

# Policies & Procedures Manual



1200 S. Main St., McPherson, KS 67460

[www.Centralchristian.edu](http://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]



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# 1 ARTICLES OF INCORPORATION

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

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

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

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

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

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

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

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

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

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



## 2 GUIDING PRINCIPLES

### 2.1 DENOMINATIONAL DISTINCTIVE

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

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

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

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

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

## 2.2 VISION & MISSION

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

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

## 2.3 OUTCOMES

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

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

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

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

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

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

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

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

## 2.4 VALUES

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

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

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

## 2.5 STATEMENT OF FAITH AND BELIEFS

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

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

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

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

prevent the possibility of their falling into sin. They must live daily by faith in the forgiveness and cleansing provided for them in Jesus Christ;

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

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

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

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

## 2.6 GOVERNANCE

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

## 3 GENERAL POLICIES

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

### 3.1 CALENDAR AND SCHEDULING OF EVENTS

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

### 3.2 TOTAL STAFF MEETINGS

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

### 3.3 PROFESSIONAL DEVELOPMENT & STAFF TRAININGS

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

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

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

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

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

### 3.4 EMERITUS STATUS

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

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

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

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.

### 3.8 CHILDREN IN THE WORKPLACE

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

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

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

Generally, an employee who brings a child into the workplace shall not leave the child unsupervised. Employees are responsible for verifying with their **direct supervisor**<sup>1</sup> the circumstances under which children are allowed in their specific workplace. If **the director supervisor** allows the occasional workplace visit of children to the workplace, both the employee responsible for the child and the immediate supervisor must accept certain responsibilities (listed below) to protect the welfare of the child and the integrity of the workplace.

#### 3.8.1 Responsibilities

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

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

##### **Direct Supervisor must:**

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

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<sup>1</sup> Faculty will report to the Chief Academic Officer.



### 3.8.2 Exclusions

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

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

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

## 3.9 PARKING PERMITS

(Owner: Student Life Office; Last Reviewed: 02/02/2023; Last Updated 4/06/2023)

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

Members of the Residential Life Team, along with the Chief Operations Officer, comprise the security staff of the institution. As such, any member of the team is empowered to issue tickets and warnings.

## 3.10 EMPLOYEE BENEVOLENCE FUND

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

### 3.10.1 Oversight and Accountability

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

The Chair is to:

- Request a meeting of the Benevolence Fund Committee after receiving an application with documentation from the secretary;

- Facilitate the decision making process and act as the authority to make a final decision. There must be consensus among the committee for funds to be dispersed.

The role of the Secretary shall be to:

- Receive and respond to all inquiries and requests for funding from CCKK staff members (requestor) and send a copy of the application and documentation to the chair;
- Communicate with requestor the decision of the committee;
- Keep records of all funds received and disbursed by the Employee Benevolence Fund Committee.

The role of the committee is to:

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

### 3.10.2 General Guidelines

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

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

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

### 3.10.3 Eligibility Criteria

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

- Requestor must be an appointed employee of Central Christian College of Kansas. Preference will be given to full-time or part-time employees.
- Requestor's need for assistance must be directly attributed to "undue hardship", not deliberately caused by the employee, in which even the most basic needs may not be met. Needs that fall under the purview of the Benevolence Fund are:
  - Lodging
  - Food
  - Clothing
  - Medical Treatment
  - Transportation to or from a place of employment
  - Funeral expenses
  - Car Repair – unforeseen circumstance
  - Home Repair – unforeseen circumstance

- Needs that may not be met by the benevolence fund included
  - School expenses, business investments or anything that brings financial profit to the individual or family;
  - Paying off credit cards (Exception can be made when an individual has had to use credit card in a crises or emergency)
  - Needs of individuals who are wanted by the law or for paying fines as a result of breaking the law
  - Housing for unmarried couples
  - Legal fees
  - Penalties relating to late payments or irresponsible actions
  - Private school fees or tuition
  - Business ventures
  - Debt caused by irresponsible actions

#### 3.10.4 Source Funding

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

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

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

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

#### 3.10.5 Application Process

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

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

477 3.10.6 Awarding of Funds

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

483 3.10.7 Non-Discrimination Policy

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

## 4 CODE OF CONDUCT

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(Owner: Office of the President; Last Reviewed: 4/10/2023; Last Updated 4/10/2023)

As is true for our students, the Code of Conduct provides guidance on expectations that govern the activities of the College and those that choose to align with her mission. It represents the minimum expectations of professional conduct, recognizing that the success and reputation of the College in fulfilling its vision and mission depends on the ethical behavior and good judgment of each member of the community. All employees (faculty, staff<sup>2</sup> and students) and other individuals representing the College are expected to inform themselves about and comply with College policies and regulations.

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

### 4.1 PERSONAL CONDUCT

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

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

Employees are prohibited from living a lifestyle inconsistent with the Free Methodist Book of Discipline's teachings about "The Christian Journey". The College relies on these guidelines to inform the care, hiring, evaluation, development, and termination of personnel. In addition, recognizing the unique flexibility provided through academic freedom empowering faculty to represent different perspectives and viewpoints, faculty and staff are obliged to no less represent the beliefs, values, behavioral expectations, standards articulated herein.

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<sup>2</sup> Includes Graduate Assistants

Violations of these standards are regarded as a serious breach of integrity and could result in discipline, up to and including termination<sup>3</sup>. A copy of the discipline is available through the Office of the President or by contacting the Free Methodist Church of North America: <http://fmcusa.org/bookofdiscipline/>.

The following standards are a condensed version of these expectations. They articulate the foundational obligations of all employees and are a succinct accounting of the conditions by which employees may be evaluated. As these are only a condensed form of these obligations, employees should be familiar with the amplified interpretation as articulated in the Book of Discipline.

We believe that Scriptures affirm God's purpose for humanity is that we should grow into Christ-like maturity, attaining "unity in the faith and in the knowledge of the Son of God and become mature attaining to the whole measure of the fullness of Christ" (Ephesians 4:13). Therefore, as members of this community we humbly and prayerfully seek God's help as we commit ourselves to the following expectations:

1. We commit ourselves to reverence and worship God, walking in the "way of salvation", refraining from any alliance that would compromise our Christian commitment, and consecrating ourselves in pursuit of perfect love.
2. We commit ourselves to cultivate habits of Christian devotion, such as submitting to mutual accountability and prayer, maintaining spiritual disciplines, taking a Sabbath rest, practicing stewardship, studying the Scriptures, and participating in public teaching, worship, and communion (e.g., local church, Chapel, special colloquia, etc.).
3. We commit ourselves to be free from activities and attitudes that could defile the mind and harm the body, or promote the same. As such, we advocate for abstinence from substances and activities that are deemed harmful to the campus community, personal well-being, and spiritual growth<sup>4</sup>.
4. We commit ourselves to protect the sanctity of human worth as designed by God and refrain from all forms of sexual intimacy that fall outside the sacred union of marriage, which includes engaging with pornography or other forms of intimacy that objectify or degrade the holy intent of God's design for sexual intimacy<sup>5</sup>.
5. We commit ourselves to strive to be just and honest in all our relationships and dealings; contributing to unity, cultivating integrity, love, and understanding in all our relationships.
6. We commit ourselves to value and nurture our students, guiding them to the fullness of faith in Jesus Christ, fulfilling our call to make disciples of all nations.

Employees hold a unique position within the greater campus community. As such, they are held to a unique set of standards, which may differ from the multiple student populations that the College serves.

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<sup>3</sup> The College is protected in these conviction and related policies by the Title IX exemption for religious college and universities.

<sup>4</sup> See Drug Free Workplace policy.

<sup>5</sup> The College recognizes that all human beings are created in the image of God and are of inestimable worth. It also recognizes that the Bible is explicitly consistent in equating gender with biological sex. The College considers sex as immutable, defined by the creational distinctions imparted by God in designating humanity exclusively male and female (Genesis 1:27, 5:2; Matthew 19:4) and, while recognizing that there are some medical anomalies, the College also recognizes that the anatomical distinctiveness apparent at birth defines one's sex. As such, biological sex and gender are viewed as inseparable and sexual intimacy is reserved for marriage between one biological man and one biological women.

This should not be viewed as dichotomous. Differences are designed to be complementary, providing faculty and staff the freedom to serve as role models and mentors, as they exercise discernment in pursuit of the sanctified life.

## 4.2 ACCURACY OF RECORDS

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

## 4.3 ANTITRUST

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

## 4.4 COMPLIANCE WITH LAWS AND REGULATIONS

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

### 4.4.1 Employee Related Complaints, Crimes, and Convictions

Recognizing that the College is committed to providing a safe and secure environment for its students, faculty, staff, and other constituents, and to protecting its funds, property, and other assets, employees are required to disclose an arrest or conviction within three business days, so that the College can conduct an independent review.

An employee arrested or convicted of a crime – whether the crime is related or unrelated to the individual's employment activities with the College – must report the arrest or conviction within three (3) business days of the arrest or conviction to their supervisor or through the Office of Human Resources.

Disclosing an arrest or conviction does not automatically impact an employee's eligibility for employment. Continued employment depends on a variety of factors, such as the nature and gravity of, and circumstances surrounding, the arrest or conviction, including the employee's truthfulness and completeness in disclosing the information in a timely manner. Employees arrested for — but not yet convicted or acquitted of — assault may be indefinitely suspended until the results of the investigation can be determined.

If an employee is convicted of a criminal offense while employed, the employee may be terminated and, if terminated may be ineligible for rehire.

Conviction includes any unlawful offense, including but not limited to major traffic violations (i.e., DUI/DWI, reckless or negligent driving, driving with an invalid license, or leaving the scene of an accident); worthless check violations; access to child pornography, or any citation for violation of federal, state, or local ordinances or statutes that resulted in a fine, restitution, or incarceration. Guilty verdicts, guilty pleas, prayers for judgment (PJC) and pleas of nolo contendere (no contest) must be disclosed.

Minor Traffic Violations do not need to be reported. Examples of minor violations include expired parking meter citations, failure to wear a seat belt, or speeding violations of no more than 20% above the posted speed limit.

An employee who fails to disclose an arrest or conviction in accordance with the procedures below is in violation of this policy. A supervisor who is made aware of an employee arrest or conviction and fails to disclose the information in accordance with the procedures below is in violation of this policy.

Violation of this policy may result in disciplinary action, up to and including termination of employment.

#### 4.5 COMPLIANCE WITH CONTRACTUAL, GRANT AND OTHER OBLIGATIONS

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

#### 4.6 CONFLICT OF INTEREST

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

- There shall be full disclosure by the employee to his or her supervisor of potential conflicts of interest. It shall be the responsibility of the employee to report annually financial benefits of material amount (i.e., exceeding \$250) including any free or discounted services received by the employee as a result of his or her employment by the College.
- No compensation shall be paid to College personnel or consultants on a commission basis for services in fundraising, student recruitment, or similar activities.
- Personnel of the College who carry out personal cultivation of prospects or who are involved in the purchase of goods and services shall not receive material financial benefit from such activities. Fees received as executor in the administration of estates, personal gifts of goods, gift-in-kind, real estate, or cash received as a bequest or during a prospect's lifetime shall be returned as gifts to the College. This restriction shall not apply if such fees or gifts are received by a College employee from the estate of a person related to him/her by blood or marriage or from a relative during the relative's lifetime. Minor personal gifts or special consideration with a retail value of less than \$250 may be accepted in consultation with direct superiors if acceptance is determined by them not to be detrimental to the best interests of the College. At



629 no time shall an employee of the College advance in his or her professional relationships a  
630 personal interest in conflict with the work of the institution.

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

#### 634 **4.7 FAIR EMPLOYMENT & NON-DISCRIMINATION**

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

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

649 Inquiries related to Title IX (Non-Discrimination on the basis of sex in education programs or activities  
650 that receive federal financial assistance), may be referred to the Human Resources/Title IX Coordinator,  
651 1200 S. Main, PO Box 1403, McPherson, Kansas 67460 (phone: 620-241-0723, ext. 120).

652 Inquiries related to Titles VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act,  
653 or any other alleged discrimination not involving Title IX, may be referred to the Dean of Academics,  
654 1200 S. Main, PO Box 1403, McPherson, KS 67460, (phone: 620-241-0723, ext. 111).

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

659 Although certain of its facilities are not fully physically accessible to handicapped or disabled persons,  
660 Central Christian College of Kansas will take such means as are necessary to ensure that Central  
661 Christian College of Kansas fully complies with all applicable laws and regulations concerning  
662 handicapped or disabled persons. The accessibility standard required by Federal law for "existing  
663 facilities" is that the recipient's program or activity, when viewed in its entirety, must be readily  
664 accessible to handicapped persons. Central Christian College of Kansas may meet this standard through  
665 such means as reassignment of classes or other services to accessible locations, redesign of equipment,  
666 assignment of aids, alteration of existing facilities, and construction of new accessible facilities. Central  
667 Christian College of Kansas is not required to make structural changes in existing facilities where other  
668 methods are sufficient to comply with the accessibility standard described above.

## 4.8 SOCIAL MEDIA

(Legal Counsel Review: 4/16/2021)

### 4.8.1 Purpose

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

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

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

### 4.8.2 Social Media Accounts Hosted or Sponsored by the College

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

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

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

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

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

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

Unless specifically authorized by the Marketing Director, no individual or group may create an "official" College presence on any form of social media, now in existence, or created in the future, or represent

themselves as a spokesperson or authorized representative of the College. Any person or organization who seeks authorization for a new site will be expected to articulate an appropriate purpose of the site and present a reasonable plan for managing its content in an application to the Marketing Director, who may choose to approve or deny the application in their discretion. Any social media account that is approved must be accessible to the Marketing Director as an administrator to ensure compliance with this policy.

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

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

#### 4.8.4 Use of Personal Social Media Accounts

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

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

The use of language that can reasonably be perceived as illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to any person or entity, violative of the College's policies, including the College's policies against discrimination, harassment, and retaliation, violative of applicable laws/regulations, or otherwise injurious or objectionable is unacceptable and shall be removed. Additionally, the College will not tolerate content that infringes on proprietary information, or that is defamatory, pornographic, harassing, libelous, or inhospitable to a reasonable work and educational environment. The use of social media to provide information protected from disclosure by the Health Insurance Portability and Accountability Act ("HIPAA"), the Family Educational Rights and Privacy Act ("FERPA"), the Americans with Disabilities Act ("ADA"), or other College policies regarding personal data and information, as well as the College's own proprietary, strategic, or other confidential business information, is strictly prohibited.

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

#### **4.8.5 Enforcement & Sanctions**

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

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

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

#### **4.8.6 Reporting Objectionable Material**

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

#### **4.8.7 Miscellaneous**

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

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

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

### **4.9 NEPOTISM**

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

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

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

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

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

#### 796 4.10 INTERNAL CONTROLS

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

#### 803 4.11 POLITICAL ENGAGEMENT

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

##### 808 4.11.1 Campaigning

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

814 There is no restriction on discussion of political issues or teaching of politics or campaign-related topics.  
815 While all members of the College community are also free to express political opinions and engage in  
816 political activities, it is essential that they do so only in their individual capacities and avoid even the  
817 appearance that they are speaking or acting for the College in political matters. Individuals taking  
818 political positions for themselves or groups with which they are associated should therefore clearly  
819 indicate, by words and actions, that their positions are not those of the College and are not being taken  
820 in an official capacity on the College's behalf.

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

#### 4.11.2 Lobbying

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

#### 4.12 SAFEGUARDING/PROTECTING ASSETS

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

#### 4.13 SAFETY IN THE WORKPLACE

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

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

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

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

The Facilities Department locks entrances to buildings at pre-arranged times throughout the day. Unless an employee has personal knowledge of a visitor, the employee should not permit any non-employee to

865 enter a building after hours. If an employee has invited a guest into the building after work hours, the  
866 employee should accompany the guest at all times.

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

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

#### 874 4.14 FRAUD, WASTE, & ABUSE (WHISTLEBLOWER)

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

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

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

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

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

##### 896 4.14.1 Reporting Concerns

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

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

#### 4.14.2 Safeguards

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

### 4.15 DRUG FREE WORKPLACE

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

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

It is the policy of Central Christian College of Kansas that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in buildings, facilities or grounds controlled by the College (hereinafter referred to as "workplace"). Any officer or employee of the College, including faculty, other unclassified personnel, support staff, and student employees found to be illegally manufacturing, distributing, dispensing, possessing or using controlled substances at the workplace shall be subject to disciplinary action. Officers and employees are reminded that illegal manufacture, distribution, dispensing, possession or use of controlled substances may subject individuals to criminal prosecution.

In addition to the use of illegal drugs and the misuse or abuse of legal drugs, the College recognizes that the use of alcohol can inhibit personal and spiritual development and is negatively correlated with academic success, job performance and personal safety. As such, the College prohibits the manufacture, possession, use, distribution, sale, or purchase of illicit drugs and alcohol by students and employees (regardless of age or legality) on College property or as part of any College activities. Employees of the



945 College are prohibited from serving or allowing students to manufacture, posses, use, distribute, sell, or  
946 purchase illicit drugs or alcohol, regardless of location.

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

954 The term "controlled substances" as used in this policy means those substances included in Schedule I  
955 through V of section 202 of the Controlled Substances Act and as further defined by regulation at 21 CFR  
956 1300.11 through 1300.15. A listing of controlled substances will be maintained in the Office of Student  
957 Life. The term does not include the use of a controlled substance pursuant to a valid prescription or  
958 other uses authorized by law. Any definition of a "legal substance" or "legal use" may be further clarified  
959 or sanctioned by the College, beyond terms used by Federal or State agencies, including abuse of  
960 substances that an individual is legally entitled to possess or use.

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

#### 964 4.15.1 Tobacco

965 The College prohibits the use of all tobacco products and related devices on all College property and as  
966 part of any College sponsored activity. This includes all traditional tobacco products, such as cigarettes,  
967 cigars, pipes, and smokeless tobacco, as well as electronic smoking devices, which includes any product  
968 containing or delivering tobacco and/or nicotine or any other substance intended for consumption that  
969 can be used by a person in any manner for the purpose of inhaling vapor or aerosol, including any such  
970 device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pip, e-hookah  
971 or vape pen, or under any other product name.

972 Additionally, no tobacco-related advertising or sponsorship shall be permitted on College property or  
973 premises, at College-sponsored events, or in publications produced by the College. For the purposes of  
974 this policy, "tobacco-related" applies to the use of a tobacco brand or corporate name, trademark, logo,  
975 symbol, motto or selling message.

976 Smoking cessation assistance and resources will be made available to assist and encourage individuals  
977 who wish to quit smoking and/or using tobacco.

978 The entire College community bears responsibility for implementing and enforcing this policy. There  
979 may be instances when outside third parties, contractors, vendors, guests, visitors, etc. on College  
980 premises, which are subject to this policy, may be unaware of this prohibition. In these situations,  
981 nonobservance of this policy should be reported as soon as possible to the Chief Operations Officer or  
982 the College department responsible for the outside third party, contractor, vendor, guest, visitor, etc.

#### 4.15.2 Possible Sanctions

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

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

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

##### 4.15.2.1 Drugs – State law penalties

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

##### 4.15.2.2 Alcohol – related penalties under State law

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

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

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

#### 4.15.3 College Sanctions

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

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

#### **4.15.4 Health Risks**

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

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

#### **4.15.5 Counseling & Treatment**

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

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

#### **4.15.6 Definitions**

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

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

Except as otherwise specified, tobacco refers to all forms of cigarettes; cigars; pipes; chewing tobacco; snuff; electronic cigarettes; water pipes (hookahs); bides; kreteks; and all other technologies or device's allowing for the ingestion, combustion, inhalation, or other use of tobacco, nicotine, or any other

substance intended for consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol.

#### 4.15.7 Policy Coverage

This Policy shall be applicable to the College Board of Trustees; Foundation Board and employees, faculty and staff of the College, whether part-time, full-time, or temporary; students while attending or employed by the College; contractors and consultants performing work or providing services on College-owned or leased property; individuals and organizations renting, leasing, or otherwise granted permission to use campus facilities; College affiliates; alumni and alumnae, guests, visitors, or invitees of the College; and members of the general public. All members of the campus community and members of the general public shall comply with this policy.

#### 4.15.8 Drug Awareness Program

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

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

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

## 5 HUMAN RESOURCES

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

### 5.1 POSITION CLASSIFICATION

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

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

#### 5.1.1 Volunteers

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

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

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

1131 All volunteers, whether employee or non-employee, serve with the knowledge and approval of the  
1132 Office of Human Resources, who may terminate the volunteer's relationship at any time.

## 1133 5.2 HIRING

1134 Central Christian College of Kansas believes that hiring qualified individuals to fill positions contributes  
1135 to the overall success of the company. Each employee is hired to make significant contributions to the  
1136 College. The purpose of this policy is to attract the most qualified individuals to CCKK and ensure a fair,  
1137 consistent and transparent process for all candidates, while complying with relevant employment  
1138 legislation and regulations.

1139 This policy is the accepted practice for College with respect to the recruitment and selection of College  
1140 employees below the level of President. The Faculty Manual and Athletic Manual articulate additional  
1141 specifics in regards to respective operational areas.

### 1142 5.2.1 Personnel Requisitions & Job Descriptions

1143 Before seeking to fulfill a position, either through replacement or the establishment of a new position,  
1144 the appropriate supervisor must receive permission of the CFO, as this will support efforts to strengthen  
1145 stewardship of institutional resources and create a consistent manner through which to consider  
1146 staffing requests, in alignment with annual budgeting and planning.

1147 If approved, the supervising individual should arrange a meeting with the Office of the President in  
1148 order to conduct an intake meeting. The purpose of this meeting is to learn more about the position and  
1149 ensure that the job description is up-to-date. This should happen prior to posting a job opening. All job  
1150 descriptions are prepared by the Office of the President, approved by the Office of Human Resources,  
1151 and provided to the Hiring Manager.

1152 The Chief of Staff retains a copy of all job descriptions in the Office of the President. A copy of the  
1153 finalized job description is also maintained in the personnel file located in the Office of Human  
1154 Resources.

### 1155 5.2.2 Job Postings

1156 Central Christian College of Kansas affirms the benefits of a diverse and talented employees. In  
1157 recognizing this value, the College intentionally seeks to consider individuals of diversity in its hiring  
1158 process. This is specifically done by advertising all full-time positions on appropriate diverse job listing  
1159 resources. A copy of the advertisement must be submitted to the Chief of Staff to ensure compliance.

1160 The Chief of Staff will create job postings that describe the job opening and communicate the mission  
1161 and brand of Central Christian College of Kansas. All job openings will be posted concurrently on the  
1162 CCKK website and externally with sources appropriate for the position being filled. Jobs will remain  
1163 posted until the position is filled. A meeting with the Chief of Staff may be requested in order to discuss  
1164 the recruiting strategy.

1165 All full-time and regular part-time vacancies will be posted internally and externally for a minimum of  
1166 five (5) business days and can be extended in consultation with division director or chief officer. For all  
1167 temporary full-time and temporary part-time vacancies, the division director or chief officer can elect to  
1168 post for less than five (5) business days. In some cases, the posting may be communicated internally,  
1169 prior to releasing the position externally.

1170 In special circumstances, as approved by the President, individuals may be appointed to a regular Full-  
1171 time administrative position without competition, in order to enhance diversity, maintain  
1172 denominational compliance, or enrich the culture and competence of the institution. This decision  
1173 requires consent of the respective Chief Officer, Director of Human Resources, and President.

1174 The Office of Human Resources department will be responsible for tracking all applicants and retaining  
1175 applications and resumes as required, who will work with the Hiring Manager.

#### 1176 5.2.3 Internal Applicants

1177 Current employees with a satisfactory employment status may apply for internal job openings. The  
1178 consent of the employee's manager and the Office of Human Resources department may be necessary  
1179 for employees with less than one year of service.

1180 All applicants for a posted vacancy will be considered based on their qualifications and ability to perform  
1181 the job successfully. Internal candidates who are not selected will be notified by the Office of Human  
1182 Resources.

#### 1183 5.2.4 Interview Process

1184 All full-time or regular part-time positions require the appointment of a Selection Committee. The  
1185 Selection Committee will be chaired by the Hiring Manager. The Hiring Manager is a temporary title held  
1186 until such times as a candidate has been chosen or the interview process is dissolved. Typically, Chief  
1187 Officers Serve as Hiring Manager, but a Chief Officer, in consultation with the Office of Human Resources  
1188 may name a Hiring Manager.

1189 Unless otherwise selected by another means, the Hiring Manager will invite individuals to join the  
1190 Committee, with the Office of Human Resources acting as a resource to the Committee. Hiring  
1191 Managers should consult appropriate Manual (e.g., Faculty Manual, Athletic Manual) to remain in  
1192 compliance with policy.

1193 A Selection Committee should have no less than three individuals, of which the composition should  
1194 represent:

- 1195 • Expertise and knowledge appropriate to the position
- 1196 • Diversity – with an emphasis on racial/ethnic diversity – though every Committee should also be  
1197 of mixed gender.
- 1198 • Stakeholder departments
- 1199 • When selecting a member of the faculty, a coach, or administrator, the committee must also  
1200 include one individual representing the interests of the Free Methodist Church of North America,  
1201 preferably an ordained minister or full member of the Church.

1202 Selection Committee members must declare if there are any reasons that would prevent them from  
1203 making an objective recommendation to the Hiring Manager. Selection Committee members must  
1204 remove themselves from the Committee if any one of the candidates represents a conflict of interest.

1205 The background, interests and aspirations of the candidates are a matter of privilege and for this reason,  
1206 any information related to the applicants must remain confidential to the members of the committee;  
1207 therefore, members of the Selection Committee should be briefed about the confidentiality of the hiring

1208 process and must agree by such standards in order to continue to serve on the Committee. Candidate  
1209 evaluation forms will be completed after each interview and retained with the application.

1210 The Committee shall submit a final candidate for Presidential review. The President may make  
1211 independent inquiries and conduct interviews with the finalist. If the President does not affirm the  
1212 recommendation of the Committee, he or she will meet with the Hiring Manager to discuss the  
1213 reason(s) for the decision. The Hiring Manager can verbally summarize the reasons for decision to  
1214 committee members, as part of the confidential screening process. The President may request further  
1215 recommendations, which may require for the position to be reopened if the committee is unable to  
1216 recommend any other candidates.

#### 1217 5.2.5 Reference Checks

1218 Office of Human Resources will conduct professional reference checks and employment verification on  
1219 the top candidates based on the results of the candidate evaluation forms completed by the  
1220 interviewers. A minimum of two (2) professional references and one (1) character reference are  
1221 required from each candidate.

#### 1222 5.2.6 Job Offers

1223 The Office of Human Resources will network with the Chief of Staff concerning requisite data needed for  
1224 the *Job Offer Letter*. The Office of the President will issue the letter to the candidate. If a candidate fails  
1225 to respond within seven calendar days, the offer may be rescinded.

1226 The offer is contingent on the satisfactory completion of required background checks and any other  
1227 contingencies recognized by the College.

#### 1228 5.2.7 Background Checks

1229 Central Christian College of Kansas is committed to maintaining a safe teaching, learning, and working  
1230 environment for its students, employees, and visitors. One aspect of this commitment is to assure, to  
1231 the extent possible, that appropriate policy and procedures are in place that assist in reducing the  
1232 likelihood of unknowingly hiring persons with felony or misdemeanor convictions or who are registered  
1233 sex offenders. Therefore, pursuant to the law (KS Stat. Sec 50-72 et seq.) Central performs a criminal  
1234 background check on prospective employees as appropriate to the term of employment.

1235 In compliance with the law we state this requirement on the job offer letter for employment and by  
1236 signing the job offer letter the potential employee is aware and approves the College conducting the  
1237 background check.

1238 Felony, misdemeanor, and registered sex offender status criminal background check procedures apply  
1239 to each person hired, other than

- 1240 1) positions to be filled by a vendor or contractor
- 1241 2) hourly student employees
- 1242 3) Interns

1243 Background checks will vary depending on the position and may include criminal history, driving record,  
1244 or any other relevant information for the job. Records related to any criminal background check remain  
1245 confidential and are maintained in Human Resources



1246 5.2.8 Employee Agreements

1247 After the individual signs the *Job Offer Letter* the Chief of Staff will inform the Hiring Manager and the  
1248 Office of Human Resources. The Office of Human Resources will issue an *Employment Agreement*, to the  
1249 individual, confirming job title, terms and conditions, and an annualized rate of remuneration. This  
1250 agreement is also an “at will” agreement and remains in force for an unfixed term.

1251 By signing the agreement, an employee agrees to abide by the College’s policies and procedures and  
1252 also indicates affirmation and support of the Statement of Faith, Code of Conduct, and lifestyle  
1253 expectations. Furthermore, the employee recognizes the at-will employment relationship, pursuant with  
1254 applicable laws and regulations.

1255 The College reserves the right to preserve the employment-at-will relationship. The agreement is  
1256 intended to confirm the terms of employment and is not intended to be a contract or promise which  
1257 binds either the College or the employee to continue the employment relationship for any period of  
1258 time or which limits the right of the College or the employee to terminate the employment relationship  
1259 at any time for any reason.

1260 Employees will sign an employee agreement which outlines terms and conditions with an annualized  
1261 rate and remains in force for an unfixed term. This agreement is also an “at will” agreement.

1262 The Office of Human Resources department will notify applicants who are not selected for positions.

1263 5.2.9 Process

1264 5.2.9.1 Approving the Position

- 1265 • [OHR] – Confirms viability of position with CFO
- 1266 • [OTP] – Hiring Manager or Chief Officer provide draft job description to the OTP for  
1267 review and confirmation.
- 1268 • [OTP] The OTP works with the OHR to develop a job description.
- 1269 • [OHR] The OHR provides a copy of the Job description to the Hiring Manager and the  
1270 OHR for use during the hiring process.
- 1271 • [OHR] – Alerts COS to begin the posting process
- 1272 • [COS] – Post position announcement on CCK website and as needed job sites: CCCU,  
1273 ACSI, Go McPherson, and Diversity Jobs in Higher Education description
- 1274 • [OHR] – Post position on KICA website and McPherson Chamber of Commerce

1275 5.2.9.2 Candidate Selection

- 1276 • [OHR] – Receives and reviews applicants
- 1277 • [Chief Officer] – Names Hiring Manager and informs Human Resources
- 1278 • [OHR] – Submits applicant materials to Hiring Manager
- 1279 • [Hiring Manager] – Recruits Selection Committee

- 1280 • [Hiring Manager] – Reviews confidentiality and conflict of interest issues
- 1281 • [Hiring Manager] – Works with Committee to define selection matrix and develops
- 1282 questions to be used with all candidates
- 1283 • [Hiring Manager] – Sets up and conducts interviews – prioritizing candidates based on
- 1284 matrix and Committee feedback. Contact References.
- 1285 ○ In the case of Faculty, Chief Officer, Coach, or Director, the President will
- 1286 conduct an additional interview with the recommended candidate. If candidate
- 1287 is declined, the President will interview further candidates in the order of their
- 1288 recommendation or request the Committee continue its search.
- 1289 • [Hiring Manager] – If the hiring manager was assigned by a Chief Officer or Director, a
- 1290 recommendation will be submitted by the Hiring Manager to the Chief Officer.
- 1291 • [Chief Officer] – Submits recommendation to the Office of Human Resources
- 1292 • [OHR] Requests an offer to go to the candidate while in communication with candidate
- 1293 about benefits. Provides the candidate and hiring manager with the benefits worksheet.
- 1294 • [COS] Submits an *Job Offer Letter* and benefits worksheet to the candidate
- 1295 • [OHR] – After COS confirms receipt of *Job Offer Letter*, OHR completes background
- 1296 check
- 1297 5.2.9.3 Hiring Process
- 1298 • [OHR] – Provides an Employment Agreement
- 1299 • [OHR] – Notify unsuccessful candidates and candidates not selected for an interview.
- 1300 • [Hiring Manager] – Collects all notes, matrix scores, minutes, copies of resumes, etc.,
- 1301 from interview process to Human Resources.
- 1302 • [Hiring Manager] Notifies campus of new hire.

### 1303 5.3 ONBOARDING PROCESS

1304 When an employee starts at Central Christian College of Kansas, they will fulfill the new employee  
1305 checklist as provided by Human Resources in the Business Office. This new employee checklist will  
1306 ensure that the employee will meet with each department on campus for an onboarding process. Each  
1307 new employee will receive a T-shirt from Central Christian College that will be given while fulfilling the  
1308 Admissions part of the checklist.

1309 The Hiring Manager and Human Resources will assign a mentor for each new employee (that is not their  
1310 direct supervisor) that is available for the first 60 days of employment. Ideally, the mentor would be a  
1311 co-worker that works at least semi-closely with the new hire. The mentor should be a resource for  
1312 general questions and support.

1313 The Hiring Manager and Human Resources will work together in setting up at least three days' worth of  
1314 lunches within the first week of employment with various Central employees to help the new employee  
1315 acclimate. At least one of these lunches must be with their mentor. Lunches may be taken in the  
1316 cafeteria or off campus and all funds will be charged to the hiring department. Cafeteria meals can be  
1317 charged using the department's cafeteria charge card or by notifying the cafeteria director. Please notify  
1318 Accounts Payable if a school credit is needed for off campus lunches.

#### 1319 5.4 EMPLOYMENT RECORDS

1320 Maintenance of personnel files currently resides in the Human Resource Office. Faculty credentialing  
1321 files reside in the Academic Office. Employees may request to review the contents of their personnel  
1322 file during regular office hours. Additionally, supervisors and other designated personnel with the right  
1323 to access personnel files may request to review.

1324 Pre-employment documents and any documents submitted in confidence will not be made available to  
1325 the employee/reviewer. Other personnel file items including, but not limited to, performance appraisals,  
1326 disciplinary items, contracts, letters of appointment, and similar items will be available to the  
1327 employee/reviewer for viewing only. Copying will not be permitted, except as permissible or required by  
1328 law, but the employee/reviewer will be permitted to make handwritten notes from the file. At no time  
1329 will the file, or any portion of the file, be permitted to be removed from the maintaining office.

1330 Questions or concerns regarding the accuracy of the information maintained in the file should be  
1331 directed to the appropriate Vice President or Human Resources. The employee may request to place a  
1332 written disagreement in the personnel file, which will be attached with the document(s) in question.

1333 An employee is always allowed to bring a grievance about leadership to the appropriate next level  
1334 (President or Board of Trustee Chairman) in accordance with the grievance process outlined herein.

#### 1335 5.5 OFFICE HOURS

1336 Generally, operational hours **for staff** are consistent with a 40-hourwork-week, **with the** standard office  
1337 hours of 8:00 a.m. to 5:00 p.m., - Monday through Friday. These are the hours expected to be worked  
1338 under normal conditions but are not a guarantee of hours to be worked or paid. Each **full-time** employee  
1339 is permitted to take two 15-minute breaks each day **as well as a 60 minute unpaid lunch break**. Each  
1340 employee should check with their supervisor for their individual work schedule. *Recognizing the unique*  
1341 *nature of a residential campus, some employees may have work times that fall outside of these*  
1342 *parameters. This section is intended to represent customary hours that the main offices of the College*  
1343 *are in operation.*

1344 Scheduling of lunch and break periods are to be determined in consultation with your supervisor and  
1345 should not result in offices, phones, or other essential responsibilities, being left unattended. Lunches or  
1346 breaks not taken may not be used for another type of privilege such as covering missed time, overtime  
1347 pay, or an early departure, unless arranged with the supervisor.

1348 The President has the discretion, based on the needs of this College and its employees, to alter these  
1349 general hours to fit the specific needs of a department or an employee.

1350 Acceptable reasons for such alteration may include, but are not necessarily limited to, the organization's  
1351 needs, business reasons, economic conditions, or other conditions with respect to this College, division,

or the individual (e.g. admissions – in order to facilitate office hours in the late afternoon or evening; library workers, assigned to cover evening hours, etc.).

## 5.6 GUIDELINES REGARDING OFFICE DOORS AND WINDOWS

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

Generally speaking all doors should remain open or in the case of closed doors, windows should remain unobstructed. If more than one individual is in a room either the door should remain open or the window remain unobstructed.

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

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

## 5.7 DRESS CODE POLICY

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

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

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

### 5.7.1 Definitions

- Business professional: examples include business suits, professional dresses, and sports jackets with tie or bow tie, dress pants, skirt suits or pant suits, button down or traditional business shirts or turtlenecks, and dress shoes.

- 1390 • Business casual: examples include dresses, khakis/slacks or similar type pants, dress capris, skirts  
1391 (no shorter than mid-thigh), shirts/blouses or golf-type shirts with collars, sweaters, vests, jacket  
1392 without tie, and clean shoes.
- 1393 • Relaxed casual: Fridays and blue & gold days- jeans, tee-shirts, shorts, and skirts are permissible  
1394 (shorts and skirts should be at least mid-thigh) with appropriate shoes. The college encourages  
1395 everyone to show their Central pride and wear CCK attire or blue & gold.
- 1396 • Summer (first full week after students are gone through fall registration days)- relaxed casual  
1397 dress allowed all the time.

#### 1398 5.7.1.1 Coach Attire

1399 Because of the nature of a coaches positions, expectations regarding attire varies:

- 1400 • Professional business attire: required when representing the organization at  
1401 any public function or event.
- 1402 • Business casual: required when interacting in the community on behalf of the  
1403 College, meeting with potential student-athletes and parents, meetings with  
1404 vendors, or corporate sponsors. Shirts with school logos other than our  
1405 institutional logo are not permitted in these types of instances.
- 1406 • Casual: for volunteer/project days and practices or physical activities with the  
1407 team.
- 1408 • Unacceptable attire at any time: shorts higher than mid-thigh, tights (as  
1409 pants), any clothing with holes or sweat stains, or thong style flip-flops.
- 1410 • Coaches who work in professional offices or have an on campus teaching  
1411 responsibilities, should make an effort to dress in business casual attire while  
1412 performing non-coaching duties<sup>6</sup>.

#### 1413 5.7.1.2 Information Technology

- 1414 • Business casual is appropriate most days unless working conditions require  
1415 something more casual; inappropriate clothing is still not allowed.

#### 1416 5.7.1.3 Maintenance Attire

- 1417 • Clean denim or workpants (e.g. Dickies). Preferred CCK branded polos and  
1418 work jackets. Work boots are acceptable.

#### 1419 5.7.1.4 Faculty

- 1420 • Business casual or business professional; nice jeans allowed

1421 In general, the following are considered inappropriate in the workplace:

- 1422 • Thong style flip-flops and house slippers
- 1423 • Spandex shorts or pants or leggings worn as pants (unless part of an outfit and the shirt or  
1424 dress covers to mid-thigh)\*
- 1425 • Any clothing that shows undergarments
- 1426 • Athletic wear or jogging suits unless associated with coaching/athletic teaching  
1427 responsibilities or while using the fitness center\*

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<sup>6</sup> Coaches teaching activity or mixed method courses should exercise professional judgement about attire.

- 1428 • Low-cut blouses or dresses
- 1429 • Shorts, skorts or skirts worn above mid-thigh
- 1430 • Ripped, torn, or disheveled clothing (light distressing ok)
- 1431 • Off shoulder tops or dresses; halter tops, or tops with spaghetti-style straps unless part of
- 1432 an outfit that does not include a sheer top; a jacket covering these types of clothes is
- 1433 acceptable.
- 1434 • Clothing revealing bare midriffs or back
- 1435 • Clothing that has vulgar language or profanities on it
- 1436 • Swimwear

1437  
1438 Some of the above listed items may be appropriate as determined by the venue (i.e., performing  
1439 demonstrations, special events, school picnic, service opportunities, etc.) An employee should ask his or  
1440 her supervisor if clarification is needed.

#### 1441 1442 5.7.2 Enforcement of the Dress Policy

1443 Supervisors and HR are responsible for monitoring compliance and are encouraged to provide coaching  
1444 as necessary. If a violation of the dress policy is noticed by a supervisor or HR, the first step shall be a  
1445 verbal warning that the particular piece of clothing is not allowed. In some instances an employee may  
1446 be sent home to change. If the code is broken a second time, the discipline policy in the Policy and  
1447 Procedures Manual will be followed.

1448 Nothing in this policy is intended to regulate individual choices such as beards, jewelry or hairstyles.

1449 Nothing in this policy is intended to abridge rights at law relating to non-discrimination or the Americans  
1450 with Disabilities Act, or hinder the advancement of diversity at the college. We will provide reasonable  
1451 accommodations unless it would cause an undue hardship to the college.

### 1452 5.8 PERFORMANCE APPRAISALS

1453 The purpose of the formal appraisal is to promote a culture of achievement and accomplishment among  
1454 employees and to provide specific feedback regarding work quality and performance. It is also intended  
1455 to provide an open discussion between the supervisor and employee regarding job responsibilities and  
1456 expectations for future responsibilities.

1457 Performance appraisals will generally be done annually for all employees. More frequent reviews may  
1458 be given to newly hired individuals and to those who have been promoted during a given year.

1459 Managers may conduct special performance reviews of an employee at any time when the employee's  
1460 performance, good or bad, warrants special consideration. Performance appraisal is a continuous  
1461 process and is not intended as an activity restricted to an annual review. Managers and employees are  
1462 encouraged to carry out informal, regular discussions concerning job performance throughout the year.

1463 Performance appraisal has the following objectives:

- 1464 • To evaluate how the job has been performed.
- 1465 • To discuss performance with the individual concerned.
- 1466 • To determine, where necessary, how performance can be improved.
- 1467 • To evaluate short-term and long-term goals and potential.

1468 Performance review does not automatically signify a consideration for a pay increase, promotion, or  
1469 other action. Remuneration is reviewed annually as part of the budgeting process and may be informed  
1470 through a pay-equity analysis or other quantitative method of assessment.

1471 Information regarding the evaluation of teaching faculty is contained in Faculty Handbook.

## 1472 5.9 PROTECTIVE ORDERS

1473 If an employee applies for a protective or restraining order listing the College as a location within the  
1474 order's protected area, the employee must immediately notify the Office of Human Resources, which  
1475 will allow the College to take measures needed to comply with the order and ensure the safety of the  
1476 College community.

1477 All information regarding protective or restraining orders and the employee(s) affected by them is  
1478 strictly confidential. It will be maintained in a secure location with limited access, and it will be disclosed  
1479 only on a "need-to-know" basis.

## 1480 5.10 UPDATING PERSONAL INFORMATION

1481 In order to properly communicate employment information and administer employee benefits, the  
1482 College must maintain current and accurate records on all employees. Consequently, it's important that  
1483 you notify the Office of Human Resources whenever changes occur to any of the following personal  
1484 information:

- 1485 • Name
- 1486 • Address
- 1487 • Telephone number
- 1488 • Marital status
- 1489 • Change in dependent status
- 1490 • Person to notify in case of accident or illness
- 1491 • Physician or hospital preference
- 1492 • Insurance beneficiary
- 1493 • Military status
- 1494 • Death of a family member
- 1495 • Jury duty assignments
- 1496 • Planned resignation
- 1497 • Planned retirement
- 1498 • Personal injury or illness sustained while on the job
- 1499 • Accommodations for temporary or permanent disability
- 1500 • Leaves of absence (including planned or actual absence for a medical condition that may last  
1501 more than three consecutive days or involve medical treatment)

1502 The Office of Human Resources will pass on appropriate updates (i.e. name, address, phone number,  
1503 etc.) to the Chief of Staff to ensure that the SIS/ERP records are up-to-date.

## 5.11 DISCIPLINE

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

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

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

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

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

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



- 1544 • Insubordination
- 1545 • Neglect of duty
- 1546 • Dishonesty
- 1547 • Fighting or threats of violence
- 1548 • Theft, attempted theft or willful destruction of College property
- 1549 • Sabotage
- 1550 • Falsification of payroll, employment, or other College records or information
- 1551 • Chronic and/or excessive tardiness/absenteeism
- 1552 • Harassment
- 1553 • Using College IT equipment/infrastructure in a manner that is not in compliance with the ethical
- 1554 and moral standards of the College
- 1555 • Violation of College policies or expectations articulated in other official handbooks or manuals
- 1556 • Material breach of the terms contained in one's letter of appointment, contract or employment
- 1557 agreement
- 1558 • Failure to follow established safety protocols and procedures
- 1559 • Inefficient or ineffective work based upon established College and/or department standards
- 1560 • Fighting or threats of violence
- 1561 • Failure to report an accident, injury, or hazardous situation in a prompt manner
- 1562 • Other serious wrongdoing, including that which may harm persons or property

#### 1563 5.11.1 Suspension

1564 Suspension from work, with or without pay, is an optional step in the disciplinary process. Suspension is  
 1565 generally called for when it is necessary to remove an employee from the work environment while  
 1566 decisions are being made on an appropriate progressive disciplinary step; for example, while  
 1567 investigating a sexual harassment complaint, as a result of an altercation between an employee and  
 1568 another individual. Suspension can occur at any point in the progressive disciplinary process.  
 1569 Suspensions must be documented to the employee's file in Human Resources.

### 1570 5.12 TERMINATION OF EMPLOYMENT

1571 All employees, unless otherwise stipulated by official documentation, are employed at will and either  
 1572 the College or the employee may end the employment relationship at any time. Employees who  
 1573 voluntarily separate from this organization are asked to give, at minimum, a two-week notice of their  
 1574 intention to terminate employment, excluding any vacation days. Written notice should be given to the  
 1575 supervisor or Chief Officer.

1576 Departing employees are expected to meet with the Office of Human Resources for an exit interview.  
 1577 Employees may be asked to complete an exit interview form, explaining the reasons for separation and  
 1578 their assessment of the employment experience at your organization. During the exit interview,  
 1579 employees will complete any necessary paperwork. The Office of Human Resources will advise  
 1580 employees about benefits and other issues that relate to separation from the College.

1581 If the College receives a two week notice from an employee they are expected to work those last two  
 1582 weeks without using vacation or PTO.

1583 All departing employees (including faculty) must promptly return all property of the College, including,  
1584 but not limited to: keys, key cards, identification card, purchasing cards, and media equipment (cell  
1585 phones, laptops, iPads, and library materials). Media must be surrendered to the IT department and  
1586 keys to maintenance. The other items can be given to the appropriate supervisor on or before the  
1587 employee's last day of employment. If an exiting employee does not return key(s) prior to leaving, they  
1588 will be charged a minimum of \$200.00.

1589 Upon termination of employment, all access to the computer systems will end.

1590 An employee's last paycheck will be paper and held if all College property is not returned by employee's  
1591 last day. An employee's termination date shall be the last day of employment in which the employee  
1592 was present and working. Benefits shall cease at the end of the employee's termination month.

1593 It is the College's policy to ensure that institutionally initiated employee terminations are handled in a  
1594 respectful manner, and where appropriate, only after the employee has failed to demonstrate  
1595 improvement via the progressive discipline process. While in some cases progressive discipline should  
1596 be used to correct a behavior/performance problem and thereby avoid termination, certain types of  
1597 employee misconduct are so severe that one incident of misconduct will result in immediate dismissal  
1598 without prior use of progressive discipline.

1599 Before any action is taken to terminate the employment of an employee, the employee's supervisor  
1600 must review the situation with the Office of Human Resources.

1601 Please see Human Resources for information regarding the termination of benefits.

### 1602 5.13 PAYCHECKS

1603 Central Christian College of Kansas payroll is run on a monthly basis with payday being on the last  
1604 business day of the month. Checks or direct deposits are distributed on that day by being placed in  
1605 employee mailboxes or distributed by department supervisors. When an employee is terminating, the  
1606 final payroll check will be paper if all College property is not returned. Direct deposit of payroll checks  
1607 can be established with the HR Office.

1608 Deductions for the following items will be withheld, if they apply and have been properly authorized:  
1609 federal income tax, Social Security & Medicare, State Tax, TIAA retirement, contributions, dues, and  
1610 cafeteria meals, and any other benefits elected.

### 1611 2023-24 Payroll Dates

Month	Payroll Cut off	Deadline	Payday	Number of weeks
July	July 21st	July 25 <sup>th</sup>	July 31st	5 weeks
August	Aug 18 <sup>th</sup>	Aug 23 <sup>rd</sup>	Aug 31 <sup>st</sup>	4 weeks
September	Sept 15 <sup>th</sup>	Sept 22nd	Sept 29 <sup>th</sup>	4 weeks
October	Oct 20th	Oct 24 <sup>th</sup>	Oct 31st	5 weeks
November	Nov 17 <sup>th</sup>	Nov 21st	Nov 30 <sup>th</sup>	4 weeks
December	Dec 15 <sup>h</sup>	Dec 20 <sup>th</sup>	Dec 29th	4 weeks
January	Jan 19th	Jan 24 <sup>th</sup>	Jan 31 <sup>st</sup>	5 weeks
February	Feb 16 <sup>th</sup>	Feb 22nd	Feb 29 <sup>th</sup>	4 weeks

March	Mar 15 <sup>th</sup>	Mar 21 <sup>st</sup>	Mar 28 <sup>th</sup>	5 weeks
April	Apr 19 <sup>th</sup>	Apr 23 <sup>rd</sup>	Apr 30 <sup>th</sup>	4 weeks
May	May 17 <sup>th</sup>	May 23 <sup>rd</sup>	May 31 <sup>st</sup>	4 weeks
June	June 14 <sup>th</sup>	June 21 <sup>st</sup>	June 28 <sup>th</sup>	4 weeks

## 5.14 PROMOTION AND TRANSFERS

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

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

### 5.14.1 Transfer

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

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

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

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

### 5.14.2 Promotion

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

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

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

## 5.15 TELECOMMUTING/REMOTE WORK

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

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

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

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

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

### 5.15.1 Telecommuting Expectations

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

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

1686 Additionally, telecommuting employees are expected to abide by all policies and procedures of the  
1687 College, no different than on campus employees.

1688 Telecommuting is a privilege, and the arrangement can be refused or terminated for any or no reason at  
1689 any time.

## 1690 5.16 CELL PHONES

1691 Employees are expected to exercise discretion in using personal cell phones at work.

1692 For safety reasons, employees driving for business reasons are not to use cell phones or other mobile  
1693 devices capable of making calls unless they use a hands-free device. If they receive a call while driving,  
1694 employees should answer it using a hands-free device or pull off the road to a safe location as soon as  
1695 possible.

1696 Additionally, employees are not to write, send, or read text-based messages (email, texts, etc.) while  
1697 driving. In some circumstances (such as transporting students, driving in heavy traffic, or driving in  
1698 hazardous weather conditions), employees should avoid even hands-free use of a cell phone or other  
1699 mobile device that can make calls.

1700 All employees must follow all applicable laws and regulations regarding cell phone use. Employees who  
1701 violate this policy will be subject to discipline, up to and including termination of employment.

## 1702 5.17 AMOROUS RELATIONSHIPS – ABUSE OF POWER

1703 The College expects its employees to adhere to the highest standards of professional and personal  
1704 conduct and to operate above reproach while performing duties for the College. Employees have the  
1705 opportunity to help create a positive educational environment that is built, in part, on trust, mutual  
1706 respect and ethical behavior. All employees must avoid the appearance, perception and actuality of  
1707 abuses of power and conflicts of interest. This policy sets forth the expectations for amorous  
1708 relationships between employees and students, and between employees and other employees.

1709 For purposes of this policy, “amorous” means showing, expressing, or relating to sexual or intimate  
1710 interest, irrespective of whether such conduct is welcome – excluding marital relationships.

1711 Amorous relationships present inherent risks that may or may not be visible to the participating  
1712 individuals. Power dynamics can create distortions in the participants’ evaluation of the relationship and  
1713 can contribute to perceived, actual or assumed conflicts of interest or abuses of power. Further, the  
1714 inherent power differential could lead to a lack of effective consent.

- 1715 ○ **Conflict of Interest:** Conflicts of interest, or the appearance of conflicts of interest, which may  
1716 arise in connection with amorous relationships.
- 1717 ○ **Power Differential:** An amorous relationship involving a power differential creates the potential  
1718 for serious consequences. Examples of power differentials include but are not limited to: a  
1719 faculty member who will be grading a student’s performance, an athletic coach who determines  
1720 playing time and scholarships, a residence hall director who may assess fines or other penalties  
1721 against a resident student, or an administrator who has access to student records. These power  
1722 differentials are serious threats to the values and environment we seek to provide. Individuals  
1723 considering such relationships must be aware that:

- 1724 ○ the reason for entering the relationship may be an element of the power differential;
- 1725 ○ if a charge of sexual harassment is alleged, it will be exceedingly difficult to defend against
- 1726 the charge on grounds of mutual consent; and
- 1727 ○ the individual with power in the relationship will likely bear the burden of accountability.

1728 Even where negative consequences to the participants do not result, such relationships create an  
1729 environment charged with potential or perceived conflicts of interest and possible leverage of the  
1730 power differential to maintain or promote the relationship. Amorous relationships that individuals may  
1731 view as consensual may still raise questions of inequity, as well as of an exploitative abuse of trust and  
1732 power.

#### 1733 5.17.1 Employees and Students

1734 Faculty members, administrators, coaches, and other staff have important, multifaceted and influential  
1735 roles with students. They serve as intellectual guides, role models, supervisors, mentors, educators,  
1736 spiritual mentors, and advisors for our students. Because the integrity of these relationships must be  
1737 maintained and fostered for the benefit of the participants and third persons, the College expects these  
1738 individuals to conduct themselves in a manner that does not potentially interfere with those  
1739 relationships.

1740 Employees are prohibited from engaging in amorous relationships with a student. This prohibition does  
1741 not apply to an employee and student that are in a marital union. However, any employee who is a  
1742 spouse of a student; or who became involved in an amorous relationship prior to enrollment or  
1743 employment, is prohibited from evaluating the academic performance of that student or otherwise  
1744 exercising authority, supervision or influence over that student. In order to enforce this provision a staff  
1745 member involved in such a relationship shall disclose the existence of the relationship to the Office of  
1746 Human Resources/

1747 If an employee fails to meet the requirements for disclosing a relationship with a student, or fails to  
1748 cooperate in the actions described above, such a failure constitutes a violation of this policy and may  
1749 result in disciplinary action, up to and including termination.

#### 1750 5.17.2 Employees

1751 The College recognizes there may be situations where amorous relationships – including marital unions  
1752 – may exist between College employees. The College does not prohibit these relationships, but does  
1753 prohibit the perceived, assumed or actual preferential treatment potentially present and inherent with  
1754 relationships of this nature in the workplace. For this reason, no employees who are in an amorous  
1755 relationship may participate in or assert any influence over – directly or indirectly – the terms or  
1756 conditions of the other's employment at the College. Terms and conditions of employment include, but  
1757 are not limited to supervision, performance reviews, working conditions, job duties, compensation,  
1758 benefits, promotions, awards, and discipline.

1759 The existence of such a relationship must be disclosed by the employee in the position of greater  
1760 authority. Disclosure should occur through the Office of Human Resources, which may alert other offices  
1761 as appropriate

1762 With respect to graduate students, employees are prohibited from pursuing or engaging in an amorous  
1763 relationship with a graduate student under that individual's authority.

### 5.17.3 Enforcement

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

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

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

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

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

## 5.18 ATTENDANCE & ABSENCE

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

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

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

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

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

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

### 5.18.1 Civic Duty (Jury, Subpoena, & Voting)

Serving on a jury or testifying as a witness when called is a civic duty that this organization fully recognizes and supports. It is the employee's responsibility to notify his or her supervisor and the Office of Human Resources as soon as a formal notice regarding jury duty is received. This will allow the employee's supervisor to make arrangements for coverage during this time period. While serving on jury duty, employees will be paid the difference between jury duty pay and their regular pay.. The employee

will continue to be paid for those regularly scheduled hours missed due to jury duty. Pay earned from the court for jury duty pay--both wages and mileage reimbursement--may be kept by the employee.

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

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

## **5.19 REGISTERING GRIEVANCES, HARASSMENT, DISCRIMINATION, OR OTHER WORKPLACE CONCERNS**

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

At the same time the safety and well-being of our staff is paramount. Therefore, any incident that can reasonably be interpreted as threatening or endangering the well-being of a member of the campus community or guest, will be met with a swift and appropriate response<sup>7</sup>.

### **5.19.1 Harassment**

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

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

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<sup>7</sup> 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.



- 1838 • Offensive insults, slurs, remarks, pranks or language meant to disgrace another based on such
- 1839 things as one's race, color, religion, national origin, citizenship, age, sex, gender, veteran status,
- 1840 marital status, disability, or any other characteristic protected under applicable laws and
- 1841 regulations
- 1842 • Offensive and demeaning images based on such things as one's race, color, religion, national
- 1843 origin, citizenship, age, sex, gender, veteran status, marital status, disability, or any other
- 1844 characteristic protected under applicable laws and regulations
- 1845 • Aggressive or hostile behavior or taunts based on such things as one's race, color, religion,
- 1846 national origin, citizenship, age, sex, gender, veteran status, marital status, disability, or any
- 1847 other characteristic protected under applicable laws and regulations
- 1848 • Using digital media, including instant messaging, blogs, websites, e-mails, chat rooms, and cell
- 1849 phones to threaten and/or humiliate
- 1850 • Verbal harassment disguised as humor
- 1851 • Obscene gestures and suggestive remarks about a person's body, clothing, or other personal
- 1852 attributes
- 1853 • Physical aggression or intimidation including even subtle contact like pinching or patting.
- 1854 • Sexual innuendos or sexually suggestive charged language that an individual finds offensive or
- 1855 demeaning.
- 1856 • Racially charged language that an individual finds offensive or demeaning.
- 1857 • Pressure for sexual activity
- 1858 • Offensive graffiti
- 1859 • Policies, behavior, attitudes, and practices related to personal characteristics of an individual or
- 1860 group that have the purpose or effect of creating an intimidating, offensive, isolating, and/or
- 1861 degrading environment for that individual or group. This includes (but is not limited to) the use
- 1862 of images, language, or actions that foster, condition, or tolerate discrimination based on skin
- 1863 color, race, color, religion, national origin, citizenship, age, sex, gender, veteran status, marital
- 1864 status, disability, personal choices, or any other characteristic protected under applicable laws
- 1865 and regulations.
- 1866 • Open discussion of intimate details of one's own personal life
- 1867 • Any type of violence, including sexual violence and stalking.

1868 Unwanted, offensive, and culturally insensitive conduct, language, or images do not have to be directed  
 1869 at a specific individual in order to create an atmosphere that is intimidating or offensive to an individual.  
 1870 It is important to note that harassment may take place in an academic, residential or work setting. The  
 1871 College requires that instructors who teach courses in which sexually explicit materials are a part of the  
 1872 curriculum, due to the nature of such courses (e.g. Biology, Human Sexuality, etc.) publicize course  
 1873 content in advance and conduct such classes with appropriate decorum and sensitivity.

#### 1874 5.19.1.1 Sexual Misconduct

1875 This policy defines sexual misconduct as any threat, act, or omission used to obtain  
 1876 sexual gratification against another's will or at the expense of another, including  
 1877 without limitation, behavior inducing fear, shame, or mental suffering. Sexual  
 1878 misconduct includes unwanted sexual acts or actions, whether by a domestic  
 1879 partner, an acquaintance, a person in the position of authority, or a stranger that

1880 occurs without indication of consent of both individuals or under threat or coercion.  
 1881 Sexual misconduct can occur either forcibly and/or against a person's will, or when a  
 1882 person is incapable of giving consent. Silence does not, in and of itself, constitute  
 1883 consent. The victim of sexual misconduct may be anyone, including but not limited to  
 1884 adults, adolescents, and minors; the disabled, and vulnerable individuals regardless  
 1885 of age. Sexual misconduct may include, but is not limited to, rape, forcible sodomy,  
 1886 forcible oral copulation, sexual assault with an object, sexual battery, forcible  
 1887 fondling, and threat of sexual assault.

1888 Sexual misconduct may include the use or threat of force; the use of intoxicants to  
 1889 substantially impair a person's power to give consent; engaging in sexual acts with a  
 1890 person for whom there is reasonable cause to believe he or she suffers from a  
 1891 mental state which renders him/her incapable of understanding the nature of the  
 1892 contact; or engaging in sexual acts with a minor. Unsolicited verbal assaults of a  
 1893 sexual nature may also be considered sexual misconduct.

1894 Stalking may also be considered sexual misconduct as unwanted and obsessive  
 1895 attention which relates to harassment and intimidation and is a criminal offense.

1896 Sexual misconduct is prohibited and considered a major offense. Abuse of alcohol or  
 1897 other substances does not relieve individuals of their responsibilities to themselves  
 1898 or others. Sexual misconduct incidents should be reported as soon as possible to the  
 1899 Title IX Coordinator and/or Human Resources. The Student Life Office can provide  
 1900 referrals for rape counseling and/or medical treatment. Although they will make all  
 1901 efforts to keep matters confidential, College officials (other than representatives of  
 1902 counseling services) are required to report sexual misconduct incidents to the Title IX  
 1903 Coordinator or Human Resources for possible investigation and appropriate  
 1904 response. Regardless of if the assailant is a student(s) or an employee of the college,  
 1905 a complaint can still be filed with the Title IX Coordinator. This does not preclude the  
 1906 right to seek criminal prosecution.

1907 The Title IX Coordinator advises, but does not require, all victims of sexual assault to  
 1908 file a report through the McPherson Police Department or the appropriate law  
 1909 enforcement agency where the incident occurred. Reporting the incident does not  
 1910 obligate the victim to press charges. However, both the Title IX Coordinator and the  
 1911 McPherson Police Department stand ready to assist all members of the community in  
 1912 that regard. Whenever reasonable, the College will respect a student's right to report  
 1913 an alleged sexual assault confidentially. All reported incidents become part of the  
 1914 campus crime report statistics.

1915 Both the accused and the accuser have the right to a swift and thorough process;  
 1916 however, the timeliness of such a process is predicated on a number of factors. The  
 1917 accused and the accuser will be informed of the College's final decision respecting  
 1918 the alleged act(s) of sexual misconduct and any sanction imposed against the  
 1919 accused in writing. If the College's evidentiary findings conclude that it is more likely  
 1920 than not that sexual misconduct has occurred, sanctions will be imposed for the  
 1921 accused, and restorative measures will be implemented for the accuser.

1922	5.19.1.2 Responding to Harassment
1923	All members of the campus community are responsible for maintaining an
1924	environment free of harassment, including acts of misconduct. Individuals who
1925	believe that they have been subjected to or have witnessed harassing behavior or
1926	misconduct are encouraged to report the matter. There are options for reporting
1927	harassment and/or misconduct:
1928	<ul style="list-style-type: none"> <li>• An employee can speak to a supervisor or Chief Officer.</li> </ul>
1929	<ul style="list-style-type: none"> <li>• An employee can speak to Human Resources or the Title IX Coordinator.</li> </ul>
1930	<ul style="list-style-type: none"> <li>• An employee can report the incident through the staff resources page link.</li> </ul>
1931	The authorization of, cover-up, or participation in any act of harassment or
1932	misconduct is strictly forbidden. Failure to abide by this policy shall be cause for
1933	disciplinary action, which may include termination of employment.
1934	When a formal complaint is filed, the Title IX Coordinator will thoroughly investigate
1935	the matter according to regulatory constraints. After reviewing all the facts, it will be
1936	decided whether there is a preponderance of the evidence to believe that sexual
1937	harassment is more likely than not to have occurred. If substantiated, the Title IX
1938	Coordinator will take appropriate action. If unsubstantiated and the issue is student
1939	related, the issue will be referred to the Chief Student Engagement Officer for further
1940	action. If unsubstantiated and the incident involves faculty or staff, the case will be
1941	referred to the Office of Human Resources.
1942	Disciplinary action, including expulsion or employment termination, may be taken
1943	against any employee who is found guilty of sexual harassment.
1944	5.19.1.3 Confidentiality Related to Harassment Concerns
1945	The College will make reasonable efforts to preserve the privacy of an individual who
1946	makes a report under this policy and to protect the confidentiality of the information
1947	reported, subject to the “due process” rights of an accused. The degree to which
1948	confidentiality can be protected, however, also depends upon the College’s legal
1949	duty to respond to the information reported and the professional role of the person
1950	being consulted. The professional being consulted should make these limits clear
1951	before the disclosure of any facts. As required by law, all disclosures to any College
1952	employee of an on-campus act of sexual misconduct are tabulated for statistical
1953	purposes without personal identifying information.
1954	5.19.1.4 Retaliation
1955	Retaliation against an individual who complains of harassment or misconduct is
1956	strictly prohibited. There will be no adverse action against any individual for
1957	reporting what is believed to be an incident of harassment or misconduct, or for
1958	participating in or cooperating with an investigation of an alleged incident. However,
1959	the College’s commitment to address complaints should not be viewed as license for

1960 individuals to engage in unfounded, frivolous or vindictive actions that are not made  
1961 in "good faith." Such behavior is also a violation of the intent of this policy.

#### 1962 5.19.2 General Grievance Procedure

1963 This procedure describes the process for general grievances concerning work-related problems or  
1964 conditions that are interpreted as unfair, inequitable, or a hindrance to the effective performance of the  
1965 employee's job.

1966 ***Issues arising from harassment, sexual misconduct, or interpersonal violence should immediately***  
1967 ***contact the Office of Human Resources.*** If a supervisor or manager becomes aware that harassment  
1968 and/or misconduct is occurring, either from personal observation or as a result of an individual coming  
1969 forward, the supervisor needs to respond immediately and contact the Office of Human Resources for  
1970 guidance in managing the situation.

##### 1971 5.19.2.1 Informal Process – Step One

1972 Recognizing that many complaints and disputes can be settled through conversation  
1973 between invested parties, employees are encouraged to begin the resolution process  
1974 by speaking with their immediate supervisors.

1975 If an individual has a concern with his or her supervisor, has exhausted attempts to  
1976 work with the supervisor, or for any reason considers it to be more appropriate to  
1977 escalate the issue, a conversation may be scheduled with an appropriate Chief  
1978 Officer or the Human Resource Office.

1979 The Office of Human Resources guides the process in several ways:

- 1980 • gathers the input and support of appropriate College resources related to the situation
- 1981 • networks with HR professionals and legal counsel
- 1982 • recommends appropriate options for addressing the matter
- 1983 • facilitates conversations
- 1984 • assists in identifying problematic behavior
- 1985 • suggests possible remedies
- 1986 • monitors agreed upon resolution process

1987 This process typically leads to an informal resolution (such as a meeting to make the  
1988 offending party aware of the impact of their actions and establishing an appropriate  
1989 resolution). The HR Office reserves the right to escalate any concern to a formal  
1990 process.

##### 1991 5.19.2.2 Formal Process - Step Two

1992 If the grievance is not resolved *informally*, as part of the process described in step  
1993 one, the employee may present the grievance in writing to the Human Resource  
1994 Officer, or a form is available at: [https://survey.alchemer.com/s3/6294076/Staff-](https://survey.alchemer.com/s3/6294076/Staff-Grievance-Form)  
1995 [Grievance-Form](https://survey.alchemer.com/s3/6294076/Staff-Grievance-Form).

1996	The Office of Human Resources will make inquiries, as necessary in order to become familiar with the facts associated with the grievance. The investigation may include interviewing individuals other than the complainant and the respondent. Discretion in how information is handled is paramount throughout the process. Every reasonable effort will be made to protect the privacy of all parties. However, strict confidentiality cannot be guaranteed due to the necessity for investigation and fact-finding. Beyond that, any individual who wrongfully discusses or discloses confidential information will be subject to disciplinary action. Should any individual refuse or fail to cooperate fully with an investigation, he or she may be subject to disciplinary action, which may include suspension or termination of employment.
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2001	The Office of Human Resources is responsible for reviewing the situation and will partner with specific resources in determining specifics of the investigation and recommended outcomes.
2002	
2003	
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2006	As warranted, the Office of Human Resources may:
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2008	
2009	
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2011	<ul style="list-style-type: none"> <li>• establish and review an appropriate timeline and agenda with relevant resource partner(s) and investigatory partner(s)</li> </ul>
2012	<ul style="list-style-type: none"> <li>• organize, implement, conduct and/or partner in an appropriate investigation</li> </ul>
2013	
2014	<ul style="list-style-type: none"> <li>• ensure all parties have been provided with documentation of the grievance process and rights</li> </ul>
2015	
2016	<ul style="list-style-type: none"> <li>• interview persons believed to have relevant information, or facilitate interviews by appropriate investigatory partner(s)</li> </ul>
2017	
2018	<ul style="list-style-type: none"> <li>• review findings with the appropriate resource or investigatory partner(s).</li> </ul>
2019	
2020	<ul style="list-style-type: none"> <li>• render or review a written decision and resolution recommendation in conjunction with resource or investigatory partner(s)</li> </ul>
2021	
2022	The Office of Human Resources will ensure that both the complainant and the respondent are notified that they may request to have a colleague present for support. No party or participant in the employee grievance process shall be accompanied by legal counsel at any meeting held for the purpose of resolving the grievance.
2023	
2024	
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2026	
2027	The final written decision will reflect either a determination that the allegations were unwarranted, the allegations cannot be corroborated, or the allegations have merit thereby requiring resolution. Determination of responsibility will be made based upon a preponderance of credible evidence (defined as where it is more likely than not that the respondent is responsible for the alleged violation). Credible evidence depends upon the following factors: (i) the quality of the evidence (first-hand knowledge, credible corroboration etc.); (ii) prior complaints against the respondent;
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2034 and (iii) prior complaints made by the complainant. In such situations, the written  
2035 decision will include the terms of the prescribed resolution including any disciplinary  
2036 or reparative action deemed appropriate.

2037 The prescribed response will depend on the following factors: (i) the severity,  
2038 frequency and pervasiveness of the conduct; (ii) the response of the participants; and  
2039 (iii) the potential impact on community. Copies of the decision will be shared with all  
2040 parties as well as all parties' supervisors and the appropriate Chief Officer.

#### 2041 5.19.2.3 Step Three - Appeal

2042 If either the complainant or the respondent is not satisfied with the decision and  
2043 wishes to pursue the matter further, the respective party may prepare a written  
2044 summary of the concerns and request an appeal. This request should be made  
2045 through the Office of Human Resources who will convene an appeals session of the  
2046 Grievance Review Board. One or more of the following appeal criteria must be cited  
2047 in order for the appeal to be considered:

- 2048 • New Evidence: Previously unavailable evidence is produced
- 2049 • Flawed Process: A procedural error or irregularity materially affected the  
2050 outcome of the case
- 2051 • Severity: The outcomes issued are too severe or too lenient in relation to  
2052 the violation

2053 Both parties have three (3) working days, following the *postmark date*<sup>8</sup>, to appeal.

2054 The Grievance Review Board is appointed by the President. Typically three (3)  
2055 members will serve at an appeal hearing. Membership includes at least one faculty  
2056 member and at least one staff member. In the event that the grievance is against a  
2057 member of the Grievance Board or in any way connected to a member of the  
2058 Grievance Board, an alternate member, with no conflict of interest, shall be  
2059 appointed by the President. If the grievance is with the President, the Board of  
2060 Trustees may designate an appropriate committee to review the appeal.

2061 The College's legal counsel may be present at the hearing and may advise the Chair  
2062 on procedural matters.

2063 The Grievance Board, after a full review of the facts (which may include a review of  
2064 the written summary of the problem, interviews with the people involved, and  
2065 further investigation if necessary), will provide a written decision and  
2066 recommendations to the Office of Human Resources. The final written decision by  
2067 the Grievance Board will reflect either a determination that the allegations were  
2068 unwarranted, cannot be corroborated, or the allegations were founded. The terms of  
2069 the prescribed resolution, including any disciplinary action deemed appropriate, will  
2070 be provided in the final decision.

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<sup>8</sup> If sent electronically, this would be the date stamp associated with the send date.

2071 The Office of Human Resources will provide copies of the decision and prescribed  
2072 resolution to both parties, as well as to the appropriate Chief Officer(s) associated  
2073 with each party. The decision of the Grievance Board will be final.

2074

## 6 EMPLOYEE BENEFIT

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(Owner: Office of Human Resources; Last Reviewed: 02/21/2023; Last Updated 03/21/2023)

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

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

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

### 6.1 GENERAL BENEFITS

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

- Social Security ([www.ssa.gov](http://www.ssa.gov))
- Medicare ([www.medicare.gov](http://www.medicare.gov))
- Worker's Compensation Insurance

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

#### 6.1.1 Paid Time Off

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

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

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

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

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



2110 their assigned hours. An employee must work their full assignment for the year to earn the full amount  
2111 of the awarded leave. PTO may not be "borrowed" from the next fiscal year.

2112 Payment for PTO hours that have been taken, but not yet earned will be deducted from an employee's  
2113 final paycheck(s) in the event of termination or resignation of employment. The employee will be  
2114 responsible for the repayment of any monies that could not be recovered from an employee's final  
2115 paycheck(s). PTO is earned on a pro-rated basis during the employee's first year if the date of hire is  
2116 after the first of the fiscal year (July 1).

2117 Employees must exhaust accrued PTO prior to taking unpaid time off. Unpaid time off extending beyond  
2118 five working days will fall under the guidelines of the Personal Leave of Absence policy.

2119 All PTO time must be scheduled and approved by the employee's supervisor and/or the appropriate Vice  
2120 President. Your supervisor reserves the right to deny a request for vacation when it would significantly  
2121 interfere with operational capability.

#### 2122 6.1.1.1 Accumulation of PTO Days

2123 All employees are allowed to use up to the full amount of PTO throughout the year; however, PTO is  
2124 earned per pay period based on the below schedule:

- 2125 • Full-Time Exempt Staff: 8 hours per pay period
- 2126 • Full-Time Non-Exempt Staff: 8 hours per pay period
- 2127 • Part-Time/Hourly: Pro-rated according to the above schedule.

2128 All eligible employees can accrue up to 90 PTO days. This policy replaces the previous Sick Leave Policy  
2129 and therefore any accrued sick leave will roll into the new PTO 90 day accrual. In the event of  
2130 termination or resignation accumulated PTO will not be paid out as a cash benefit.

#### 2131 6.1.2 Vacation

2132 Teaching faculty, coaches, and residence life staff take vacations according to policies as prescribed by  
2133 their appropriate supervisor. Other full-time staff vacations are calculated as follows (reduced pro rata  
2134 for partial years of employment).

- 2135 • Employment Years 1-5: 10 days paid vacation
- 2136 • Employment Years 6-10: 15 days
- 2137 • Employment Years 11 or more: 20 days

2138 Chief Officers accrue vacation days at the start of each service year at the rate of:

- 2139 • Employment Years 1-5: 15 days paid vacation
- 2140 • Employment Years 6-10: 20 days
- 2141 • Employment Years 11 or more: 25 days

2142 A service year, for the purpose of calculating vacation leave accruals, is defined to be a year worked in a  
2143 non-student, non-temporary/occasional assignment.

2144 Employees who begin employment during the July 1-December 31 period will receive vacation time  
2145 accruing at the rate of .8 days per month through the following June 30. July 1 starts their second

2146 employment year.

2147 Employees who begin employment during the January 1-June 30 period will receive vacation time  
 2148 accruing at the rate of .8 days per month through June 30. July 1 starts their first employment year.

2149 Vacation time must be used by June 30 in the year in which it was granted/earned. The College's fiscal  
 2150 year is July 1 – June 30. The employee is to consult with his or her supervisor ahead of time in planning  
 2151 vacation time to fit the workload.

2152 Part-time staff members (½ time or greater) receive pro-rated vacation time according to the above  
 2153 schedule (e.g. A one-half time worker will receive ½ of above-described vacation.)

2154 All vacation time must be scheduled and approved by the employee's supervisor and/or the appropriate  
 2155 Vice President. Your supervisor reserves the right to deny a request for vacation when it would  
 2156 significantly interfere with operational capability.

2157 Payment for vacation hours that have been taken but not yet earned will be deducted from an  
 2158 employee's final paycheck in the event of termination or resignation.

2159           6.1.2.1 Accumulation of Vacation Days  
 2160           Vacation days are not accumulated between fiscal years; therefore, no carry-over of  
 2161           vacation from one fiscal year to the next is permissible.

2162           In the event that an employee is re-hired, previous years of service will be considered  
 2163           for vacation accumulations.

2164           6.1.2.2 Vacation Record Keeping  
 2165           All employees that earn Vacation must fill out a "Leave Request Form". This must be  
 2166           approved and signed off on by the employee's supervisor and then turned into Human  
 2167           Resources.

2168 6.1.3 Leave of Absence  
 2169 Employees who have completed at least one year of employment may request a leave of absence from  
 2170 the College for personal reasons. In determining eligibility for a personal leave, the College will review  
 2171 the employee's length of service, work record, leave(s) previously granted, and the reason for the leave.  
 2172 The employee shall receive no salary and will not receive fringe benefits during the period of personal  
 2173 leave. Vacation and PTO will not accrue during the leave period. Time spent on personal leave shall not  
 2174 count toward years of service at the College. The cost of any fringe benefits which continue during the  
 2175 leave will be the responsibility of the employee.

2176 An approved personal leave will not extend beyond one year. The approved length of the leave will be  
 2177 clearly specified in the notification given by the College.

2178 In granting a personal leave, the College assures employment to the individual upon completion of the  
 2179 leave. However, the College may not always be able to assure that the individual will be returned to the  
 2180 same position or rate of pay. Depending on the length of the leave and the nature of the position, the  
 2181 College may elect to fill the position on a temporary basis, while the employee is on personal leave.

2182 The College reserves the right to deny requests for personal leave.

2183 **6.1.4 Medical Insurance**

2184 The group medical insurance available to employees is a fully insured major medical policy offered  
2185 through Blue Cross and Blue Shield of Kansas. Current plans are available in the Business Office.  
2186 Currently, employees pay approximately 25% and Central Christian College of Kansas pays 75%. When  
2187 an employee is nearing the age of 65 and is still on CCK's group health plan, please make an  
2188 appointment with the Human Resources Department to discuss insurance options.

2189 **6.1.5 Retirement Plan**

2190 Central participates in the TIAA-CREF Retirement Program. Eligible employees decide their participation  
2191 level with a minimum contribution of 4% to match. An employee may contribute less than 4%, but it will  
2192 not be matched. Central Christian College of Kansas may offer an employee matching contribution as set  
2193 by the College administration. Currently, the College matches employee contributions at the 2% level.  
2194 The Executive Team reviews this every year and can adjust up or down based on the budget. During the  
2195 benefit enrollment period each year, every eligible employee is offered the chance to participate in  
2196 retirement.

2197 All investments purchased through Central's retirement program are fully funded and vested with the  
2198 employee at the time of contribution.

2199 The Employee Benefits Committee provides oversight to the plan, ensuring compliance with E.R.I.S.A.  
2200 legislation.

2201 Please see the Office of Human Resources for further details and to sign up.

2202 6.1.5.1 Eligibility Conditions

2203 Employees are eligible to participate in the plan, for purposes of matching contributions, when  
2204 they have satisfied the following eligibility condition(s). However, the employee will actually  
2205 participate in matching contributions once they reach the *entry date* as described below.

- 2206
- Attainment of age 21
- 2207
- Completion of 12 consecutive month from the date of employment during which the
- 2208 employee completed 83 1/3 hours of service each month.

2209 6.1.5.2 Entry Date

- 2210
- For purposes of matching contributions, the employee entry date will be the first day
- 2211 of the month coinciding with or next following the date on which the employee satisfy
- 2212 the eligibility requirements.

2213 **6.1.6 Term Life Insurance**

2214 Group term life insurance with accidental death and dismemberment is available through Advance  
2215 Insurance Company. Central pays the entire premium for a \$25,000 policy for the employee (3/4 or  
2216 more). Advance Insurance Company reduces the amount of life insurance offered once an employee  
2217 reached the age of 65. Please see Human Resources if you did not sign up for this insurance upon hiring.  
2218 It's possible to still get this benefit (may be subject to underwriting).

2219 **6.1.7 Moving Expenses**

2220 Central assists with costs associated with full-time employees having to relocate to McPherson, KS for  
2221 employment. Unless otherwise approved by the Chief Financial Officer, moving costs are treated as a  
2222 reimbursable expense. Original receipts must be submitted to the Business Office in order to be  
2223 considered. The College will reimburse 75% of moving expenses, up to \$1,900.

2224 **6.1.8 Cafeteria Plan**

2225 Central participates in Section 125 of the IRS Code where certain medical and childcare expenses may be  
2226 tax sheltered. This plan is administered by Pathway Financial in Salina, Kansas. A Fall staff meeting is  
2227 called to explain and review the program. Supplemental insurance including life, health, vision,  
2228 disability, cancer, FSA's and dental are also available at the employee's expense.

2229 **6.1.9 Facility Use**

2230 Upon proper authorization, employees may be allowed to use College facilities for personal use.  
2231 Employees needing to schedule a meeting room should contact the appropriate building coordinator or  
2232 Facility Management regarding availability.

2233 If allowed to use the facility the employee must be a part of the group using the building and be willing  
2234 to perform cleanup, provide security, and be responsible for any damage resulting from the use.

2235 Any employee wishing to host an event outside of normal business hours, or with an outside group  
2236 during normal business hours, must formally make the request through Facility Management, where  
2237 eligibility will be determined. Generally, use of facilities will be on a first-come, first-served basis. The  
2238 use of facilities for business purposes, however, will take precedence over personal functions.

2239 Use of facilities for any purpose contrary to the mission, purpose, or beliefs of the College will not be  
2240 tolerated.

2241 Use of facilities may require an individual or group to provide a waiver or proof of liability coverage.

2242 **6.1.10 Fitness Center Use & Policy**

2243 The Weight Room and Fitness Center are available to all full and part-time employees, at no cost.

2244 Employees will need to sign a liability waiver prior to using the weight room or fitness center. Forms can  
2245 be obtained from HR.

2246 To promote general wellness, employees may use three hours of work-time (per week) to use the  
2247 weight room or fitness center, without affecting PTO or vacation.

2248 See posted hours. Employees should also note that labs, classes, or team workouts take precedence. If  
2249 the weight room or fitness center is not accessible during a time in which an employee would prefer,  
2250 special permission may be granted. Arrangements will need to be made with the appropriate  
2251 department.

2252 The College is not responsible for any injury or accident occurring in the facility or during use of the  
2253 facility. The College is not responsible for any lost or stolen items left in the fitness center. Contact your  
2254 health care provider prior to using the facility for advice on types of exercises that are appropriate for  
2255 you. Also contact your health care provider for advice on when to return to exercise following any injury  
2256 or illness. Start out slowly and increase workout time and intensity gradually. Make sure to include a

2257 proper warm-up and cool-down into your workout routine. The sports science instructor and assigned  
2258 exercise science students can help with fitness assessments, facility orientation, or work out plans if  
2259 requested.

2260 Employees should comply with all posted regulations.

#### 2261 **6.1.11 Meal Benefit**

2262 All employees with a Central ID card are able to eat lunches in the dining hall for \$3.00/meal Monday-  
2263 Friday. This benefit is for the employee only and the ID card must be scanned each time. If an employee  
2264 comes during breakfast or dinner or their family joins them, the following will be charged:  
2265

	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

2266

2267 Faculty/Staff: free coffee and soda; Monday-Friday during break time (9-9:30am and 3-3:30pm)

2268 Refreshments if not purchased with a meal are \$1.00.

#### 2269 **6.1.12 Tuition Benefits**

2270 Full-time employees are allowed a waiver of 1/3 of the tuition rate after the first full year of  
2271 employment; 2/3 of the residential tuition rate after the second full year of employment; and the full  
2272 tuition rate after the third year of full employment. Employee eligibility will remain in effect for the  
2273 duration of their employment at the College.

2274 Direct dependents of current employees are eligible at the same ratio as employees, and to the same  
2275 degree to which the employee is eligible, except as otherwise stated herein. Eligibility terminates if the  
2276 employee discontinues employment at the College for any reason, except on an approved leave of  
2277 absence. Direct dependents of emeriti faculty and staff, or employees with 25+ years of service are also  
2278 eligible to receive a full-tuition remission for undergraduate courses offered online or on ground.

##### 2279 **6.1.12.1 Restrictions**

2280 Due to the nature of online programming, some courses may not be available at all  
2281 times. Therefore, students enrolled through the benefits program may be required to  
2282 adjust attendance in keeping with course or cohort enrollment minimums. This may  
2283 include delaying enrollment until a sufficient number of enrollments are eligible.

2284 Only employed CCK faculty and staff can reclaim tuition discounts for SGS (School of  
2285 Graduate Studies) courses.

2286 Tuition remission only applies to courses offered by the College. Courses offered  
2287 through tuition-sharing agreements, consortium agreements, and other partnerships  
2288 are not eligible for tuition remission. The tuition waiver does not apply to repeated  
2289 courses.

2290 The benefit is limited to tuition only. The benefit does not cover costs associated with  
2291 application fees, deposits, registration fees, additional hours, late fees, lab fees,  
2292 study abroad fees, activity fees, insurance, audit fees, DPI fees, course fees, books,  
2293 student fees, etc.

2294 Students can lose the benefit if not meeting Satisfactory Academic Progress. This  
2295 benefit is limited to one earned degree only, except for consecutive completion of an  
2296 Associate and a Bachelor's degree.

#### 2297 6.1.12.2 Process

2298 Individuals seeking to utilize tuition remission benefits are required to first apply for  
2299 federal and state aid by completing a FAFSA and any other official procedures  
2300 designed to maximize external aid. Tuition remission is only applied after successful  
2301 completion of the application for aid. Institutional, outside, state, and federal grants  
2302 and scholarships are applied to tuition and fees before tuition remission is calculated.  
2303 The sum of all aid (including the remission) should not exceed the total tuition  
2304 charge.

2305 Renewal of the benefit is contingent upon confirmation of employment or right to  
2306 the benefit. The benefit is limited to a maximum of four (4) academic years (SAS) and  
2307 five (5) academic years (SPE). At no time may the benefit result in a refund to the  
2308 student. *Policy related to Graduate Assistants is stated in its own section of this*  
2309 *manual.*

2310 This benefit shall not be deemed to constitute a contract between the College and any participant or to  
2311 be a consideration or an inducement for the employment of any participant. Nothing contained in this  
2312 benefit shall be deemed to give any participant or eligible employee the right to be retained in the  
2313 service of the employer or to interfere with the right of the employer to discharge any eligible employee  
2314 at any time.

#### 2315 6.1.13 Tuition Waiver Exchange Program (TWEP)

2316 Through the Council for Christian Colleges & Universities (CentralU) provides full-time employees  
2317 (faculty & staff with at least one-year full-time employment) the opportunity to apply, on behalf of their  
2318 undergraduate dependent child, for tuition benefits at other higher education institutions. If a  
2319 dependent is awarded TWEP, tuition costs are partially or fully covered at the institution that has  
2320 granted the exchange. Interested individuals should contact the Office of the President for more  
2321 information.

#### 2322 6.1.14 Retired Employee Health Insurance Plan

2323 Central Christian College of Kansas will provide certain health coverage benefits for those employees  
2324 who retire from the institution and meet the following qualifications:

- 2325 • Be 65 years old at retirement
- 2326 • Served the College full-time for at least 15 years (3/4 time qualifies as a full year)
- 2327 • Enrolled in Medicare
- 2328 • Not working full-time

2329 As a retiree, Central will pay (reimburse) the monthly premium for a Medicare Supplemental Plan.  
2330 Premiums will increase as retiree gets older and Central will continue to match premium increases until  
2331 retiree reaches age 70—after that Central will no longer increase monthly contributions and retiree will  
2332 be responsible for remaining cost increases.

2333 If the retiree chooses a BlueCross BlueShield plan the college may pay Blue Cross Blue Shield directly.

2334 If an employee remains full-time after 65 (and are therefore benefits eligible) they can stay on our group  
2335 health insurance, enroll in Medicare, or both.

## 2336 6.2 FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY

2337 Central Christian College complies with the Family and Medical Leave Act (FMLA) and will grant up to 12  
2338 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver  
2339 leave).

2340 The purpose of this policy is to provide employees with a general description of their FMLA rights. In the  
2341 event of any conflict between this policy and the applicable law, employees will be afforded all rights  
2342 required by law. If you have any questions, concerns or disputes with this policy, please contact Human  
2343 Resources.

### 2344 6.2.1 Eligibility

2345 To be eligible for leave under this policy, employees must meet **all** of the following requirements:

2346

- 2347 • Have worked at least twelve (12) months for Central Christian College
- 2348 • Have worked at least 1,250 hours for Central Christian College over the twelve (12) months  
2349 preceding the date the leave would commence.
- 2350 • Currently work at a location where there are at least fifty (50) employees within seventy-five  
2351 (75) miles.

2352

2353 The 12 months of employment do not have to be consecutive. All periods of absence from work due to  
2354 or necessitated by service in the uniformed services are counted as hours worked in determining  
2355 eligibility.

2356 Under certain circumstances, families caring for service members recovering from a serious injury or  
2357 illness may take up to 26 weeks of unpaid, job-protected leave.

### 2358 6.2.2 Reasons for Leave

2359 To qualify as FMLA leave under this policy, the leave must be for one of the following reasons:

2360

- 2361 • The birth, adoption, or placement of a child. (12 weeks)
- 2362 • The care of a spouse, child, or parent who has a serious health condition. (12 weeks)
- 2363 • The employee's own serious health condition. (12 weeks)
- 2364 • A qualifying exigency arising out of a covered family member's active duty or call to active duty  
2365 in the Armed Forces in support of a contingency plan. (12 weeks)
- 2366 • The care of a covered family member who has become seriously ill or seriously injured in the  
2367 line of duty in the Armed Forces. (26 weeks)

2368 A serious health condition means an illness, injury, impairment, or physical or mental condition that  
2369 involves:

- 2370 • Any period of incapacity or treatment in connection with, or after, inpatient care in a medical  
2371 facility;
- 2372 • Any period of incapacity requiring absence from work, school, or other regular daily activities of  
2373 more than three calendar days and involving continuing treatment by a health care provider;
- 2374 • Any period of incapacity due to pregnancy or for prenatal care; or
- 2375 • Continuing treatment by a health care provider for a chronic or long-term condition that would  
2376 likely result in a period of incapacity of more than three calendar days. Unless complications  
2377 arise or if left untreated, the following will generally not be considered serious health  
2378 conditions: the common cold, the flu, upset stomachs, headaches, or orthodontic problems.  
2379 Routine physical, eye, or dental examinations are not considered treatments indicative of a  
2380 serious health condition.

#### 2381 6.2.3 Amount of Leave

2382 An eligible employee can take up to 12 weeks of FMLA leave during any 12-month period. The College  
2383 will measure the 12-month period as a rolling 12-month period measured backward from the date an  
2384 employee uses any leave under this policy. Each time an employee takes leave, the College will compute  
2385 the amount of leave the employee has taken under this policy in the last 12 months and subtract it from  
2386 the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to  
2387 take at that time.

2388  
2389 An eligible employee can take up to 26 weeks for the FMLA military caregiver leave during a single 12-  
2390 month period. For this military caregiver leave, the College will measure the 12-month period as a rolling  
2391 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be  
2392 deducted from the total of 26 weeks available.

2393  
2394 Eligible spouses who both work for the College may only take a combined total of 12 weeks of leave for  
2395 the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a  
2396 parent "in-law") with a serious health condition. Both may only take a combined total of 26 weeks of  
2397 leave to care for a covered injured or ill service member (if each spouse is a parent, spouse, child or next  
2398 of kin of the service member).

#### 2399 6.2.4 Intermittent Leave or a Reduced Work Schedule

2400 Employees may take FMLA leave in one consecutive block of time, may use the leave intermittently  
2401 (take a day periodically when needed over the year) or, under certain circumstances, may use the leave  
2402 to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may  
2403 not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member) in a  
2404 12-month period.

2405  
2406 The College may temporarily transfer an employee to an available alternative position with equivalent  
2407 pay and benefits if the alternative position would better accommodate the intermittent or reduced  
2408 schedule, in instances when leave for the employee or employee's family member is foreseeable and for  
2409 planned medical treatment, including recovery from a serious health condition or to care for a child  
2410 after birth or placement for adoption or foster care.

2411



2412 For the birth, adoption or foster care of a child, the College and the employee must mutually agree to  
2413 the schedule before the employee may take the leave intermittently or work a reduced-hour schedule.  
2414 Leave for birth, adoption or foster care of a child must be taken within one year of the birth or  
2415 placement of the child.

2416  
2417 When leave is needed for planned medical treatment, the employee must make a reasonable effort to  
2418 schedule treatment so as not to unduly disrupt the College's operations.

#### 2419 6.2.5 Employee Notice Requirement

2420 All employees requesting FMLA leave must provide verbal or written notice of the need for leave to  
2421 their supervisor and HR.

2422  
2423 When the need for the leave is foreseeable, the employee must provide the College with at least 30  
2424 days' notice. When an employee becomes aware of a need for FMLA leave fewer than 30 days in  
2425 advance, the employee must provide notice of the need for the leave either the same day the need for  
2426 leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the  
2427 employee must comply with the College's usual and customary notice and procedural requirements for  
2428 requesting leave, absent unusual circumstances.

2429  
2430 Within five business days after the employee has provided this notice, HR will complete and provide the  
2431 employee with a Notice of Eligibility and Rights and request a medical certification or other supporting  
2432 documentation as necessary.

2433  
2434 If you become eligible for leave under the FMLA, you must follow these guidelines:

- 2435
- 2436 • FMLA requires that you attempt to schedule planned medical treatment or intermittent leave to  
2437 avoid undue work-related disruption. This means that in cases where your treating physician is  
2438 available, you may be required to schedule planned medical treatment outside of general  
2439 business hours.
  - 2440 • If you take leave to care for a spouse, child, or parent, you must provide a medical certification  
2441 within 15 calendar days of the request for leave. Contact the Office of Human Resources to  
2442 obtain a copy of the "Certification of Health Care Provider" form. A second and/or third medical  
2443 certification at the College's expense, may be required.
  - 2444 • If you take leave for your own serious health condition, you are required to provide a fitness-for-  
2445 duty report, along with the "Certification of Health Care Provider" form, before returning to  
2446 work.
  - 2447 • While on FMLA, you are required to report to Office of Human Resources periodically on your  
2448 status and your plans to return to work. The College will take steps to maintain all medical  
2449 information confidentially in accordance with the Americans with Disabilities Act.

#### 2450 6.2.6 Designation of FMLA Leave

2451 Within five business days after the employee has submitted the required certification or other  
2452 documentation, HR will complete and provide the employee with a written response to the employee's  
2453 request for FMLA leave using the FMLA Designation Notice.

#### 2454 6.2.7 Employee Status and Benefits during Leave

2455 Central Christian College will continue an employee's health benefits during the leave period at the  
2456 same level and under the same conditions as if the employee was continuously at work.

2457  
2458 While on paid leave, the employer will continue to make payroll deductions to collect the employee's  
2459 share of insurance premiums. While on unpaid leave, the employee must continue to make this  
2460 payment, either in person or by mail. The payment must be received in the Business Office by the 10<sup>th</sup>  
2461 day of each month. If the payment is more than 30 days late, the employee's health care coverage may  
2462 be dropped for the duration of the leave.

2463 The company will provide 15 days notification prior to the employee's loss of coverage.

2464  
2465 If the employee chooses not to return to work for reasons other than a continued serious health  
2466 condition of the employee or the employee's family member or a circumstance beyond the employee's  
2467 control, the College will require the employee to reimburse the company the amount it paid for the  
2468 employee's health insurance premium during the leave period.

2469  
2470 If the employee contributes to life insurance, disability, dental, vision, FSA, or cancer plan, the College  
2471 will continue making payroll deductions while the employee is on paid leave. While the employee is on  
2472 unpaid leave, the employee may request continuation of such benefits and pay their portion of the  
2473 premiums, or the College may elect to maintain such benefits during the leave and pay the employee's  
2474 share of the premium payments. If the employee does not continue these payments, the College will  
2475 discontinue coverage during the leave. If the company maintains coverage, the College may recover the  
2476 costs incurred for paying the employee's share of any premiums, whether or not the employee returns  
2477 to work.

#### 2478 6.2.8 Employee Status after Leave

2479 An employee who takes leave under this policy may be asked to provide a fitness for duty clearance  
2480 from a health care provider. This requirement will be included in the College's response to the FMLA  
2481 request. Generally, an employee who takes FMLA leave will be able to return to the same position or a  
2482 position with equivalent status, pay, benefits, and other employment terms. The position will be the  
2483 same or one that is virtually identical in terms of pay, benefits, and working conditions. The College may  
2484 choose to exempt certain key employees from this requirement and not return them to the same or  
2485 similar position when doing so will cause substantial and grievous economic injury to business  
2486 operations. Key employees will be given written notice at the time FMLA leave is requested of his or her  
2487 status as a key employee.

#### 2488 6.2.9 Use of Paid and Unpaid Leave

2489 An employee who is taking FMLA leave because of the employee's own serious health condition or the  
2490 serious health condition of a family member must use all paid vacation and PTO prior to being eligible  
2491 for unpaid leave. PTO leave may run concurrently with FMLA leave if the reason for the FMLA leave is  
2492 covered by the established PTO leave policy.

2493  
2494 Disability leave for the birth of a child and for an employee's serious health condition, including workers'  
2495 compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run  
2496 concurrently with FMLA. The employee will then be required to substitute accrued (or earned) paid  
2497 leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement.  
2498 An employee who is taking leave for the adoption or foster care of a child must use all paid leave prior  
2499 to being eligible for unpaid leave.

2500

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

#### 6.2.10 Intent to Return to Work from FMLA Leave

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

#### 6.2.11 Definitions

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

2544 Visit the Office of Human Resources for more information and/or visit  
2545 <https://www.dol.gov/agencies/whd/fmla>.

### 2546 6.3 BOOKSTORE DISCOUNT

2547 College employees receive a 10% discount on most items purchased at the Tiger Store. Please see the  
2548 store for other exceptions that may apply. Items purchased may be payroll deducted. A signed receipt  
2549 will constitute this.

### 2550 6.4 PAID HOLIDAYS

2551 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 18-22	Off Friday (March 22)
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.				

2552 If a paid holiday, excluding Easter Sunday and Juneteenth Day, falls on Saturday or Sunday, Friday will be  
2553 designated as an alternate day off with pay. Easter Sunday will be considered a holiday only for  
2554 employees who are regularly scheduled for Easter Sunday. Departments that receive the required  
2555 approval to close on days that are NOT official holidays (other than for emergencies or special College-  
2556 designated days) generally are to provide alternate work hours within the pay week for staff employees,  
2557 as the staff employees will not be entitled to holiday or closed pay for this closed time.

2558 Non-exempt employees that work on official paid holidays are entitled to the hours they actually  
2559 worked plus holiday hours that match what they would normally work on that day if it were not a  
2560 holiday. For example: full-time employee would receive eight hours of holiday pay plus the number of  
2561 hours they actually worked that day.

2562 At the supervisor's discretion, an alternate day off may be given in the same pay week as the holiday for  
2563 essential employees. Essential employees who receive an alternate day off during the pay period should  
2564 report the holiday hours on the actual holiday. Any emergency time worked on the holiday should

2565 always be recorded on timesheets. Regular time should be recorded on the timesheet for the alternate  
2566 day off.

#### 2567 **6.4.1 Christmas (Closed Period)**

2568 The days following Christmas Day through New Year's Day are considered "flex-days". Staff should work  
2569 with appropriate supervisors to ensure that essential functions are met, with equitable workload and  
2570 time expectations, otherwise employees are afforded flexibility concerning work assignments during this  
2571 time frame. Any approved time away from work is considered "with pay".

### 2572 **6.5 OVERTIME**

2573 Occasionally an excessive volume of work accumulates, or an emergency arises, that requires a non-  
2574 exempt employee to work overtime. Overtime is defined as that portion of time that is "actually  
2575 worked" in excess of 40 hours in one work week. Overtime will be required only when necessary, but  
2576 employees are expected to work overtime when asked to do so. Non-exempt employees are not to work  
2577 overtime without prior permission of a supervisor. If an employee works overtime without pre-approval  
2578 they may face disciplinary action, including termination for repeat offenses. Non-exempt employees are  
2579 paid over-time in compliance with applicable laws and regulations. All overtime hours must be recorded  
2580 on timesheets.

2581 Overtime is paid to non-exempt employees for time "actually worked" over 40 hours in one work week.  
2582 This means that if you take sick or vacation time or have jury duty or funeral leave on one or more days  
2583 during a work week, overtime would not be paid until you had worked more than 40 hours. Exempt  
2584 employees are not eligible for overtime.

2585 Exempt employees may also face the possibility of an occasional need to work beyond a *regular* 40-hour  
2586 week. However, unlike non-exempt employees, this extra time is understood as "a part of the job." No  
2587 work-time records are kept for exempt positions with the purpose of "making up" the time by reducing  
2588 hours at a future time. These employees are filling positions that are exempt from federal overtime  
2589 laws. In isolated situations, an administrator may approve time off in recognition of excessive time  
2590 spent above and beyond the time customarily required by the job. However, exempt employees should  
2591 have no expectation for compensation or compensatory time for additional work.

### 2592 **6.6 NOTARY PUBLIC**

2593 The services of a Notary Public are available to employees of the College without charge. Please go to  
2594 the Business Office.

### 2595 **6.7 COBRA [CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT]**

2596 Employees and their families will have the opportunity for a temporary extension of health insurance  
2597 coverage in certain circumstances where coverage under the College's health plan would otherwise end.  
2598 Only those employees, spouses of employees and their dependents who were covered under the  
2599 College's plan on the day before the event which triggered termination of coverage are eligible to elect  
2600 continuation of coverage.

2601 Events which may trigger the option to continue coverage are as follows:

- 2602 • Termination of the covered employee's employment
- 2603 • Death of a covered employee;

- 2604 • Divorce or legal separation of a covered employee from his or her spouse;
- 2605 • A covered employee becoming entitled to receive Medicare benefits; or
- 2606 • A dependent child of a covered employee ceasing to be a dependent.

2607 Employees are responsible for notifying the Office of Human Resources (the Plan Administrator) of the  
2608 occurrence of a qualifying event if outside of normal termination. When a qualifying event occurs, the  
2609 Plan Administrator will provide the employee and/or qualified beneficiary with the appropriate notice  
2610 regarding his other rights under COBRA. For further information on the continuation of coverage, see a  
2611 representative of the Office of Human Resources. For more detail on COBRA visit  
2612 [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)  
2613 [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)

2614 The exiting employees will have the opportunity to continue other benefits besides health insurance by  
2615 paying the provider directly. Please refer to the COBRA paperwork that is mailed to the employee within  
2616 two weeks of their last day.

## 2617 6.8 TUITION ASSISTANCE PROGRAM (TAP)

2618 An essential component to the fulfillment of the mission of the College is the recruitment, hiring, and  
2619 retention of the highest qualified employees. To meet that ideal, the College has adopted a Tuition  
2620 Assistance Program (TAP) in order to encourage the professional development of eligible employees.

2621 The Tuition Assistance Program is available to full-time (benefit eligible) employees for the purpose of  
2622 completing an advanced degree, that are not currently available at Central Christian College of Kansas.

2623 The number of new applications for tuition assistance approved on an annual basis will be subject to the  
2624 available resources. Requests for entry into the program are made through the President's Office, with  
2625 supervisory pre-approval. Preference for program participation will generally be given to faculty or other  
2626 institutionally driven necessities.

2627 **Waiting Period:** Two-years of continuous full-time employment is required prior to beginning the  
2628 program. This waiting period may be waived at the discretion of the CFO and the President, when  
2629 participation is deemed strategically appropriate for the College. By request, faculty members may ask  
2630 to have previous employment at another institution of higher learning considered as fulfillment of this  
2631 waiting period.

### 2632 6.8.1 Reimbursement Process

2633 The College will provide reimbursement to the employee after submission of a reimbursement request,  
2634 with evidentiary proof that the course was satisfactorily completed. Special arrangements can be made  
2635 if the individual is seeking an advance on the tuition cost.

2636 The maximum amount of reimbursement is related to the level of the credential completed:

- 2637 • Master's: Not to exceed \$2,500 in any given term and not to exceed \$12,000 in totality.
- 2638 • Doctoral: Not to exceed \$3,000 in any given term and not to exceed \$15,000 in totality.

### 2639 6.8.2 Application Process

2640 The employee will submit a TAP application to the Office of Human Resources. The request must  
2641 include:

- 2642 • Expected Date of Program Start
- 2643 • Degree being sought
- 2644 • Description of the degree and degree granting institution,
- 2645 • Description of the program,
- 2646 • Rationale for the program (as it relates to employment at the College),
- 2647 • Target completion dates,
- 2648 • Time restraints (including residency requirements),
- 2649 • Cost of the program.

### 2650 6.8.3 Work Obligation

2651 Upon completion of the credential or term of enrollment, employees are required to work at the College  
 2652 for a period of two (2) years<sup>9</sup>. If the employee, for whatever reason, does not fulfill this work obligation,  
 2653 he or she will become responsible to repay funds at a pro-rated amount on the unpaid balance of the  
 2654 amount reimbursed<sup>10</sup>.

## 2655 6.9 GRADUATE ASSISTANT PROGRAM

2656 Each year Central Christian College of Kansas may select Graduate Assistants (GA) who are looking to  
 2657 enroll in graduate degree program(s) at Central Christian College of Kansas. These positions are  
 2658 determined on a case-by-case basis, which includes consideration of need and available budget.

2659 From the College's perspective, GA's are, first and foremost, graduate students pursuing an education.  
 2660 The *work* associated with the GA position is viewed as an integral part of that education. Therefore, the  
 2661 College is committed to ensuring that GA's assignments are productive, enhance student qualifications,  
 2662 meet workload goals, and are consistent with the educational objectives of the student's program.

2663 Currently, GA positions are reserved for full-time degree seeking students and enrolled in a CCKK  
 2664 graduate program.

2665 Recipients of a graduate assistantship may not work more than 29 hours per week during the school  
 2666 year and 40 hours a week during the summer. The graduate assistant will complete weekly timecards  
 2667 and submit to Payroll to ensure sufficient time is available to be academically successful. Graduate  
 2668 Assistants are expected to adhere to the standards outlined in the CCKK Policies and Procedures  
 2669 Manual, which is a guide for employee behavior and conduct.

2670 Graduate assistantships are very competitive and are not available for every department or every  
 2671 graduate student.

2672 The Graduate Assistantship Program is housed in the Human Resource Office. Under no circumstance  
 2673 will a department offer a graduate assistantship without adhering to the policies outlined herein.

### 2674 6.9.1 Eligibility

2675 To be eligible for an assistantship, students:

- 2676 • Must be matriculated into a degree-seeking Master's program at CCKK

<sup>9</sup> If an employee completes two consecutive degrees, as such a Master's Degree followed by a Doctorate, they would serve two years for the Master's degree and an additional two years for the Doctorate degree.

<sup>10</sup> An employee reimbursed for \$15,000, leaving the institution after one year, will owe \$7,500 (\$20.55/day).

- 2677                   ○ A GA may begin their *work assignment* up to seven days prior to the start of their  
2678                   program.
- 2679                   • Must maintain minimum credit requirements.
  - 2680                   • Maintain good standing (3.0 cumulative GPA).
  - 2681                   • International students must possess necessary visa and other documents required for U.S.  
2682                   employment.
  - 2683                   • Students who complete the program, may continue his or her *work assignment* until the end of  
2684                   their contract date (either the semester or current academic year), at the request of their  
2685                   supervisor and based on need.

#### 2686 6.9.2 Expectations

2687 Departments utilizing graduate assistants will provide information about responsibilities, expectations,  
2688 workspace, support services, etc. to the Graduate Assistant through a job description. Departmental  
2689 policies and procedures should be described and discussed with the departmental director. Policies  
2690 surrounding the tuition benefit, dismissal or resignation should be addressed by the Human Resource  
2691 Office.

2692 Standards of professional behavior expected in carrying out the terms of the appointment should be  
2693 made in writing through a Graduate Assistant position agreement. Graduate assistants should be  
2694 informed that their assistantship can be terminated prior to expiration of the period of service or the  
2695 length of the graduate program if the terms of the appointment are not met.

2696 Graduate Assistant agrees any employment outside of CCKC comes secondary to this appointment.

2697 The graduate program has two terms: Fall (July - December) and Spring (January - June). GA's will work  
2698 throughout both terms. GA's receiving housing and meals should not exceed 29 hours per week in  
2699 totality for all *work assignments*. GA's not receiving housing and meals should not exceed 20 hours per  
2700 week in totality for all *work assignments*. International GA's on an F Visa may not exceed 20 hours per  
2701 work in totality for all work assignments (during school weeks).

2702 In mid-May through mid-August meals will no longer be available due to the residential campus closing  
2703 for the summer. GA's will only be required to work 20 hours a week during this time. However, if a GA  
2704 would like to earn additional income, they may apply to work on campus (via maintenance or other  
2705 open positions) up to 40 hours a week, earning additional income above the 20 hours required for their  
2706 Graduate Assistantship. If a GA works over 40 hours a week, overtime will be paid based on minimum  
2707 wage. International students may be limited based on Visa status. GA's may work off campus, as long as  
2708 they fulfill the academic duties and 20 hours a week on campus.

2709 Supervisors are not permitted to move time worked in a paid status or adjust time worked in a paid  
2710 status to another payroll week to avoid overtime payments.

#### 2711 6.9.3 Limitations

2712 GA's may be re-appointed to assistantships for successive terms, but renewal is not automatic or  
2713 guaranteed. Factors entering into a decision to reappoint a graduate assistant may include:

- 2714                   • Satisfactory academic performance and progress toward degree;
- 2715                   • Satisfactory performance of assigned assistantship responsibilities and duties;



- 2716 • Availability of funds;
- 2717 • Departmental or institutional limits on the number of years for which an assistantship may be
- 2718 held;
- 2719 • Specific departmental needs, constraints and policies, including efforts to identify qualified
- 2720 students to benefit from assistantships.

#### 2721 6.9.4 Remuneration

2722 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

2723

2724 Along with a monthly stipend, graduate assistants may also receive compensation in the form a housing

2725 and meal plans. Graduate assistants may be housed with other graduate assistants in apartment or

2726 homes not filled by undergraduate students. In the case that there is no available housing, other

2727 accommodations may be made. If a graduate assistant chooses to obtain their own housing, there will

2728 be no compensation for housing. In addition, GA's may receive reduced cost (or not cost) access to

2729 meals served through the Dining Hall. The GA will be responsible for meals when the Dining Hall is not in

2730 operation. GA's who are eligible in their sport are not allowed to play, while in the Graduate

2731 Assistantship Program. A student can **begin work** after finishing their eligibility.

##### 2732 6.9.4.1 Tuition

2733 Tuition reduction is a fringe benefit granted in excess of the reasonable compensation paid as a stipend

2734 and cannot be converted into a cash benefit. Tuition reduction is equal to the full amount of tuition,

2735 excluding special course fees, books, late fees or other related fees. Tuition reduction benefits that are

2736 offered for a particular semester, but are not used in that semester, will be forfeited and will not be paid

2737 directly to a student under any circumstances.

2738 Tuition benefits may not be used for undergraduate credits, except, tuition reduction benefits may be

2739 used for undergraduate classes taken to satisfy graduate degree requirements as part of a plan of study

2740 that has been approved in writing.

2741 Tuition reduction typically maxes out at 12 credits per semester/term (with a total of 36 credit hours for

2742 the entirety of the program).

##### 2743 6.9.4.2 Other Remunerations

2744 Graduate assistants may receive a stipend contingent upon continued participation in the graduate

2745 assistant program and satisfaction of the requirements set forth in the GA agreement. The stipend will

2746 be paid in monthly installments, on **normal payroll** dates established by CCCK. Federal and state taxes, if

2747 applicable, will be withheld from each monthly stipend payment.

2748 Graduate Assistants are not **full-time employees and are therefore not** eligible for employee benefits or

2749 insurance.

2750 Residential GA's remain responsible for all applicable housing fees, including parking, student health  
2751 insurance (required), etc.

2752 If receiving meals, the GA is responsible for meals when the Dining Hall is not in operation.

#### 2753 6.9.5 Appointing Graduate Assistants

2754 The School of Graduate Studies aims for the population of graduate assistants at CCKK to represent the  
2755 diversity of students in the general population. Central Christian College of Kansas complies with Titles  
2756 VI and VII; when possible and appropriate, vacancies for graduate assistantships should be advertised on  
2757 the school's employment website. Vacancies should be advertised as broadly as possible to ensure  
2758 equal access to the assistantship position.

#### 2759 6.9.6 Requesting Graduate Assistants

2760 In order to request a graduate assistant, the appointing department must submit a Graduate Assistant  
2761 Request Form to the Human Resource Office.

2762 Departments seeking to fill a GA position need to submit the following:

- 2763 • Projected length of appointment
- 2764 • Projected Time Commitment
- 2765 • Job Duties
- 2766 • Hiring Department and Supervisor
- 2767 • Any special requirements related to leave, scheduling or other terms

2768 Residential and Other Graduate Assistantships are considered on a case by case basis. Typically, Athletic  
2769 Graduate Assistantships are considered in relation to roster size, at a 1/15 ratio. However, special  
2770 consideration is given to teams based on the following priorities (dependent on budgetary resources):

- 2771 • Equity (Title IX)
- 2772 • Roster Size
- 2773 • Sport Related Needs
- 2774 • JV Programs
- 2775 • In season responsibilities
- 2776 • Athletic Director consideration

2777 All other necessary paperwork should be completed and submitted to the Human Resource Office. After  
2778 approval of the assistantship, which is conditional upon available funds, the assistantship opening along  
2779 with job description will be posted on the employment website.

2780 The specific agreement will be developed by the Human Resource Office. No GA may begin working until  
2781 all paperwork has been submitted and the final agreement has been signed off by the Human Resource  
2782 Office. GA's will complete the new employee checklist as an onboarding tool.

#### 2783 6.9.7 Apply for the Position

2784 After receiving acceptance into the program with Admissions, any candidate for the Graduate  
2785 Assistantship should submit the following items:

- 2786 • A cover letter

2787       • Resume

2788       • Completed GA application

2789       • Personal Testimony of Faith

2790       • Two professional references and one character reference

2791 Graduate assistantship applications are reviewed according to specific criteria, such as academic

2792 records, experience, time available for work by applicants, etc. Applicants will not be considered if they

2793 fail to submit the aforementioned documents.

2794 The Office of Human Resources will complete a background check on all GA's

2795 **6.9.8 Evaluation of Graduate Assistants**

2796 Departments hiring graduate assistants are responsible for assessment of their performance.

2797 Performance assessment is an ongoing activity. After each term, there will be an evaluation of the

2798 graduate assistant's academic performance [Maintaining a 3.0 GPA] by the Office of Human Resource

2799 and a professional performance [by the supervisor via online form provided by the OHR] in which the

2800 supervisor will either recommend a termination or continuation of the graduate assistant. Personnel

2801 matters related to a graduate assistant, must be done in a confidential setting and only include

2802 necessary staff members.

2803 **6.9.9 Change in status and dismissal**

2804 Any change of status must be processed through the Human Resource Office. If a graduate assistant's

2805 appointment is terminated [loss of funding, for cause, academic delinquency, leave of absence, by

2806 written notice, force majeure and/or by voluntary mutual agreement] before the completion of the

2807 appointment period, the tuition benefits also terminate and the student is responsible for personal

2808 payment of tuition on a pro-rata basis for the remainder of the semester and for any future terms.

2809 If a GA leaves the program through [loss of funding, for cause, academic delinquency, leave of absence,

2810 by written notice, force majeure and/or by voluntary mutual agreement] the College will not hold a spot

2811 open for the participant to return. If an individual wants to return to the program, they must reapply if

2812 at that point the Graduate Assistantship is available.

2813 A GA who is no longer part of the program will be asked to vacate housing within two weeks and will not

2814 have access to meals.

2815 Upon completion of the program, there is no further encumbrance for either party.

2816 **6.10 LACTATION BREAKS FOR NURSING MOTHERS**

2817 Nursing mothers are eligible to take reasonable breaks under this policy to express breast milk for up to

2818 one-year after the birth of the employee's child.

2819 The College will provide a private space where an employee who is nursing can express breast milk for

2820 her nursing child. An employee who needs to express breast milk should contact the Human Resource

2821 Office to schedule and coordinate breaks. Human Resources will provide information about accessing

2822 the designated lactation room and if any coordination is needed with other nursing mothers.

2823 Employees will be allowed reasonable paid break times to accommodate the employees who need to

2824 express breast milk. Employees may also use lunch periods to express breast milk.

2825 Expressed milk may be placed in a refrigerator or other cold storage space designated by the Office of  
2826 Human Resources. Each employee must date and label her stored milk. Nursing employees must take  
2827 home all expressed milk at the end of the employee's workday. The College is not responsible for the  
2828 loss or theft of any items left in a lactation room, including stored milk.

2829 The College expressly prohibits any form of discipline, reprisal, intimidation, retaliation, or  
2830 discrimination against any employee for requesting or taking lactation breaks or filing a complaint for  
2831 violations of this policy or any applicable law.

2832 If any employee is subjected to any conduct that is contradictory to this policy, they should promptly  
2833 notify the Office of Human Resources). They will ensure that a prompt investigation is conducted and  
2834 take prompt corrective action, if appropriate.

2835 The Office of Human Resources is responsible for the administration of this policy. If there are any  
2836 questions regarding this policy or about lactation breaks that are not addressed in this policy, please  
2837 contact Office of Human Resources.

## 2838 **6.11 INJURY AND ILLNESS**

2839 Central Christian College of Kansas carries workers' compensation insurance for work-related injuries or  
2840 illnesses. As such, the College complies with applicable workers' compensation laws and regulations and  
2841 will provide information to the workers' compensation carrier, who will make benefit payments to  
2842 injured or ill employees as provided by applicable workers' compensation laws.

2843 If an employee becomes injured or ill at work, whether work-related or not, the following protocol  
2844 should generally be followed. If an injury or illness appears severe or life threatening, immediately call  
2845 the 911\* emergency number and follow the directions provided. Then, notify a supervisor. Report any  
2846 other type of injury or illness at work immediately to a supervisor, who will relay it to the Office of  
2847 Human Resources.

2848 All job-related accidents, regardless of their cause or severity, must be reported to your supervisor  
2849 immediately. Accidents that are not reported promptly may result in the claim being denied. First aid  
2850 supplies are available at first aid stations distributed across the campus.

### 2851 **6.11.1 Guidelines**

2852         6.11.1.1 Accidents include all work-related injuries or illnesses that occur while working for the  
2853                 College.

2854         6.11.1.2 Employees have an obligation to report any work-related injury or illness immediately  
2855                 and return to work as soon after an injury or illness as their medical conditions permit.

2856         6.11.1.3 If you need medical treatment while on traveling for the College, proceed to the  
2857                 nearest medical facility. Report it to your supervisor upon your return.

2858

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## 7 BUSINESS OPERATIONS

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

### 7.1 SALE OF COMMODITIES

#### 7.1.1 College Property

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

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

#### 7.1.2 Private Goods

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

### 7.2 PROCUREMENT & PURCHASING

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

When incurring business expenses, Central expects personnel to:

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

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

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

2895 Departmental and office personnel who will be responsible for making payment requests and approving  
2896 them are expected to have appropriate authority for their role (i.e. requestor, approver, etc.) and are  
2897 therefore required to be aware of the protocols associated with their designation.

2898 The goal for every purchasing transaction is to obtain the best value possible. The College strives to  
2899 procure most goods and services through the use of contracts that have appropriate terms and  
2900 conditions to properly protect the institution. When bids are required by policy, they are to be  
2901 conducted on an open and competitive basis and without favoritism. Interested suppliers will receive  
2902 fair and impartial consideration.

2903 Segregation of duties and responsibilities in the purchasing process provides proper controls. As the  
2904 dollar value and complexity of a purchase increases, so does the level of authority and responsibility  
2905 required to obligate the College for a purchase.

2906 The Chief Financial Officer may delegate authority to any member of the Leadership Team (Chief  
2907 Officers) to make purchases under certain prescribed conditions and procedures when the acquisition is  
2908 funded, in whole or in part, from a grant or donor funds. Purchases made in compliance with such  
2909 conditions and procedures shall be exempt from other provisions of this section. As used in this  
2910 subsection the term "grant" means a disbursement made from federal or private funds, or a  
2911 combination of these sources.. Nothing in this subsection shall allow federal grant moneys to be handled  
2912 differently from any other moneys of the College unless the requirements of the applicable federal grant  
2913 specifically require such federal moneys to be handled differently.

2914 *\*The President has the discretion to suspend or rescind all or any part of this policy or related*  
2915 *procedure(s), within the limitations set forth by the Board.*

#### 2916 7.2.1 Ethical Considerations

2917 Ethical business standards shall govern all procurement transactions. Infractions or suspicious activity  
2918 should be reported to the appropriate supervisor, Chief Financial Officer, or reported through the  
2919 Fraud/Whistleblower Hotline on the staff resources page. Disciplinary action for those violating ethical  
2920 business standards will be taken in accordance with applicable policy, up to and including the  
2921 termination of employment.

2922 The purchase or lease of any goods or services payable or reimbursable by the College must be made in  
2923 accordance with federal and state laws as well as any other applicable College policies. Furthermore,  
2924 goods and services purchased with sponsored funds must fully comply with the respective sponsor's  
2925 terms and conditions.

2926 College personnel shall not solicit or accept a significant gift from a supplier or prospective supplier. A  
2927 *significant gift* is defined as an item, service, favor, monies, credits, or discounts not available to others  
2928 which could influence purchasing decisions. College personnel may accept trivial items (less than \$20 in  
2929 value) as a matter of courtesy, but may not solicit them. Acceptance of social invitations to occasional  
2930 business meals, entertainment, and hospitality will be subject to prudent judgment as to whether the  
2931 invitation places or appears to place the recipient under any obligation, the appropriateness of the  
2932 occasion, frequency, and choice of facilities. Questions about the value of a gift or appropriateness of an  
2933 invitation should be referred to the Chief Financial Officer.

2934 It is the policy of the College that its employees conduct the affairs of the College in accordance with the  
2935 highest ethical, legal, and moral standards. An employee must not be in a position to make a decision  
2936 for the College if his or her personal, professional, or economic interests (or those of his or her  
2937 immediate and extended family member) may be directly influenced or affected by the outcome. See  
2938 the Conflict of Interest Policy in the Code of Conduct.

#### 2939 7.2.2 Signature Authority

2940 Some vendor relations may require a contract. The President of the College, the Chief Financial Officer  
2941 and Chief Operations Officer have the authorization to sign contracts and agreements on behalf of the  
2942 College. No other College employee, student, alumnus, or affiliated individual may financially obligate  
2943 the College in any form. Commitments by unauthorized persons will not be honored by the College, and  
2944 therefore the individual has created a personal obligation to the Supplier. Violation of the authorities  
2945 noted above may lead to disciplinary action. Material or repeated violations will lead to disciplinary  
2946 action up to and including termination of employment.

2947 In some cases, specific officers of the College may have limited signature authority, as delegated by the  
2948 Board of Trustees or President.

#### 2949 7.2.3 Internet Payments

2950 Those who transact College business with vendors over the Internet by using credit cards face increased  
2951 risk and responsibility. Purchases over the internet should be minimized. Individuals should consider the  
2952 following recommendations:

- 2953 • Deal only with established, reputable vendors.
- 2954 • Do not buy from unincorporated individuals or groups offering products or services.
- 2955 • College related purchases should be transacted on a college credit card.
- 2956 • Ensure that the vendor provides a secure website for transmission of information.
- 2957 • Never save credit card information on the computer used for the purchase.

#### 2958 7.2.4 End of Year Purchases

- 2959 • All spending requests will be turned into the Business Office no later than June 1 for the  
2960 remainder of the fiscal year.
- 2961 • Supervisors may not authorize expenditures after June 1 without the approval of the Chief  
2962 Financial Officer.
- 2963 • All use of credit cards are not authorized in the month of June to prepare for end of fiscal year  
2964 close out.

#### 2965 7.2.5 Segregation of Duties

2966 Segregation of duties and responsibilities in the purchasing process provides proper controls. An  
2967 example of segregation of duties is as follows:

- 2968 • Requester/end user (Office worker, faculty member, coach, etc.):
  - 2969 ○ Determine what is needed
  - 2970 ○ Determine whether the need can be fulfilled by a Preferred Vendor
    - 2971 ■ If there is no Preferred Vendor, research vendors
    - 2972 ■ Solicit prices

- 2973                   ▪ Analyze costs and assess other important factors (i.e. delivery, customer service,
- 2974                   etc.)
- 2975               ○ Select a vendor
- 2976               ○ Initiate a Requisition/Payment Approval or communicate needs to authorized requester
- 2977               ○ Obtain, prepare, and track necessary documents and paperwork.
- 2978               ○ Ensure the proper receipt of ordered goods or services
- 2979               ○ Submit paperwork
- 2980           • Approver (Department/Division Chair, supervisor, manager, chief officer, etc.):
- 2981               ○ Validate the legitimate business purpose of the transaction
- 2982               ○ Validate that adequate funding is available; monitor budget(s)
- 2983               ○ Ensure compliance with policy and applicable regulations for the use of restricted funds
- 2984               and the acquisition of regulated or controlled goods
- 2985               ○ Approve requisitions and special purchasing transactions, when necessary
- 2986               ○ Review and approve reimbursement requests for individuals they supervise
- 2987               ○ Negotiate and resolve disputes with vendors
- 2988               ○ Monitor and reconcile purchase transactions

## 2989 7.2.6 Payment Procedure

2990 Payment/Pre-Approval forms can be obtained through the Business Office, completed by the Requestor,

2991 and authorized by the Approver before the Business Office will consider action.

### 2992 7.2.6.1 Signature Authority – Payment Forms

2993 All payment forms require a signature. Individuals are delegated to authorize

2994 expenditures on budgets they are authorized to oversee, based on the following

2995 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.

2996 Requests shall not be split to avoid listed criteria.

2997 All restricted fund use should be approved by supervisor and request signed by Chief

2998 Financial Officer.



2999 In cases where the President or the Chief Financial Officer is the Requestor, the  
3000 request must be signed by the non-requesting officer.

3001 The foregoing delegation pertains to Payment Requests only, and does not authorize  
3002 signing of agreements or contracts unless specifically provided for elsewhere.

3003 Individuals with signature authority may temporarily delegate their authority to a  
3004 designee. This temporary delegation must be issued in writing, with notification to  
3005 the Chief Financial Officer (either by hard copy or email). The authority should be  
3006 restricted to expenditures that are urgent in nature and must be in effect for a  
3007 specified timeframe.

3008 Changes to signature authorizations must be approved in writing by the appropriate  
3009 Chief Officer or the President.

3010 7.2.6.2 Prepayments  
3011 In order to reduce risk, the College's policy is to avoid pre-paying any orders, in part  
3012 or in full, in advance of the receipt of the goods or services. If the only supplier of  
3013 goods or service requires a prepayment or deposit, or if the nature of the goods or  
3014 service requires pre-payment (e.g., a maintenance agreement or software licensing  
3015 fee), the payment must be approved by the Chief Financial Officer. The  
3016 requisitioning department is required to conduct significant due diligence on the  
3017 bidders or potential providers in order to ascertain the supplier's ability to perform  
3018 under the contract, and particularly so, if pre-payment is involved.

3019 7.2.6.3 Invoices and Receipts.  
3020 Receipts and/or invoices are required for all expenditures billed directly to Central. A  
3021 name or department must be noted on all charges made on behalf of the College.  
3022 Any invoices sent out by the Accounts Payable Clerk for the purpose of obtaining a  
3023 general ledger account number must be returned to the Accounts Payable Clerk  
3024 within five (5) business days of receiving the invoice. Missing receipts require  
3025 employee to sign a separate statement indicating they lost the receipt and will  
3026 provide details of the expenditure. The Accounts Payable Clerk will have a form  
3027 available for such circumstances. Missing receipt forms are to be used on rare  
3028 occasion and should not become routine/normal for any employee of the College.

3029 7.2.6.4 Receipt of Goods  
3030 Departments are responsible for verifying the actual receipt of goods and services  
3031 and including such receipt on annual reports of inventory. Individuals acknowledging  
3032 the receipt of goods are confirming that the purchased goods and services have been  
3033 received in the nature, quality and quantity ordered.

3034 Receipt must be verified by a representative of the department benefiting from the  
3035 goods or service and responsible for the budget before any payment will be issued to  
3036 the supplier.

3037 7.2.7 Comparative Review

3038 In order to steward resources wisely, the College requires and encourages competition among suppliers  
3039 who may provide goods and services to the College. Accordingly, those involved in vendor selection  
3040 have the responsibility to search broadly and completely for viable suppliers. A competitive process  
3041 among suppliers is required for all purchases of \$10,000 or more, and strongly encouraged even when  
3042 purchases are less than \$10,000.

3043 For purchases above \$100,000, it is the responsibility of the Chief Operations Office or Chief Financial  
3044 Officer to originate, control and analyze supplier bids, quotations, proposals and/or qualifications. The  
3045 requisitioning department is responsible for working with the Chief Financial Officer to define the  
3046 quantity, specifications, required delivery date and any other pertinent information essential to create  
3047 an appropriate request for quotes. The requisitioning department should also suggest sources,  
3048 especially for unusual or unique items. The requisitioning department may be called upon to assist the  
3049 Chief Operations Officer or Chief Financial Officer in evaluating the bids received relative to a purchase  
3050 for that department. The requisitioning department should allow for one (1) to six (6) weeks for the  
3051 competitive bid process to occur, depending upon the requirements.

3052 If a purchase is less than \$100,000, the requisitioning department may secure the quotes or bids without  
3053 assistance from the Chief Operations Officer or Chief Financial Officer; however, the Chief Operations  
3054 Officer or Chief Financial Officer retains the right to reissue the request for bids if they determine it  
3055 would be beneficial to the College. Written quotes/bids from the various suppliers must accompany the  
3056 request, for audit purposes.

3057 Competitive quotes or bidding is not required when one or more of the following conditions exist:

- 3058 • The purchase is less than \$10,000.
- 3059 • Bids have been recently received (within the previous 3 months) for the same items and the bids  
3060 are still valid.
- 3061 • Emergency purchases/contracts are necessary for the immediate preservation of the health,  
3062 welfare, or safety, or the protection of College property and programs;
- 3063 • Equipment maintenance contracts for which there is only one authorized or qualified source  
3064 required by the equipment manufacturer for the preservation of equipment warranty;
- 3065 • Proprietary software maintenance, annual license renewals, and/or upgrade contracts;
- 3066 • Utilities contracts for which there is no competition because of sole authorization to provide  
3067 service to the geographical area;
- 3068 • For contractual services, supplies, materials, or equipment when, in the judgment of the Chief  
3069 Financial Officer, no competition exists;
- 3070 • Chemicals and other material or equipment for use in laboratories or experimental studies by the  
3071 College are best purchased without competition, or where rates are fixed by law or ordinance;
- 3072 • Public entertainment contracts for campus-sponsored fairs, expositions, exhibitions, plays and  
3073 concerts;
- 3074 • Contracts for conference or meeting facilities, including room accommodations for conference  
3075 attendees;
- 3076 • Educational materials and information access resources related to the College's library services;
- 3077 • Compatibility with existing contractual services, supplies, materials or equipment is the overriding  
3078 consideration;

- 3079 • Contract amendments for time extensions, with no additional dollars being added; or Contract  
3080 amendments to exercise options that were part of the original contract or that were part of a  
3081 previously approved amendment to the contract; or contract amendments that are within the  
3082 scope of or incidental to the original contract scope of work;
- 3083 • The item is a College standard (e.g., furniture/file cabinets from Steelcase) as determined by the  
3084 Chief Financial Officer.
- 3085 • The item to be purchased has already been bid either through the KICA, CCCU or other  
3086 membership organization or through any other purchasing consortia which the College is eligible  
3087 to utilize.
- 3088 • A used item becomes available and is subject to immediate sale;
- 3089 • The item must be purchased from a sole-source distributor or manufacturer or a sole brand. In  
3090 this case written justification of the sole brand/source should be provided and that requisition  
3091 must be approved by the Chief Financial Officer. The written request must include:
  - 3092 ○ The unique performance factors required that necessitate a particular brand or supplier;
  - 3093 ○ Why these factors are required;
  - 3094 ○ What other source/brands have been considered or rejected and why.
    - 3095 ■ Sole source or sole brand requests shall not be justified on the basis of:
      - 3096 • A lack of advanced planning;
      - 3097 • Concerns related to the amount of funds available for the acquisition of  
3098 the goods or services; or
      - 3099 • A previously non-competitively bid contract for which the price to the  
3100 College was zero or substantially below fair market price and the results  
3101 of such contract caused the sole source or sole brand to be required on  
3102 future contracts.
- 3103 • If in the judgment of the Chief Financial Officer and the head of the acquiring department, not  
3104 seeking competitive bids is in the best interest of the College.

3105 Depending on the goods or service required, the decision criteria may not be cost alone. In addition to  
3106 cost-effectiveness, compliance with mandatory requirements (e.g., insurance requirements), product  
3107 quality, supplier expertise and experience, timing of the delivery, staff and/or technical support  
3108 availability/quality, the supplier's financial resources and facilities, and other criteria may be relevant in  
3109 particular circumstances.

3110 Bidding for multi-year contracts is acceptable. With limited exceptions, all multi-year contracts should  
3111 re-bid after a maximum of 5 years. Exception may be granted with the written approval of the Chief  
3112 Financial Officer.

#### 3113 7.2.8 Requesting Bids

3114 The Chief Financial Officer or Chief Operations Officer shall solicit such bids by sending notices by mail to  
3115 prospective bidders or announcing the solicitation of bids through public notice, at least ten (10)  
3116 business days before the date stated in the notice for the opening of the bids. All bids shall be sealed  
3117 when received and shall be opened at the hour stated in the notice. Bid requests shall require all bidders  
3118 on contracts to disclose all substantial interests held by the bidder in the College.

3119 The terms "sealed", "public notice," and "mail" shall include electronic bids, electronic bulletin boards  
3120 and web pages, and electronic mail when such items are utilized in accordance with procedures  
3121 prescribed by the director of purchases.

### 3122 **7.3 CASH ADVANCES & REIMBURSEMENT PROCEDURE**

3123 Individuals, as a general rule, should not advance their own funds to purchase supplies and services on  
3124 behalf of the College. Purchases should be made through established purchasing policy and procedures.  
3125 In limited instances an individual may need to pay for an item and be reimbursed. If it is necessary that  
3126 an employee advance funds to purchase supplies or services for College business, the immediate  
3127 supervisor must first authorize the purchase. The individual should request reimbursement by  
3128 completing the appropriate expense report.

#### 3129 **7.3.1 Cash Advances**

- 3130 • Submit expense request form to Accounts Payable Clerk two business days before you need the  
3131 funds. The Chief Financial Officer must approve all short notice requests. Email and phone  
3132 requests are not acceptable.
- 3133 • Once the purchase has been made, receipts, other documentation, and any leftover cash must  
3134 total the original amount requested and be brought to the Accounts Payable Clerk. Employees  
3135 must settle this account 5 business days from purchase. In the event they do not settle within 5  
3136 business days, the employee will reimburse the college and/or pay for any discrepancies.

#### 3137 **7.3.2 Personal Reimbursement**

- 3138 1. Submit reimbursement form and required receipts to Accounts Payable Clerk within 5 business  
3139 days of expense. After 30 days, you will not be reimbursed without Chief Financial Officer  
3140 approval.
- 3141 2. Receipts and/or other documentation totaling \$50 or less can be taken directly to the Accounts  
3142 Payable Clerk for reimbursement. Employee must provide the general ledger account number  
3143 to be charged at the time of request.
- 3144 3. For reimbursements over \$50, employees will a) complete an approved expense request form,  
3145 b) attach receipts and/or other documentation, and c) return to the Accounts Payable Clerk two  
3146 business days prior to reimbursement date. Business Office will normally cut checks for  
3147 reimbursement on the 5<sup>th</sup> and 20<sup>th</sup> day of each month.

#### 3148 **7.3.3 Check Reissuance**

3149 If a check is lost, stolen or ruined, please contact the Business Office or Accounts Payable Clerk to stop  
3150 payment on the check and reissue a new one. Please allow a 48 hour period for the new check to be  
3151 reissued.

#### 3152 **7.3.4 Reimbursement for Taxes**

3153 Since CCK is exempt from paying sales tax, these taxes are generally not reimbursable when an  
3154 employee has extended personal funds for the purchase. A special exemption may be requested from  
3155 the Chief Financial Officer, in cases where it can be clearly demonstrated that the purchase and payment  
3156 of tax was unavoidable or an emergency. This should be rare.

## 7.4 CREDIT CARDS

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

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

### 7.4.1 Wal-Mart Credit Card

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

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

### 7.4.2 Bank of America Credit Cards

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

## 7.5 TRAVEL EXPENSES

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

3197 travel, they may not use a College vehicle or rental vehicle paid for by the College. When traveling for  
3198 work, family expenses (i.e. spouse or children's meals and/or hotels) are not to be included for  
3199 reimbursement or placed on College credit cards.

3200 **7.5.1 Frequent Flyer Miles and Compensation for Denied Boarding**

3201 Personnel traveling on behalf of Central may accept and retain frequent flyer miles and compensation  
3202 for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to  
3203 accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

3204 **7.5.2 Lodging**

3205 Personnel may be reimbursed for the reasonable cost of hotel accommodations. Convenience, the cost  
3206 of staying in the city in which the hotel is located, and proximity to other venues on your itinerary shall  
3207 be considered in determining reasonableness. Personnel shall make use of any possible discount rates  
3208 for hotels.

3209 **7.5.3 Out-of-Town Meals**

3210 Personnel are reimbursed for the reasonable and actual costs of meals (including tips up to 20%).

3211 **7.5.4 Ground Transportation**

3212 Employees are expected to use the most economical ground transportation appropriate under the  
3213 circumstances and should generally use the following, in this order of desirability:

- 3214 a. *Courtesy Cars and shuttles*
- 3215 b. *Taxis, Uber, Lyft*
- 3216 c. *Rental Cars*

3217 **7.5.5 Personal Cars**

3218 Personnel are compensated for use of their personal cars when used for business. When individuals use  
3219 their personal vehicle for such travel, including travel to and from the airport, mileage will be paid at 30  
3220 cents per mile. In the case of individuals using a personal vehicle to take a trip that would normally be  
3221 made by air, mileage will be allowed at the currently approved rate; however, the total mileage  
3222 reimbursement will not exceed the amount of the lowest available round trip coach airfare. Employees  
3223 will log their miles (according to IRS rules).

3224 **7.5.6 Parking/Tolls**

3225 Parking and toll expenses, including charges for hotel parking, incurred by personnel traveling on College  
3226 business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc. are the  
3227 responsibility of the employee and will not be reimbursed. On-site airport parking is permitted for short  
3228 business trips. For extended trips, personnel should use off-site airport facilities. Toll violations will be  
3229 charged to operating budgets.

3230 **7.5.7 Other Expenses**

3231 Telephone and fax charges are not reimbursable. Reasonable and necessary gratuities that are not  
3232 covered under meals may be reimbursed.

3233 **7.5.8 Spousal Travel**

3234 Central does not pay for spouse expenses.

## 7.6 RESTRICTED ACCOUNTS

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

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

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

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

### 7.6.1 Accumulation and Rollover Policy

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

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

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

### 7.6.2 Temporarily Restricted Account Creation

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

The process of establishing a restricted account includes:

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

## 8 ANTI-FRAUD

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

### 8.1 PURPOSE

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

### 8.2 POLICY

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

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

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

### 8.3 SCOPE

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

### 8.4 RESPONSIBLE PARTIES

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



3310 appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper  
3311 actions.

3312 Employees at all levels are responsible for exercising due diligence and control to prevent, detect, and  
3313 report acts of fraud or theft. It is the responsibility of all employees to conduct their College business in  
3314 such a way as to prevent the occurrence of fraud and theft in the workplace. Employees must also be  
3315 alert to the possibilities for fraud and theft, and be on guard for any indications that improper or  
3316 dishonest activity is taking place and to report fraud or theft when they think it has occurred.

## 3317 8.5 DEFINITIONS

3318 Fraud is defined as the intentional, false representation or concealment of a material fact for the  
3319 purpose of inducing another to act upon it to his or her injury. Each member of the management team  
3320 will be familiar with the types of improprieties that might occur within his or her area of responsibility  
3321 and be alert for any indication of irregularity.

3322 Any irregularity that is detected or suspected must be reported immediately to the appropriate vice  
3323 president, and ultimately the President of the College. Concerns or incidents are presented to the Board  
3324 as part of the President's Monitoring Report. Under direction of the Board Chair, the President (or  
3325 appropriate designee) will coordinate investigations in alignment with legal counsel

### 3326 8.5.1 Actions Constituting Fraud

3327 The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are limited to:

- 3328 • Theft or misappropriation of College assets.
- 3329 • Submitting false claims for payments or reimbursement.
- 3330 • Accepting or offering a bribe or accepting gifts or personal favors under circumstances that might  
3331 lead to the inference that the gift or favor was intended to influence an employee's decision-  
3332 making while serving the College.
- 3333 • Accepting a commission (kick-back) from or paying same to a third party in exchange for a College  
3334 service.
- 3335 • Blackmail or extortion.
- 3336 • "Off Books" accounting or making false or fictitious entries.
- 3337 • Knowingly creating and/or distributing false or misleading financial reports.
- 3338 • Paying excessive prices or fees where justification thereof is not documented.
- 3339 • Violation of the College's procedures with the aim of personal gain or with resulting detriment to  
3340 the College.
- 3341 • Willful and/or negligent acts that cause damage to the material interest of the College.
- 3342 • A dishonorable, irresponsible, or deliberate act against the interests of the College.
- 3343 • Supporting or ignoring actions of others that could be harmful to the College.

3344 Fraud can also include abuse and theft.

- 3345 • *Abuse* is the intentional, wrongful, or grossly improper use of resources or misuse of rank,  
3346 position, or authority that causes the loss or misuse of resources, such as tools, vehicles,  
3347 computers, copy machines, etc. An example of abuse includes using Central Christian College's  
3348 equipment, supplies or labor to conduct personal business.
- 3349 • *Theft* is defined as the act of taking something unlawfully.

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

#### 8.5.2 Other Irregularities

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

### 8.6 REPORTING PROCEDURE

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

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

The reporting individual should be informed of the following:

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

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

### 8.7 INVESTIGATIVE RESPONSIBILITIES

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

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

#### 8.7.1 Investigative Process

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

#### 8.7.2 INVESTIGATIVE Team

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

The Investigative Team shall maintain appropriate documentation regarding the investigation.

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

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

#### 8.7.3 Fraud Investigation Authorization

Members assigned to the investigative team will have:

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

### 8.8 CONFIDENTIALITY

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

3427 Investigation results will not be disclosed or discussed with anyone other than those who have a  
3428 legitimate need to know. This is important in order to avoid damaging the reputations of persons  
3429 suspected but subsequently are found innocent of wrongful conduct and to protect the College from  
3430 potential civil liability.

3431 The President or Board Chair also shall make every effort to protect the identity of a person who in good  
3432 faith reported the suspected fraud. However, disciplinary action may be taken as provided by this policy  
3433 if a report is made in bad faith.

## 3434 **8.9 TERMINATION**

3435 If an investigation results in a recommendation to terminate an individual, the recommendation will be  
3436 reviewed by the Board Chair, and if appropriate by outside counsel, before any such action is taken. The  
3437 investigative team does not have the authority to terminate an employee. The decision to terminate an  
3438 employee is made by the employee's management. Should the investigative team believe the  
3439 management decision inappropriate for the facts presented, the facts will be presented to Board of  
3440 Trustees for a final decision.

## 3441 **8.10 RETRIBUTION**

3442 Employees must be assured that they will not be victimized or disadvantaged by making a complaint and  
3443 that the policy prescribes for such actions. Employees should be assured that the policy has provisions  
3444 supported by College procedures, which ensures that they will not be victimized or disadvantaged by  
3445 making a complaint. Action to cover up the wrongdoing, and/or to retaliate against, or victimize  
3446 witnesses is strictly forbidden, and could itself constitute improper conduct leading to disciplinary action  
3447 including termination.

3448 Any person who considers that they are being victimized as a consequence of lodging a concern, in the  
3449 first instance, contact the immediate Dean or Director.

3450 All suspects will be treated consistently without regard to position held, past performance, or length of  
3451 service, together with due regard to justice and procedural fairness. Where malicious accusations  
3452 and/or procedural unfairness are perceived to have occurred, the chance to be heard is available  
3453 through procedures associated with the College's grievance policy.

## 3454 **8.11 ADMINISTRATION**

3455 The President is responsible for the administration, revision, interpretation, and application of this  
3456 policy subject to approval by the Board of Trustees. The policy will be reviewed by the Office of the  
3457 President annually.

## 3458 **8.12 ANNUAL AUDIT**

3459 Incidents of suspected fraud determined by the President to have merit shall be reported to the Board  
3460 of Trustees on an annual basis. The annual summary report shall include: whether the report was from  
3461 an employee; the determination of merit; whether a full investigation was conducted and, if so, the  
3462 results of the investigation; the disciplinary action, if any, resulting from the investigation; whether the  
3463 report was referred to an outside entity, and, if so, the current status or final results of the referral.

## 8.13 POSSIBLE POINTS OF EXPOSURE

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

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

- 3509                   xii. Deposit lapping
- 3510                   xiii. Deposits in transit
- 3511           b. Fraudulent disbursements
- 3512                   i. False refunds
- 3513                   ii. False voids
- 3514                   iii. Small disbursements
- 3515                   iv. Check tampering
- 3516                   v. Billing schemes
- 3517                   vi. Personal purchases with company funds
- 3518                   vii. Returning merchandise for cash
- 3519           c. Payroll fraud
- 3520                   i. Ghost employees
- 3521                   ii. Falsified hours and salary
- 3522           d. Expense reimbursement
- 3523                   i. Mischaracterized expenses
- 3524                   ii. Overstated expenses
- 3525                   iii. Fictitious expenses
- 3526                   iv. Multiple reimbursements
- 3527           e. Loans
- 3528                   i. Double pledged collateral
- 3529                   ii. False application information
- 3530                   iii. Construction loans
- 3531           f. Real estate
- 3532                   i. Appraisal value
- 3533                   ii. Fraudulent appraisal
- 3534           g. Wire transfer
- 3535                   i. System password compromise
- 3536                   ii. Forged authorizations
- 3537                   iii. Unauthorized transfer account
- 3538           h. Check and credit card fraud
- 3539                   i. Counterfeiting checks
- 3540                   ii. Check theft
- 3541                   iii. Stop payment orders
- 3542                   iv. Unauthorized or lost credit cards
- 3543                   v. Counterfeit credit cards
- 3544                   vi. Mail theft
- 3545           i. Insurance fraud
- 3546                   i. Dividend checks
- 3547                   ii. Settlement checks
- 3548                   iii. Premium
- 3549                   iv. Fictitious claims
- 3550                   v. Underwriting misrepresentation
- 3551                   vi. Vehicle insurance — staged accidents
- 3552                   vii. Inflated damages
- 3553                   viii. Rental car fraud
- 3554           j. Inventory

- 3555
  - i. Misuse of inventory
- 3556
  - ii. Theft of inventory
- 3557
  - iii. Concealing inventory shrinkage
- 3558
  - k. Intangible assets
- 3559
  - i. Theft of intellectual property
- 3560
  - 1. Espionage
- 3561
  - 2. Loss of information
- 3562
  - 3. Spying
- 3563
  - 4. Infiltration
- 3564
  - 5. Informants
- 3565
  - 6. Trash and waste disposal
- 3566
  - 7. Surveillance
- 3567
  - ii. Customers
- 3568
  - iii. Vendors
- 3569
  - 1. Proprietary business opportunities
- 3570
  - 3. Corruption including:
- 3571
  - a. Bribery and gratuities to
- 3572
  - i. Companies
- 3573
  - ii. Private individuals
- 3574
  - iii. Public officials
- 3575
  - b. Embezzlement
- 3576
  - i. False accounting entries
- 3577
  - ii. Unauthorized withdrawals
- 3578
  - iii. Unauthorized disbursements
- 3579
  - iv. Paying personal expenses from bank funds
- 3580
  - v. Unrecorded cash payments
- 3581
  - vi. Theft of physical property
- 3582
  - vii. Moving money from dormant accounts
- 3583
  - c. Receipt of bribes, kickbacks, and gratuities
- 3584
  - i. Bid-rigging
- 3585
  - ii. Kickbacks
- 3586
  - 1. Diverted business to vendors
- 3587
  - 2. Over billing
- 3588
  - iii. Illegal payments
- 3589
  - 1. Gifts
- 3590
  - 2. Travel
- 3591
  - 3. Entertainment
- 3592
  - 4. Loans
- 3593
  - 5. Credit card payments for personal items
- 3594
  - 6. Transfers for other than fair value
- 3595
  - 7. Favorable treatment
- 3596
  - iv. Conflicts of interest
- 3597
  - 1. Purchases
- 3598
  - 2. Sales
- 3599
  - 3. Business diversion
- 3600
  - 4. Resourcing

- 3601 5. Financial disclosure of interest in vendors
- 3602 6. Ownership interest in suppliers
- 3603 v. d) FCPA violations
- 3604 1. Anti-bribery provisions
- 3605 2. Books and records violations
- 3606 3. Internal control weaknesses
- 3607 vi. Money laundering
- 3608 vii. Aiding and abetting fraud by other parties (customers, vendors)



## 9 INFORMATION TECHNOLOGY & SECURITY

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

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

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

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

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

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

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

### 9.1 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

(Owner: Office of the Registrar; Last Reviewed: 01/24/2023; Last Updated 01/24/2023)

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

3647 agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to  
3648 persons in an emergency in order to protect the health or safety of the student or other persons. A  
3649 record of student release of information is located in the Academic Office. All of these exceptions are  
3650 provided for under the Act. Only those members of the College community, individually or collectively,  
3651 acting in the student's educational interest are allowed access to student education records. These  
3652 members include personnel in the office of the Registrar, Business Office, Financial Aid, Office of  
3653 Admissions, Office of Student Life, and academic personnel within the limitations of their need to know.  
3654 The College will give all notices that may be required under the Act.

3655 At its discretion, the institution may provide directory information in accordance with the provisions of  
3656 the Act to include:

- 3657 • Name
- 3658 • Telephone number
- 3659 • Permanent address
- 3660 • Campus -email address
- 3661 • Place of birth
- 3662 • Photograph or likeness
- 3663 • Department/Program
- 3664
- 3665 • Enrollment status (full/part-time)
- 3666 • Grade level or year
- 3667 • Dates of attendance at
- 3668 • Awards and academic honors
- 3669 • Degrees and dates awarded
- 3670 • Most recent previous educational institution attended
- 3671 • Participation in officially recognized activities and athletic teams
- 3672 • Height and weight of student athletes

3673 Students may have directory information non-disclosed by notifying the Office of the Registrar in  
3674 writing. A request for such non-disclosure will be honored by the institution for only one academic year;  
3675 therefore, to be effective, instructions to withhold directory information must be filed annually in the  
3676 office of the registrar.

3677 Students may request a waiver to allow third party access to their record. The waiver will include to  
3678 whom the record may be released, the duration of the release, the reason for the release, and the type  
3679 of record to be released. All FERPA waivers are kept on file with the Office of the Registrar and expire  
3680 either as indicated on the release or when the student ceases attending the institution. Students may  
3681 not inspect and review the following as outlined by the Act: financial aid information submitted by their  
3682 parents; confidential letters and recommendations associated with admissions, employment or job  
3683 placement, or honors, if they have waived their rights of inspection and review of such information; or  
3684 education records containing information about more than one student, provided, however, that in such  
3685 case the institution will permit access to that part of the record which pertains to the inquiring student,  
3686 but no other parts. The College is not required to permit students to inspect and review confidential  
3687 letters and recommendations placed in their files prior to January 1, 1975, provided those letters were

3688 collected under established policies of confidentiality and were used only for the purposes for which  
3689 they were collected.

3690 Upon request, a record that is required by the Act to be made available will be made available within a  
3691 reasonable time, and in no event later than 45 days after the request. The student should direct the  
3692 request to the custodian of the record in question. Copies of the record will be made available to the  
3693 student at the student's expense (usually limited to the cost of copies). A student may also request  
3694 explanations and interpretations of the records from the official in charge. If the student believes that a  
3695 particular record or file contains inaccurate or misleading information or is otherwise inappropriate, the  
3696 College will afford an opportunity for a hearing to challenge the content of the record. Prior to any  
3697 formal hearing, the official in charge of the record is authorized to attempt, through informal meetings  
3698 and discussions with the student, to settle the dispute. If the student is not satisfied, he or she may  
3699 request a hearing. The student will have an opportunity at the hearing to present any relevant evidence.  
3700 Without regard to whether the student requests a hearing or to the outcome of the hearing, the student  
3701 shall have the right to place with the contested record a statement commenting on the record.

3702 All personal information about a student released to a third party will be transferred on condition that  
3703 no one else shall have access to it without the student's consent.

3704 The Office of the Registrar can identify the kinds of education records maintained on students at Central  
3705 Christian College of Kansas.

3706 Public Notice of Directory Information is found in the College Catalog.

## 3707 9.2 EMPLOYEE CONFIDENTIALITY AGREEMENT

3708 The College adheres to the Family Educational Rights and Privacy Act ("FERPA"), a federal law enacted in  
3709 1974 that provides safeguards regarding the confidentiality of student records. All employees of the  
3710 College are expected to be familiar with the basic provisions of FERPA and PII regulation to ensure that  
3711 they do not violate federal law.

3712 • Employees understand that all information gained from student and/or employee files  
3713 (including computer generated documents) or heard in the course of my employment is strictly  
3714 confidential. Employees will not share this information with anyone other than with those  
3715 authorized to receive the information or as mandated by provisions in state or federal law.

3716 • Employees will not acquire or seek to acquire confidential information about students and/or  
3717 employees, including information contained in student or personnel files, unless the information  
3718 is needed and is essential to perform my job duties. Employees will not reveal information  
3719 about students that they may learn or have learned while performing their jobs. Employees  
3720 understand that even a minor disclosure of information, e.g., disclosing a student's class  
3721 schedule, may be a violation of FERPA and/or College policy and could result in disciplinary  
3722 action, up to and including the loss of employment.

3723 • Employees understand that anyone having access to the college's data information systems is  
3724 not allowed to leave campus with any information obtained from the college's data information  
3725 systems by means of any storage device such as flash drives, cloud storage, cd/dvd, external  
3726 hard drives, or any kind of paper form of the information unless required for approved tele-  
3727 work.

- 3728 • Employees understand that they can only use the College's equipment to access the college's  
3729 data information systems. This data can only be printed to a network printer or saved to the  
3730 College's network drive.
- 3731 • Employees agree that files with protected information or other documents in print or electronic  
3732 format will not be left unattended in public areas for others to view, and that no files or copies  
3733 of records in any format will leave the office/department without proper authorization.
- 3734 • Employees understand that computer passwords that may be provided will not be shared with  
3735 anyone other than those authorized. Employees will ensure the electronic devices that they  
3736 use, or for which they are responsible, are properly secured when not in use.
- 3737 • Employees agree to abide by the guidelines and procedures of the College in accepting credit  
3738 card payments on behalf of college in the course of my employment. Guidelines are established  
3739 by the President which will remain in compliance with those set by the Payment Card Industry  
3740 (PCI).

### 3741 9.3 RED FLAGS POLICY (IDENTITY THEFT PREVENTION PROGRAM)

3742 Central Christian College of Kansas developed this Identity Theft Prevention Program (Program)  
3743 pursuant to the Federal Trade Commission's (FTC) Red Flags Rule, which implements Section 114 of the  
3744 Fair and Accurate Credit Transactions Act of 2003. This Program was developed with oversight and  
3745 approval of the College's Board of Trustees. After consideration of the size and complexity of the  
3746 College's operations and account systems, and the nature and scope of the College's activities, the  
3747 College determined that this Program was appropriate for the College.

3748 Red Flags Rule - Definitions Used in this Program:

- 3749 • "Identity Theft" is a "fraud committed or attempted using the identifying information of another  
3750 person without authority."
- 3751 • A "Red Flag" is a "pattern, practice, or specific activity that indicates the possible existence of  
3752 Identity Theft."
- 3753 • A "Covered Account" includes all student accounts or loans that are administered by the  
3754 College.
- 3755 • "Program Administrator" is the individual designated with primary responsibility for oversight of  
3756 the program. See number 6 below.
- 3757 • "Identifying Information" is "any name or number that may be used, alone or in conjunction  
3758 with any other information, to identify a specific person," including: name, address, telephone  
3759 number, social security number, date of birth, government issued driver's license or  
3760 identification number, alien registration number, government passport number, employer or  
3761 taxpayer identification number, student identification number, computer's Internet Protocol  
3762 address, or routing code.

3763 Under the Red Flags Rule, the College is required to establish an "Identity Theft Prevention Program"  
3764 tailored to its size, complexity and the nature of its operation. Each program must contain reasonable  
3765 policies and procedures to:

- 3766 • Identify relevant Red Flags for new and existing covered accounts and incorporate those Red  
3767 Flags into the Program.

- 3768       • Detect Red Flags that have been incorporated into the Program.  
3769       • Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft.  
3770       • Ensure the Program is updated periodically to reflect changes in risks to students or to the  
3771       safety and soundness of the student from Identity Theft.

3772       In order to identify relevant Red Flags, the College considers the types of accounts that it offers and  
3773       maintains, methods it provides to open its accounts, and its previous experiences with Identity Theft.  
3774       The College identifies the following Red Flags in each of the listed categories:

- 3775       1. Notifications and Warnings from Credit Reporting Agencies Red Flags  
3776           a. Report of Fraud accompanying a credit report.  
3777           b. Notice or report from a credit agency of a credit freeze on an applicant.  
3778           c. Notice or report from a credit agency of an active duty alert for an applicant.  
3779           d. Receipt of a notice of address discrepancy in response to a credit report request.  
3780           e. Indication from a credit report of activity that is inconsistent with an applicant's usual  
3781           pattern or activity.
- 3782       2. Suspicious Documents – Red Flags  
3783           a. Identification document or card that appears to be forged, altered or inauthentic.  
3784           b. Identification document or card on which a person's photograph or physical description  
3785           is not consistent with the person presenting the document.  
3786           c. Other document with information that is not consistent with existing student  
3787           information.  
3788           d. Application for service that appears to have been altered or forged.
- 3789       3. Suspicious Personal Identifying Information – Red Flags  
3790           a. Identifying information presented that is inconsistent with other information the  
3791           student provides (example: inconsistent birth dates).  
3792           b. Identifying information presented that is inconsistent with other sources of information  
3793           (for instance, an address not matching an address on a loan application).  
3794           c. Identifying information present that is the same as information shown on other  
3795           applications that were found to be fraudulent.  
3796           d. Identifying information presented that is consistent with fraudulent activity such as an  
3797           invalid phone number or fictitious billing address).  
3798           e. Social security number presented that is the same as one given by another student.  
3799           f. An address or phone number presented that is the same as that of another person.  
3800           g. A person fails to provide complete personal identifying information on an application  
3801           when reminded to do so.  
3802           h. A person's identifying information is not consistent with the information that is on file  
3803           for the student.
- 3804       4. Suspicious Covered Account Activity or Unusual Use of Account – Red Flags  
3805           a. Change of address for an account followed by a request to change the student's name.  
3806           b. Payments stop on an otherwise consistently up-to-date account.  
3807           c. Account used in a way that is not consistent with prior use.  
3808           d. Mail sent to the student is repeatedly returned as undeliverable.  
3809           e. Notice to the College that a student is not receiving mail sent by the College. Notice to  
3810           the College that an account has unauthorized activity.  
3811           f. Breach in the College's computer system security.  
3812           g. Unauthorized access to or use of student account information.
- 3813       5. Alerts from Others – Red Flags

- 3814                   • Notice to the College from a student, Identity Theft victim, law enforcement or other  
3815                   person that the College has opened or is maintaining a fraudulent account for a person  
3816                   engaged in Identity Theft.

3817                   9.3.1.1   Detecting Red Flags

3818                   In order to detect any of the Red Flags identified above associated with the  
3819                   enrollment of a student, College personnel will take the following steps to obtain and  
3820                   verify the identity of the person opening the account:

- 3821                   • Require certain identifying information such as name, date of birth, academic records,  
3822                   home address or other identification.

- 3823                   • Verify the student's identity at time of issuance of student identification card (review of  
3824                   driver's license or other government-issued photo identification).

3825                   In order to detect any of the Red Flags identified above for an existing Covered  
3826                   Account, College personnel will take the following steps to monitor transactions on  
3827                   an account.

- 3828                   • Verify the identification of students if they request information (in person, via  
3829                   telephone, via facsimile, via email).

- 3830                   • Verify the validity of requests to change billing addresses by mail or email and provide  
3831                   the student a reasonable means of promptly reporting incorrect billing address changes.

- 3832                   • Verify changes in banking information given for billing and payment purposes.

3833                   In order to detect any of the Red Flags identified above for an employment or  
3834                   volunteer position for which a credit or background report is sought, College  
3835                   personnel will take the following steps to assist in identifying address discrepancies:

- 3836                   • Require written verification from any applicant that the address provided by the  
3837                   applicant is accurate at the time the request for the credit report is made to the  
3838                   consumer reporting agency.

- 3839                   • In the event that notice of an address discrepancy is received, verify that the credit  
3840                   report pertains to the applicant for whom the requested report was made and report to  
3841                   the consumer reporting agency an address for the applicant that the College has  
3842                   reasonably confirmed is accurate.

3843                   In the event College personnel detect any identified Red Flags, such personnel shall  
3844                   take one or more of the following steps, depending on the degree of risk posed by  
3845                   the Red Flag:

- 3846                   • Continue to monitor a Covered Account for evidence of Identity Theft.

- 3847                   • Contact the student or applicant (for which a credit report was run).

- 3848                   • Change any passwords or other security devices that permit access to Covered  
3849                   Accounts.

- 3850 • Not open a new Covered Account.
  - 3851 • Provide the student with a new student identification number.
  - 3852 • Notify the Program Administrator for determination of the appropriate steps(s) to take.
  - 3853 • Notify law enforcement.
  - 3854 • File or assist in filing a Suspicious Activities Report (“SAR”).
  - 3855 • Determine that no response is warranted under the particular circumstances.
- 3856           Protect Student Identifying Information – In order to further prevent the likelihood of
- 3857           Identity Theft occurring with respect to Covered Accounts, the College will take the
- 3858           following steps with respect to its internal operating procedures to protect student
- 3859           identifying information:
- 3860 • Ensure that its Website is secure or provide clear notice that the Website is not secure.
  - 3861 • Ensure complete and secure destruction of paper documents and computer files
  - 3862           containing student account information when a decision has been made to no longer
  - 3863           maintain such information.
  - 3864 • Ensure that office computers with access to Covered Account information are password
  - 3865           protected.
  - 3866 • Avoid use of social security numbers.
  - 3867 • Ensure computer virus protection is up-to-date.
  - 3868 • Require and keep only the kinds of student information that are necessary for College
  - 3869           purposes.
- 3870           Responsibility for developing, implementing and updating this Program lies with the
- 3871           Chief Information Security Officer. Division Directors will act as an ad hoc committee.
- 3872           The Chief Operations Officer will be responsible for ensuring appropriate training of
- 3873           College staff on the Program, for reviewing any staff reports regarding the detection
- 3874           of Red Flags and the steps for preventing and mitigating Identity Theft, determining
- 3875           which steps of prevention and mitigation should be taken in particular circumstances
- 3876           and considering periodic changes to the Program.
- 3877           College staff responsible for implementing the Program shall be trained either by or
- 3878           under the direction of the Program Administrator in the detection of Red Flags and
- 3879           the responsive steps to be taken when a Red Flag is detected. College staff shall be
- 3880           trained, as necessary, to effectively implement the Program. College employees are
- 3881           expected to notify the Program Administrator once they become aware of an
- 3882           incident of Identity Theft or of the College’s failure to comply with this Program. At
- 3883           least annually or as otherwise requested by the Program Administrator, College staff
- 3884           responsible for development, implementation, and administration of the Program
- 3885           shall report to the Program Administrator on compliance with this Program. The

3886 report should address such issues as effectiveness of the policies and procedures in  
3887 addressing the risk of identity theft in connection with the opening and maintenance  
3888 of Covered Accounts, service provider arrangements, significant incidents involving  
3889 identity theft and management's response, and recommendations for changes to the  
3890 Program.

3891 In the event the College engages a service provider to perform an activity in  
3892 connection with one or more Covered Accounts, the College will take the following  
3893 steps to ensure the service provider performs its activity in accordance with  
3894 reasonable policies and procedures designed to detect, prevent and mitigate the risk  
3895 of Identity Theft.

- 3896
- 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.
- 3897  
3898  
3899

3900 Non-disclosure of Specific Practices – For the effectiveness of this Identity Theft  
3901 Prevention Program, knowledge about specific Red Flag identification, detection,  
3902 mitigation and prevention practices may need to be limited to the Committee who  
3903 developed this Program and to those employees with a need to know them. Any  
3904 documents that may have been produced or are produced in order to develop or  
3905 implement this program that list or describe such specific practices and the  
3906 information those documents contain are considered "confidential" and should not  
3907 be share with other employees or the public. The Program Administrator shall  
3908 inform the Committee and those employees with a need to know the information of  
3909 those documents or specific practices which should be maintained in a confidential  
3910 manner.

3911 The Committee will periodically review and update this Program to reflect changes in  
3912 risks to students and the soundness of the College from Identity Theft. In doing so,  
3913 the Committee will consider the College's experiences with Identity Theft situations,  
3914 changes in the methods, changes in Identity Theft detection and prevention  
3915 methods, and changes in the College's business arrangements with other entities.  
3916 After considering these factors, the Program Administrator will determine whether  
3917 changes to the Program, including the listing of Red Flags, are warranted. If  
3918 warranted, the Committee will update the Program.

#### 3919 9.4 CREDIT CARD PAYMENT GUIDELINES

- 3920
- 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.
- 3921  
3922  
3923  
3924



- 3925 • Merchant receipts (receipt kept by college) should not have full card number – only the last 4  
3926 digits should be displayed. If credit card merchant service provider cannot eliminate the full  
3927 card number on the merchant receipt, then the merchant receipt should be handled same as  
3928 cash (i.e., locked in safe, never left unattended) and should be shredded when no longer  
3929 needed.
- 3930 • Cardholder data collected from phone-in sales should be destroyed by shredding immediately  
3931 after the sale is processed and credit cards are settled.
- 3932 • Cardholder data should never be E-mailed, faxed, or mailed (US or Intercampus) in an unsealed  
3933 envelope.
- 3934 • Credit card sales should be settled at least once daily.
- 3935 • Access to cardholder data is on a need-to-know basis only. Supervisors are to determine who in  
3936 your area has a need to access this information.
- 3937 • Any suspected security breach (files that appear to have been tampered with, lost or stolen keys  
3938 or passwords, etc.) should be reported to the Controller immediately.
- 3939 • Passwords should be changed regularly.
- 3940 • Misuse of credit card information is punishable to the full extent of the law.

## 3941 9.5 NETWORK ACCEPTABLE USE POLICY

3942 Central Christian College of Kansas' (Central) intentions for publishing an Acceptable Use Policy are not  
3943 to impose restrictions that are contrary to Central's established culture of openness, trust and integrity.  
3944 Central Christian College of Kansas is committed to protecting Central's employees, partners and the  
3945 company from illegal or damaging actions by individuals, either knowingly or unknowingly.

3946 Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software,  
3947 operating systems, storage media, network accounts providing electronic mail, Internet browsing, and  
3948 file transfer, are the property of Central. These systems are to be used for business purposes in serving  
3949 the interests of the institution, and of our clients and customers in the course of normal operations.

3950 Effective security is a team effort involving the participation and support of every Central employee,  
3951 student, and affiliate who deals with information and/or information systems. It is the responsibility of  
3952 every Central campus computer user to know these guidelines and to conduct their activities  
3953 accordingly.

3954 The purpose of this policy is to outline the acceptable use of computer equipment at Central. These  
3955 rules are in place to protect the employee, students, affiliate and Central. Inappropriate use exposes  
3956 Central to risks including virus attacks, compromise of network systems and services, and legal issues.

3957 This policy applies to employees, students, contractors, consultants, temporaries, and other workers at  
3958 Central, including all personnel affiliated with third parties. This policy applies to all equipment that is  
3959 owned or leased and/or operated by Central.

### 3960 9.5.1 General Use and Ownership

- 3961 • While Central's network administration desires to provide a reasonable level of privacy, users  
3962 should be aware that the data they create on college systems remains the property of Central.  
3963 In the course of administering Central's network, management cannot guarantee the  
3964 confidentiality of information stored on any network device belonging to Central.

- 3965 • Employees are responsible for exercising good judgment regarding the reasonableness of  
3966 personal use. Departments are responsible for creating guidelines concerning personal use of  
3967 Internet/Intranet/Extranet systems.
- 3968 • Central recommends that any information that users consider sensitive or vulnerable be  
3969 encrypted.
- 3970 • For security and network maintenance purposes, authorized individuals within Central may  
3971 monitor equipment, systems and network traffic at any time.

## 3972 **9.5.2 Security and Proprietary Information**

- 3973 • The user interface for information contained on Internet/Intranet/Extranet-related systems  
3974 should be classified as either confidential or not confidential. Examples of confidential  
3975 information include but are not limited to: company private, corporate strategies, competitor  
3976 sensitive, trade secrets, specifications, customer lists, and research data. Employees should take  
3977 all necessary steps to prevent unauthorized access to this information.
- 3978 • Keep passwords secure and do not share accounts. Authorized users are responsible for the  
3979 security of their passwords and accounts. System level passwords will be changed quarterly,  
3980 user level passwords will be changed every six months. All PCs, laptops and workstations will be  
3981 secured with a password-protected screensaver with the automatic activation feature set at 10  
3982 minutes or less, or by logging-off when unattended.
- 3983 • Use encryption of information in compliance with Central Christian College of Kansas'  
3984 Acceptable Encryption Use policy. (To be prepared.)
- 3985 • Because information contained on portable computers is especially vulnerable, special care  
3986 should be exercised. Protect laptops in accordance with the "Laptop Security Tips."
- 3987 • Postings by employees from a Central email address to newsgroups must contain a disclaimer  
3988 stating that the opinions expressed are strictly their own and not necessarily those of Central,  
3989 unless posting is in the course of business duties.
- 3990 • All hosts used by the employee that are connected to the Central Internet/Intranet/Extranet,  
3991 whether owned by the employee or Central, shall be continually executing approved virus-  
3992 scanning software with a current virus database unless overridden by departmental or group  
3993 policy.
- 3994 • Employees must use extreme caution when opening e-mail attachments received from unknown  
3995 senders, which may contain viruses, e-mail bombs, or Trojan horse code.

## 3996 **9.5.3 Unacceptable Use**

3997 The following activities are, in general, prohibited. Employees may be exempt from these restrictions  
3998 during the course of their legitimate job responsibilities (e.g., systems administration staff may have a  
3999 need to disable the network access of a host if that host is disrupting production services).

4000 Under no circumstances is an employee of Central authorized to engage in any activity that is illegal  
4001 under local, state, federal or international law while utilizing Central-owned resources.

4002 The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall  
4003 into the category of unacceptable use.

### 4004 **9.5.3.1 System and Network Activities**

4005 The following activities are strictly prohibited, with no exceptions:

- 4006 • Violations of the rights of any person or company protected by copyright, trade secret, patent or  
4007 other intellectual property, or similar laws or regulations, including, but not limited to, the  
4008 installation or distribution of "pirated" or other software products that are not appropriately  
4009 licensed for use by Central.
- 4010 • Unauthorized copying of copyrighted material including, but not limited to, digitization and  
4011 distribution of photographs from magazines, books or other copyrighted sources, copyrighted  
4012 music, and the installation of any copyrighted software for which Central or the end user does  
4013 not have an active license is strictly prohibited.
- 4014 • Exporting software, technical information, encryption software or technology, in violation of  
4015 international or regional export control laws, is illegal. The appropriate management should be  
4016 consulted prior to export of any material that is in question.
- 4017 • Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan  
4018 horses, e-mail bombs, etc.).
- 4019 • Revealing your account password to others or allowing use of your account by others. This  
4020 includes family and other household members when work is being done at home.
- 4021 • Using a Central computing asset to actively engage in procuring or transmitting material that is  
4022 in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- 4023 • Making fraudulent offers of products, items, or services originating from any Central account.
- 4024 • Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
- 4025 • Effecting security breaches or disruptions of network communication. Security breaches include,  
4026 but are not limited to, accessing data of which the employee is not an intended recipient or  
4027 logging into a server or account that the employee is not expressly authorized to access, unless  
4028 these duties are within the scope of regular duties. For purposes of this section, "disruption"  
4029 includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service,  
4030 and forged routing information for malicious purposes.
- 4031 • Port scanning or security scanning is expressly prohibited unless prior notification to Central is  
4032 made.
- 4033 • Executing any form of network monitoring which will intercept data not intended for the  
4034 employee's host, unless this activity is a part of the employee's normal job/duty.
- 4035 • Circumventing user authentication or security of any host, network or account.
- 4036 • Interfering with or denying service to any user other than the employee's host (for example,  
4037 denial of service attack).
- 4038 • Using any program/script/command, or sending messages of any kind, with the intent to  
4039 interfere with, or disable, a user's terminal session, via any means, locally or via the  
4040 Internet/Intranet/Extranet.
- 4041 • Providing information about, or lists of, Central employees to parties outside Central.
- 4042 • Accessing any internet site that displays, speaks of or relates to activities that are deemed  
4043 inappropriate under the Central's Social Media Guidelines and/or the Central Life Style  
4044 Covenant, as it pertains to administration, faculty, staff and students of Central. (example -  
4045 pornography)

#### 4046 **9.5.4 Email and Communications Activities**

4047 Central Christian College of Kansas provides electronic mail to students, faculty, and staff, at the  
4048 College's expense, for their use on College business and for academic purposes. Individual computer

4049 accounts for access to electronic mail are available to all students, faculty, and staff. Sharing an account  
4050 or password with anyone is not permitted.

4051 Use of electronic mail for non-college-related commercial activities or for solicitations or canvassing is  
4052 not permitted. Incidental and occasional personal use of electronic mail is permitted, but such messages  
4053 will be treated no differently from other messages with respect to privacy.

4054 It is a violation of College policy for any student or employee, including supervisors and Information  
4055 Technology Services' staff, to use the electronic mail and computer systems for obtaining access to the  
4056 files and communications of others, with no substantial work-related purpose.

4057 It is a violation of College policy to use electronic mail services to send chain letters, to send messages  
4058 containing sexually explicit language, to send copies of documents in violation of copyright laws, or to  
4059 infringe on the rights of or to harass other users in any way.

4060 The College's electronic mail services provide a means via the Internet by which members of the public  
4061 may communicate with members of the College community. Messages sent between the College and  
4062 members of the public must conform to the College's electronic mail policy and will be treated no  
4063 differently from other messages with respect to privacy. Users should use care in addressing messages,  
4064 especially when using distribution lists.

4065 The following activities are strictly prohibited, with no exceptions:

- 4066 • Sending unsolicited email messages, including the sending of "junk mail" or other advertising  
4067 material to individuals who did not specifically request such material (email spam).
- 4068 • Any form of harassment via email, telephone or paging, whether through language, frequency,  
4069 or size of messages.
- 4070 • Unauthorized use, or forging, of email header information.
- 4071 • Solicitation of email for any other email address, other than that of the poster's account, with  
4072 the intent to harass or to collect replies.
- 4073 • Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
- 4074 • Use of unsolicited email originating from within Central's networks or other  
4075 Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by  
4076 Central or connected via Central's network.
- 4077 • Posting the same or similar non-business-related messages to large numbers of Usenet  
4078 newsgroups (newsgroup spam).

4079 During the routine course of business, Information Technology Services' staff monitor the College's  
4080 computer systems, including the electronic mail services. If system administrators find anomalies  
4081 indicating the possibility of illegal activity or violations of college policy or security, they will investigate  
4082 further and report their findings to the CIO.

4083 The College may inspect the contents of electronic mail messages in the course of an investigation  
4084 triggered by indications of impropriety.

4085 The College recognizes that members of the college community have some reasonable expectations of  
4086 privacy with regard to the electronic mail messages they send or receive. The College reserves the right  
4087 to access and disclose the contents of electronic mail messages, but will do so only when it has a

4088 legitimate work-related need to do so. The College also reserves the right to disclose any electronic mail  
4089 message to law enforcement officials.

4090 The Chief Operations Officer will review any request for access to the contents of electronic mail  
4091 without the consent of a sender or recipient. Such requests must be approved in advance and any  
4092 access undertaken without such approval is a breach of College policy.

4093 Violations of the college's electronic mail policy can result in removal of your account from the system  
4094 and/or more serious sanctions. Some offenses are punishable under federal law.

#### 4095 **9.5.5 Online Content Creation**

- 4096 • Content creation by employees, whether using Central's property and systems or personal  
4097 computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited  
4098 and occasional use of Central's systems to engage in content creation is acceptable, provided  
4099 that it is done in a professional and responsible manner, does not otherwise violate Central's  
4100 policy, is not detrimental to Central's best interests, and does not interfere with an employee's  
4101 regular work duties. In doing so from Central's computer systems is also subject to monitoring  
4102 and acceptable use as written in Central's Social Media Guidelines.
- 4103 • Central's Confidential Information Policy (to be prepared) also applies to blogging. As such,  
4104 Employees are prohibited from revealing any institution confidential or proprietary information,  
4105 trade secrets or any other material covered by Central's Confidential Information policy..
- 4106 • Employees shall not engage in any content creation that may harm or tarnish the image,  
4107 reputation and/or goodwill of Central and/or any of its employees. Employees are also  
4108 prohibited from making any discriminatory, disparaging, defamatory or harassing comments  
4109 otherwise engaging in any conduct prohibited by Central's Non-Discrimination and Anti-  
4110 Harassment policy.
- 4111 • Employees may also not attribute personal statements, opinions or beliefs to Central. If an  
4112 employee is expressing his or her beliefs and/or opinions in the content, the employee may not,  
4113 expressly or implicitly, represent themselves as an employee or representative of Central.  
4114 Employees assume any and all risk associated with content creation.
- 4115 • Apart from following all laws pertaining to the handling and disclosure of copyrighted or export  
4116 controlled materials, Central's trademarks, logos and any other Central intellectual property  
4117 may also not be used in connection.

#### 4118 **9.5.6 Enforcement**

4119 Any employee found to have violated this policy may be subject to disciplinary action.

#### 4120 **9.5.7 Definitions**

4121 Content Creation – the production, creation, publication, or contribution of information (opinions or  
4122 facts) to online or in print. Host(s) computing devices- laptops, computers, cell phones, smartphones,  
4123 PDAs, computer tables, tablet, and PCs.

4124 Spam--Unauthorized and/or unsolicited electronic mass mailings.

### 4125 **9.6 COMPUTER SYSTEM POLICY**

4126 Central Christian College of Kansas shall be the owner of all files, programs, and data on the Central

4127 Christian College of Kansas network, including hard drives and Central Christian College of Kansas disks  
4128 at employees' individual work-stations.

4129 The College reserves the right to inspect any such files, programs or data through the system supervisor.  
4130 The assigned supervisors of the Central Christian College of Kansas computer systems (or any other  
4131 person or persons designated by the College) shall have access to all files, programs, and data on the  
4132 computer network, including hard drives and Central Christian College of Kansas disks at individual  
4133 work-stations, but not to personal disks maintained by an employee. Central Christian College of Kansas  
4134 suggests that any files of a personal nature should be stored on the employee's personal disk. Nothing in  
4135 this section is intended to give any employee use of the College's computer system or equipment in any  
4136 way that is inconsistent with the College's policies as stated elsewhere.

4137 Central Christian College of Kansas allows employees to use the network for a reasonable amount of  
4138 personal use, provided such use does not hinder full completion of the employee's responsibilities.  
4139 Employees are expected to pay for printing costs incurred through their personal use.

4140 There shall always be a minimum of two system supervisors at all times. The President's Executive Team  
4141 shall approve all computer supervisors and may revoke any supervisor status.

#### 4142 **9.6.1 Password Policy**

4143 Computer passwords must meet the first three of the following requirements and should follow the  
4144 remaining guidelines (We require that all passwords be changed every six months and cannot be one of  
4145 the previous four passwords.):

- 4146 1. Contain both upper and lower case characters (e.g., a-z, A-Z).  
4147 2. Have digits and punctuation characters as well as letters e.g., 0-9, !@#\$%^&\*()\_+|~- , etc.  
4148 3. Contain at least ten alphanumeric characters.  
4149 4. Are not words in any language, slang, dialect, jargon, etc.  
4150 5. Are not based on personal information, names of family, etc.  
4151 6. Passwords should never be written down or stored online. Try to create passwords that can be  
4152 easily remembered. One way to do this is create a password based on a song title, affirmation,  
4153 or other phrase.

4154 Please keep in mind the following:

- 4155 • Don't reveal a password over the phone to ANYONE.  
4156 • Don't reveal a password to student workers.  
4157 • Don't reveal a password in an email message.  
4158 • Don't reveal a password to your supervisor.  
4159 • Don't talk about a password in front of others.  
4160 • Don't hint at the format of a password (e.g., "my family name").  
4161 • Don't reveal a password on questionnaires or security forms.  
4162 • Don't share a password with family members.  
4163 • Don't reveal a password to co-workers while on vacation.

4164 If student workers need access to files located in your directory, Information Technology staff can easily  
4165 make arrangements for your student worker to have access without jeopardizing the integrity of your  
4166 account.

## 4167 **9.6.2 Network Share (G:) Drive**

4168 Following is a list of the most frequently used items located on the network drive (on campus use):

- 4169 • COMMITTEE MINUTES --2022-2023 (ALL committee minutes should be updated here)
- 4170 • FORMS--including the new employee and exiting employee checklists
- 4171 • LOGOS--including campus map, athletic, academic, corporate and Fit Four logos, digital signage
- 4172 templates and guidelines, letterhead template, style guide, and official colors and font scheme
- 4173 These items are updated as necessary and the most current version is available on the G: drive.

## 4174 **9.6.3 Information Technology and Web Requests**

4175 You can make specific IT requests at <http://support.intra.Centralchristian.edu>. You can make specific  
4176 Web requests to the marketing office through email to [Elizabeth.caron@centralchristian.edu](mailto:Elizabeth.caron@centralchristian.edu).

## 4177 **9.7 PERSONALLY IDENTIFIABLE INFORMATION POLICY**

### 4178 **9.7.1 Overview**

4179 In the course of conducting daily business and transactions, employees, volunteers, contractors, and  
4180 institutional partners may come into contact with Personally Identifiable Information (PII) related to  
4181 prospects, students and their family members, alumni, volunteers, employees, or other individuals.  
4182 Central Christian College of Kansas (the College) has both moral and legal obligations to ensure the  
4183 security and integrity of PII.

### 4184 **9.7.2 Purpose**

4185 This policy provides official directives to employees and other individuals involved in a working  
4186 relationship with the College (volunteers, contractors, etc.) for the safeguarding of PII to ensure that  
4187 College procedures comply with all State and Federal regulations and best practices.

### 4188 **9.7.3 Scope**

4189 This policy applies to all information, including electronic and computing devices, and network resources  
4190 that conduct College business or interact with internal networks and business systems, whether owned  
4191 or leased by the College, the employee, or a third party. All employees, contractors, volunteers,  
4192 consultants, temporary, and other workers at the College are responsible for exercising sound  
4193 judgement regarding protection of PII in accordance with the College's policies and standards, and  
4194 applicable laws and regulations.

### 4195 **9.7.4 Policy**

#### 4196 Definitions

- 4197 a. PII is any information pertaining to an individual that can be used to distinguish or trace  
4198 a person's identity. Information contained in public sources such as telephone books.,  
4199 public websites, etc., is considered public PII and may include:
  - 4200 i. First and Last Name
  - 4201 ii. Address
  - 4202 iii. Email Address
  - 4203 iv. Photos and Video
  - 4204 v. General Education Credentials (Ph.D., M.S., B.A., etc.)
  - 4205 vi. Photos or other electronic recordings

- 4206 b. Protected PII is defined as any type of information including, but not limited to:
- 4207 i. Social Security Number
- 4208 ii. Username and Password
- 4209 iii. Passport Number
- 4210 iv. Credit Card Number
- 4211 v. Clearances
- 4212 vi. Banking Information
- 4213 vii. Biometrics
- 4214 viii. Date or Place of Birth
- 4215 ix. Mother's Maiden Name
- 4216 x. Criminal, Medical, and Financial Records
- 4217 xi. Educational Transcripts
- 4218 xii. Photos and video that contains any protected PII
- 4219 xiii. Any combination of public PII that, when aggregated, could be used for identity
- 4220 theft.
- 4221 c. Procedures
- 4222 i. This section provides directive on maintaining and discarding PII. If current
- 4223 procedures fall outside this policy, contact the Chief Information Security Officer
- 4224 (CISO) to suggest more efficient procedures. All electronic files that contain
- 4225 Protected PII will reside within a protected information system location such as
- 4226 a designated network share. All physical files that contain Protected PII will
- 4227 reside within a locked file cabinet, locked drawer, or locked room when not
- 4228 being actively viewed or modified. When not in use, physical files must be
- 4229 returned to the secure storage location. When files are in use, personnel shall
- 4230 provide a means, such as a file folder, to safeguard Protected PII when others
- 4231 are in nearby proximity. Protected PII shall not be downloaded to personal,
- 4232 organization-owned, volunteer, or contractor workstations or mobile devices
- 4233 (laptops, tablets, mobile phones, digital assistants, or removable media).
- 4234 Protected PII shall not be sent through unencrypted digital messaging systems
- 4235 such as email or instant messaging. When disposing of Protected PII, the
- 4236 physical or electronic file shall be shredded or securely deleted using a method
- 4237 approve by the National Institute of Standards and Technology (NIST).
- 4238 d. Incident Reporting
- 4239 i. In the event of a real or suspected disclosure of Protected PII, the discovering
- 4240 individual shall notify his or her supervisor and the CISO within 12 hours of
- 4241 discovery.
- 4242 ii. In defining an incident, the individual must consider the possibility of a PII
- 4243 breach, not just the identification of a known breach. As such, an incident
- 4244 includes the presence of missing or misplaced documents, electronic storage
- 4245 device, accidental communication, possible virus or malware infection, etc.
- 4246 e. Audits
- 4247 i. Supervisors and the CISO will conduct periodic audits of organization-owned
- 4248 equipment and physical locations to ensure that Protected PII is stored in



4249 approved information systems or locations in compliance with this policy and to  
4250 provide information necessary to continuously improve practices.

4251 f. Compliance

4252 i. Any personnel found to be in violation of this policy may be subject to  
4253 disciplinary action up to and including termination as deemed appropriate to  
4254 the facts and circumstances related to the violation.

#### 4255 **9.7.5 Definitions and Terms**

- 4256 a. CISO – Chief Information Security Officer
- 4257 b. NIST – National Institute of Standards and Technology
- 4258 c. PII – Personally Identifiable Information

#### 4259 **9.7.6 References**

- 4260 a. Family Educational Rights and Privacy Act (FERPA)
- 4261 b. General Data Protection Regulation (GDPR)
- 4262 c. Gramm Leach Bliley Act (GLBA)
- 4263 d. Health Insurance Portability and Privacy Act (HIPPA)
- 4264 e. NIST Cybersecurity Framework

4265 This policy is subject to updates due to: relevant regulatory changes, institutional policy changes,  
4266 direction from the Executive Team, IPC recommendations, or changes in best practice.

### 4267 **9.8 TRAINING**

4268 The CISO will conduct annual training regarding PII. All personnel must participate in training at least  
4269 annually. All new employees, as part of the onboarding process, will receive specific training in PII and  
4270 FERPA by the CISO or a designated resource. The CISO must sign off on this training.

4271

## 4272 10 MAINTENANCE

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4273 (Owner: Chief Operations Officer; Last Reviewed: 02/16/2022; Last Updated 02/16/2022)

### 4274 10.1 KEYS

4275 The College uses the Stanley/Best Security lock system. Keys must be checked out ONLY through  
4276 Maintenance and Facilities.

4277 Faculty and Staff requests for keys will be made through maintenance.

4278 Students will receive room keys through their respective Resident Director. Students will return room  
4279 keys to their respective Resident Director before departure in the summer or as directed by the Chief  
4280 Student Engagement Officer. Faculty and staff will return any keys to Maintenance and Facilities upon  
4281 request or termination of employment.

4282 Students needing room keys will request replacement keys through their respective Resident  
4283 Director. Students needing work related keys will request these keys through their work supervisor.

4284 If a student decides to end their employment, the student must return the key(s) to his/her work  
4285 supervisor. The supervisor will return keys to Maintenance and Facilities

4286 If a key is lost or stolen, please contact maintenance right away, as we may need to re-key that area and  
4287 the employee will be charged a minimum of \$35.00 to replace the key. If an employee does not return  
4288 key(s) prior to exiting their position at CCKK, they will be charged a minimum of \$200.00.

4289 Some employees may receive a key card for keyless entry. Those employees will sign a Door Access Card  
4290 Agreement acknowledging responsibilities related to use of the card and replacement costs associated  
4291 with loss or damage to the card.

### 4292 10.2 MAINTENANCE REQUESTS

4293 All requests related to maintenance in regards to custodial, general maintenance, cleaning supplies,  
4294 keys, etc. should be processed by using our ticketing system. CCKK utilizes SchoolDude:  
4295 <https://login.myschoolbuilding.com/msb?acctNum=1262152192&productID=MD>

4296 Each staff member must create their own personal account and login to account to input tickets. Do **not**  
4297 email requests to staff members. This ticketing system ensures requests are logged, processed and  
4298 completed. If a staff member has additional questions, contact Doug Vanderhoof, COO.

### 4299 10.3 COLLEGE VEHICLE USAGE

4300 Central Christian College of Kansas maintains a fleet of vehicles that can help in the fulfillment of the  
4301 college's mission. These vehicles are used continually by many different groups, many times back-to-  
4302 back. Therefore, the following guidelines will help us best maximize these resources and help us all be  
4303 good stewards.<sup>[1]</sup>

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<sup>[1]</sup> College-owned vehicles cannot be checked out/used for personal use due to insurance regulations.

### **10.3.1 Defensive Driving Course**

All college employees and students who desire and/or will be required to drive a college vehicle shall take a defensive driving course prior to driving a college vehicle; as well as have their driver's license checked by the HR Office. Defensive driving courses are offered periodically throughout the summer and school year. Attendance at a defensive driving course is required once every two years during a student, faculty and/or staff's tenure at Central Christian.

### **10.3.2 College Vans.**

College-owned vans are available to be checked out for school-related activities or events. There are 4 passenger vans (15 passengers) available. If an employee needs to check out a van, they need to contact the Fleet Manager in advance to schedule the use of one. An employee using a van will need to pick up keys from Maintenance Office. On the day you have scheduled a vehicle, arrive at the correct office (before 4:00pm) to receive keys, gas card, and mileage report form.

When the employee returns to town, they need to clean the inside of the vehicle and fill up the vehicle with fuel before returning it to the designated parking area at the College. Vans/Trailers and cars park in the lot west of the maintenance building. Fill out the mileage report. The employee needs to turn in keys, gas card, and the completed mileage sheet, to the Maintenance Office immediately when they return to campus. If the individual is returning late at night, they can lock everything in the van. The vehicle may be needed first thing in the morning.

The mileage report needs to be filled out entirely, noting any vehicle concerns in the comment area. Vehicle concerns should also be sent via School Dude. If there is more than one thing, please list these 1), 2), etc. Any fuel receipts placed on the gas cards need to be put in the gas card pouch.

Students will be approved to drive a van to a school related activity if they have taken the eight- hour defensive driving course or online through the HR Office and if he/she is 21 years of age or older. A student will also need their driver's license checked by the HR Office before driving any College vehicle. If a vehicle is driven by a student driver, their supervisor needs to reserve the vehicle and explain to them how to fill out the mileage report. The employee also needs to remind students to turn in all gas receipts with the mileage report.

School vehicles are not however, allowed to be checked out for personal use by a student or employee of the college.

### **10.3.3 College Cars.**

There are three cars available. If an employee needs a College car, they will need to reserve, check out, and pick up keys from the Maintenance Office.

### **10.3.4 Bus and Trailers.**

If an employee needs to use the college bus or one of the two trailers, please contact the Fleet Manager. Driver must have Class B, CDL license with air brake and passenger endorsement.

### **10.3.5 Mileage Rates.**

Mileage rates for school vehicles are as follows:

- Cars - \$0.30 per mile
- 15 Passenger Vans - \$0.45 per mile

- 4343 • 44 Passenger Bus - \$0.90 per mile
- 4344 • People Mover - \$0.90 per mile

#### 4345 10.3.6 Insurance

4346 Drivers must maintain adequate automobile insurance. College insurance only covers claims against the  
4347 organization and does not cover you or your personal vehicle when you are using that vehicle to  
4348 conduct organization business.

#### 4349 10.3.7 Substance Use

4350 Drivers may not drive for the organization's business while in the possession, or under the influence, of  
4351 drugs or alcohol. Additionally, unless otherwise sanctioned, employees may not drive for the College if  
4352 they have been charged with or convicted of driving while intoxicated or driving under the influence.  
4353 Employees must notify their supervisor as soon as possible in the event of an arrest for a drug- or  
4354 alcohol-related offense.

#### 4355 10.3.8 Disqualifying Acts

4356 If a driver commits a disqualifying act, the employee shall notify a supervisor as soon as possible after  
4357 the commission of such act. The employee shall no longer be permitted to drive on behalf of the  
4358 College. Disqualifying acts may include, but are not limited to, the following: violating this policy,  
4359 negligent homicide, aggravated assault with a motor vehicle, or commission of a felony arising out of the  
4360 use of a motor vehicle.

#### 4361 10.3.9 Traffic Violations & Safe Driving

4362 The College will not pay any traffic tickets you receive while operating a vehicle on behalf of the  
4363 organization.

4364 Any use of cellular telephones while driving is illegal in some jurisdictions. It is the driver's responsibility  
4365 to comply with various state laws. For safety reasons, while drivers are on the organization's business,  
4366 drivers are not to use hand-held mobile devices to make calls or send text messages while driving unless  
4367 "hands-free" equipment is used. If a cell phone call or text message is received while a driver is driving,  
4368 the driver should pull off the road to a safe location as soon as possible. Drivers should never talk on a  
4369 cell phone or text while driving in heavy traffic or during hazardous weather conditions.

4370 The use of mobile radar detectors, radar jammers, traffic light preemption emitters (also known as  
4371 "Mobile Infrared Transmitters"), and license plate cloaking devices is illegal in many jurisdictions.  
4372 Additionally, the use of such devices can lead directly or indirectly to bodily injury and property damage.  
4373 Therefore, the use by a driver or others of these devices or any other devices that interfere with law  
4374 enforcement procedures will not be permitted while driving motor vehicles for the College, whether the  
4375 vehicles are owned by the College or not.

4376 All occupants of a vehicle driving for organizational business must use seat belts. Drivers must ensure  
4377 that all occupants fasten their seat belts before operating the vehicle. Please report any non-functioning  
4378 seat belt to Facility Management immediately. Failure to comply with this policy will result in disciplinary  
4379 action up to and including termination of employment.

4380

4381 All drivers may be required to participate in a random drug and alcohol testing program. Training may  
4382 also be required to ensure the safe operation of 12-passenger vans.

4383 All drivers must obey any applicable federal, state, and local laws while driving on the organization's  
4384 business, drive in a safe and responsible manner, and maintain the security of the vehicle and its  
4385 contents.

#### 4386 10.3.10 Accident or Incident Reporting

4387 In the event of any accident, theft, or damage while on the organization's business, drivers must do the  
4388 following:

- 4389 • Call for medical aid, if necessary.
- 4390 • Call local law enforcement in the event of an accident.
- 4391 • Record any pertinent information available regarding the situation, including, but not limited to,  
4392 names and addresses of drivers, witnesses, etc., license numbers of other drivers, insurance  
4393 company names and policy numbers of other drivers, conditions surrounding the event, etc.
- 4394 • Notify supervisor and discuss the information recorded as soon as possible.
- 4395 • Be cooperative and non-argumentative with everyone involved in the situation (e.g., provide  
4396 name, address, insurance information, etc.), but do not accept any responsibility for the  
4397 situation.

### 4398 10.4 BUILDING COORDINATORS

4399 In an effort to guarantee that students are provided the highest quality educational experience, the  
4400 College has appointed a Central contact person for each College building/field/court. The purpose of this  
4401 role is to communicate information about special circumstances that effect building occupants and to  
4402 serve as the primary reference point in an emergency. It is through the Building Coordinator that the  
4403 College can facilitate communications, support capital planning and improvement, and represent user  
4404 needs. While the intent is not to create a "position" or "load", there may be times the College does  
4405 assign load to provide greater oversight and management of building with high public use.

#### 4406 Daily Oversight

- 4407 • Tour building on a regular basis to identify areas of concern regarding equipment or facilities,  
4408 including cleanliness, odor, or other aesthetic concerns.
- 4409 • Relay maintenance requests to the Physical Plant Manager through the ticket system and  
4410 follow-up on requests.
- 4411 • Notify occupants of possible disruption of services or access, posting appropriate notices.

4412 Emergencies: Building Coordinators are expected to:

- 4413 • Be familiar with the emergency plan in place for their assigned building(s), and or floor(s). The  
4414 plan will include but not be limited to the following:
- 4415 • Assist in the evacuation of the building or in movement of individual to safe locations within the  
4416 building (Tornado Warnings)
- 4417 • At the assembly point, providing information between Emergency Management Team (EMT)  
4418 and evacuees;

- 4419 • Preventing reentry into the building until the all-clear has been given (or exiting of the building
- 4420 in case of shooter or weather emergency).
- 4421 • Serve as liaison to the Emergency Manager
- 4422 • Assess the scope of a building emergency, taking action as appropriate.
- 4423 • During an evacuation, maintain a record of all personnel reporting to the assembly area.
- 4424 • Coordinate through Facilities Management Work Control to arrange for additional emergency
- 4425 equipment, personnel or other assistance.
- 4426 • Review lessons learned from incidents and drills with faculty and staff.
- 4427 • Maintain Building Emergency Coordinator Kit.

#### 4428 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

## 4429 10.5 BOARD OF PUBLIC UTILITIES

4430 Central Christian College of Kansas maintains a standing agreement with BPU to assist when the  
 4431 demands for local electricity become too great. Per the agreement, BPU can call upon CCKK to shut  
 4432 down its air conditioning (AC) units when the external temperature is predicted to exceed 100 degrees.  
 4433 Typically, this shutdown period spans from 1:00 to 7:00 PM, at which time units are turned on again.

4434 Once BPU informs us of a shutdown, a member of the Physical Plant will send out a campus wide alert.  
 4435 Employees are asked to keep main office doors closed in an effort to retain a comfortable internal  
 4436 climate for as long as possible. However, once internal temperatures become uncomfortable,  
 4437 employees are NOT expected to remain at their workstations. At such time, employees should  
 4438 communicate with their supervisors and make plans to exit the workplace.

4439 For hourly workers, who are unable to work remotely, this closed-period may be claimed on time sheets  
 4440 toward the fulfillment of expected hours. However, according to Federal Regulations, hours claimed due  
 4441 to closure cannot count toward the calculation of overtime hours, as this time is not considered "hours  
 4442 worked".

## 4443 10.6 FACILITY ACCESS POLICY

4444 10.6.1 General. To enhance security of its campus and provide for the safety of students, faculty, and  
4445 staff, Central Christian College of Kansas (CCCK) controls access to all buildings by limiting the  
4446 use and function of both access cards and keys issued to all students, faculty, staff, contractors,  
4447 outside vendors, and invited guests (including conference and camp participants).

4448 10.6.2 Scope. This policy applies to all employees (faculty and staff), students, invited guests, affiliates,  
4449 contractors and any other person present on CCCK property with respect to hours of operations  
4450 and access control of buildings, facilities, and other college-owned or leased property.

4451 10.6.3 Policy. CCCK manages and controls access to all College buildings and facilities to enhance safety  
4452 and security, while maintaining compliance with applicable laws, regulations, and associated  
4453 policies. With few exceptions such as the library and during certain events, College-owned  
4454 facilities and buildings are not considered open to the public. Access to College buildings and  
4455 facilities is therefore generally restricted to employees, students, College affiliates, and invited  
4456 guests.

### 4457 10.6.4 Definitions

- 4458 a. Academic Buildings and Facilities – Those locations which have academics (including  
4459 athletics and extra-curricular activities) as a primary purpose
- 4460 b. Access Control – Control of entry and/or exit to an area by any means (mechanical or  
4461 electronic)
- 4462 c. Access Control Key – Any official device used to gain entry and/or exit to a controlled  
4463 space
- 4464 d. Administrative Buildings and Facilities – Those locations which have administrative  
4465 functions as a primary purpose
- 4466 e. Authorized Signatory – College employee empowered to authorize individual access, key  
4467 issuance, and building lock/unlock schedules for buildings under his/her control. Each of the  
4468 following positions is an “Authorized Signatory”:
  - 4469 i. Chief Officer
  - 4470 ii. President
- 4471 f. Electronic Access Control – Access control using electronic or electromechanical devices  
4472 to replace or supplement mechanical key access. Electronic access is administered through a  
4473 computerized card access control system operated and maintained by Information  
4474 Technology Services (ITS)
- 4475 g. Invited Guests – Individuals present on campus for an express purpose and limited  
4476 duration.
- 4477 h. Residential buildings and facilities – Those locations in which students reside

### 4478 10.6.5 General Facility Access.

- 4479 a. Academic and Administrative Buildings and Facilities. As a general rule, Academic  
4480 buildings are open Monday through Friday between the hours of 7 AM and 11 PM while  
4481 Administrative buildings are open Monday through Friday between the hours of 7:00 AM  
4482 and 6:00 PM. Authorized Signatories may request adjusted hours to meet specific needs of  
4483 various buildings.
- 4484 b. Residence Halls. College residence halls are locked at all times and accessible only by  
4485 key. Students only have access to their assigned residence with a provided key. Student

4486 access to residence halls for which they are not assigned is governed by Residence Life  
 4487 policies.

4488 c. General access to all CCK buildings and facilities is restricted to employees, students,  
 4489 invited guests, affiliates, and contractors at all times except those buildings where the public  
 4490 is expressly invited and at certain events.

4491 10.6.6 Faculty and Staff Access. The facilities department manages keys issued to faculty and staff that  
 4492 enable access to academic, administrative, and residential facilities. Faculty and staff are issued  
 4493 keys based on need and with least privileges. Supervisors will submit requests for keys to  
 4494 facilities defining specific access requirements. Individuals requiring additional access must  
 4495 present a memo signed by an Authorized Signatory to facilities detailing the additional access  
 4496 required.

4497 10.6.7 Vendor Access. Authorized vendors or contractors requiring access to College property should  
 4498 arrange for access through the appropriate department – typically, the department or unit  
 4499 issuing the contract with the vendor. In general, access should be scheduled during normal  
 4500 business hours.

4501 10.6.8 Camp and Conference Participants. Facilities, with support from Residence Life, issues  
 4502 mechanical key as appropriate. Access cards, if needed, will be requested through ITS and  
 4503 issued. Cards will only be valid for the duration of the camp or conference. Keys and cards must  
 4504 be returned at the conclusion of the camp or conference. Failure to return keys or cards will  
 4505 result in a fee of \$50.

4506 10.6.9 Invited Guests. Invited Guest will not be issued keys and will only have access to facilities during  
 4507 scheduled open hours.

4508 10.6.10 Keys

4509 10.6.10.1 Mechanical Keys. Keys will be issued directly to person responsible for its custody and  
 4510 use. This same individual will sign for and acknowledge responsibility for maintaining  
 4511 and securing the key. Master keys are typically only issued to individuals with  
 4512 responsibilities for access to entire buildings. Sub-master keys will be issued to  
 4513 department heads only. Grand and Great Grand Master keys are only issued to select  
 4514 individuals as determined by the President and/or the Chief Operations Officer.  
 4515 Annually, Authorized Signatories or their designees will verify the existence of all  
 4516 Master, Grand Master and Great Grand Master keys. Any missing key must be  
 4517 reported immediately to Facilities Key Control and the Chief Operations Officer. All  
 4518 keys must be stamped and recorded in the key management system.

4519 a. Key Return. When keys are broken or no longer required, the key holder shall return the  
 4520 key to key control or residence life as appropriate. The Key Control Manager will document  
 4521 the return in the key management system and provide a receipt to the key holder.

4522 b. Key Holder Responsibilities. All keys to college facilities remain the property of the  
 4523 institution. Individuals with custody of College keys are authorized to use them for access to  
 4524 their work areas. Key holders are responsible for safeguarding keys at all times and for  
 4525 returning keys to the Key Control Manager when they are no longer needed. Key holders  
 4526 are not to share or loan keys to others. Most faculty and staff will have keys only for those



4527 building(s) and personal spaces (e.g., offices) in which they work. If additional keys are  
4528 issued to an employee, the employee may not remove that key from campus. Key holders  
4529 are also responsible for reporting lost or stolen keys immediately to the Key Control  
4530 Manager and the Chief Operations Officer. The Authorized Signatory shall investigate the  
4531 loss and take appropriate action.

4532 10.6.10.2 Access (Key) Cards. Access cards are issued by ITS only to those with a demonstrated  
4533 need. Requests for key cards will be made by supervisors in writing to ITS. As with  
4534 mechanical keys, key card holders will sign for and acknowledge responsibility for  
4535 maintain and securing the card. Lost or missing access cards must be reported  
4536 immediately to ITS.

4537 10.6.10.3 Student Access Cards and Keys. All access cards and keys must be returned at the end  
4538 of each academic year or during the academic year if a student leaves the institution  
4539 or residential housing.

- 4540 a. Students who lose or misplace an issued key or card must comply with the following:
- 4541 i. Lost mechanical keys must be reported immediately to the Resident Director of
  - 4542 the student's lodging unit or student life.
  - 4543 ii. Lost access cards must be reported immediately to ITS.
- 4544 b. If a lost key is not found and returned within 24 hours, the affected locks may be re-  
4545 keyed and the student will be charged \$50 for each door that must be re-keyed. If the lost  
4546 key is residential, roommates will be issued replacement keys at no cost. Student life will  
4547 coordinate re-keying with the facilities office.

4548 10.6.10.4 Key Duplication. Duplication of keys is strictly prohibited.

4549 10.6.10.5 Key Transfers. Key or Card transfers from one person to another are prohibited.

4550 10.6.10.6 Penalties for Policy Violation. It is a violation of College policy to permit unauthorized  
4551 individuals to enter into buildings and facilities restricted from general public access  
4552 by deliberately disengaging, deactivating, or otherwise circumventing locking devices  
4553 or other security measures intended to control building and facility access. Persons  
4554 who violate this policy are subject to disciplinary action including loss of access and  
4555 up to termination in accordance with relevant CCK discipline policy.

## 4556 11 EMERGENCY & WEATHER

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4557 (Owner: Chief Operations Officer; Last Reviewed: 04/10/2023; Last Updated 4/10/2023)

4558 In the case of an emergency situation involving Central Christian College of Kansas, senior administrators  
4559 working with local law officials will provide direction and response as outlined in the Campus Emergency  
4560 Plan.

4561 In the case of an emergency in which college needs to notify its employees in mass, the college will use  
4562 the Tiger Alert emergency notification system. **Three primary alerts indicate the specific response with**  
4563 **details to follow. The three primary alerts are:**

- 4564 • *Evacuate the Building – relocate to your buildings designate evacuation location.*

- 4565 • *Seek Shelter – relocate to your buildings designated shelter location.*
- 4566 • *Shelter in Place – stay in your current location lock the doors and shut off the lights. Further*
- 4567 *details will be included in the text.*

## 4568 11.1 EMERGENCY PROCEDURES: FIRE

### 4569 For Persons Evacuating From the Immediate Area

- 4570 • Feel door from top to bottom. If it is hot, DO NOT proceed; go back.
- 4571 • If the door is cool, crouch low and open the door slowly. Close the door quickly if smoke is
- 4572 present so you do not inhale it.
- 4573 • If no smoke is present, exit the building via the nearest stairwell or exit.
- 4574 • 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

## 4575 11.2 EMERGENCY PROCEDURES: TORNADO

4576 When a tornado "watch" or a tornado "warning" is in effect, you may be notified:

- 4577 • By the Office of Student Life Staff
- 4578 • Tiger Alerts
- 4579 • Through the campus telephone contact system<sup>11</sup>
- 4580 • By campus email
- 4581 • By the city of McPherson warning signal
- 4582 • By television and radio

### 4583 11.2.1 Tornado WATCH

4584 A tornado "watch" means that the probability is dangerously high for a tornado to develop. The National  
4585 Weather Service specifies the time period and the area for which the watch is in effect.

<sup>11</sup> 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

4586 What You Should Do:

- 4587 • Be alert to weather conditions during this time.
- 4588 • Be prepared for the possibility of a tornado.
- 4589 • Familiarize yourself with emergency procedures and shelter areas.
- 4590 • Persons with mobility concerns should go to an area of safety at the time of a tornado watch.
- 4591 • Close all doors, including main corridors, making sure they latch. (You do not want to wait for a
- 4592 warning to take these measures.)

#### 4593 11.2.2 Tornado WARNING

4594 A tornado warning is issued by the National Weather Service and means that a tornado or funnel cloud  
4595 has been sighted in a specific area.

4596 What You Should Do:

- 4597 • Remain calm - this will help you to think clearly
- 4598 • Relay the warning to others in the area and people that you are responsible to notify.
- 4599 • Proceed to a designated shelter area within your building.
- 4600 • Crouch near the floor or under heavy, well-supported objects and cover your head.

4601 Note: There is no guaranteed safe place during a tornado. However, it is important to seek shelter in the  
4602 best location to help minimize your exposure.

4603 Designated shelter areas within your building (rooms and corridors in the innermost part of the building  
4604 and basements)

- 4605 • Stay clear of windows, corridors with windows, or large free-standing expanses.
- 4606 • 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

4607 If you are outside and there is no time to take cover, find a low spot, lay down and cover your head. If  
4608 you are in a building without a shelter area and do not have time to reach one, seek a position away  
4609 from windows or doors where there may be flying glass. Sit down and cover your head.

### 11.3 INCLEMENT WEATHER POLICY

During periods of inclement weather (i.e. extreme cold, snow, ice, etc.) the residential campus of Central Christian College of Kansas endeavors to remain functional and encourages its faculty and staff to report to work, as is appropriate for personal safety. However, there may be times when weather conditions cause the College to delay the opening of College activities, to cancel classes and normal business hours, and/or to close the College early.

#### 11.3.1 Inclement Weather Classifications

The College recognizes the following Inclement Weather Classifications:

##### Open-Personal Discretion

- Classes will be held at the discretion of faculty.
- All services and offices are open with at least limited staffing.
- Designated essential personnel may be scheduled as needed by their director.
- Supervisors may approve flex time or work from home for their employees.
- Practices will be held at the discretion of the coach.
- Specially scheduled events, meetings, and games are at the discretion of the appropriate authority.

##### Delayed Opening

- The start of the class day may be delayed (i.e. classes would not start until 10:00 am).
- Essential personnel may be scheduled as needed by their supervisor/director.
- All departments and offices that do not provide essential services remain closed until the posted time to open.
- Supervisors may approve flex time or work from home for their employees.
- Student Support Areas will be open: Dining Hall, Facilities Services, and Student Center.
- A continental breakfast will be served.
- Practices will be held at the discretion of the coach.
- Specially scheduled events, meetings, and games are at the discretion of the appropriate authority.

##### Partial Closure

- All classes, labs, and practices are canceled for the day.
- Essential personnel may be scheduled as needed by their department head, with compensation time earned as outlined in the Policy and Procedures Manual.
- Departments and offices that do not provide direct student support will be closed.
- Student Support Areas will be open: Dining Hall, Facilities Services, and Student Center.
- A continental breakfast will be served.
- Supervisors may approve flex time or work from home for their employees.
- Specially scheduled events, meetings, and games are at the discretion of the appropriate authority.

##### Full Closure

- 4648 • All classes, labs, practices, and events are canceled for the day.
- 4649 • All departments, offices and Student Support Areas are closed except for designated essential
- 4650 personnel, which will be scheduled as needed by their department head. Compensation time
- 4651 earned as outlined in the Policy and Procedures Manual.
- 4652 • Food services will not be operational unless otherwise communicated to the Central community.

#### 4653 **Evacuation**

- 4654 • All classes, labs, practices, and events are canceled for the day.
- 4655 • All offices and services closed, other than those associated with emergency services.
- 4656 • Designated emergency personnel may be scheduled as needed by their department head.
- 4657 • Evacuation Shelter(s) open.

#### 4658 **Early Dismissal**

4659 This classification is reserved for periods of impending inclement weather that may affect campus  
4660 services (i.e. tornado warnings, ice storm, etc.)

- 4661 • All classes, labs, practices, and events are cancelled for the *remainder* of the day or *prescribed*
- 4662 *period*.
- 4663 • Essential personnel may be scheduled as needed by their department head, with compensation
- 4664 time earned as outlined in the Policy and Procedures Manual.
- 4665 • Departments and offices that do not provide direct student support will be closed.
- 4666 • Student Support Areas will communicate accessibility.
- 4667 • Dining services will operate under the discretion of the Food Services Director who will clearly
- 4668 communicate intent to the Central community.
- 4669 • Supervisors may approve flex time or work from home for their employees.

#### 4670 **11.3.2 Inclement Weather Notification**

4671 When adverse weather conditions lead to a delayed opening and/or cancellation of classes, the Chief  
4672 Operations Officer will communicate with the President to determine the best course of action. Once  
4673 determined, an action plan will be communicated to the campus community in roughly the following  
4674 order:

- 4675 • Titan Alert will be sent from the I.T. department
- 4676 • An announcement will appear in CANVAS (Registrar)
- 4677 • An all-campus email will be sent from the Chief Student Engagement Officer

4678 Employees are encouraged to check College communications first since TV and radio stations often will  
4679 not list specific details especially when they are complicated.

4680 The messages will be brief and will start by giving the status of the College by indicating one of six  
4681 classifications described above. The message will provide the criteria for each designation.

- 4682 • In some cases, there may be multiple messages needed: one for students, one for faculty, and
- 4683 on for administration and support staff. In these cases, specific information is provided to a
- 4684 particular campus group.

- 4685       • Messages about impending weather forecast, or weather update, and safety related  
4686 information, will not be included in the same message but can be referred to by a link or  
4687 suggested location such as the National Weather Service or the College website.

### 4688 11.3.3 Essential Personnel

4689 Some administrative and support staff employees, due to the nature of their jobs, are identified as  
4690 “essential personnel” during times of inclement weather. Essential personnel must be identified as such  
4691 by supervisors.

### 4692 11.3.4 Food Services

4693 During periods of inclement weather when the College remains open (partially or otherwise), the food  
4694 services director will have the option of serving an abbreviated meal dependent upon the availability of  
4695 their employees.

4696 During periods of inclement weather when the College closes, the food services director will not be  
4697 serving meals until the College opens.

### 4698 11.3.5 Flex-Time

4699 During periods of inclement weather when the College remains open, supervisors will have the option of  
4700 invoking flex-time for employees. For purposes of this policy, flex-time can be used as follows:

- 4701       • Supervisors may permit staff to modify their normal work schedule to accommodate weather  
4702 situations by coming into work late and leaving early and making up the lost time. This should  
4703 be done within the same week (Saturday-Friday) for non-exempt employees.
- 4704       • Support staff and administrative employees may choose to be paid for un-worked hours by  
4705 using accrued sick or vacation leave.
- 4706       • Support staff employees may take the hours off without pay and without the need to make up  
4707 those hours.

### 4708 11.3.6 Classes and Other Academic Programming

4709 If the College remains open during inclement weather, the decision to cancel individual classes resides  
4710 with the Chief Academic Officer. Faculty who are unable to host a residential class or offering should  
4711 work through the Chief Academic Officer.

## 4712 12 WEAPONS POLICY

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4713 (Owner: Office of the President; Last Reviewed: 3/20/22; Last Updated: 5/07/17)

4714 Central Christian College of Kansas prohibits the possession and use of firearms, explosives, and other  
4715 weapons on campus, with certain limited exceptions, as provided below,

### 4716 12.1 DEFINITIONS

4717 For purposes of this policy the term "weapons" includes:

- 4718       • Any object or device which will, is designed to, or may be readily converted to expel bullet,  
4719 shot or shell by the action of an explosive or other propellant.

- 4720 • Any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including those that  
4721 are concealed or open carried.
- 4722 • Any BB gun, pellet gun, air/C02 gun, stun gun or blow gun.
- 4723 • Any explosive, incendiary or poison gas in the form of a bomb, mine, grenade, rocket having a  
4724 propellant charge of more than four ounces, missile having an explosive or incendiary charge of  
4725 more than four ounces, any incendiary or explosive material, liquid, solid or mixture equipped  
4726 with a fuse, wick or other detonating device, and any tear gas bomb or smoke bomb. NOTE:  
4727 Personal self-defense items containing mace or pepper spray shall not be deemed to be a  
4728 weapon for the purposes of this policy.
- 4729 • Any knife, commonly referred to as a switch-blade, which has a blade that opens  
4730 automatically by hand pressure applied to a button, spring or other device in the handle of  
4731 the knife, or any knife having a blade that opens or falls or is ejected into position by the force  
4732 of gravity or by an outward, downward or centrifugal thrust or movement.
- 4733 • Any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or  
4734 stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in  
4735 the preparation or service of food shall not be construed to be a weapon for the purposes of  
4736 this policy.
- 4737 • Any martial arts weapon such as nunchucks or throwing stars.
- 4738 • Any longbow, crossbow and arrows or other projectile that could cause serious harm to any  
4739 person; or any other dangerous or deadly weapon or instrument of like character.

4740 The term "handgun" means:

- 4741 • A pistol or revolver which is designed to be fired by the use of a single hand and which is  
4742 designed to fire or capable of firing fixed cartridge ammunition.
- 4743 • Any other weapon which will or is designed to expel a projectile by the action of an explosive  
4744 and which is designed to be fired by the use of a single hand.

4745 The term "firearm" includes any handgun, rifle, shotgun, and any other weapon which will or is  
4746 designed to expel a projectile by the action of an explosive.

4747 The term "adequate security measures" shall have the same meaning as the term is defined in K.S.A.  
4748 75-7c20, and "building" shall have the same meaning as the term "state building" is defined in K.S.A.  
4749 75-7c20.

4750 The term "campus" means any building or grounds owned by the college and any building or grounds  
4751 leased by the college for college use.

## 4752 12.2 POLICIES

### 4753 General Rules on Open Carry and Concealed Carry on Campus

4754 Central students are prohibited from carrying or possessing any weapon on campus. Open carry of  
4755 firearms and possession of weapons other than concealed handguns shall be prohibited on campus.

4756 Concealed carry of handguns is permitted on campus, subject to the rules stated in this policy. All  
4757 weapons are prohibited at all off-campus college sponsored or supervised activities, except that, as  
4758 required by law, the College does not prohibit employees, who are legally qualified, from carrying a

4759 concealed handgun while engaged in the duties of their employment outside of Central's place of  
 4760 business including while in a means of conveyance.

4761 Nothing in this policy shall be read to prohibit possession of weapons on campus as necessary for the  
 4762 conduct of College approved programs or activities, or by College security officers while acting within  
 4763 the scope of their employment.

4764 Except in those instances where necessary for self-defense or transferring to safe storage and except  
 4765 as otherwise provided in the preceding paragraph, it shall be a violation of College policy to openly  
 4766 display any lawfully possessed concealed carry handgun while on campus.

4767 There are no College locations that have been designated as prohibiting concealed carry with  
 4768 permanent adequate security measures. The College may from time to time designate a specific  
 4769 location as temporarily prohibiting concealed carry and use temporary adequate security measures as  
 4770 defined and required by law. Appropriate notice will be given whenever this temporary designation is  
 4771 made.

4772 Beginning July 1, 2017, any faculty or staff member who is 21 years of age or older and who is  
 4773 lawfully eligible to carry a concealed handgun in Kansas shall not be precluded from doing so on  
 4774 campus except in buildings and areas of buildings for which adequate security measures are provided,  
 4775 and except as otherwise prohibited by law.

4776 If faculty or staff members wish to exercise the right to carry a concealed handgun on campus they will  
 4777 be required to take a local or regional gun safety course and have the certificate in their personnel  
 4778 folder. When Kansas Law requires a permit to allow concealed carry faculty and staff members will not  
 4779 be permitted to concealed carry until they have the permit on file in their personnel folder.

4780 Regardless whether the individual is otherwise lawfully eligible to carry a concealed handgun the  
 4781 following restrictions apply to the carrying of a firearm by Kansas law, and the violation of any of the  
 4782 following restrictions is a crime under Kansas law and a violation of this policy:

- 4783 • An individual in possession of a concealed firearm must be at least 21 years of age [K.S.A. 21-  
 4784 6302(a)(4)]
- 4785 • A firearm cannot be carried by an individual under the influence of alcohol or drugs, or  
 4786 both, to such a degree as to render the individual unable to safely operate the firearm  
 4787 [K.S.A. 21-6332];
- 4788 • A firearm cannot be carried by an individual who is both addicted to and an unlawful user of a  
 4789 controlled substance [K.S.A. 21-6301(a)(10)];
- 4790 • A firearm cannot be carried by an individual who is or has been a mentally ill person subject to  
 4791 involuntary commitment [K.S.A. 21-6301(a)(13)];
- 4792 • A firearm cannot be carried by an individual with an alcohol or substance abuse problem  
 4793 subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
- 4794 • A firearm cannot be carried by an individual who has been convicted of a felony crime  
 4795 [K.S.A. 21-6304];
- 4796 • An automatic firearm cannot be carried [K.S.A. 21-6301(a)(5)];
- 4797 • A cartridge which can be fired by a handgun and which has a plastic-coated bullet with a  
 4798 core of less than 60% lead by weight is illegal [K.S.A. 21-6301(a)(6)];



- 4799 • Suppressors and silencers cannot be used with a firearm [K.S.A. 21-6301(a)(4)];
- 4800 • Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or
- 4801 vehicle in which people are present, except in self-defense [K.S.A. 21-6308, 6308a].

4802 It shall also be a violation of this policy to otherwise possess, store, transport, trade, sell, or in  
4803 any other way use a firearm in violation of any applicable law.

#### 4804 12.2.1 Carrying and Storing Handguns

4805 Each individual who lawfully possesses a handgun on campus shall be wholly and solely responsible for  
4806 carrying, storing and using that handgun in a safe manner and in accordance with the law and college  
4807 policy. Nothing in this policy shall be interpreted to require individuals who lawfully possess a handgun  
4808 to use it in defense of others.

4809 Beginning July 1, 20 17, each individual who lawfully possesses a concealed handgun on campus shall at  
4810 all times have that handgun in their custody and control, and shall either keep it on their person with  
4811 safety mechanism engaged, or stored 1) in any secure storage location provided by the College  
4812 specifically for that purpose, 2) at their residence, or 3) in their vehicle. Individuals who carry a handgun  
4813 on campus must carry it concealed on or about their person at all times. With respect to this policy,  
4814 concealed means completely hidden from view and does not reveal the weapon in any way, shape, or  
4815 form. "About" the person means that an individual may carry a handgun if it can be carried securely in a  
4816 suitable carrier, such as a backpack, purse, handbag, or other personal carrier designed and intended for  
4817 the carrying of an individual's personal items. Moreover, the carrier must at all times remain within the  
4818 exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more  
4819 straps consistent with the carrier's design, carrying or holding the carrier, or setting the carrier next to or  
4820 within the immediate reach of the individual.

4821 Every handgun carried by an individual, whether on their person or in a carrier, must be secured in a  
4822 holster that completely covers the trigger and the entire trigger guard area and that secures any  
4823 external hammer in an un-cocked position. The handgun must be secured in the holster with a strap or  
4824 by other means of retention. The holster must have sufficient tension or grip on the handgun to retain  
4825 it in the holster even when subjected to unexpected jostling. Handguns with an external safety must  
4826 be carried with the safety in the "on" position. Semiautomatic handguns must be carried without a  
4827 chambered round of ammunition. Revolvers must be carried with the hammer resting on an empty  
4828 chamber. Handgun storage on campus is prohibited, except in the following two circumstances: (1) in  
4829 an individual's privately-owned or leased motor vehicle when the vehicle is locked and the handgun is  
4830 secured in a location within the vehicle that is not visible from outside the vehicle; or, (2) in an  
4831 individual's on-campus residential unit when the handgun is secured in a holster and in an approved  
4832 storage device (see below). Handgun storage by any other means than specifically permitted in this  
4833 policy is prohibited.

4834 If stored in a vehicle on campus, the handgun must be secured and concealed from view.

4835 For any on-campus residential unit that does not have adequate security measures, each resident  
4836 who lawfully possesses a handgun on campus and elects to store the handgun they possess in the  
4837 room to which they are assigned when not carrying it on their person in a concealed fashion shall  
4838 secure the handgun in a secure storage device that conceals the gun from view. Such storage devices

4839 shall be provided by the individual who possesses the handgun and must meet minimum industry  
4840 standards for safe-keeping of handguns.

4841 The College does not provide approved handgun storage devices to any person under any  
4842 circumstances. Each individual who stores a handgun in an on-campus residence must provide  
4843 their own approved storage device. An approved storage device has each of these characteristics:

- 4844 1. it is of sufficient size to fully enclose the handgun while secured in an approved holster;
- 4845 2. it is constructed of sturdy materials that are non-flammable;
- 4846 3. it has a combination, digital, or other secure locking device that can only be unlocked by the  
4847 individual using the storage device, but devices secured exclusively with a key lock are  
4848 prohibited; and,
- 4849 4. the device is constructed specifically for the storage of a handgun and/or ammunition.

4850 All ammunition stored in an on campus residence must be stored in an approved storage device.

4851 It is prohibited for any person to store a handgun: (1) in any College facility; (2) in an on campus  
4852 residential unit, except in the residential unit of the individual who is at least 21 years of age, who  
4853 legally owns the handgun, and when the handgun is secured in an approved storage device; (3) in a  
4854 motor vehicle that is unlocked or when the handgun is visible from outside the vehicle; or, (4) in  
4855 any other location and under any circumstances except as specifically permitted by this policy and  
4856 by state and federal law.

#### 4857 12.2.2 Reporting and Temporary Actions

4858 All reports of suspected violation of the concealed carry policy are made to the Office of Student Life at  
4859 620-241-0723. If a person feels his/her life is in danger they should always call 911.

4860 The Chief Student Engagement Officer will conduct an initial investigation to determine whether the  
4861 report describes a criminal matter and/or a policy violation.

4862 The Chief Student Engagement Officer has the authority to disarm and/or temporarily confiscate a  
4863 firearm and issue a restriction to not carry a concealed firearm on campus pending results of the  
4864 weapons policy violation determination. The decision whether to confiscate and issue a restriction  
4865 prohibiting concealed carry will be made by Chief Student Engagement Officer when there is  
4866 probable cause to believe that a violation of this policy has occurred or continued possession and  
4867 carrying by the alleged policy violator will create imminent danger to themselves or others. This  
4868 authority does not supersede or alter the authority of Police to confiscate a firearm during a criminal  
4869 investigation. A confiscated firearm will be stored and handled by the McPherson Police  
4870 Department according to their policies.

4871 The President (or his designated vice president when off campus) may take any temporary action as  
4872 determined necessary to ensure the safety of the College and of its students and personnel. Such  
4873 temporary action may include, but is not necessarily limited to: prohibiting an alleged policy violator  
4874 from carrying a concealed firearm anywhere within the geographic limits of this policy; if a student is  
4875 the alleged policy violator, temporary suspension from one or more classes in which the student is  
4876 enrolled, or a change in the student's class schedule, or the placement of restrictions or conditions on  
4877 the student in order to continue with normal class attendance and participation; if an employee  
4878 (faculty or staff) is the alleged policy violator, temporary administrative leave with or without pay, or

4879 the placement of restrictions or conditions on the employee in order to continue with the employee's  
4880 normal employment.

4881 12.2.3 Sanctions

4882 Any individual who violates one or more provisions of this policy may be issued a lawful directive to  
4883 leave campus with the weapon immediately. Any individual who violates the directive shall be  
4884 considered to be in trespass and may be cited accordingly. Any employee or student of the College  
4885 who violates one or more provisions of this policy shall be subject to discipline in accordance with  
4886 applicable College codes of conduct. Any individual who violates state or federal law may be detained,  
4887 arrested or otherwise subjected to lawful processes appropriate to the circumstances.

## 4888 **13 MARKETING POLICIES**

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4889 (Owner: Director of Marketing; Last Reviewed: 03/31/22; Last Updated 03/31/22)

4890 In order to ensure that all advertising and recruiting information is accurate, timely, and appropriate,  
4891 any material created for public consumption (including but not limited to press releases, campus  
4892 branding, external communications and promotional materials) must first receive approval from the  
4893 Director of Marketing before release to the public.

4894 The Director of Marketing is the primary manager of all web related material. All revisions to the web or  
4895 social media must first receive approval from the Director of Marketing.

### 4896 **13.1 MEDIA**

4897 Any College employee who would like to invite members of the media to visit campus to cover a story or  
4898 event are required to first contact the Office of Marketing and Communications, who will consult  
4899 regarding the appropriateness/ likelihood of media coverage and then coordinate contact with reporters  
4900 as well as any coverage logistics. It is the responsibility of the Office of Marketing and Communications  
4901 to issue news releases and initiate contacts with the news media. [Note: an exception to this is SID, who  
4902 is authorized to directly initiate and coordinate media coverage for athletic events.]

4903 Designated spokespersons are equipped and prepared to speak with members of the media on behalf of  
4904 the institution. Employees may use personal discretion in speaking to members of the media as private  
4905 individuals; however, employees do not have the authority to speak on behalf of the institution or to  
4906 represent the College's official perspective or position on any issue. Employees have the additional  
4907 responsibility to direct all media inquiries to designated institutional spokespersons when specifically  
4908 instructed to do so by the College.

4909 Employees who are contacted directly by members of the media to request/schedule an interview are  
4910 requested to notify the Office of Marketing and Communications in advance so that they may provide  
4911 any necessary coordination with the College's media protocol.

4912 Any faculty, employee, or department seeking to publicize a college-related matter (e.g. new program  
4913 offering, event, etc.) should contact the Office of Marketing and Communications. The department will  
4914 work with employees to prepare and publish public announcements. Faculty who are contacted by  
4915 media for comment as an expert in their areas of study should coordinate with the Office of Marketing  
4916 and Communications before commenting.

### 4917 **13.2 PRINT & WEB DESIGN SERVICES**

4918 The Office of Marketing and Communications is responsible for overseeing the design, proofreading, and  
4919 mail/delivery coordination of College print and digitally delivered communications (such as strategic  
4920 emails, social media, etc.) mailed/emailed to off-campus audiences. The Marketing and Communications  
4921 Director is also responsible for overseeing the design and some content areas of the College website.  
4922 The College requires that all print communications for external audiences be initiated through the Office  
4923 of Marketing and Communications. The website also must be built by the College's web team and/or use  
4924 College templates. To initiate a print communication project or website project or for questions about  
4925 whether your project is required to be produced by Marketing and Communications.

4926 13.2.1 Logo and Institutional Name

4927 The institution does not permit the use of its name or related wordmarks and logos by non-college  
4928 entities in any announcement, advertisement, merchandise, digital communications, publication, or  
4929 report if such use in any way implies institutional endorsement of any product, service, or point of view.  
4930 Any external organization or its advertising agency requesting the use of institutional or athletic  
4931 wordmarks, logos, or photography for sale, advertising, endorsement, or public relations purposes  
4932 should be referred to, and must receive express written consent from, the Director of Marketing and  
4933 Communications, who is responsible for determining whether the institution's name or related  
4934 wordmarks and logos may be used in conjunction with the particular product, service, or point of view.  
4935 In certain cases, he/she may refer requests for such use to the President.

4936 Additionally, all employees are expected to follow the parameters the College has defined related to  
4937 colors, logo, font, etc. – as articulated in the Marketing Guide maintained by the Director of Marketing  
4938 and Communications.

4939 13.2.2 Catalog and Publication Revision

4940 On an annual basis, the Academic Office manages revisions to the Catalog. After an internal review, the  
4941 Registrar submits sections of the Catalog to the appropriate office, department, or division for review.  
4942 The Registrar makes revisions and submits a draft to the Dean of Academics for final review. After all  
4943 revisions are made, the Registrar submits a final draft for review and publication to the Director of  
4944 Marketing.

4945 After the publication of the Catalog, the Registrar's Office continues to collect revisions. If any of these  
4946 revisions are significant, the Dean of Academics Office orders an addendum published.

4947 *This process is largely duplicated, by the appropriate managing office, for all other major publications*  
4948 *(e.g. Strategic Plan, Assessment Plan, Student Handbooks, Faculty Handbooks, etc.).*

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## 4950 **14 STUDENT RELATED POLICIES**

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### 4951 **14.1 STUDENT PAYROLL AND WORK STUDY FOR SUPERVISORS**

4952 (Owner: Chief Financial Officer; Last Reviewed: 02/14/2022; Last Updated 02/14/2022)

4953 INSTRUCTIONS FOR REPORTING WORK: Students are to submit completed time sheets to the Business  
4954 Office by 5:00 pm on the Monday following each week of work. Blank time sheets are available from the  
4955 Business Office. As the supervisor, we ask that you assist in making sure that the time sheets are filled  
4956 out completely. A completed sheet will have the following information:

- 4957 • Name of student
- 4958 • Department Code
- 4959 • Student Signature
- 4960 • Your Signature

4961 The work week begins on Saturday and ends on Friday. “Time In” and “Time Out” is to be recorded for  
4962 each time the student works. Students may round to the nearest quarter hour (i.e. 9:15, 10:30).

4963 Any time sheets not turned in by the payroll deadlines will be processed with next month’s payroll.

4964 The following student worker positions must be filled first by Federal Work Study eligible students:  
4965 Fitness Center (1), Library (all positions), Admissions (2), Custodial 2), Dorm Cleaners (2) and Caf (2).

### 4966 **14.2 HOSTING DISCIPLINED STUDENTS**

4967 (Owner: Office of Student Life; Last Reviewed: 2/02/2022; Last Updated 7/07/20)

4968 On occasion, the Student Life Office will issue a discipline that displaces a student from their residence  
4969 hall for reasons that may not be disseminated to employees of the College in accordance with certain  
4970 privacy laws. In those instances, students may ask a faculty/staff person to host them in their home.  
4971 While it is not the intent of Central Christian College of Kansas to dictate the activity in one’s own home,  
4972 as a matter of policy and courtesy, employees of the College must obtain permission from the Chief  
4973 Student Engagement Officer to house students who are displaced because of College issued discipline.

### 4974 **14.3 COLLEGE SPONSORED ACTIVITIES/EXCUSING STUDENTS**

4975 (Owner: Dean of Academics; Last Reviewed: 2/02/22; Last Updated 02/02/22)

#### 4976 **Excusing Students**

4977 The Academic Office does not issue excused absences due to illness or personal hardships. Students can  
4978 submit official documents to their instructor authenticating the need for an excused absence. However,  
4979 the Academic Office does not collect this documentation. Individual instructors, on a case-by-case basis,  
4980 must handle undocumented requests for an excused absence.

#### 4981 **Approved Absences**

- 4982 • College sponsored athletic events
- 4983 • College sponsored artistic (drama/ministry team/ music) events
- 4984 • College approved colloquia

- 4985           • Course related field trips  
4986           • Other college approved events (approval granted through Academic Office or Student Life)

4987   The absence from class of any student so listed for participation in an approved activity shall be an  
4988   excused absence; but, if a faculty member believes that a student's absences are putting the student's  
4989   class performance at risk, the faculty member shall issue an Academic Risk.

4990   In cases where students may be facing extenuating circumstances, causing extended periods of absence,  
4991   the Academic Office may issue a communication alerting Faculty members (e.g. medical procedure,  
4992   family crises). The communication will address whether it is up to the individual faculty member to issue  
4993   the excuse or whether the excuse is defined by the Academic Office.

4994   **6.4.1 Obtaining Official Excuses for Non-Athletic Activities**

- 4995       1. Five days prior to the event a school official should submit an e-mail to the Academic Office,  
4996       Manager of Academic Services (Caleb Koerperich), with the following information:  
4997           a. Date of excused absence  
4998           b. Times that the students are to be excused (don't forget about night classes)  
4999           c. Event Description  
5000           d. List of names of the students to be excused

5001   **Athletic Excused Absences**

5002   The Athletic Department communicates absences due to athletics. The faculty committee charged with  
5003   student-athlete issues addresses concerns related to this process.

5004   The sponsor of any organized group, class, share team, or athletic team will submit the names of the  
5005   group members and the time scheduled to be away from campus to the Academic Office three school  
5006   days before the group's departure.

5007

**5009 15.1 ABBREVIATIONS**

5010 (Owner: Office of the President; Last Reviewed 04/10/2023)

**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

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### 16.1 DEFINITION OF TERMS

(Owner: Office of the President; Last Reviewed 04/14/2023)

**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.