necessary and documented expenses
2809 incurred by personnel in the performance of regularly assigned, authorized, or approved duties.

2810 When incurring business expenses, Central expects personnel to:

- 2811 • Be good stewards of Central funds
- 2812 • Stay within allocated budget
- 2813 • Exercise discretion and good business judgment with respect to spending
- 2814 • Promptly report expenses, supported by required documentation, as they were actually spent

2815 The College has delegated considerable authority to departments and offices to make purchasing
2816 decisions. This requires that employees involved at every step of the process take full responsibility for
2817 understanding the policies and procedures regarding purchasing, payment, and vendor relations.

2818 Purchasing decisions are business decisions made on behalf of the College and therefore should be
2819 made with the utmost consideration for what is in the best interest of the College and demonstrates
2820 good stewardship with the resources God has provided. Purchases also need to be made in the most
2821 efficient and cost effective manner. Following policy and procedures ensures that appropriate business
2822 processes occur when dealing with outside vendors.

2823 Departmental and office personnel who will be responsible for making payment requests and approving
2824 them are expected to have appropriate authority for their role (i.e. requestor, approver, etc.) and are
2825 therefore required to be aware of the protocols associated with their designation.

2826 The goal for every purchasing transaction is to obtain the best value possible. The College strives to
2827 procure most goods and services through the use of contracts that have appropriate terms and
2828 conditions to properly protect the institution. When bids are required by policy, they are to be
2829 conducted on an open and competitive basis and without favoritism. Interested suppliers will receive
2830 fair and impartial consideration.

2831 Segregation of duties and responsibilities in the purchasing process provides proper controls. As the
2832 dollar value and complexity of a purchase increases, so does the level of authority and responsibility
2833 required to obligate the College for a purchase.

2834 The Chief Financial Officer may delegate authority to any member of the Leadership Team (Chief
2835 Officers) to make purchases under certain prescribed conditions and procedures when the acquisition is
2836 funded, in whole or in part, from a grant or donor funds. Purchases made in compliance with such
2837 conditions and procedures shall be exempt from other provisions of this section. As used in this
2838 subsection the term "grant" means a disbursement made from federal or private funds, or a
2839 combination of these sources.. Nothing in this subsection shall allow federal grant moneys to be handled
2840 differently from any other moneys of the College unless the requirements of the applicable federal grant
2841 specifically require such federal moneys to be handled differently.

2842 **The President has the discretion to suspend or rescind all or any part of this policy or related*
2843 *procedure(s), within the limitations set forth by the Board.*

2844 7.2.1 Ethical Considerations

2845 Ethical business standards shall govern all procurement transactions. Infractions or suspicious activity
2846 should be reported to the appropriate supervisor, Chief Financial Officer, or reported through the
2847 Fraud/Whistleblower Hotline on the staff resources page. Disciplinary action for those violating ethical
2848 business standards will be taken in accordance with applicable policy, up to and including the
2849 termination of employment.

2850 The purchase or lease of any goods or services payable or reimbursable by the College must be made in
2851 accordance with federal and state laws as well as any other applicable College policies. Furthermore,
2852 goods and services purchased with sponsored funds must fully comply with the respective sponsor's
2853 terms and conditions.

2854 College personnel shall not solicit or accept a significant gift from a supplier or prospective supplier. A
2855 *significant gift* is defined as an item, service, favor, monies, credits, or discounts not available to others
2856 which could influence purchasing decisions. College personnel may accept trivial items (less than \$20 in
2857 value) as a matter of courtesy, but may not solicit them. Acceptance of social invitations to occasional
2858 business meals, entertainment, and hospitality will be subject to prudent judgment as to whether the
2859 invitation places or appears to place the recipient under any obligation, the appropriateness of the
2860 occasion, frequency, and choice of facilities. Questions about the value of a gift or appropriateness of an
2861 invitation should be referred to the Chief Financial Officer.

2862 It is the policy of the College that its employees conduct the affairs of the College in accordance with the
2863 highest ethical, legal, and moral standards. An employee must not be in a position to make a decision
2864 for the College if his or her personal, professional, or economic interests (or those of his or her
2865 immediate and extended family member) may be directly influenced or affected by the outcome. See
2866 the Conflict of Interest Policy in the Code of Conduct.

2867 7.2.2 Signature Authority

2868 Some vendor relations may require a contract. The President of the College, the Chief Financial Officer
2869 and Chief Operations Officer have the authorization to sign contracts and agreements on behalf of the
2870 College. No other College employee, student, alumnus, or affiliated individual may financially obligate
2871 the College in any form. Commitments by unauthorized persons will not be honored by the College, and
2872 therefore the individual has created a personal obligation to the Supplier. Violation of the authorities
2873 noted above may lead to disciplinary action. Material or repeated violations will lead to disciplinary
2874 action up to and including termination of employment.

2875 In some cases, specific officers of the College may have limited signature authority, as delegated by the
2876 Board of Trustees or President.

2877 7.2.3 Internet Payments

2878 Those who transact College business with vendors over the Internet by using credit cards face increased
2879 risk and responsibility. Purchases over the internet should be minimized. Individuals should consider the
2880 following recommendations:

- 2881 • Deal only with established, reputable vendors.
- 2882 • Do not buy from unincorporated individuals or groups offering products or services.
- 2883 • College related purchases should be transacted on a college credit card.
- 2884 • Ensure that the vendor provides a secure website for transmission of information.
- 2885 • Never save credit card information on the computer used for the purchase.

2886 7.2.4 End of Year Purchases

- 2887 • All spending requests will be turned into the Business Office no later than June 1 for the
2888 remainder of the fiscal year.
- 2889 • Supervisors may not authorize expenditures after June 1 without the approval of the Chief
2890 Financial Officer.
- 2891 • All use of credit cards are not authorized in the month of June to prepare for end of fiscal year
2892 close out.

2893 7.2.5 Segregation of Duties

2894 Segregation of duties and responsibilities in the purchasing process provides proper controls. An
2895 example of segregation of duties is as follows:

- 2896 • Requester/end user (Office worker, faculty member, coach, etc.):
 - 2897 ○ Determine what is needed
 - 2898 ○ Determine whether the need can be fulfilled by a Preferred Vendor
 - 2899 ■ If there is no Preferred Vendor, research vendors
 - 2900 ■ Solicit prices

- 2901 ▪ Analyze costs and assess other important factors (i.e. delivery, customer service,
- 2902 etc.)
- 2903 ○ Select a vendor
- 2904 ○ Initiate a Requisition/Payment Approval or communicate needs to authorized requester
- 2905 ○ Obtain, prepare, and track necessary documents and paperwork.
- 2906 ○ Ensure the proper receipt of ordered goods or services
- 2907 ○ Submit paperwork
- 2908 • Approver (Department/Division Chair, supervisor, manager, chief officer, etc.):
- 2909 ○ Validate the legitimate business purpose of the transaction
- 2910 ○ Validate that adequate funding is available; monitor budget(s)
- 2911 ○ Ensure compliance with policy and applicable regulations for the use of restricted funds
- 2912 and the acquisition of regulated or controlled goods
- 2913 ○ Approve requisitions and special purchasing transactions, when necessary
- 2914 ○ Review and approve reimbursement requests for individuals they supervise
- 2915 ○ Negotiate and resolve disputes with vendors
- 2916 ○ Monitor and reconcile purchase transactions

2917 7.2.6 Payment Procedure

2918 Payment/Pre-Approval forms can be obtained through the Business Office, completed by the Requestor,

2919 and authorized by the Approver before the Business Office will consider action.

2920 7.2.6.1 Signature Authority – Payment Forms

2921 All payment forms require a signature. Individuals are delegated to authorize

2922 expenditures on budgets they are authorized to oversee, based on the following

2923 limits:

Amount	Additional Signature Required
Up to \$99.99	Requestor Signature
\$100.00 - \$4,999.99	Requestor & Supervisor Signature
\$5,000 - \$9,999.99	Requestor, Supervisor, & Chief Financial Officer Signature
Amounts -- \$10,000 - \$99,999.99	In addition to the signatures of the Requestor, Supervisor, and Chief Financial Officer, the request must be submitted to the Office of the President with 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 Chief Operations Officer or Chief Financial Officer.

2924 Requests shall not be split to avoid listed criteria.

2925 All restricted fund use should be approved by supervisor and request signed by Chief

2926 Financial Officer.

2927 In cases where the President or the Chief Financial Officer is the Requestor, the
2928 request must be signed by the non-requesting officer.

2929 The foregoing delegation pertains to Payment Requests only, and does not authorize
2930 signing of agreements or contracts unless specifically provided for elsewhere.

2931 Individuals with signature authority may temporarily delegate their authority to a
2932 designee. This temporary delegation must be issued in writing, with notification to
2933 the Chief Financial Officer (either by hard copy or email). The authority should be
2934 restricted to expenditures that are urgent in nature and must be in effect for a
2935 specified timeframe.

2936 Changes to signature authorizations must be approved in writing by the appropriate
2937 Chief Officer or the President.

2938 7.2.6.2 Prepayments

2939 In order to reduce risk, the College’s policy is to avoid pre-paying any orders, in part
2940 or in full, in advance of the receipt of the goods or services. If the only supplier of
2941 goods or service requires a prepayment or deposit, or if the nature of the goods or
2942 service requires pre-payment (e.g., a maintenance agreement or software licensing
2943 fee), the payment must be approved by the Chief Financial Officer. The
2944 requisitioning department is required to conduct significant due diligence on the
2945 bidders or potential providers in order to ascertain the supplier’s ability to perform
2946 under the contract, and particularly so, if pre-payment is involved.

2947 7.2.6.3 Invoices and Receipts.

2948 Receipts and/or invoices are required for all expenditures billed directly to Central. A
2949 name or department must be noted on all charges made on behalf of the College.
2950 Any invoices sent out by the Accounts Payable Clerk for the purpose of obtaining a
2951 general ledger account number must be returned to the Accounts Payable Clerk
2952 within five (5) business days of receiving the invoice. Missing receipts require
2953 employee to sign a separate statement indicating they lost the receipt and will
2954 provide details of the expenditure. The Accounts Payable Clerk will have a form
2955 available for such circumstances. Missing receipt forms are to be used on rare
2956 occasion and should not become routine/normal for any employee of the College.

2957 7.2.6.4 Receipt of Goods

2958 Departments are responsible for verifying the actual receipt of goods and services
2959 and including such receipt on annual reports of inventory. Individuals acknowledging
2960 the receipt of goods are confirming that the purchased goods and services have been
2961 received in the nature, quality and quantity ordered.

2962 Receipt must be verified by a representative of the department benefiting from the
2963 goods or service and responsible for the budget before any payment will be issued to
2964 the supplier.

2965 7.2.7 Comparative Review

2966 In order to steward resources wisely, the College requires and encourages competition among suppliers
2967 who may provide goods and services to the College. Accordingly, those involved in vendor selection
2968 have the responsibility to search broadly and completely for viable suppliers. A competitive process
2969 among suppliers is required for all purchases of \$10,000 or more, and strongly encouraged even when
2970 purchases are less than \$10,000.

2971 For purchases above \$100,000, it is the responsibility of the Chief Operations Office or Chief Financial
2972 Officer to originate, control and analyze supplier bids, quotations, proposals and/or qualifications. The
2973 requisitioning department is responsible for working with the Chief Financial Officer to define the
2974 quantity, specifications, required delivery date and any other pertinent information essential to create
2975 an appropriate request for quotes. The requisitioning department should also suggest sources,
2976 especially for unusual or unique items. The requisitioning department may be called upon to assist the
2977 Chief Operations Officer or Chief Financial Officer in evaluating the bids received relative to a purchase
2978 for that department. The requisitioning department should allow for one (1) to six (6) weeks for the
2979 competitive bid process to occur, depending upon the requirements.

2980 If a purchase is less than \$100,000, the requisitioning department may secure the quotes or bids without
2981 assistance from the Chief Operations Officer or Chief Financial Officer; however, the Chief Operations
2982 Officer or Chief Financial Officer retains the right to reissue the request for bids if they determine it
2983 would be beneficial to the College. Written quotes/bids from the various suppliers must accompany the
2984 request, for audit purposes.

2985 Competitive quotes or bidding is not required when one or more of the following conditions exist:

- 2986 • The purchase is less than \$10,000.
- 2987 • Bids have been recently received (within the previous 3 months) for the same items and the bids
2988 are still valid.
- 2989 • Emergency purchases/contracts are necessary for the immediate preservation of the health,
2990 welfare, or safety, or the protection of College property and programs;
- 2991 • Equipment maintenance contracts for which there is only one authorized or qualified source
2992 required by the equipment manufacturer for the preservation of equipment warranty;
- 2993 • Proprietary software maintenance, annual license renewals, and/or upgrade contracts;
- 2994 • Utilities contracts for which there is no competition because of sole authorization to provide
2995 service to the geographical area;
- 2996 • For contractual services, supplies, materials, or equipment when, in the judgment of the Chief
2997 Financial Officer, no competition exists;
- 2998 • Chemicals and other material or equipment for use in laboratories or experimental studies by the
2999 College are best purchased without competition, or where rates are fixed by law or ordinance;
- 3000 • Public entertainment contracts for campus-sponsored fairs, expositions, exhibitions, plays and
3001 concerts;
- 3002 • Contracts for conference or meeting facilities, including room accommodations for conference
3003 attendees;
- 3004 • Educational materials and information access resources related to the College's library services;
- 3005 • Compatibility with existing contractual services, supplies, materials or equipment is the overriding
3006 consideration;

- 3007 • Contract amendments for time extensions, with no additional dollars being added; or Contract
- 3008 amendments to exercise options that were part of the original contract or that were part of a
- 3009 previously approved amendment to the contract; or contract amendments that are within the
- 3010 scope of or incidental to the original contract scope of work;
- 3011 • The item is a College standard (e.g., furniture/file cabinets from Steelcase) as determined by the
- 3012 Chief Financial Officer.
- 3013 • The item to be purchased has already been bid either through the KICA, CCCU or other
- 3014 membership organization or through any other purchasing consortia which the College is eligible
- 3015 to utilize.
- 3016 • A used item becomes available and is subject to immediate sale;
- 3017 • The item must be purchased from a sole-source distributor or manufacturer or a sole brand. In
- 3018 this case written justification of the sole brand/source should be provided and that requisition
- 3019 must be approved by the Chief Financial Officer. The written request must include:
 - 3020 ○ The unique performance factors required that necessitate a particular brand or supplier;
 - 3021 ○ Why these factors are required;
 - 3022 ○ What other source/brands have been considered or rejected and why.
 - 3023 ■ Sole source or sole brand requests shall not be justified on the basis of:
 - 3024 • A lack of advanced planning;
 - 3025 • Concerns related to the amount of funds available for the acquisition of
 - 3026 the goods or services; or
 - 3027 • A previously non-competitively bid contract for which the price to the
 - 3028 College was zero or substantially below fair market price and the results
 - 3029 of such contract caused the sole source or sole brand to be required on
 - 3030 future contracts.
- 3031 • If in the judgment of the Chief Financial Officer and the head of the acquiring department, not
- 3032 seeking competitive bids is in the best interest of the College.

3033 Depending on the goods or service required, the decision criteria may not be cost alone. In addition to
 3034 cost-effectiveness, compliance with mandatory requirements (e.g., insurance requirements), product
 3035 quality, supplier expertise and experience, timing of the delivery, staff and/or technical support
 3036 availability/quality, the supplier’s financial resources and facilities, and other criteria may be relevant in
 3037 particular circumstances.

3038 Bidding for multi-year contracts is acceptable. With limited exceptions, all multi-year contracts should
 3039 re-bid after a maximum of 5 years. Exception may be granted with the written approval of the Chief
 3040 Financial Officer.

3041 7.2.8 Requesting Bids

3042 The Chief Financial Officer or Chief Operations Officer shall solicit such bids by sending notices by mail to
 3043 prospective bidders or announcing the solicitation of bids through public notice, at least ten (10)
 3044 business days before the date stated in the notice for the opening of the bids. All bids shall be sealed
 3045 when received and shall be opened at the hour stated in the notice. Bid requests shall require all bidders
 3046 on contracts to disclose all substantial interests held by the bidder in the College.

3047 The terms "sealed", "public notice," and "mail" shall include electronic bids, electronic bulletin boards
3048 and web pages, and electronic mail when such items are utilized in accordance with procedures
3049 prescribed by the director of purchases.

3050 **7.3 CASH ADVANCES & REIMBURSEMENT PROCEDURE**

3051 Individuals, as a general rule, should not advance their own funds to purchase supplies and services on
3052 behalf of the College. Purchases should be made through established purchasing policy and procedures.
3053 In limited instances an individual may need to pay for an item and be reimbursed. If it is necessary that
3054 an employee advance funds to purchase supplies or services for College business, the immediate
3055 supervisor must first authorize the purchase. The individual should request reimbursement by
3056 completing the appropriate expense report.

3057 **7.3.1 Cash Advances**

- 3058 • Submit expense request form to Accounts Payable Clerk two business days before you need the
3059 funds. The Chief Financial Officer must approve all short notice requests. Email and phone
3060 requests are not acceptable.
- 3061 • Once the purchase has been made, receipts, other documentation, and any leftover cash must
3062 total the original amount requested and be brought to the Accounts Payable Clerk. Employees
3063 must settle this account 5 business days from purchase. In the event they do not settle within 5
3064 business days, the employee will reimburse the college and/or pay for any discrepancies.

3065 **7.3.2 Personal Reimbursement**

- 3066 1. Submit reimbursement form and required receipts to Accounts Payable Clerk within 5 business
3067 days of expense. After 30 days, you will not be reimbursed without Chief Financial Officer
3068 approval.
- 3069 2. Receipts and/or other documentation totaling \$50 or less can be taken directly to the Accounts
3070 Payable Clerk for reimbursement. Employee must provide the general ledger account number
3071 to be charged at the time of request.
- 3072 3. For reimbursements over \$50, employees will a) complete an approved expense request form,
3073 b) attach receipts and/or other documentation, and c) return to the Accounts Payable Clerk two
3074 business days prior to reimbursement date. Business Office will normally cut checks for
3075 reimbursement on the 5th and 20th day of each month.

3076 **7.3.3 Check Reissuance**

3077 If a check is lost, stolen or ruined, please contact the Business Office or Accounts Payable Clerk to stop
3078 payment on the check and reissue a new one. Please allow a 48 hour period for the new check to be
3079 reissued.

3080 **7.3.4 Reimbursement for Taxes**

3081 Since CCK is exempt from paying sales tax, these taxes are generally not reimbursable when an
3082 employee has extended personal funds for the purchase. A special exemption may be requested from
3083 the Chief Financial Officer, in cases where it can be clearly demonstrated that the purchase and payment
3084 of tax was unavoidable or an emergency. This should be rare.

3085 **7.4 CREDIT CARDS**

3086 Credit cards will be kept in the Business Office and checked out for use. To check out a credit card:

- 3087 1. Submit expense request form to Accounts Payable Clerk at least two business days before you
3088 need the funds. If the amount exceeds \$500, a minimum of three days' notice will be required.
3089 Chief Financial Officer must approve all short notice requests. Email and phone requests are not
3090 acceptable. Accounts Payable Clerk will issue credit card prior to scheduled departure.
- 3091 2. Do not make personal charges with the credit card. This practice is in direct violation of good
3092 spending principles and disciplinary action may result. You will be responsible for these
3093 personal charges.
- 3094 3. Return the card and all receipts immediately upon completion of credit card usage. Please
3095 make sure you exercise the following credit card safety tips:
- 3096 a. Please make online purchases only through Central's computers. When using a credit
3097 card on the computer, always select "No" when prompted by the computer to
3098 remember your card information for the next time you visit.
 - 3099 b. Only do business with companies that you are familiar with. Shop with established
3100 businesses so you can more easily resolve problems.
 - 3101 c. Always use a credit card on a secure website. Check for the padlock icon in the bottom
3102 corner of the browser and the prefix https:// which indicates that the site is secure.
 - 3103 d. Read the fine print; make sure you understand everything that you are agreeing to
3104 when using the credit card.
 - 3105 e. Do not save any credit card information for automatic purchases on any website. When
3106 shopping online, do not send your credit card details to retailers by email.
 - 3107 f. Print or keep electronic copies of your receipts, including confirmation numbers and
3108 emails.
- 3109 4. Credit card abuse or violations may result in the loss of College credit card use and/or
3110 disciplinary action.

3111 **7.4.1 Wal-Mart Credit Card**

3112 Wal-Mart card and tax-exempt cards may be checked out through the Business Office for one-time
3113 College purchases. Only a Wal-Mart credit card or tax-exempt card can be used for Wal-Mart purchases.

3114 There may be situations requiring immediate credit card use (less than 24-hours is considered outside
3115 the normal operation). As stated above, see the Chief Financial Officer for approval.

3116 **7.4.2 Bank of America Credit Cards**

3117 The cardholder is responsible for tracking and keeping all receipts for purchases made on the card. Once
3118 the statement is received, the cardholder will have five business days to reconcile the statement, attach
3119 all pertinent receipts, and submit to the Accounts Payable.

3120 **7.5 TRAVEL EXPENSES**

3121 Individuals traveling on behalf of Central may incorporate personal travel or business with their College-
3122 related trips; however, any additional expenses incurred as a result of personal travel, including but not
3123 limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of
3124 the individual and will not be reimbursed by Central. If an employee is combining personal and business

3125 travel, they may not use a College vehicle or rental vehicle paid for by the College. When traveling for
3126 work, family expenses (i.e. spouse or children’s meals and/or hotels) are not to be included for
3127 reimbursement or placed on College credit cards.

3128 **7.5.1 Frequent Flyer Miles and Compensation for Denied Boarding**

3129 Personnel traveling on behalf of Central may accept and retain frequent flyer miles and compensation
3130 for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to
3131 accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

3132 **7.5.2 Lodging**

3133 Personnel may be reimbursed for the reasonable cost of hotel accommodations. Convenience, the cost
3134 of staying in the city in which the hotel is located, and proximity to other venues on your itinerary shall
3135 be considered in determining reasonableness. Personnel shall make use of any possible discount rates
3136 for hotels.

3137 **7.5.3 Out-of-Town Meals**

3138 Personnel are reimbursed for the reasonable and actual costs of meals (including tips up to 20%).

3139 **7.5.4 Ground Transportation**

3140 Employees are expected to use the most economical ground transportation appropriate under the
3141 circumstances and should generally use the following, in this order of desirability:

- 3142 a. *Courtesy Cars and shuttles*
- 3143 b. *Taxis, Uber, Lyft*
- 3144 c. *Rental Cars*

3145 **7.5.5 Personal Cars**

3146 Personnel are compensated for use of their personal cars when used for business. When individuals use
3147 their personal vehicle for such travel, including travel to and from the airport, mileage will be paid at 30
3148 cents per mile. In the case of individuals using a personal vehicle to take a trip that would normally be
3149 made by air, mileage will be allowed at the currently approved rate; however, the total mileage
3150 reimbursement will not exceed the amount of the lowest available round trip coach airfare. Employees
3151 will log their miles (according to IRS rules).

3152 **7.5.6 Parking/Tolls**

3153 Parking and toll expenses, including charges for hotel parking, incurred by personnel traveling on College
3154 business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc. are the
3155 responsibility of the employee and will not be reimbursed. On-site airport parking is permitted for short
3156 business trips. For extended trips, personnel should use off-site airport facilities. Toll violations will be
3157 charged to operating budgets.

3158 **7.5.7 Other Expenses**

3159 Telephone and fax charges are not reimbursable. Reasonable and necessary gratuities that are not
3160 covered under meals may be reimbursed.

3161 **7.5.8 Spousal Travel**

3162 Central does not pay for spouse expenses.

3163 **7.6 RESTRICTED ACCOUNTS**

3164 This policy addresses restricted and unrestricted contributions, and sets forth procedures to request
3165 roll-over of unused funds from one fiscal year to the next.

3166 Central defines a contribution as a donation given by the donor to the College. These funds are
3167 processed through The Foundation and posted to unrestricted, temporarily restricted or permanently
3168 restricted net assets depending on the nature of the gift and any donor imposed restriction.

- 3169 • Unrestricted: These are contributions where no specific or implicit use has been specified and
3170 the use is at the discretion of the College. These funds typically underwrite operating expenses.
- 3171 • Temporarily Restricted: These are contributions that do have donor-imposed restrictions that
3172 are normally confined by time (event, year, etc.), use (uniforms, microscope, piano, etc.), or
3173 direction (department, budget, etc.).
- 3174 • Permanently Restricted (Endowment): These are contributions that are invested, allowing
3175 interest earned to be used as stipulated by the donor.

3176 In keeping with proper accounting procedures, all donations are receipted and recorded by the
3177 Foundation (in cooperation with the CCK Business Office).

3178 **7.6.1 Accumulation and Rollover Policy**

3179 All temporarily restricted funds tied to an identified project, time, or use are carried over year-to-year,
3180 as appropriate to the restriction. Where applicable, the individual providing oversight to the use of these
3181 funds should make every effort to use the funds in the year received for the specified purpose, unless
3182 there is a compelling reason to carry over funds.

3183 Temporarily restricted funds that lack specificity but are restricted for a general purpose or use, will be
3184 released to underwrite the appropriate budget line. Temporarily restricted funds will be released to
3185 cover any corresponding overspent operating budgets at fiscal year-end (June 30). Any residual funds
3186 are carried over to the following year.

3187 The Chief Financial Officer, in coordination with the President and Executive Director of the Foundation,
3188 may request to accumulate unrestricted or internally restricted surpluses. Accumulated surpluses
3189 represent the aggregate of prior year annual surpluses achieved, net of any annual deficits incurred and
3190 capital asset transactions.

3191 **7.6.2 Temporarily Restricted Account Creation**

3192 In order to maintain a recognized project, a restricted account must be established, if not already
3193 established by the restriction placed on the gift by the donor.

3194 The process of establishing a restricted account includes:

- 3195 • Obtain approval from your department director.
- 3196 • Complete application to establish a specific project and time-line to support fundraising efforts.
- 3197 • When adequate funds are established in the account, supervisor with appropriate coordination
3198 from the Business Office, can authorize the utilization of the funds.
- 3199 • The Foundation will maintain annual records of all approved project designations and donations.
- 3200 • The Business Office will track balance of each account.

3201 8 ANTI-FRAUD

3202 (Owner: Office of the President; Reviewed: 3/31/2022; Updated: 6/30/21)

3203 8.1 PURPOSE

3204 This fraud policy is established to facilitate the development of controls that will aid in the detection and
3205 prevention of fraud against Central Christian College of Kansas. In keeping with its Core Values, it is the
3206 intent of the College to promote consistent organizational behavior by providing guidelines and
3207 assigning responsibility for the development of controls and conduct of investigations.

3208 8.2 POLICY

3209 Fraudulent and dishonest behaviors are NOT tolerated. The College promotes an organizational
3210 environment and culture that requires honesty and ethical behavior and encourages the prevention of
3211 fraud and theft by raising awareness of the need for high standards of personal and professional
3212 conduct. It is the policy of the College to identify and promptly investigate any possibility of fraudulent
3213 or related dishonest activities against the College and, when appropriate, to pursue all legal remedies
3214 available under the law.

3215 Any act of fraud, theft, illegal acts, or misconduct ascertained through an investigation, or pursuant to a
3216 criminal conviction, or through written acknowledgment by the employee(s) concerned, shall result in
3217 the appropriate disciplinary and legal actions against the employee(s) and/or entities, to include the
3218 possibility of termination of employment, restitution, and/or forwarding information to the appropriate
3219 authorities for criminal prosecution. The repayment of losses will be sought in all cases and the College
3220 will normally expect to recover all costs and expenses, including attorney's fees in addition to the
3221 recovery of losses. Any employee failing to comply with this policy, including nondisclosure of suspected
3222 or discovered fraudulent activity or intentionally reporting false or misleading information, is subject to
3223 disciplinary action, including termination. The College shall refer those cases reasonably believed to
3224 constitute criminal fraud to the appropriate agency and shall cooperate with external investigations to
3225 the full extent of the law.

3226 Failure to comply by non-employees (third-party agreements) could result in cancellation of the
3227 business or other relationship between the entity and Central Christian College.

3228 8.3 SCOPE

3229 This policy applies to any irregularity, or suspected irregularity, involving employees as well as
3230 consultants, vendors, contractors, outside agencies doing business with employees of such agencies,
3231 and/or any other parties with a business relationship with Central Christian College of Kansas (the
3232 College).

3233 8.4 RESPONSIBLE PARTIES

3234 Management is responsible for the detection and prevention of fraud, misappropriations, and other
3235 irregularities. Administrators are required to support and work with the Office of the President in the
3236 detection, reporting, and investigation of dishonest or fraudulent activity including the prosecution of
3237 offenders. If a fraud or theft is detected in an area, the administrator or director is responsible for taking

3238 appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper
3239 actions.

3240 Employees at all levels are responsible for exercising due diligence and control to prevent, detect, and
3241 report acts of fraud or theft. It is the responsibility of all employees to conduct their College business in
3242 such a way as to prevent the occurrence of fraud and theft in the workplace. Employees must also be
3243 alert to the possibilities for fraud and theft, and be on guard for any indications that improper or
3244 dishonest activity is taking place and to report fraud or theft when they think it has occurred.

3245 8.5 DEFINITIONS

3246 Fraud is defined as the intentional, false representation or concealment of a material fact for the
3247 purpose of inducing another to act upon it to his or her injury. Each member of the management team
3248 will be familiar with the types of improprieties that might occur within his or her area of responsibility
3249 and be alert for any indication of irregularity.

3250 Any irregularity that is detected or suspected must be reported immediately to the appropriate vice
3251 president, and ultimately the President of the College. Concerns or incidents are presented to the Board
3252 as part of the President's Monitoring Report. Under direction of the Board Chair, the President (or
3253 appropriate designee) will coordinate investigations in alignment with legal counsel

3254 8.5.1 Actions Constituting Fraud

3255 The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are limited to:

- 3256 • Theft or misappropriation of College assets.
- 3257 • Submitting false claims for payments or reimbursement.
- 3258 • Accepting or offering a bribe or accepting gifts or personal favors under circumstances that might
3259 lead to the inference that the gift or favor was intended to influence an employee's decision-
3260 making while serving the College.
- 3261 • Accepting a commission (kick-back) from or paying same to a third party in exchange for a College
3262 service.
- 3263 • Blackmail or extortion.
- 3264 • "Off Books" accounting or making false or fictitious entries.
- 3265 • Knowingly creating and/or distributing false or misleading financial reports.
- 3266 • Paying excessive prices or fees where justification thereof is not documented.
- 3267 • Violation of the College's procedures with the aim of personal gain or with resulting detriment to
3268 the College.
- 3269 • Willful and/or negligent acts that cause damage to the material interest of the College.
- 3270 • A dishonorable, irresponsible, or deliberate act against the interests of the College.
- 3271 • Supporting or ignoring actions of others that could be harmful to the College.

3272 Fraud can also include abuse and theft.

- 3273 • *Abuse* is the intentional, wrongful, or grossly improper use of resources or misuse of rank,
3274 position, or authority that causes the loss or misuse of resources, such as tools, vehicles,
3275 computers, copy machines, etc. An example of abuse includes using Central Christian College's
3276 equipment, supplies or labor to conduct personal business.
- 3277 • *Theft* is defined as the act of taking something unlawfully.

3278 Each employee is required to report any suspected fraud to the employee’s management or to the
3279 supervisor or administration. Management is required to report suspected fraud, including reports from
3280 employees or other individuals, to either the President or Chairman of the Board of Trustees.

3281 8.5.2 Other Irregularities

3282 Irregularities concerning an employee’s moral, ethical, or behavioral conduct should be resolved by
3283 appropriate departmental supervisors. If there is any question as to whether an action constitutes fraud,
3284 the supervisor should contact the appropriate Vice President.

3285 8.6 REPORTING PROCEDURE

3286 An employee who discovers or suspects fraudulent activity should alert the appropriate Supervisor,
3287 Director, or Chief Officer. In turn, the suspected activity should be brought to the attention of the
3288 President or Board Chair. No individual, outside of the President or Board Chair has the authority to
3289 determine the merits of a report of suspected fraud.

3290 The employee or other complainant may remain anonymous. All inquiries concerning the activity under
3291 investigation from the suspected individual, his or her attorney or representative, or any other inquirer
3292 should be directed to the President or designated personnel. No information concerning the status of an
3293 investigation will be given out. The proper response to any inquiries is: “I am not at liberty to discuss this
3294 matter.” Under no circumstances should any reference be made to “the allegation,” “the crime,” “the
3295 fraud,” “the forgery,” “the misappropriation,” or any other specific reference.

3296 The reporting individual should be informed of the following:

- 3297 • Do not contact the suspected individual regarding the suspicion.
- 3298 • Allow the President or Board Chair to conduct the investigation. Do not further investigate
3299 the allegations.
- 3300 • Observe strict confidentiality. Do not discuss the case, facts, suspicions, or allegations
3301 with anyone unless specifically asked to do so by the President or Board Chair.
- 3302 • Retaliation will not be tolerated. Central Christian College will not tolerate any form of
3303 retaliation against individuals providing information concerning fraud or suspected fraud.
- 3304 • Every effort will be made to protect the rights and the reputations of everyone involved,
3305 including the individual who in good faith alleges perceived misconduct as well as the
3306 alleged violator(s).
- 3307 • The identity of an employee or other individual who reports suspected fraud will be
3308 protected to the full extent allowed by law.

3309 A hotline is maintained by Central Christian College of Kansas to support allegations. The President of
3310 the College is the caretaker of this tool: <https://survey.alchemer.com/s3/6294076/Staff-Grievance-Form>

3311 8.7 INVESTIGATIVE RESPONSIBILITIES

3312 The President and the Board of Trustees hold the primary responsibility for the investigation of all
3313 suspected fraudulent acts as defined by this policy. If the investigation substantiates that fraudulent
3314 activities have occurred the President will issue reports to the appropriate personnel and, if appropriate,
3315 to the Board of Trustees through the Board Chair.

3316 Decisions to prosecute or refer the examination results to the appropriate authorities and regulatory
3317 agencies for independent investigation will occur in conjunction with legal counsel and senior
3318 management, as will the final disposition of the case.

3319 8.7.1 Investigative Process

- 3320 • Upon receiving a report of suspected fraud, the President or Board Chair shall document the
3321 contact and conduct a preliminary investigation to determine the credibility of the report and the
3322 applicability of this policy. Wrongful conduct will not necessarily trigger this policy, only fraud,
3323 abuse, and theft as defined herein. If the report is credible and is covered by this policy, the
3324 President shall follow the investigation guidelines articulated herein.
 - 3325 ○ Upon determining that a report is not credible or is not fraud, the President or Board Chair
3326 shall document this determination. The President will refer appropriately.
- 3327 • The President can delegate the investigation to a three member team selected by the President,
3328 and affirmed by the Board Chair. Such investigative committee shall then report, as directed by
3329 the President, on the progress and findings of any such investigation. If because of the nature of
3330 the allegations the President should not be involved in the investigation, the Board Chair should
3331 identify another senior administrator to select the investigative team, In the event a report
3332 concerns conduct involving the College as a whole, the Board Chair shall be informed of the
3333 allegations for referral to the appropriate outside agency.

3334 8.7.2 INVESTIGATIVE Team

3335 The Investigative Team has primary responsibility for the investigation of all suspected fraud and for
3336 coordinating investigative activities with the appropriate regulatory agency and legal counsel.

3337 The Investigative Team shall maintain appropriate documentation regarding the investigation.

3338 If an investigation substantiates fraudulent activities, the Investigative Team will prepare an incident
3339 report for the President. The report shall be submitted as soon as possible after the fraud is confirmed
3340 and shall document the content of the investigation, the findings, and any disciplinary action
3341 recommended as a result of the finding.

3342 Any inquiries from the suspected individual, his or her legal representative, or any other inquirer shall be
3343 directed to the President or if directed, to legal counsel.

3344 8.7.3 Fraud Investigation Authorization

3345 Members assigned to the investigative team will have:

- 3346 • Free and unrestricted access to all College records and assets.
- 3347 • The authority to examine, copy, and remove all or any portions of the contents of files, desks,
3348 cabinets, or any other storage device (including digital) on the premises without prior knowledge
3349 or consent of any individual who might use or have custody of any such items or facilities when it
3350 is within the scope of the investigation.

3351 8.8 CONFIDENTIALITY

3352 The President treats all information confidentially. Any employee who suspects dishonest or fraudulent
3353 activity should notify the President immediately, and should not attempt to personally conduct
3354 investigations or interviews related to any suspected activity.

3355 Investigation results will not be disclosed or discussed with anyone other than those who have a
3356 legitimate need to know. This is important in order to avoid damaging the reputations of persons
3357 suspected but subsequently are found innocent of wrongful conduct and to protect the College from
3358 potential civil liability.

3359 The President or Board Chair also shall make every effort to protect the identity of a person who in good
3360 faith reported the suspected fraud. However, disciplinary action may be taken as provided by this policy
3361 if a report is made in bad faith.

3362 **8.9 TERMINATION**

3363 If an investigation results in a recommendation to terminate an individual, the recommendation will be
3364 reviewed by the Board Chair, and if appropriate by outside counsel, before any such action is taken. The
3365 investigative team does not have the authority to terminate an employee. The decision to terminate an
3366 employee is made by the employee's management. Should the investigative team believe the
3367 management decision inappropriate for the facts presented, the facts will be presented to Board of
3368 Trustees for a final decision.

3369 **8.10 RETRIBUTION**

3370 Employees must be assured that they will not be victimized or disadvantaged by making a complaint and
3371 that the policy prescribes for such actions. Employees should be assured that the policy has provisions
3372 supported by College procedures, which ensures that they will not be victimized or disadvantaged by
3373 making a complaint. Action to cover up the wrongdoing, and/or to retaliate against, or victimize
3374 witnesses is strictly forbidden, and could itself constitute improper conduct leading to disciplinary action
3375 including termination.

3376 Any person who considers that they are being victimized as a consequence of lodging a concern, in the
3377 first instance, contact the immediate Dean or Director.

3378 All suspects will be treated consistently without regard to position held, past performance, or length of
3379 service, together with due regard to justice and procedural fairness. Where malicious accusations
3380 and/or procedural unfairness are perceived to have occurred, the chance to be heard is available
3381 through procedures associated with the College's grievance policy.

3382 **8.11 ADMINISTRATION**

3383 The President is responsible for the administration, revision, interpretation, and application of this
3384 policy subject to approval by the Board of Trustees. The policy will be reviewed by the Office of the
3385 President annually.

3386 **8.12 ANNUAL AUDIT**

3387 Incidents of suspected fraud determined by the President to have merit shall be reported to the Board
3388 of Trustees on an annual basis. The annual summary report shall include: whether the report was from
3389 an employee; the determination of merit; whether a full investigation was conducted and, if so, the
3390 results of the investigation; the disciplinary action, if any, resulting from the investigation; whether the
3391 report was referred to an outside entity, and, if so, the current status or final results of the referral.

3392 **8.13 POSSIBLE POINTS OF EXPOSURE**

3393 The following illustrates possible points of exposure to fraud. This listing is not meant to be all- inclusive
3394 but to provide a point of record identifying ways in which the College has recognized which areas are
3395 vulnerable to fraud. More attention will be needed to identify specific industry, location, and cultural
3396 factors that can influence fraudulent behavior.

- 3397 1. Intentional manipulation of financial statements can lead to:
- 3398 a. Inappropriately reported revenues
- 3399 i. Fictitious revenues
- 3400 ii. Premature revenue recognition
- 3401 iii. Contract revenue and expense recognition
- 3402 b. Inappropriately reported expenses
- 3403 c. Inappropriately reflected balance sheet amounts, including reserves
- 3404 i. Improper asset valuation
- 3405 1. Inventory
- 3406 2. Accounts receivable
- 3407 3. Capitalization of intangible items
- 3408 ii. Misclassification of assets
- 3409 iii. Inappropriate depreciation methods
- 3410 iv. Concealed liabilities and expenses
- 3411 1. Omission
- 3412 2. Capitalization of expenses
- 3413 3. Tax liability
- 3414 d. Inappropriately improved and/or masked disclosures
- 3415 i. Liabilities omissions
- 3416 ii. Subsequent events
- 3417 iii. Related-party transactions
- 3418 iv. Accounting changes
- 3419 v. Management frauds uncovered
- 3420 vi. Backdating transactions
- 3421 e. Concealing misappropriation of assets
- 3422 f. Concealing unauthorized receipts and expenditures
- 3423 g. Concealing unauthorized acquisition, disposition, and use of assets
- 3424 2. Misappropriation of:
- 3425 a. Tangible assets by
- 3426 i. Cash theft
- 3427 ii. Sales (drawer/receipts) manipulation
- 3428 iii. Skimming
- 3429 iv. Collection procedures
- 3430 v. Understated sales
- 3431 vi. Theft of checks received
- 3432 vii. Check for currency substitution
- 3433 viii. Lapping accounts
- 3434 ix. False entries
- 3435 x. Inventory or asset padding
- 3436 xi. Theft of cash register or cash box

- 3437 xii. Deposit lapping
- 3438 xiii. Deposits in transit
- 3439 b. Fraudulent disbursements
- 3440 i. False refunds
- 3441 ii. False voids
- 3442 iii. Small disbursements
- 3443 iv. Check tampering
- 3444 v. Billing schemes
- 3445 vi. Personal purchases with company funds
- 3446 vii. Returning merchandise for cash
- 3447 c. Payroll fraud
- 3448 i. Ghost employees
- 3449 ii. Falsified hours and salary
- 3450 d. Expense reimbursement
- 3451 i. Mischaracterized expenses
- 3452 ii. Overstated expenses
- 3453 iii. Fictitious expenses
- 3454 iv. Multiple reimbursements
- 3455 e. Loans
- 3456 i. Double pledged collateral
- 3457 ii. False application information
- 3458 iii. Construction loans
- 3459 f. Real estate
- 3460 i. Appraisal value
- 3461 ii. Fraudulent appraisal
- 3462 g. Wire transfer
- 3463 i. System password compromise
- 3464 ii. Forged authorizations
- 3465 iii. Unauthorized transfer account
- 3466 h. Check and credit card fraud
- 3467 i. Counterfeiting checks
- 3468 ii. Check theft
- 3469 iii. Stop payment orders
- 3470 iv. Unauthorized or lost credit cards
- 3471 v. Counterfeit credit cards
- 3472 vi. Mail theft
- 3473 i. Insurance fraud
- 3474 i. Dividend checks
- 3475 ii. Settlement checks
- 3476 iii. Premium
- 3477 iv. Fictitious claims
- 3478 v. Underwriting misrepresentation
- 3479 vi. Vehicle insurance — staged accidents
- 3480 vii. Inflated damages
- 3481 viii. Rental car fraud
- 3482 j. Inventory

- 3483 i. Misuse of inventory
- 3484 ii. Theft of inventory
- 3485 iii. Concealing inventory shrinkage
- 3486 k. Intangible assets
 - 3487 i. Theft of intellectual property
 - 3488 1. Espionage
 - 3489 2. Loss of information
 - 3490 3. Spying
 - 3491 4. Infiltration
 - 3492 5. Informants
 - 3493 6. Trash and waste disposal
 - 3494 7. Surveillance
 - 3495 ii. Customers
 - 3496 iii. Vendors
 - 3497 1. Proprietary business opportunities
- 3498 3. Corruption including:
 - 3499 a. Bribery and gratuities to
 - 3500 i. Companies
 - 3501 ii. Private individuals
 - 3502 iii. Public officials
 - 3503 b. Embezzlement
 - 3504 i. False accounting entries
 - 3505 ii. Unauthorized withdrawals
 - 3506 iii. Unauthorized disbursements
 - 3507 iv. Paying personal expenses from bank funds
 - 3508 v. Unrecorded cash payments
 - 3509 vi. Theft of physical property
 - 3510 vii. Moving money from dormant accounts
 - 3511 c. Receipt of bribes, kickbacks, and gratuities
 - 3512 i. Bid-rigging
 - 3513 ii. Kickbacks
 - 3514 1. Diverted business to vendors
 - 3515 2. Over billing
 - 3516 iii. Illegal payments
 - 3517 1. Gifts
 - 3518 2. Travel
 - 3519 3. Entertainment
 - 3520 4. Loans
 - 3521 5. Credit card payments for personal items
 - 3522 6. Transfers for other than fair value
 - 3523 7. Favorable treatment
 - 3524 iv. Conflicts of interest
 - 3525 1. Purchases
 - 3526 2. Sales
 - 3527 3. Business diversion
 - 3528 4. Resourcing

- 3529 5. Financial disclosure of interest in vendors
- 3530 6. Ownership interest in suppliers
- 3531 v. d) FCPA violations
- 3532 1. Anti-bribery provisions
- 3533 2. Books and records violations
- 3534 3. Internal control weaknesses
- 3535 vi. Money laundering
- 3536 vii. Aiding and abetting fraud by other parties (customers, vendors)

3537 **9 INFORMATION TECHNOLOGY & SECURITY**

3538 (Owner: Chief Operations Officer; Last Reviewed: 02/16/2022; Last Updated 08/08/19)

3539 It is the policy of Central Christian College of Kansas to ensure the security and confidentiality of
3540 information used in our college operations and to comply with all applicable laws and regulations
3541 providing for such security. Security and confidentiality are matters of concern for all faculty, staff, and
3542 students within the college who have access to our computer data systems or physical facilities.

3543 All records created by employees as a part of their work are the property of the College. All persons
3544 working in the college offices who have access to constituent information hold a position of trust
3545 relative to this information, and they must recognize the responsibility to preserve the security and
3546 confidentiality of this information. Therefore, any person with access to any constituent information:

- 3547 • Will not make or permit improper or unauthorized use of any information.
- 3548 • Will not seek personal benefit, or permit others to benefit personally, by any confidential
3549 information.
- 3550 • Will not exhibit or divulge the contents of any record or report to any person except in the
3551 conduct of their work assignment and in accordance with college policies.
- 3552 • Will not knowingly include, or cause to be included, in any record or report a false, inaccurate, or
3553 misleading entry.
- 3554 • Will not remove any official record or report (or copy thereof) from the office where it is kept
3555 except in the authorized performance of his or her duties.
- 3556 • Will dispose of records in accordance with record retention procedures.
- 3557 • Will not aid, or act in conspiracy with, another to violate any part of this code.
- 3558 • Will immediately report any violation of this code to his or her work supervisor.

3559 As custodians of official College records, we all share the responsibility for ensuring the security and
3560 privacy of the records and data we maintain.

3561 A violation of this code may lead to reprimand, suspension, dismissal or other disciplinary action,
3562 consistent with the general policies of the College related to personnel (including student employee)
3563 discipline.

3564 Each employee is required to sign a statement of compliance at the time of hiring. Forms are available in
3565 the Business Office.

3566 **9.1 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

3567 (Owner: Office of the Registrar; Last Reviewed: 01/24/2022; Last Updated 01/24/2022)

3568 For a full description of FERPA guidance, please refer to the current Catalog. Faculty and staff must be
3569 aware and follow the federal law known as the Family Education Right to Privacy Act of 1974 (FERPA or
3570 the “Act”) gives students and former students the right to inspect, review and copy education records
3571 related to them. No one outside the institution shall have access to, nor will the institution disclose, any
3572 information from students' education records without the written consent of the student, except to
3573 personnel within the institution with a need to know, to officials of other institutions in which students
3574 seek to enroll, to appropriate parties in connection with financial aid to a student, to accrediting

3575 agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to
3576 persons in an emergency in order to protect the health or safety of the student or other persons. A
3577 record of student release of information is located in the Academic Office. All of these exceptions are
3578 provided for under the Act. Only those members of the College community, individually or collectively,
3579 acting in the student's educational interest are allowed access to student education records. These
3580 members include personnel in the office of the Registrar, Business Office, Financial Aid, Office of
3581 Admissions, Office of Student Life, and academic personnel within the limitations of their need to know.
3582 The College will give all notices that may be required under the Act.

3583 At its discretion, the institution may provide directory information in accordance with the provisions of
3584 the Act to include:

- 3585 • Name
- 3586 • Telephone number
- 3587 • Permanent address
- 3588 • Campus -email address
- 3589 • Place of birth
- 3590 • Photograph or likeness
- 3591 • Department/Program
- 3592
- 3593 • Enrollment status (full/part-time)
- 3594 • Grade level or year
- 3595 • Dates of attendance at
- 3596 • Awards and academic honors
- 3597 • Degrees and dates awarded
- 3598 • Most recent previous educational institution attended
- 3599 • Participation in officially recognized activities and athletic teams
- 3600 • Height and weight of student athletes

3601 Students may have directory information non-disclosed by notifying the Office of the Registrar in
3602 writing. A request for such non-disclosure will be honored by the institution for only one academic year;
3603 therefore, to be effective, instructions to withhold directory information must be filed annually in the
3604 office of the registrar.

3605 Students may request a waiver to allow third party access to their record. The waiver will include to
3606 whom the record may be released, the duration of the release, the reason for the release, and the type
3607 of record to be released. All FERPA waivers are kept on file with the Office of the Registrar and expire
3608 either as indicated on the release or when the student ceases attending the institution. Students may
3609 not inspect and review the following as outlined by the Act: financial aid information submitted by their
3610 parents; confidential letters and recommendations associated with admissions, employment or job
3611 placement, or honors, if they have waived their rights of inspection and review of such information; or
3612 education records containing information about more than one student, provided, however, that in such
3613 case the institution will permit access to that part of the record which pertains to the inquiring student,
3614 but no other parts. The College is not required to permit students to inspect and review confidential
3615 letters and recommendations placed in their files prior to January 1, 1975, provided those letters were

3616 collected under established policies of confidentiality and were used only for the purposes for which
3617 they were collected.

3618 Upon request, a record that is required by the Act to be made available will be made available within a
3619 reasonable time, and in no event later than 45 days after the request. The student should direct the
3620 request to the custodian of the record in question. Copies of the record will be made available to the
3621 student at the student's expense (usually limited to the cost of copies). A student may also request
3622 explanations and interpretations of the records from the official in charge. If the student believes that a
3623 particular record or file contains inaccurate or misleading information or is otherwise inappropriate, the
3624 College will afford an opportunity for a hearing to challenge the content of the record. Prior to any
3625 formal hearing, the official in charge of the record is authorized to attempt, through informal meetings
3626 and discussions with the student, to settle the dispute. If the student is not satisfied, he or she may
3627 request a hearing. The student will have an opportunity at the hearing to present any relevant evidence.
3628 Without regard to whether the student requests a hearing or to the outcome of the hearing, the student
3629 shall have the right to place with the contested record a statement commenting on the record.

3630 All personal information about a student released to a third party will be transferred on condition that
3631 no one else shall have access to it without the student's consent.

3632 The Office of the Registrar can identify the kinds of education records maintained on students at Central
3633 Christian College of Kansas.

3634 Public Notice of Directory Information is found in the College Catalog.

3635 9.2 EMPLOYEE CONFIDENTIALITY AGREEMENT

3636 The College adheres to the Family Educational Rights and Privacy Act ("FERPA"), a federal law enacted in
3637 1974 that provides safeguards regarding the confidentiality of student records. All employees of the
3638 College are expected to be familiar with the basic provisions of FERPA and PII regulation to ensure that
3639 they do not violate federal law.

3640 • Employees understand that all information gained from student and/or employee files
3641 (including computer generated documents) or heard in the course of my employment is strictly
3642 confidential. Employees will not share this information with anyone other than with those
3643 authorized to receive the information or as mandated by provisions in state or federal law.

3644 • Employees will not acquire or seek to acquire confidential information about students and/or
3645 employees, including information contained in student or personnel files, unless the information
3646 is needed and is essential to perform my job duties. Employees will not reveal information
3647 about students that they may learn or have learned while performing their jobs. Employees
3648 understand that even a minor disclosure of information, e.g., disclosing a student's class
3649 schedule, may be a violation of FERPA and/or College policy and could result in disciplinary
3650 action, up to and including the loss of employment.

3651 • Employees understand that anyone having access to the college's data information systems is
3652 not allowed to leave campus with any information obtained from the college's data information
3653 systems by means of any storage device such as flash drives, cloud storage, cd/dvd, external
3654 hard drives, or any kind of paper form of the information unless required for approved tele-
3655 work.

- 3656 • Employees understand that they can only use the College's equipment to access the college's
3657 data information systems. This data can only be printed to a network printer or saved to the
3658 College's network drive.
- 3659 • Employees agree that files with protected information or other documents in print or electronic
3660 format will not be left unattended in public areas for others to view, and that no files or copies
3661 of records in any format will leave the office/department without proper authorization.
- 3662 • Employees understand that computer passwords that may be provided will not be shared with
3663 anyone other than those authorized. Employees will ensure the electronic devices that they
3664 use, or for which they are responsible, are properly secured when not in use.
- 3665 • Employees agree to abide by the guidelines and procedures of the College in accepting credit
3666 card payments on behalf of college in the course of my employment. Guidelines are established
3667 by the President which will remain in compliance with those set by the Payment Card Industry
3668 (PCI).

3669 9.3 RED FLAGS POLICY (IDENTITY THEFT PREVENTION PROGRAM)

3670 Central Christian College of Kansas developed this Identity Theft Prevention Program (Program)
3671 pursuant to the Federal Trade Commission's (FTC) Red Flags Rule, which implements Section 114 of the
3672 Fair and Accurate Credit Transactions Act of 2003. This Program was developed with oversight and
3673 approval of the College's Board of Trustees. After consideration of the size and complexity of the
3674 College's operations and account systems, and the nature and scope of the College's activities, the
3675 College determined that this Program was appropriate for the College.

3676 Red Flags Rule - Definitions Used in this Program:

- 3677 • "Identity Theft" is a "fraud committed or attempted using the identifying information of another
3678 person without authority."
- 3679 • A "Red Flag" is a "pattern, practice, or specific activity that indicates the possible existence of
3680 Identity Theft."
- 3681 • A "Covered Account" includes all student accounts or loans that are administered by the
3682 College.
- 3683 • "Program Administrator" is the individual designated with primary responsibility for oversight of
3684 the program. See number 6 below.
- 3685 • "Identifying Information" is "any name or number that may be used, alone or in conjunction
3686 with any other information, to identify a specific person," including: name, address, telephone
3687 number, social security number, date of birth, government issued driver's license or
3688 identification number, alien registration number, government passport number, employer or
3689 taxpayer identification number, student identification number, computer's Internet Protocol
3690 address, or routing code.

3691 Under the Red Flags Rule, the College is required to establish an "Identity Theft Prevention Program"
3692 tailored to its size, complexity and the nature of its operation. Each program must contain reasonable
3693 policies and procedures to:

- 3694 • Identify relevant Red Flags for new and existing covered accounts and incorporate those Red
3695 Flags into the Program.

- 3696 • Detect Red Flags that have been incorporated into the Program.
- 3697 • Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft.
- 3698 • Ensure the Program is updated periodically to reflect changes in risks to students or to the
- 3699 safety and soundness of the student from Identity Theft.

3700 In order to identify relevant Red Flags, the College considers the types of accounts that it offers and
 3701 maintains, methods it provides to open its accounts, and its previous experiences with Identity Theft.
 3702 The College identifies the following Red Flags in each of the listed categories:

- 3703 1. Notifications and Warnings from Credit Reporting Agencies Red Flags
 - 3704 a. Report of Fraud accompanying a credit report.
 - 3705 b. Notice or report from a credit agency of a credit freeze on an applicant.
 - 3706 c. Notice or report from a credit agency of an active duty alert for an applicant.
 - 3707 d. Receipt of a notice of address discrepancy in response to a credit report request.
 - 3708 e. Indication from a credit report of activity that is inconsistent with an applicant’s usual
 - 3709 pattern or activity.
- 3710 2. Suspicious Documents – Red Flags
 - 3711 a. Identification document or card that appears to be forged, altered or inauthentic.
 - 3712 b. Identification document or card on which a person’s photograph or physical description
 - 3713 is not consistent with the person presenting the document.
 - 3714 c. Other document with information that is not consistent with existing student
 - 3715 information.
 - 3716 d. Application for service that appears to have been altered or forged.
- 3717 3. Suspicious Personal Identifying Information – Red Flags
 - 3718 a. Identifying information presented that is inconsistent with other information the
 - 3719 student provides (example: inconsistent birth dates).
 - 3720 b. Identifying information presented that is inconsistent with other sources of information
 - 3721 (for instance, an address not matching an address on a loan application).
 - 3722 c. Identifying information present that is the same as information shown on other
 - 3723 applications that were found to be fraudulent.
 - 3724 d. Identifying information presented that is consistent with fraudulent activity such as an
 - 3725 invalid phone number or fictitious billing address).
 - 3726 e. Social security number presented that is the same as one given by another student.
 - 3727 f. An address or phone number presented that is the same as that of another person.
 - 3728 g. A person fails to provide complete personal identifying information on an application
 - 3729 when reminded to do so.
 - 3730 h. A person’s identifying information is not consistent with the information that is on file
 - 3731 for the student.
- 3732 4. Suspicious Covered Account Activity or Unusual Use of Account – Red Flags
 - 3733 a. Change of address for an account followed by a request to change the student’s name.
 - 3734 b. Payments stop on an otherwise consistently up-to-date account.
 - 3735 c. Account used in a way that is not consistent with prior use.
 - 3736 d. Mail sent to the student is repeatedly returned as undeliverable.
 - 3737 e. Notice to the College that a student is not receiving mail sent by the College. Notice to
 - 3738 the College that an account has unauthorized activity.
 - 3739 f. Breach in the College’s computer system security.
 - 3740 g. Unauthorized access to or use of student account information.
- 3741 5. Alerts from Others – Red Flags

- 3742
- 3743
- 3744
- 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.

3745 9.3.1.1 Detecting Red Flags

3746 In order to detect any of the Red Flags identified above associated with the

3747 enrollment of a student, College personnel will take the following steps to obtain and

3748 verify the identity of the person opening the account:

- 3749
- 3750
- 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 photo identification).

3753 In order to detect any of the Red Flags identified above for an existing Covered

3754 Account, College personnel will take the following steps to monitor transactions on

3755 an account.

- 3756
- 3757
- 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.

3761 In order to detect any of the Red Flags identified above for an employment or

3762 volunteer position for which a credit or background report is sought, College

3763 personnel will take the following steps to assist in identifying address discrepancies:

- 3764
- 3765
- 3766
- 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.

3771 In the event College personnel detect any identified Red Flags, such personnel shall

3772 take one or more of the following steps, depending on the degree of risk posed by

3773 the Red Flag:

- 3774
- 3775
- 3776
- 3777
- 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.

- 3778 • Not open a new Covered Account.
 - 3779 • Provide the student with a new student identification number.
 - 3780 • Notify the Program Administrator for determination of the appropriate steps(s) to take.
 - 3781 • Notify law enforcement.
 - 3782 • File or assist in filing a Suspicious Activities Report (“SAR”).
 - 3783 • Determine that no response is warranted under the particular circumstances.
- 3784 Protect Student Identifying Information – In order to further prevent the likelihood of
- 3785 Identity Theft occurring with respect to Covered Accounts, the College will take the
- 3786 following steps with respect to its internal operating procedures to protect student
- 3787 identifying information:
- 3788 • Ensure that its Website is secure or provide clear notice that the Website is not secure.
 - 3789 • Ensure complete and secure destruction of paper documents and computer files
 - 3790 containing student account information when a decision has been made to no longer
 - 3791 maintain such information.
 - 3792 • Ensure that office computers with access to Covered Account information are password
 - 3793 protected.
 - 3794 • Avoid use of social security numbers.
 - 3795 • Ensure computer virus protection is up-to-date.
 - 3796 • Require and keep only the kinds of student information that are necessary for College
 - 3797 purposes.
- 3798 Responsibility for developing, implementing and updating this Program lies with the
- 3799 Chief Information Security Officer. Division Directors will act as an ad hoc committee.
- 3800 The Chief Operations Officer will be responsible for ensuring appropriate training of
- 3801 College staff on the Program, for reviewing any staff reports regarding the detection
- 3802 of Red Flags and the steps for preventing and mitigating Identity Theft, determining
- 3803 which steps of prevention and mitigation should be taken in particular circumstances
- 3804 and considering periodic changes to the Program.
- 3805 College staff responsible for implementing the Program shall be trained either by or
- 3806 under the direction of the Program Administrator in the detection of Red Flags and
- 3807 the responsive steps to be taken when a Red Flag is detected. College staff shall be
- 3808 trained, as necessary, to effectively implement the Program. College employees are
- 3809 expected to notify the Program Administrator once they become aware of an
- 3810 incident of Identity Theft or of the College’s failure to comply with this Program. At
- 3811 least annually or as otherwise requested by the Program Administrator, College staff
- 3812 responsible for development, implementation, and administration of the Program
- 3813 shall report to the Program Administrator on compliance with this Program. The

3814 report should address such issues as effectiveness of the policies and procedures in
3815 addressing the risk of identity theft in connection with the opening and maintenance
3816 of Covered Accounts, service provider arrangements, significant incidents involving
3817 identity theft and management’s response, and recommendations for changes to the
3818 Program.

3819 In the event the College engages a service provider to perform an activity in
3820 connection with one or more Covered Accounts, the College will take the following
3821 steps to ensure the service provider performs its activity in accordance with
3822 reasonable policies and procedures designed to detect, prevent and mitigate the risk
3823 of Identity Theft.

- 3824
- 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.
- 3825
3826
3827

3828 Non-disclosure of Specific Practices – For the effectiveness of this Identity Theft
3829 Prevention Program, knowledge about specific Red Flag identification, detection,
3830 mitigation and prevention practices may need to be limited to the Committee who
3831 developed this Program and to those employees with a need to know them. Any
3832 documents that may have been produced or are produced in order to develop or
3833 implement this program that list or describe such specific practices and the
3834 information those documents contain are considered “confidential” and should not
3835 be share with other employees or the public. The Program Administrator shall
3836 inform the Committee and those employees with a need to know the information of
3837 those documents or specific practices which should be maintained in a confidential
3838 manner.

3839 The Committee will periodically review and update this Program to reflect changes in
3840 risks to students and the soundness of the College from Identity Theft. In doing so,
3841 the Committee will consider the College’s experiences with Identity Theft situations,
3842 changes in the methods, changes in Identity Theft detection and prevention
3843 methods, and changes in the College’s business arrangements with other entities.
3844 After considering these factors, the Program Administrator will determine whether
3845 changes to the Program, including the listing of Red Flags, are warranted. If
3846 warranted, the Committee will update the Program.

3847 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.
- 3848
3849
3850
3851
3852

- 3853 • Merchant receipts (receipt kept by college) should not have full card number – only the last 4
3854 digits should be displayed. If credit card merchant service provider cannot eliminate the full
3855 card number on the merchant receipt, then the merchant receipt should be handled same as
3856 cash (i.e., locked in safe, never left unattended) and should be shredded when no longer
3857 needed.
- 3858 • Cardholder data collected from phone-in sales should be destroyed by shredding immediately
3859 after the sale is processed and credit cards are settled.
- 3860 • Cardholder data should never be E-mailed, faxed, or mailed (US or Intercampus) in an unsealed
3861 envelope.
- 3862 • Credit card sales should be settled at least once daily.
- 3863 • Access to cardholder data is on a need-to-know basis only. Supervisors are to determine who in
3864 your area has a need to access this information.
- 3865 • Any suspected security breach (files that appear to have been tampered with, lost or stolen keys
3866 or passwords, etc.) should be reported to the Controller immediately.
- 3867 • Passwords should be changed regularly.
- 3868 • Misuse of credit card information is punishable to the full extent of the law.

3869 9.5 NETWORK ACCEPTABLE USE POLICY

3870 Central Christian College of Kansas' (Central) intentions for publishing an Acceptable Use Policy are not
3871 to impose restrictions that are contrary to Central's established culture of openness, trust and integrity.
3872 Central Christian College of Kansas is committed to protecting Central's employees, partners and the
3873 company from illegal or damaging actions by individuals, either knowingly or unknowingly.

3874 Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software,
3875 operating systems, storage media, network accounts providing electronic mail, Internet browsing, and
3876 file transfer, are the property of Central. These systems are to be used for business purposes in serving
3877 the interests of the institution, and of our clients and customers in the course of normal operations.

3878 Effective security is a team effort involving the participation and support of every Central employee,
3879 student, and affiliate who deals with information and/or information systems. It is the responsibility of
3880 every Central campus computer user to know these guidelines and to conduct their activities
3881 accordingly.

3882 The purpose of this policy is to outline the acceptable use of computer equipment at Central. These
3883 rules are in place to protect the employee, students, affiliate and Central. Inappropriate use exposes
3884 Central to risks including virus attacks, compromise of network systems and services, and legal issues.

3885 This policy applies to employees, students, contractors, consultants, temporaries, and other workers at
3886 Central, including all personnel affiliated with third parties. This policy applies to all equipment that is
3887 owned or leased and/or operated by Central.

3888 9.5.1 General Use and Ownership

- 3889 • While Central's network administration desires to provide a reasonable level of privacy, users
3890 should be aware that the data they create on college systems remains the property of Central.
3891 In the course of administering Central's network, management cannot guarantee the
3892 confidentiality of information stored on any network device belonging to Central.

- 3893 • Employees are responsible for exercising good judgment regarding the reasonableness of
- 3894 personal use. Departments are responsible for creating guidelines concerning personal use of
- 3895 Internet/Intranet/Extranet systems.
- 3896 • Central recommends that any information that users consider sensitive or vulnerable be
- 3897 encrypted.
- 3898 • For security and network maintenance purposes, authorized individuals within Central may
- 3899 monitor equipment, systems and network traffic at any time.

3900 **9.5.2 Security and Proprietary Information**

- 3901 • The user interface for information contained on Internet/Intranet/Extranet-related systems
- 3902 should be classified as either confidential or not confidential. Examples of confidential
- 3903 information include but are not limited to: company private, corporate strategies, competitor
- 3904 sensitive, trade secrets, specifications, customer lists, and research data. Employees should take
- 3905 all necessary steps to prevent unauthorized access to this information.
- 3906 • Keep passwords secure and do not share accounts. Authorized users are responsible for the
- 3907 security of their passwords and accounts. System level passwords will be changed quarterly,
- 3908 user level passwords will be changed every six months. All PCs, laptops and workstations will be
- 3909 secured with a password-protected screensaver with the automatic activation feature set at 10
- 3910 minutes or less, or by logging-off when unattended.
- 3911 • Use encryption of information in compliance with Central Christian College of Kansas’
- 3912 Acceptable Encryption Use policy. (To be prepared.)
- 3913 • Because information contained on portable computers is especially vulnerable, special care
- 3914 should be exercised. Protect laptops in accordance with the “Laptop Security Tips.”
- 3915 • Postings by employees from a Central email address to newsgroups must contain a disclaimer
- 3916 stating that the opinions expressed are strictly their own and not necessarily those of Central,
- 3917 unless posting is in the course of business duties.
- 3918 • All hosts used by the employee that are connected to the Central Internet/Intranet/Extranet,
- 3919 whether owned by the employee or Central, shall be continually executing approved virus-
- 3920 scanning software with a current virus database unless overridden by departmental or group
- 3921 policy.
- 3922 • Employees must use extreme caution when opening e-mail attachments received from unknown
- 3923 senders, which may contain viruses, e-mail bombs, or Trojan horse code.

3924 **9.5.3 Unacceptable Use**

3925 The following activities are, in general, prohibited. Employees may be exempt from these restrictions

3926 during the course of their legitimate job responsibilities (e.g., systems administration staff may have a

3927 need to disable the network access of a host if that host is disrupting production services).

3928 Under no circumstances is an employee of Central authorized to engage in any activity that is illegal

3929 under local, state, federal or international law while utilizing Central-owned resources.

3930 The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall

3931 into the category of unacceptable use.

3932 9.5.3.1 System and Network Activities

3933 The following activities are strictly prohibited, with no exceptions:

- 3934 • Violations of the rights of any person or company protected by copyright, trade secret, patent or
3935 other intellectual property, or similar laws or regulations, including, but not limited to, the
3936 installation or distribution of "pirated" or other software products that are not appropriately
3937 licensed for use by Central.
- 3938 • Unauthorized copying of copyrighted material including, but not limited to, digitization and
3939 distribution of photographs from magazines, books or other copyrighted sources, copyrighted
3940 music, and the installation of any copyrighted software for which Central or the end user does
3941 not have an active license is strictly prohibited.
- 3942 • Exporting software, technical information, encryption software or technology, in violation of
3943 international or regional export control laws, is illegal. The appropriate management should be
3944 consulted prior to export of any material that is in question.
- 3945 • Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan
3946 horses, e-mail bombs, etc.).
- 3947 • Revealing your account password to others or allowing use of your account by others. This
3948 includes family and other household members when work is being done at home.
- 3949 • Using a Central computing asset to actively engage in procuring or transmitting material that is
3950 in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- 3951 • Making fraudulent offers of products, items, or services originating from any Central account.
- 3952 • Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
- 3953 • Effecting security breaches or disruptions of network communication. Security breaches include,
3954 but are not limited to, accessing data of which the employee is not an intended recipient or
3955 logging into a server or account that the employee is not expressly authorized to access, unless
3956 these duties are within the scope of regular duties. For purposes of this section, "disruption"
3957 includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service,
3958 and forged routing information for malicious purposes.
- 3959 • Port scanning or security scanning is expressly prohibited unless prior notification to Central is
3960 made.
- 3961 • Executing any form of network monitoring which will intercept data not intended for the
3962 employee's host, unless this activity is a part of the employee's normal job/duty.
- 3963 • Circumventing user authentication or security of any host, network or account.
- 3964 • Interfering with or denying service to any user other than the employee's host (for example,
3965 denial of service attack).
- 3966 • Using any program/script/command, or sending messages of any kind, with the intent to
3967 interfere with, or disable, a user's terminal session, via any means, locally or via the
3968 Internet/Intranet/Extranet.
- 3969 • Providing information about, or lists of, Central employees to parties outside Central.
- 3970 • Accessing any internet site that displays, speaks of or relates to activities that are deemed
3971 inappropriate under the Central's Social Media Guidelines and/or the Central Life Style
3972 Covenant, as it pertains to administration, faculty, staff and students of Central. (example -
3973 pornography)

3974 **9.5.4 Email and Communications Activities**

3975 Central Christian College of Kansas provides electronic mail to students, faculty, and staff, at the
3976 College's expense, for their use on College business and for academic purposes. Individual computer

3977 accounts for access to electronic mail are available to all students, faculty, and staff. Sharing an account
3978 or password with anyone is not permitted.

3979 Use of electronic mail for non-college-related commercial activities or for solicitations or canvassing is
3980 not permitted. Incidental and occasional personal use of electronic mail is permitted, but such messages
3981 will be treated no differently from other messages with respect to privacy.

3982 It is a violation of College policy for any student or employee, including supervisors and Information
3983 Technology Services' staff, to use the electronic mail and computer systems for obtaining access to the
3984 files and communications of others, with no substantial work-related purpose.

3985 It is a violation of College policy to use electronic mail services to send chain letters, to send messages
3986 containing sexually explicit language, to send copies of documents in violation of copyright laws, or to
3987 infringe on the rights of or to harass other users in any way.

3988 The College's electronic mail services provide a means via the Internet by which members of the public
3989 may communicate with members of the College community. Messages sent between the College and
3990 members of the public must conform to the College's electronic mail policy and will be treated no
3991 differently from other messages with respect to privacy. Users should use care in addressing messages,
3992 especially when using distribution lists.

3993 The following activities are strictly prohibited, with no exceptions:

- 3994 • Sending unsolicited email messages, including the sending of "junk mail" or other advertising
3995 material to individuals who did not specifically request such material (email spam).
- 3996 • Any form of harassment via email, telephone or paging, whether through language, frequency,
3997 or size of messages.
- 3998 • Unauthorized use, or forging, of email header information.
- 3999 • Solicitation of email for any other email address, other than that of the poster's account, with
4000 the intent to harass or to collect replies.
- 4001 • Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
- 4002 • Use of unsolicited email originating from within Central's networks of other
4003 Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by
4004 Central or connected via Central's network.
- 4005 • Posting the same or similar non-business-related messages to large numbers of Usenet
4006 newsgroups (newsgroup spam).

4007 During the routine course of business, Information Technology Services' staff monitor the College's
4008 computer systems, including the electronic mail services. If system administrators find anomalies
4009 indicating the possibility of illegal activity or violations of college policy or security, they will investigate
4010 further and report their findings to the CIO.

4011 The College may inspect the contents of electronic mail messages in the course of an investigation
4012 triggered by indications of impropriety.

4013 The College recognizes that members of the college community have some reasonable expectations of
4014 privacy with regard to the electronic mail messages they send or receive. The College reserves the right
4015 to access and disclose the contents of electronic mail messages, but will do so only when it has a

4016 legitimate work-related need to do so. The College also reserves the right to disclose any electronic mail
4017 message to law enforcement officials.

4018 The Chief Operations Officer will review any request for access to the contents of electronic mail
4019 without the consent of a sender or recipient. Such requests must be approved in advance and any
4020 access undertaken without such approval is a breach of College policy.

4021 Violations of the college's electronic mail policy can result in removal of your account from the system
4022 and/or more serious sanctions. Some offenses are punishable under federal law.

4023 **9.5.5 Online Content Creation**

- 4024 • Content creation by employees, whether using Central's property and systems or personal
4025 computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited
4026 and occasional use of Central's systems to engage in content creation is acceptable, provided
4027 that it is done in a professional and responsible manner, does not otherwise violate Central's
4028 policy, is not detrimental to Central's best interests, and does not interfere with an employee's
4029 regular work duties. In doing so from Central's computer systems is also subject to monitoring
4030 and acceptable use as written in Central's Social Media Guidelines.
- 4031 • Central's Confidential Information Policy (to be prepared) also applies to blogging. As such,
4032 Employees are prohibited from revealing any institution confidential or proprietary information,
4033 trade secrets or any other material covered by Central's Confidential Information policy..
- 4034 • Employees shall not engage in any content creation that may harm or tarnish the image,
4035 reputation and/or goodwill of Central and/or any of its employees. Employees are also
4036 prohibited from making any discriminatory, disparaging, defamatory or harassing comments
4037 otherwise engaging in any conduct prohibited by Central's Non-Discrimination and Anti-
4038 Harassment policy.
- 4039 • Employees may also not attribute personal statements, opinions or beliefs to Central. If an
4040 employee is expressing his or her beliefs and/or opinions in the content, the employee may not,
4041 expressly or implicitly, represent themselves as an employee or representative of Central.
4042 Employees assume any and all risk associated with content creation.
- 4043 • Apart from following all laws pertaining to the handling and disclosure of copyrighted or export
4044 controlled materials, Central's trademarks, logos and any other Central intellectual property
4045 may also not be used in connection.

4046 **9.5.6 Enforcement**

4047 Any employee found to have violated this policy may be subject to disciplinary action.

4048 **9.5.7 Definitions**

4049 Content Creation – the production, creation, publication, or contribution of information (opinions or
4050 facts) to online or in print. Host(s) computing devices- laptops, computers, cell phones, smartphones,
4051 PDAs, computer tables, tablet, and PCs.

4052 Spam--Unauthorized and/or unsolicited electronic mass mailings.

4053 **9.6 COMPUTER SYSTEM POLICY**

4054 Central Christian College of Kansas shall be the owner of all files, programs, and data on the Central

4055 Christian College of Kansas network, including hard drives and Central Christian College of Kansas disks
4056 at employees' individual work-stations.

4057 The College reserves the right to inspect any such files, programs or data through the system supervisor.
4058 The assigned supervisors of the Central Christian College of Kansas computer systems (or any other
4059 person or persons designated by the College) shall have access to all files, programs, and data on the
4060 computer network, including hard drives and Central Christian College of Kansas disks at individual
4061 work-stations, but not to personal disks maintained by an employee. Central Christian College of Kansas
4062 suggests that any files of a personal nature should be stored on the employee's personal disk. Nothing in
4063 this section is intended to give any employee use of the College's computer system or equipment in any
4064 way that is inconsistent with the College's policies as stated elsewhere.

4065 Central Christian College of Kansas allows employees to use the network for a reasonable amount of
4066 personal use, provided such use does not hinder full completion of the employee's responsibilities.
4067 Employees are expected to pay for printing costs incurred through their personal use.

4068 There shall always be a minimum of two system supervisors at all times. The President's Executive Team
4069 shall approve all computer supervisors and may revoke any supervisor status.

4070 **9.6.1 Password Policy**

4071 Computer passwords must meet the first three of the following requirements and should follow the
4072 remaining guidelines (We require that all passwords be changed every six months and cannot be one of
4073 the previous four passwords.):

- 4074 1. Contain both upper and lower case characters (e.g., a-z, A-Z).
- 4075 2. Have digits and punctuation characters as well as letters e.g., 0-9, !@#\$%^&*()_+|~- , etc.
- 4076 3. Contain at least ten alphanumeric characters.
- 4077 4. Are not words in any language, slang, dialect, jargon, etc.
- 4078 5. Are not based on personal information, names of family, etc.
- 4079 6. Passwords should never be written down or stored online. Try to create passwords that can be
4080 easily remembered. One way to do this is create a password based on a song title, affirmation,
4081 or other phrase.

4082 Please keep in mind the following:

- 4083 • Don't reveal a password over the phone to ANYONE.
- 4084 • Don't reveal a password to student workers.
- 4085 • Don't reveal a password in an email message.
- 4086 • Don't reveal a password to your supervisor.
- 4087 • Don't talk about a password in front of others.
- 4088 • Don't hint at the format of a password (e.g., "my family name").
- 4089 • Don't reveal a password on questionnaires or security forms.
- 4090 • Don't share a password with family members.
- 4091 • Don't reveal a password to co-workers while on vacation.

4092 If student workers need access to files located in your directory, Information Technology staff can easily
4093 make arrangements for your student worker to have access without jeopardizing the integrity of your
4094 account.

4095 **9.6.2 Network Share (G:) Drive**

4096 Following is a list of the most frequently used items located on the network drive (on campus use):

- 4097 • COMMITTEE MINUTES --2022-2023 (ALL committee minutes should be updated here)
- 4098 • FORMS--including the new employee and exiting employee checklists
- 4099 • LOGOS--including campus map, athletic, academic, corporate and Fit Four logos, digital signage
- 4100 templates and guidelines, letterhead template, style guide, and official colors and font scheme
- 4101 These items are updated as necessary and the most current version is available on the G: drive.

4102 **9.6.3 Information Technology and Web Requests**

4103 You can make specific IT requests at <http://support.intra.Centralchristian.edu>. You can make specific

4104 Web requests to the marketing office through email to Elizabeth.caron@centralchristian.edu.

4105 **9.7 PERSONALLY IDENTIFIABLE INFORMATION POLICY**

4106 **9.7.1 Overview**

4107 In the course of conducting daily business and transactions, employees, volunteers, contractors, and

4108 institutional partners may come into contact with Personally Identifiable Information (PII) related to

4109 prospects, students and their family members, alumni, volunteers, employees, or other individuals.

4110 Central Christian College of Kansas (the College) has both moral and legal obligations to ensure the

4111 security and integrity of PII.

4112 **9.7.2 Purpose**

4113 This policy provides official directives to employees and other individuals involved in a working

4114 relationship with the College (volunteers, contractors, etc.) for the safeguarding of PII to ensure that

4115 College procedures comply with all State and Federal regulations and best practices.

4116 **9.7.3 Scope**

4117 This policy applies to all information, including electronic and computing devices, and network resources

4118 that conduct College business or interact with internal networks and business systems, whether owned

4119 or leased by the College, the employee, or a third party. All employees, contractors, volunteers,

4120 consultants, temporary, and other workers at the College are responsible for exercising sound

4121 judgement regarding protection of PII in accordance with the College's policies and standards, and

4122 applicable laws and regulations.

4123 **9.7.4 Policy**

4124 Definitions

- 4125 a. PII is any information pertaining to an individual that can be used to distinguish or trace
- 4126 a person's identity. Information contained in public sources such as telephone books.,
- 4127 public websites, etc., is considered public PII and may include:
 - 4128 i. First and Last Name
 - 4129 ii. Address
 - 4130 iii. Email Address
 - 4131 iv. Photos and Video
 - 4132 v. General Education Credentials (Ph.D., M.S., B.A., etc.)
 - 4133 vi. Photos or other electronic recordings

- 4134 b. Protected PII is defined as any type of information including, but not limited to:
- 4135 i. Social Security Number
- 4136 ii. Username and Password
- 4137 iii. Passport Number
- 4138 iv. Credit Card Number
- 4139 v. Clearances
- 4140 vi. Banking Information
- 4141 vii. Biometrics
- 4142 viii. Date or Place of Birth
- 4143 ix. Mother's Maiden Name
- 4144 x. Criminal, Medical, and Financial Records
- 4145 xi. Educational Transcripts
- 4146 xii. Photos and video that contains any protected PII
- 4147 xiii. Any combination of public PII that, when aggregated, could be used for identity
- 4148 theft.
- 4149 c. Procedures
- 4150 i. This section provides directive on maintaining and discarding PII. If current
- 4151 procedures fall outside this policy, contact the Chief Information Security Officer
- 4152 (CISO) to suggest more efficient procedures. All electronic files that contain
- 4153 Protected PII will reside within a protected information system location such as
- 4154 a designated network share. All physical files that contain Protected PII will
- 4155 reside within a locked file cabinet, locked drawer, or locked room when not
- 4156 being actively viewed or modified. When not in use, physical files must be
- 4157 returned to the secure storage location. When files are in use, personnel shall
- 4158 provide a means, such as a file folder, to safeguard Protected PII when others
- 4159 are in nearby proximity. Protected PII shall not be downloaded to personal,
- 4160 organization-owned, volunteer, or contractor workstations or mobile devices
- 4161 (laptops, tablets, mobile phones, digital assistants, or removable media).
- 4162 Protected PII shall not be sent through unencrypted digital messaging systems
- 4163 such as email or instant messaging. When disposing of Protected PII, the
- 4164 physical or electronic file shall be shredded or securely deleted using a method
- 4165 approve by the National Institute of Standards and Technology (NIST).
- 4166 d. Incident Reporting
- 4167 i. In the event of a real or suspected disclosure of Protected PII, the discovering
- 4168 individual shall notify his or her supervisor and the CISO within 12 hours of
- 4169 discovery.
- 4170 ii. In defining an incident, the individual must consider the possibility of a PII
- 4171 breach, not just the identification of a known breach. As such, an incident
- 4172 includes the presence of missing or misplaced documents, electronic storage
- 4173 device, accidental communication, possible virus or malware infection, etc.
- 4174 e. Audits
- 4175 i. Supervisors and the CISO will conduct periodic audits of organization-owned
- 4176 equipment and physical locations to ensure that Protected PII is stored in

4177 approved information systems or locations in compliance with this policy and to
4178 provide information necessary to continuously improve practices.

4179 f. Compliance

4180 i. Any personnel found to be in violation of this policy may be subject to
4181 disciplinary action up to and including termination as deemed appropriate to
4182 the facts and circumstances related to the violation.

4183 **9.7.5 Definitions and Terms**

- 4184 a. CISO – Chief Information Security Officer
- 4185 b. NIST – National Institute of Standards and Technology
- 4186 c. PII – Personally Identifiable Information

4187 **9.7.6 References**

- 4188 a. Family Educational Rights and Privacy Act (FERPA)
- 4189 b. General Data Protection Regulation (GDPR)
- 4190 c. Gramm Leach Bliley Act (GLBA)
- 4191 d. Health Insurance Portability and Privacy Act (HIPPA)
- 4192 e. NIST Cybersecurity Framework

4193 This policy is subject to updates due to: relevant regulatory changes, institutional policy changes,
4194 direction from the Executive Team, IPC recommendations, or changes in best practice.

4195 **9.8 TRAINING**

4196 The CISO will conduct annual training regarding PII. All personnel must participate in training at least
4197 annually. All new employees, as part of the onboarding process, will receive specific training in PII and
4198 FERPA by the CISO or a designated resource. The CISO must sign off on this training.

4199

4200 10 MAINTENANCE

4201 (Owner: Chief Operations Officer; Last Reviewed: 02/16/2022; Last Updated 02/16/2022)

4202 10.1 KEYS

4203 The College uses the Stanley/Best Security lock system. Keys must be checked out ONLY through
4204 Maintenance and Facilities.

4205 Faculty and Staff requests for keys will be made through maintenance.

4206 Students will receive room keys through their respective Resident Director. Students will return room
4207 keys to their respective Resident Director before departure in the summer or as directed by the Chief
4208 Student Engagement Officer. Faculty and staff will return any keys to Maintenance and Facilities upon
4209 request or termination of employment.

4210 Students needing room keys will request replacement keys through their respective Resident
4211 Director. Students needing work related keys will request these keys through their work supervisor.

4212 If a student decides to end their employment, the student must return the key(s) to his/her work
4213 supervisor. The supervisor will return keys to Maintenance and Facilities

4214 If a key is lost or stolen, please contact maintenance right away, as we may need to re-key that area and
4215 the employee will be charged a minimum of \$35.00 to replace the key. If an employee does not return
4216 key(s) prior to exiting their position at CCK, they will be charged a minimum of \$200.00.

4217 Some employees may receive a key card for keyless entry. Those employees will sign a Door Access Card
4218 Agreement acknowledging responsibilities related to use of the card and replacement costs associated
4219 with loss or damage to the card.

4220 10.2 MAINTENANCE REQUESTS

4221 All requests related to maintenance in regards to custodial, general maintenance, cleaning supplies,
4222 keys, etc. should be processed by using our ticketing system. CCK utilizes SchoolDude:
4223 <https://login.myschoolbuilding.com/msb?acctNum=1262152192&productID=MD>

4224 Each staff member must create their own personal account and login to account to input tickets. Do **not**
4225 email requests to staff members. This ticketing system ensures requests are logged, processed and
4226 completed. If a staff member has additional questions, contact Doug Vanderhoof, COO.

4227 10.3 COLLEGE VEHICLE USAGE

4228 Central Christian College of Kansas maintains a fleet of vehicles that can help in the fulfillment of the
4229 college's mission. These vehicles are used continually by many different groups, many times back-to-
4230 back. Therefore, the following guidelines will help us best maximize these resources and help us all be
4231 good stewards.^[1]

^[1] College-owned vehicles cannot be checked out/used for personal use due to insurance regulations.

4232 **10.3.1 Defensive Driving Course**

4233 All college employees and students who desire and/or will be required to drive a college vehicle shall
4234 take a defensive driving course prior to driving a college vehicle; as well as have their driver's license
4235 checked by the HR Office. Defensive driving courses are offered periodically throughout the summer and
4236 school year. Attendance at a defensive driving course is required once every two years during a student,
4237 faculty and/or staff's tenure at Central Christian.

4238 **10.3.2 College Vans.**

4239 College-owned vans are available to be checked out for school-related activities or events. There are 4
4240 passenger vans (15 passengers) available. If an employee needs to check out a van, they need to contact
4241 the Fleet Manager in advance to schedule the use of one. An employee using a van will need to pick up
4242 keys from Maintenance Office. On the day you have scheduled a vehicle, arrive at the correct office
4243 (before 4:00pm) to receive keys, gas card, and mileage report form.

4244 When the employee returns to town, they need to clean the inside of the vehicle and fill up the vehicle
4245 with fuel before returning it to the designated parking area at the College. Vans/Trailers and cars park in
4246 the lot west of the maintenance building. Fill out the mileage report. The employee needs to turn in
4247 keys, gas card, and the completed mileage sheet, to the Maintenance Office immediately when they
4248 return to campus. If the individual is returning late at night, they can lock everything in the van. The
4249 vehicle may be needed first thing in the morning.

4250 The mileage report needs to be filled out entirely, noting any vehicle concerns in the comment area.
4251 Vehicle concerns should also be sent via School Dude. If there is more than one thing, please list these
4252 1), 2), etc. Any fuel receipts placed on the gas cards need to be put in the gas card pouch.

4253 Students will be approved to drive a van to a school related activity if they have taken the eight- hour
4254 defensive driving course or online through the HR Office and if he/she is 21 years of age or older. A
4255 student will also need their driver's license checked by the HR Office before driving any College vehicle.
4256 If a vehicle is driven by a student driver, their supervisor needs to reserve the vehicle and explain to
4257 them how to fill out the mileage report. The employee also needs to remind students to turn in all gas
4258 receipts with the mileage report.

4259 School vehicles are not however, allowed to be checked out for personal use by a student or employee
4260 of the college.

4261 **10.3.3 College Cars.**

4262 There are three cars available. If an employee needs a College car, they will need to reserve, check out,
4263 and pick up keys from the Maintenance Office.

4264 **10.3.4 Bus and Trailers.**

4265 If an employee needs to use the college bus or one of the two trailers, please contact the Fleet Manager.
4266 Driver must have Class B, CDL license with air brake and passenger endorsement.

4267 **10.3.5 Mileage Rates.**

4268 Mileage rates for school vehicles are as follows:

- 4269
- Cars - \$0.30 per mile
 - 15 Passenger Vans - \$0.45 per mile
- 4270

- 4271 • 44 Passenger Bus - \$0.90 per mile
- 4272 • People Mover - \$0.90 per mile

4273 10.3.6 Insurance

4274 Drivers must maintain adequate automobile insurance. College insurance only covers claims against the
4275 organization and does not cover you or your personal vehicle when you are using that vehicle to
4276 conduct organization business.

4277 10.3.7 Substance Use

4278 Drivers may not drive for the organization's business while in the possession, or under the influence, of
4279 drugs or alcohol. Additionally, unless otherwise sanctioned, employees may not drive for the College if
4280 they have been charged with or convicted of driving while intoxicated or driving under the influence.
4281 Employees must notify their supervisor as soon as possible in the event of an arrest for a drug- or
4282 alcohol-related offense.

4283 10.3.8 Disqualifying Acts

4284 If a driver commits a disqualifying act, the employee shall notify a supervisor as soon as possible after
4285 the commission of such act. The employee shall no longer be permitted to drive on behalf of the
4286 College. Disqualifying acts may include, but are not limited to, the following: violating this policy,
4287 negligent homicide, aggravated assault with a motor vehicle, or commission of a felony arising out of the
4288 use of a motor vehicle.

4289 10.3.9 Traffic Violations & Safe Driving

4290 The College will not pay any traffic tickets you receive while operating a vehicle on behalf of the
4291 organization.

4292 Any use of cellular telephones while driving is illegal in some jurisdictions. It is the driver's responsibility
4293 to comply with various state laws. For safety reasons, while drivers are on the organization's business,
4294 drivers are not to use hand-held mobile devices to make calls or send text messages while driving unless
4295 "hands-free" equipment is used. If a cell phone call or text message is received while a driver is driving,
4296 the driver should pull off the road to a safe location as soon as possible. Drivers should never talk on a
4297 cell phone or text while driving in heavy traffic or during hazardous weather conditions.

4298 The use of mobile radar detectors, radar jammers, traffic light preemption emitters (also known as
4299 "Mobile Infrared Transmitters"), and license plate cloaking devices is illegal in many jurisdictions.
4300 Additionally, the use of such devices can lead directly or indirectly to bodily injury and property damage.
4301 Therefore, the use by a driver or others of these devices or any other devices that interfere with law
4302 enforcement procedures will not be permitted while driving motor vehicles for the College, whether the
4303 vehicles are owned by the College or not.

4304 All occupants of a vehicle driving for organizational business must use seat belts. Drivers must ensure
4305 that all occupants fasten their seat belts before operating the vehicle. Please report any non-functioning
4306 seat belt to Facility Management immediately. Failure to comply with this policy will result in disciplinary
4307 action up to and including termination of employment.

4308

4309 All drivers may be required to participate in a random drug and alcohol testing program. Training may
4310 also be required to ensure the safe operation of 12-passenger vans.

4311 All drivers must obey any applicable federal, state, and local laws while driving on the organization’s
4312 business, drive in a safe and responsible manner, and maintain the security of the vehicle and its
4313 contents.

4314 10.3.10 Accident or Incident Reporting

4315 In the event of any accident, theft, or damage while on the organization’s business, drivers must do the
4316 following:

- 4317 • Call for medical aid, if necessary.
- 4318 • Call local law enforcement in the event of an accident.
- 4319 • Record any pertinent information available regarding the situation, including, but not limited to,
4320 names and addresses of drivers, witnesses, etc., license numbers of other drivers, insurance
4321 company names and policy numbers of other drivers, conditions surrounding the event, etc.
- 4322 • Notify supervisor and discuss the information recorded as soon as possible.
- 4323 • Be cooperative and non-argumentative with everyone involved in the situation (e.g., provide
4324 name, address, insurance information, etc.), but do not accept any responsibility for the
4325 situation.

4326 10.4 BUILDING COORDINATORS

4327 In an effort to guarantee that students are provided the highest quality educational experience, the
4328 College has appointed a Central contact person for each College building/field/court. The purpose of this
4329 role is to communicate information about special circumstances that effect building occupants and to
4330 serve as the primary reference point in an emergency. It is through the Building Coordinator that the
4331 College can facilitate communications, support capital planning and improvement, and represent user
4332 needs. While the intent is not to create a “position” or “load”, there may be times the College does
4333 assign load to provide greater oversight and management of building with high public use.

4334 Daily Oversight

- 4335 • Tour building on a regular basis to identify areas of concern regarding equipment or facilities,
4336 including cleanliness, odor, or other aesthetic concerns.
- 4337 • Relay maintenance requests to the Physical Plant Manager through the ticket system and
4338 follow-up on requests.
- 4339 • Notify occupants of possible disruption of services or access, posting appropriate notices.

4340 Emergencies: Building Coordinators are expected to:

- 4341 • Be familiar with the emergency plan in place for their assigned building(s), and or floor(s). The
4342 plan will include but not be limited to the following:
- 4343 • Assist in the evacuation of the building or in movement of individual to safe locations within the
4344 building (Tornado Warnings)
- 4345 • At the assembly point, providing information between Emergency Management Team (EMT)
4346 and evacuees;

- 4347 • Preventing reentry into the building until the all-clear has been given (or exiting of the building
- 4348 in case of shooter or weather emergency).
- 4349 • Serve as liaison to the Emergency Manager
- 4350 • Assess the scope of a building emergency, taking action as appropriate.
- 4351 • During an evacuation, maintain a record of all personnel reporting to the assembly area.
- 4352 • Coordinate through Facilities Management Work Control to arrange for additional emergency
- 4353 equipment, personnel or other assistance.
- 4354 • Review lessons learned from incidents and drills with faculty and staff.
- 4355 • Maintain Building Emergency Coordinator Kit.

4356 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

4357 **10.5 BOARD OF PUBLIC UTILITIES**

4358 Central Christian College of Kansas maintains a standing agreement with BPU to assist when the
 4359 demands for local electricity become too great. Per the agreement, BPU can call upon CCK to shut
 4360 down its air conditioning (AC) units when the external temperature is predicted to exceed 100 degrees.
 4361 Typically, this shutdown period spans from 1:00 to 7:00 PM, at which time units are turned on again.

4362 Once BPU informs us of a shutdown, a member of the Physical Plant will send out a campus wide alert.
 4363 Employees are asked to keep main office doors closed in an effort to retain a comfortable internal
 4364 climate for as long as possible. However, once internal temperatures become uncomfortable,
 4365 employees are NOT expected to remain at their workstations. At such time, employees should
 4366 communicate with their supervisors and make plans to exit the workplace.

4367 For hourly workers, who are unable to work remotely, this closed-period may be claimed on time sheets
 4368 toward the fulfillment of expected hours. However, according to Federal Regulations, hours claimed due
 4369 to closure cannot count toward the calculation of overtime hours, as this time is not considered "hours
 4370 worked".

4371 **10.6 FACILITY ACCESS POLICY**

4372 10.6.1 General. To enhance security of its campus and provide for the safety of students, faculty, and
4373 staff, Central Christian College of Kansas (CCKK) controls access to all buildings by limiting the
4374 use and function of both access cards and keys issued to all students, faculty, staff, contractors,
4375 outside vendors, and invited guests (including conference and camp participants).

4376 10.6.2 Scope. This policy applies to all employees (faculty and staff), students, invited guests, affiliates,
4377 contractors and any other person present on CCKK property with respect to hours of operations
4378 and access control of buildings, facilities, and other college-owned or leased property.

4379 10.6.3 Policy. CCKK manages and controls access to all College buildings and facilities to enhance safety
4380 and security, while maintaining compliance with applicable laws, regulations, and associated
4381 policies. With few exceptions such as the library and during certain events, College-owned
4382 facilities and buildings are not considered open to the public. Access to College buildings and
4383 facilities is therefore generally restricted to employees, students, College affiliates, and invited
4384 guests.

4385 10.6.4 Definitions

- 4386 a. Academic Buildings and Facilities – Those locations which have academics (including
4387 athletics and extra-curricular activities) as a primary purpose
- 4388 b. Access Control – Control of entry and/or exit to an area by any means (mechanical or
4389 electronic)
- 4390 c. Access Control Key – Any official device used to gain entry and/or exit to a controlled
4391 space
- 4392 d. Administrative Buildings and Facilities – Those locations which have administrative
4393 functions as a primary purpose
- 4394 e. Authorized Signatory – College employee empowered to authorize individual access, key
4395 issuance, and building lock/unlock schedules for buildings under his/her control. Each of the
4396 following positions is an “Authorized Signatory”:
 - 4397 i. Chief Officer
 - 4398 ii. President
- 4399 f. Electronic Access Control – Access control using electronic or electromechanical devices
4400 to replace or supplement mechanical key access. Electronic access is administered through a
4401 computerized card access control system operated and maintained by Information
4402 Technology Services (ITS)
- 4403 g. Invited Guests – Individuals present on campus for an express purpose and limited
4404 duration.
- 4405 h. Residential buildings and facilities – Those locations in which students reside

4406 10.6.5 General Facility Access.

- 4407 a. Academic and Administrative Buildings and Facilities. As a general rule, Academic
4408 buildings are open Monday through Friday between the hours of 7 AM and 11 PM while
4409 Administrative buildings are open Monday through Friday between the hours of 7:00 AM
4410 and 6:00 PM. Authorized Signatories may request adjusted hours to meet specific needs of
4411 various buildings.
- 4412 b. Residence Halls. College residence halls are locked at all times and accessible only by
4413 key. Students only have access to their assigned residence with a provided key. Student

- 4414 access to residence halls for which they are not assigned is governed by Residence Life
4415 policies.
- 4416 c. General access to all CCK buildings and facilities is restricted to employees, students,
4417 invited guests, affiliates, and contractors at all times except those buildings where the public
4418 is expressly invited and at certain events.
- 4419 10.6.6 Faculty and Staff Access. The facilities department manages keys issued to faculty and staff that
4420 enable access to academic, administrative, and residential facilities. Faculty and staff are issued
4421 keys based on need and with least privileges. Supervisors will submit requests for keys to
4422 facilities defining specific access requirements. Individuals requiring additional access must
4423 present a memo signed by an Authorized Signatory to facilities detailing the additional access
4424 required.
- 4425 10.6.7 Vendor Access. Authorized vendors or contractors requiring access to College property should
4426 arrange for access through the appropriate department – typically, the department or unit
4427 issuing the contract with the vendor. In general, access should be scheduled during normal
4428 business hours.
- 4429 10.6.8 Camp and Conference Participants. Facilities, with support from Residence Life, issues
4430 mechanical key as appropriate. Access cards, if needed, will be requested through ITS and
4431 issued. Cards will only be valid for the duration of the camp or conference. Keys and cards must
4432 be returned at the conclusion of the camp or conference. Failure to return keys or cards will
4433 result in a fee of \$50.
- 4434 10.6.9 Invited Guests. Invited Guest will not be issued keys and will only have access to facilities during
4435 scheduled open hours.
- 4436 10.6.10 Keys
- 4437 10.6.10.1 Mechanical Keys. Keys will be issued directly to person responsible for its custody and
4438 use. This same individual will sign for and acknowledge responsibility for maintaining
4439 and securing the key. Master keys are typically only issued to individuals with
4440 responsibilities for access to entire buildings. Sub-master keys will be issued to
4441 department heads only. Grand and Great Grand Master keys are only issued to select
4442 individuals as determined by the President and/or the Chief Operations Officer.
4443 Annually, Authorized Signatories or their designees will verify the existence of all
4444 Master, Grand Master and Great Grand Master keys. Any missing key must be
4445 reported immediately to Facilities Key Control and the Chief Operations Officer. All
4446 keys must be stamped and recorded in the key management system.
- 4447 a. Key Return. When keys are broken or no longer required, the key holder shall return the
4448 key to key control or residence life as appropriate. The Key Control Manager will document
4449 the return in the key management system and provide a receipt to the key holder.
- 4450 b. Key Holder Responsibilities. All keys to college facilities remain the property of the
4451 institution. Individuals with custody of College keys are authorized to use them for access to
4452 their work areas. Key holders are responsible for safeguarding keys at all times and for
4453 returning keys to the Key Control Manager when they are no longer needed. Key holders
4454 are not to share or loan keys to others. Most faculty and staff will have keys only for those

4455 building(s) and personal spaces (e.g., offices) in which they work. If additional keys are
4456 issued to an employee, the employee may not remove that key from campus. Key holders
4457 are also responsible for reporting lost or stolen keys immediately to the Key Control
4458 Manager and the Chief Operations Officer. The Authorized Signatory shall investigate the
4459 loss and take appropriate action.

4460 10.6.10.2 Access (Key) Cards. Access cards are issued by ITS only to those with a demonstrated
4461 need. Requests for key cards will be made by supervisors in writing to ITS. As with
4462 mechanical keys, key card holders will sign for and acknowledge responsibility for
4463 maintain and securing the card. Lost or missing access cards must be reported
4464 immediately to ITS.

4465 10.6.10.3 Student Access Cards and Keys. All access cards and keys must be returned at the end
4466 of each academic year or during the academic year if a student leaves the institution
4467 or residential housing.

- 4468 a. Students who lose or misplace an issued key or card must comply with the following:
- 4469 i. Lost mechanical keys must be reported immediately to the Resident Director of
4470 the student's lodging unit or student life.
 - 4471 ii. Lost access cards must be reported immediately to ITS.
- 4472 b. If a lost key is not found and returned within 24 hours, the affected locks may be re-
4473 keyed and the student will be charged \$50 for each door that must be re-keyed. If the lost
4474 key is residential, roommates will be issued replacement keys at no cost. Student life will
4475 coordinate re-keying with the facilities office.

4476 10.6.10.4 Key Duplication. Duplication of keys is strictly prohibited.

4477 10.6.10.5 Key Transfers. Key or Card transfers from one person to another are prohibited.

4478 10.6.10.6 Penalties for Policy Violation. It is a violation of College policy to permit unauthorized
4479 individuals to enter into buildings and facilities restricted from general public access
4480 by deliberately disengaging, deactivating, or otherwise circumventing locking devices
4481 or other security measures intended to control building and facility access. Persons
4482 who violate this policy are subject to disciplinary action including loss of access and
4483 up to termination in accordance with relevant CCK discipline policy.

4484 10.7

4485 11 EMERGENCY & WEATHER

4486 (Owner: Chief Operations Officer; Last Reviewed: 02/16/2022; Last Updated 7/20/2021)

4487 In the case of an emergency situation involving Central Christian College of Kansas, senior administrators
4488 working with local law officials will provide direction and response as outlined in the Campus Emergency
4489 Plan.

4490 In the case of an emergency in which college needs to notify its employees in mass, the college will use
 4491 the Tiger Alert emergency notification system. **Three primary alerts indicate the specific response with**
 4492 **details to follow. The three primary alerts are:**

- 4493 • *Evacuate the Building – relocate to your buildings designate evacuation location.*
- 4494 • *Seek Shelter – relocate to your buildings designated shelter location.*
- 4495 • *Shelter in Place – stay in your current location lock the doors and shut off the lights. Further*
 4496 *details will be included in the text.*

4497 **11.1 EMERGENCY PROCEDURES: FIRE**

4498 For Persons Evacuating From the Immediate Area

- 4499 • Feel door from top to bottom. If it is hot, DO NOT proceed; go back.
- 4500 • If the door is cool, crouch low and open the door slowly. Close the door quickly if smoke is
 4501 present so you do not inhale it.
- 4502 • If no smoke is present, exit the building via the nearest stairwell or exit.
- 4503 • 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

4504 **11.2 EMERGENCY PROCEDURES: TORNADO**

4505 When a tornado "watch" or a tornado "warning" is in effect, you may be notified:

- 4506 • By the Office of Student Life Staff
- 4507 • Tiger Alerts
- 4508 • Through the campus telephone contact system⁵
- 4509 • By campus email
- 4510 • By the city of McPherson warning signal
- 4511 • 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

4512 11.2.1 Tornado WATCH

4513 A tornado “watch” means that the probability is dangerously high for a tornado to develop. The National
 4514 Weather Service specifies the time period and the area for which the watch is in effect.

4515 What You Should Do:

- 4516 • Be alert to weather conditions during this time.
- 4517 • Be prepared for the possibility of a tornado.
- 4518 • Familiarize yourself with emergency procedures and shelter areas.
- 4519 • Persons with mobility concerns should go to an area of safety at the time of a tornado watch.
- 4520 • Close all doors, including main corridors, making sure they latch. (You do not want to wait for a
 4521 warning to take these measures.)

4522 11.2.2 Tornado WARNING

4523 A tornado warning is issued by the National Weather Service and means that a tornado or funnel cloud
 4524 has been sighted in a specific area.

4525 What You Should Do:

- 4526 • Remain calm - this will help you to think clearly
- 4527 • Relay the warning to others in the area and people that you are responsible to notify.
- 4528 • Proceed to a designated shelter area within your building.
- 4529 • Crouch near the floor or under heavy, well-supported objects and cover your head.

4530 Note: There is no guaranteed safe place during a tornado. However, it is important to seek shelter in the
 4531 best location to help minimize your exposure.

4532 Designated shelter areas within your building (rooms and corridors in the innermost part of the building
 4533 and basements)

- 4534 • Stay clear of windows, corridors with windows, or large free-standing expanses.
- 4535 • 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

4536 If you are outside and there is no time to take cover, find a low spot, lay down and cover your head. If
4537 you are in a building without a shelter area and do not have time to reach one, seek a position away
4538 from windows or doors where there may be flying glass. Sit down and cover your head.

4539 **11.3 INCLEMENT WEATHER POLICY**

4540 During periods of inclement weather (i.e. extreme cold, snow, ice, etc.) the residential campus of Central
4541 Christian College of Kansas endeavors to remain functional and encourages its faculty and staff to report
4542 to work, as is appropriate for personal safety. However, there may be times when weather conditions
4543 cause the College to delay the opening of College activities, to cancel classes and normal business hours,
4544 and/or to close the College early.

4545 **11.3.1 Inclement Weather Classifications**

4546 The College recognizes the following Inclement Weather Classifications:

4547 **Open-Personal Discretion**

- 4548 • Classes will be held at the discretion of faculty.
- 4549 • All services and offices are open with at least limited staffing.
- 4550 • Designated essential personnel may be scheduled as needed by their director.
- 4551 • Supervisors may approve flex time or work from home for their employees.
- 4552 • Practices will be held at the discretion of the coach.
- 4553 • Specially scheduled events, meetings, and games are at the discretion of the appropriate
4554 authority.

4555 **Delayed Opening**

- 4556 • The start of the class day may be delayed (i.e. classes would not start until 10:00 am).
- 4557 • Essential personnel may be scheduled as needed by their supervisor/director.
- 4558 • All departments and offices that do not provide essential services remain closed until the posted
4559 time to open.
- 4560 • Supervisors may approve flex time or work from home for their employees.
- 4561 • Student Support Areas will be open: Dining Hall, Facilities Services, and Student Center.
- 4562 • A continental breakfast will be served.
- 4563 • Practices will be held at the discretion of the coach.
- 4564 • Specially scheduled events, meetings, and games are at the discretion of the appropriate
4565 authority.

4566 **Partial Closure**

- 4567 • All classes, labs, and practices are canceled for the day.
- 4568 • Essential personnel may be scheduled as needed by their department head, with compensation
4569 time earned as outlined in the Policy and Procedures Manual.
- 4570 • Departments and offices that do not provide direct student support will be closed.
- 4571 • Student Support Areas will be open: Dining Hall, Facilities Services, and Student Center.
- 4572 • A continental breakfast will be served.
- 4573 • Supervisors may approve flex time or work from home for their employees.

- 4574 • Specially scheduled events, meetings, and games are at the discretion of the appropriate
4575 authority.

4576 **Full Closure**

- 4577 • All classes, labs, practices, and events are canceled for the day.
4578 • All departments, offices and Student Support Areas are closed except for designated essential
4579 personnel, which will be scheduled as needed by their department head. Compensation time
4580 earned as outlined in the Policy and Procedures Manual.
4581 • Food services will not be operational unless otherwise communicated to the Central community.

4582 **Evacuation**

- 4583 • All classes, labs, practices, and events are canceled for the day.
4584 • All offices and services closed, other than those associated with emergency services.
4585 • Designated emergency personnel may be scheduled as needed by their department head.
4586 • Evacuation Shelter(s) open.

4587 **Early Dismissal**

4588 This classification is reserved for periods of impending inclement weather that may affect campus
4589 services (i.e. tornado warnings, ice storm, etc.)

- 4590 • All classes, labs, practices, and events are cancelled for the *remainder* of the day or *prescribed*
4591 *period*.
4592 • Essential personnel may be scheduled as needed by their department head, with compensation
4593 time earned as outlined in the Policy and Procedures Manual.
4594 • Departments and offices that do not provide direct student support will be closed.
4595 • Student Support Areas will communicate accessibility.
4596 • Dining services will operate under the discretion of the Food Services Director who will clearly
4597 communicate intent to the Central community.
4598 • Supervisors may approve flex time or work from home for their employees.

4599 **11.3.2 Inclement Weather Notification**

4600 When adverse weather conditions lead to a delayed opening and/or cancellation of classes, the Chief
4601 Operations Officer will communicate with the President to determine the best course of action. Once
4602 determined, an action plan will be communicated to the campus community in roughly the following
4603 order:

- 4604 • Titan Alert will be sent from the I.T. department
4605 • An announcement will appear in CANVAS (Registrar)
4606 • An all-campus email will be sent from the Chief Student Engagement Officer

4607 Employees are encouraged to check College communications first since TV and radio stations often will
4608 not list specific details especially when they are complicated.

4609 The messages will be brief and will start by giving the status of the College by indicating one of six
4610 classifications described above. The message will provide the criteria for each designation.

4611 • In some cases, there may be multiple messages needed: one for students, one for faculty, and
4612 on for administration and support staff. In these cases, specific information is provided to a
4613 particular campus group.

4614 • Messages about impending weather forecast, or weather update, and safety related
4615 information, will not be included in the same message but can be referred to by a link or
4616 suggested location such as the National Weather Service or the College website.

4617 11.3.3 Essential Personnel

4618 Some administrative and support staff employees, due to the nature of their jobs, are identified as
4619 “essential personnel” during times of inclement weather. Essential personnel must be identified as such
4620 by supervisors.

4621 11.3.4 Food Services

4622 During periods of inclement weather when the College remains open (partially or otherwise), the food
4623 services director will have the option of serving an abbreviated meal dependent upon the availability of
4624 their employees.

4625 During periods of inclement weather when the College closes, the food services director will not be
4626 serving meals until the College opens.

4627 11.3.5 Flex-Time

4628 During periods of inclement weather when the College remains open, supervisors will have the option of
4629 invoking flex-time for employees. For purposes of this policy, flex-time can be used as follows:

4630 • Supervisors may permit staff to modify their normal work schedule to accommodate weather
4631 situations by coming into work late and leaving early and making up the lost time. This should
4632 be done within the same week (Saturday-Friday) for non-exempt employees.

4633 • Support staff and administrative employees may choose to be paid for un-worked hours by
4634 using accrued sick or vacation leave.

4635 • Support staff employees may take the hours off without pay and without the need to make up
4636 those hours.

4637 11.3.6 Classes and Other Academic Programming

4638 If the College remains open during inclement weather, the decision to cancel classes is made by the
4639 individual faculty member. It is the responsibility of the faculty/staff member to arrange for the
4640 notification of students. Individual faculty will also determine whether and when to reschedule
4641 cancelled classes and to notify students.

4642 12 WEAPONS POLICY

4643 (Owner: Office of the President; Last Reviewed: 3/20/22; Last Updated: 5/07/17)

4644 Central Christian College of Kansas prohibits the possession and use of firearms, explosives, and other
4645 weapons on campus, with certain limited exceptions, as provided below,

4646 **12.1 DEFINITIONS**

4647 For purposes of this policy the term "weapons" includes:

- 4648 • Any object or device which will, is designed to, or may be readily converted to expel bullet,
4649 shot or shell by the action of an explosive or other propellant.
- 4650 • Any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including those that
4651 are concealed or open carried.
- 4652 • Any BB gun, pellet gun, air/CO2 gun, stun gun or blow gun.
- 4653 • Any explosive, incendiary or poison gas in the form of a bomb, mine, grenade, rocket having a
4654 propellant charge of more than four ounces, missile having an explosive or incendiary charge of
4655 more than four ounces, any incendiary or explosive material, liquid, solid or mixture equipped
4656 with a fuse, wick or other detonating device, and any tear gas bomb or smoke bomb. NOTE:
4657 Personal self-defense items containing mace or pepper spray shall not be deemed to be a
4658 weapon for the purposes of this policy.
- 4659 • Any knife, commonly referred to as a switch-blade, which has a blade that opens
4660 automatically by hand pressure applied to a button, spring or other device in the handle of
4661 the knife, or any knife having a blade that opens or falls or is ejected into position by the force
4662 of gravity or by an outward, downward or centrifugal thrust or movement.
- 4663 • Any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or
4664 stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in
4665 the preparation or service of food shall not be construed to be a weapon for the purposes of
4666 this policy.
- 4667 • Any martial arts weapon such as nunchucks or throwing stars.
- 4668 • Any longbow, crossbow and arrows or other projectile that could cause serious harm to any
4669 person; or any other dangerous or deadly weapon or instrument of like character.

4670 The term "handgun" means:

- 4671 • A pistol or revolver which is designed to be fired by the use of a single hand and which is
4672 designed to fire or capable of firing fixed cartridge ammunition.
- 4673 • Any other weapon which will or is designed to expel a projectile by the action of an explosive
4674 and which is designed to be fired by the use of a single hand.

4675 The term "firearm" includes any handgun, rifle, shotgun, and any other weapon which will or is
4676 designed to expel a projectile by the action of an explosive.

4677 The term "adequate security measures" shall have the same meaning as the term is defined in K.S.A.
4678 75-7c20, and "building" shall have the same meaning as the term "state building" is defined in K.S.A.
4679 75-7c20.

4680 The term "campus" means any building or grounds owned by the college and any building or grounds
4681 leased by the college for college use.

4682 **12.2 POLICIES**

4683 General Rules on Open Carry and Concealed Carry on Campus

4684 Central students are prohibited from carrying or possessing any weapon on campus. Open carry of
4685 firearms and possession of weapons other than concealed handguns shall be prohibited on campus.

4686 Concealed carry of handguns is permitted on campus, subject to the rules stated in this policy. All
4687 weapons are prohibited at all off-campus college sponsored or supervised activities, except that, as
4688 required by law, the College does not prohibit employees, who are legally qualified, from carrying a
4689 concealed handgun while engaged in the duties of their employment outside of Central's place of
4690 business including while in a means of conveyance.

4691 Nothing in this policy shall be read to prohibit possession of weapons on campus as necessary for the
4692 conduct of College approved programs or activities, or by College security officers while acting within
4693 the scope of their employment.

4694 Except in those instances where necessary for self-defense or transferring to safe storage and except
4695 as otherwise provided in the preceding paragraph, it shall be a violation of College policy to openly
4696 display any lawfully possessed concealed carry handgun while on campus.

4697 There are no College locations that have been designated as prohibiting concealed carry with
4698 permanent adequate security measures. The College may from time to time designate a specific
4699 location as temporarily prohibiting concealed carry and use temporary adequate security measures as
4700 defined and required by law. Appropriate notice will be given whenever this temporary designation is
4701 made.

4702 Beginning July 1, 2017, any faculty or staff member who is 21 years of age or older and who is
4703 lawfully eligible to carry a concealed handgun in Kansas shall not be precluded from doing so on
4704 campus except in buildings and areas of buildings for which adequate security measures are provided,
4705 and except as otherwise prohibited by law.

4706 If faculty or staff members wish to exercise the right to carry a concealed handgun on campus they will
4707 be required to take a local or regional gun safety course and have the certificate in their personnel
4708 folder. When Kansas Law requires a permit to allow concealed carry faculty and staff members will not
4709 be permitted to concealed carry until they have the permit on file in their personnel folder.

4710 Regardless whether the individual is otherwise lawfully eligible to carry a concealed handgun the
4711 following restrictions apply to the carrying of a firearm by Kansas law, and the violation of any of the
4712 following restrictions is a crime under Kansas law and a violation of this policy:

- 4713 • An individual in possession of a concealed firearm must be at least 21 years of age [K.S.A. 21-
4714 6302(a)(4)]
- 4715 • A firearm cannot be carried by an individual under the influence of alcohol or drugs, or
4716 both, to such a degree as to render the individual unable to safely operate the firearm
4717 [K.S.A. 21-6332];
- 4718 • A firearm cannot be carried by an individual who is both addicted to and an unlawful user of a
4719 controlled substance [K.S.A. 21-6301(a)(10)];
- 4720 • A firearm cannot be carried by an individual who is or has been a mentally ill person subject to
4721 involuntary commitment [K.S.A. 21-6301(a)(13)];
- 4722 • A firearm cannot be carried by an individual with an alcohol or substance abuse problem
4723 subject to involuntary commitment [K.S.A. 21-6301(a)(13)];

- 4724 • A firearm cannot be carried by an individual who has been convicted of a felony crime
4725 [K.S.A. 21-6304];
- 4726 • An automatic firearm cannot be carried [K.S.A. 21-6301(a)(5)];
- 4727 • A cartridge which can be fired by a handgun and which has a plastic-coated bullet with a
4728 core of less than 60% lead by weight is illegal [K.S.A. 21-6301(a)(6)];
- 4729 • Suppressors and silencers cannot be used with a firearm [K.S.A. 21-6301(a)(4)];
- 4730 • Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or
4731 vehicle in which people are present, except in self-defense [K.S.A. 21-6308, 6308a].

4732 It shall also be a violation of this policy to otherwise possess, store, transport, trade, sell, or in
4733 any other way use a firearm in violation of any applicable law.

4734 12.2.1 Carrying and Storing Handguns

4735 Each individual who lawfully possesses a handgun on campus shall be wholly and solely responsible for
4736 carrying, storing and using that handgun in a safe manner and in accordance with the law and college
4737 policy. Nothing in this policy shall be interpreted to require individuals who lawfully possess a handgun
4738 to use it in defense of others.

4739 Beginning July 1, 2017, each individual who lawfully possesses a concealed handgun on campus shall at
4740 all times have that handgun in their custody and control, and shall either keep it on their person with
4741 safety mechanism engaged, or stored 1) in any secure storage location provided by the College
4742 specifically for that purpose, 2) at their residence, or 3) in their vehicle. Individuals who carry a handgun
4743 on campus must carry it concealed on or about their person at all times. With respect to this policy,
4744 concealed means completely hidden from view and does not reveal the weapon in any way, shape, or
4745 form. "About" the person means that an individual may carry a handgun if it can be carried securely in a
4746 suitable carrier, such as a backpack, purse, handbag, or other personal carrier designed and intended for
4747 the carrying of an individual's personal items. Moreover, the carrier must at all times remain within the
4748 exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more
4749 straps consistent with the carrier's design, carrying or holding the carrier, or setting the carrier next to or
4750 within the immediate reach of the individual.

4751 Every handgun carried by an individual, whether on their person or in a carrier, must be secured in a
4752 holster that completely covers the trigger and the entire trigger guard area and that secures any
4753 external hammer in an un-cocked position. The handgun must be secured in the holster with a strap or
4754 by other means of retention. The holster must have sufficient tension or grip on the handgun to retain
4755 it in the holster even when subjected to unexpected jostling. Handguns with an external safety must
4756 be carried with the safety in the "on" position. Semiautomatic handguns must be carried without a
4757 chambered round of ammunition. Revolvers must be carried with the hammer resting on an empty
4758 chamber. Handgun storage on campus is prohibited, except in the following two circumstances: (1) in
4759 an individual's privately-owned or leased motor vehicle when the vehicle is locked and the handgun is
4760 secured in a location within the vehicle that is not visible from outside the vehicle; or, (2) in an
4761 individual's on-campus residential unit when the handgun is secured in a holster and in an approved
4762 storage device (see below). Handgun storage by any other means than specifically permitted in this
4763 policy is prohibited.

4764 If stored in a vehicle on campus, the handgun must be secured and concealed from view.

4765 For any on-campus residential unit that does not have adequate security measures, each resident
4766 who lawfully possesses a handgun on campus and elects to store the handgun they possess in the
4767 room to which they are assigned when not carrying it on their person in a concealed fashion shall
4768 secure the handgun in a secure storage device that conceals the gun from view. Such storage devices
4769 shall be provided by the individual who possesses the handgun and must meet minimum industry
4770 standards for safe-keeping of handguns.

4771 The College does not provide approved handgun storage devices to any person under any
4772 circumstances. Each individual who stores a handgun in an on-campus residence must provide
4773 their own approved storage device. An approved storage device has each of these characteristics:

- 4774 1. it is of sufficient size to fully enclose the handgun while secured in an approved holster;
- 4775 2. it is constructed of sturdy materials that are non-flammable;
- 4776 3. it has a combination, digital, or other secure locking device that can only be unlocked by the
4777 individual using the storage device, but devices secured exclusively with a key lock are
4778 prohibited; and,
- 4779 4. the device is constructed specifically for the storage of a handgun and/or ammunition.

4780 All ammunition stored in an on campus residence must be stored in an approved storage device.

4781 It is prohibited for any person to store a handgun: (1) in any College facility; (2) in an on campus
4782 residential unit, except in the residential unit of the individual who is at least 21 years of age, who
4783 legally owns the handgun, and when the handgun is secured in an approved storage device; (3) in a
4784 motor vehicle that is unlocked or when the handgun is visible from outside the vehicle; or, (4) in
4785 any other location and under any circumstances except as specifically permitted by this policy and
4786 by state and federal law.

4787 12.2.2 Reporting and Temporary Actions

4788 All reports of suspected violation of the concealed carry policy are made to the Office of Student Life at
4789 620-241-0723. If a person feels his/her life is in danger they should always call 911.

4790 The Chief Student Engagement Officer will conduct an initial investigation to determine whether the
4791 report describes a criminal matter and/or a policy violation.

4792 The Chief Student Engagement Officer has the authority to disarm and/or temporarily confiscate a
4793 firearm and issue a restriction to not carry a concealed firearm on campus pending results of the
4794 weapons policy violation determination. The decision whether to confiscate and issue a restriction
4795 prohibiting concealed carry will be made by Chief Student Engagement Officer when there is
4796 probable cause to believe that a violation of this policy has occurred or continued possession and
4797 carrying by the alleged policy violator will create imminent danger to themselves or others. This
4798 authority does not supersede or alter the authority of Police to confiscate a firearm during a criminal
4799 investigation. A confiscated firearm will be stored and handled by the McPherson Police
4800 Department according to their policies.

4801 The President (or his designated vice president when off campus) may take any temporary action as
4802 determined necessary to ensure the safety of the College and of its students and personnel. Such
4803 temporary action may include, but is not necessarily limited to: prohibiting an alleged policy violator
4804 from carrying a concealed firearm anywhere within the geographic limits of this policy; if a student is

4805 the alleged policy violator, temporary suspension from one or more classes in which the student is
4806 enrolled, or a change in the student's class schedule, or the placement of restrictions or conditions on
4807 the student in order to continue with normal class attendance and participation; if an employee
4808 (faculty or staff) is the alleged policy violator, temporary administrative leave with or without pay, or
4809 the placement of restrictions or conditions on the employee in order to continue with the employee's
4810 normal employment.

4811 12.2.3 Sanctions

4812 Any individual who violates one or more provisions of this policy may be issued a lawful directive to
4813 leave campus with the weapon immediately. Any individual who violates the directive shall be
4814 considered to be in trespass and may be cited accordingly. Any employee or student of the College
4815 who violates one or more provisions of this policy shall be subject to discipline in accordance with
4816 applicable College codes of conduct. Any individual who violates state or federal law may be detained,
4817 arrested or otherwise subjected to lawful processes appropriate to the circumstances.

4818 **13 MARKETING POLICIES**

4819 (Owner: Director of Marketing; Last Reviewed: 03/31/22; Last Updated 03/31/22)

4820 In order to ensure that all advertising and recruiting information is accurate, timely, and appropriate,
4821 any material created for public consumption (including but not limited to press releases, campus
4822 branding, external communications and promotional materials) must first receive approval from the
4823 Director of Marketing before release to the public.

4824 The Director of Marketing is the primary manager of all web related material. All revisions to the web or
4825 social media must first receive approval from the Director of Marketing.

4826 **13.1 MEDIA**

4827 Any College employee who would like to invite members of the media to visit campus to cover a story or
4828 event are required to first contact the Office of Marketing and Communications, who will consult
4829 regarding the appropriateness/ likelihood of media coverage and then coordinate contact with reporters
4830 as well as any coverage logistics. It is the responsibility of the Office of Marketing and Communications
4831 to issue news releases and initiate contacts with the news media. [Note: an exception to this is SID, who
4832 is authorized to directly initiate and coordinate media coverage for athletic events.]

4833 Designated spokespersons are equipped and prepared to speak with members of the media on behalf of
4834 the institution. Employees may use personal discretion in speaking to members of the media as private
4835 individuals; however, employees do not have the authority to speak on behalf of the institution or to
4836 represent the College's official perspective or position on any issue. Employees have the additional
4837 responsibility to direct all media inquiries to designated institutional spokespersons when specifically
4838 instructed to do so by the College.

4839 Employees who are contacted directly by members of the media to request/schedule an interview are
4840 requested to notify the Office of Marketing and Communications in advance so that they may provide
4841 any necessary coordination with the College's media protocol.

4842 Any faculty, employee, or department seeking to publicize a college-related matter (e.g. new program
4843 offering, event, etc.) should contact the Office of Marketing and Communications. The department will
4844 work with employees to prepare and publish public announcements. Faculty who are contacted by
4845 media for comment as an expert in their areas of study should coordinate with the Office of Marketing
4846 and Communications before commenting.

4847 **13.2 PRINT & WEB DESIGN SERVICES**

4848 The Office of Marketing and Communications is responsible for overseeing the design, proofreading, and
4849 mail/delivery coordination of College print and digitally delivered communications (such as strategic
4850 emails, social media, etc.) mailed/emailed to off-campus audiences. The Marketing and Communications
4851 Director is also responsible for overseeing the design and some content areas of the College website.
4852 The College requires that all print communications for external audiences be initiated through the Office
4853 of Marketing and Communications. The website also must be built by the College's web team and/or use
4854 College templates. To initiate a print communication project or website project or for questions about
4855 whether your project is required to be produced by Marketing and Communications.

4856 13.2.1 Logo and Institutional Name

4857 The institution does not permit the use of its name or related wordmarks and logos by non-college
4858 entities in any announcement, advertisement, merchandise, digital communications, publication, or
4859 report if such use in any way implies institutional endorsement of any product, service, or point of view.
4860 Any external organization or its advertising agency requesting the use of institutional or athletic
4861 wordmarks, logos, or photography for sale, advertising, endorsement, or public relations purposes
4862 should be referred to, and must receive express written consent from, the Director of Marketing and
4863 Communications, who is responsible for determining whether the institution's name or related
4864 wordmarks and logos may be used in conjunction with the particular product, service, or point of view.
4865 In certain cases, he/she may refer requests for such use to the President.

4866 Additionally, all employees are expected to follow the parameters the College has defined related to
4867 colors, logo, font, etc. – as articulated in the Marketing Guide maintained by the Director of Marketing
4868 and Communications.

4869 13.2.2 Catalog and Publication Revision

4870 On an annual basis, the Academic Office manages revisions to the Catalog. After an internal review, the
4871 Registrar submits sections of the Catalog to the appropriate office, department, or division for review.
4872 The Registrar makes revisions and submits a draft to the Dean of Academics for final review. After all
4873 revisions are made, the Registrar submits a final draft for review and publication to the Director of
4874 Marketing.

4875 After the publication of the Catalog, the Registrar's Office continues to collect revisions. If any of these
4876 revisions are significant, the Dean of Academics Office orders an addendum published.

4877 *This process is largely duplicated, by the appropriate managing office, for all other major publications*
4878 *(e.g. Strategic Plan, Assessment Plan, Student Handbooks, Faculty Handbooks, etc.).*

4879

4880 **14 STUDENT RELATED POLICIES**

4881 **14.1 STUDENT PAYROLL AND WORK STUDY FOR SUPERVISORS**

4882 (Owner: Chief Financial Officer; Last Reviewed: 02/14/2022; Last Updated 02/14/2022)

4883 INSTRUCTIONS FOR REPORTING WORK: Students are to submit completed time sheets to the Business
4884 Office by 5:00 pm on the Monday following each week of work. Blank time sheets are available from the
4885 Business Office. As the supervisor, we ask that you assist in making sure that the time sheets are filled
4886 out completely. A completed sheet will have the following information:

- 4887 • Name of student
- 4888 • Department Code
- 4889 • Student Signature
- 4890 • Your Signature

4891 The work week begins on Saturday and ends on Friday. “Time In” and “Time Out” is to be recorded for
4892 each time the student works. Students may round to the nearest quarter hour (i.e. 9:15, 10:30).

4893 Any time sheets not turned in by the payroll deadlines will be processed with next month’s payroll.

4894 **The following student worker positions must be filled first by Federal Work Study eligible students:**
4895 **Fitness Center (1), Library (all positions), Admissions (2), Custodial 2), Dorm Cleaners (2) and Caf (2).**

4896 **14.2 HOSTING DISCIPLINED STUDENTS**

4897 (Owner: Office of Student Life; Last Reviewed: 2/02/2022; Last Updated 7/07/20)

4898 On occasion, the Student Life Office will issue a discipline that displaces a student from their residence
4899 hall for reasons that may not be disseminated to employees of the College in accordance with certain
4900 privacy laws. In those instances, students may ask a faculty/staff person to host them in their home.
4901 While it is not the intent of Central Christian College of Kansas to dictate the activity in one’s own home,
4902 as a matter of policy and courtesy, employees of the College must obtain permission from the Chief
4903 Student Engagement Officer to house students who are displaced because of College issued discipline.

4904 **14.3 COLLEGE SPONSORED ACTIVITIES/EXCUSING STUDENTS**

4905 (Owner: Dean of Academics; Last Reviewed: 2/02/22; Last Updated 02/02/22)

4906 **Excusing Students**

4907 The Academic Office does not issue excused absences due to illness or personal hardships. Students can
4908 submit official documents to their instructor authenticating the need for an excused absence. However,
4909 the Academic Office does not collect this documentation. Individual instructors, on a case-by-case basis,
4910 must handle undocumented requests for an excused absence.

4911 **Approved Absences**

- 4912 • College sponsored athletic events
- 4913 • College sponsored artistic (drama/ministry team/ music) events
- 4914 • College approved colloquia

- 4915 • Course related field trips
- 4916 • Other college approved events (approval granted through Academic Office or Student Life)

4917 The absence from class of any student so listed for participation in an approved activity shall be an
4918 excused absence; but, if a faculty member believes that a student's absences are putting the student's
4919 class performance at risk, the faculty member shall issue an Academic Risk.

4920 In cases where students may be facing extenuating circumstances, causing extended periods of absence,
4921 the Academic Office may issue a communication alerting Faculty members (e.g. medical procedure,
4922 family crises). The communication will address whether it is up to the individual faculty member to issue
4923 the excuse or whether the excuse is defined by the Academic Office.

4924 **6.4.1 Obtaining Official Excuses for Non-Athletic Activities**

- 4925 1. Five days prior to the event a school official should submit an e-mail to the Academic Office,
4926 Manager of Academic Services (Caleb Koerperich), with the following information:
 - 4927 a. Date of excused absence
 - 4928 b. Times that the students are to be excused (don't forget about night classes)
 - 4929 c. Event Description
 - 4930 d. List of names of the students to be excused

4931 **Athletic Excused Absences**

4932 The Athletic Department communicates absences due to athletics. The faculty committee charged with
4933 student-athlete issues addresses concerns related to this process.

4934 The sponsor of any organized group, class, share team, or athletic team will submit the names of the
4935 group members and the time scheduled to be away from campus to the Academic Office three school
4936 days before the group's departure.

4937

4939 **15.1 ABBREVIATIONS**

4940 (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.