

Policies & Procedures Manual



1200 S. Main St., McPherson, KS 67460

www.Centralchristian.edu

620-241-0723

Last Updated: 01/05/2024

1	1	Articles of Incorporation	7
2	2	Guiding Principles	9
3	2.1	Denominational Distinctive	9
4	2.2	Vision & Mission.....	10
5	2.3	Outcomes.....	10
6	2.4	Values	11
7	2.5	Statement of Faith and Beliefs.....	11
8	2.6	Governance.....	13
9	3	General Policies	14
10	3.1	Calendar and Scheduling of Events	14
11	3.2	Total Staff Meetings	14
12	3.3	Professional Development & Staff Trainings	14
13	3.4	Emeritus Status	14
14	3.5	Archives	15
15	3.6	Identification Cards	15
16	3.7	Mail Services	15
17	3.8	Children in the Workplace	16
18	3.9	Parking Permits	17
19	3.10	Employee Benevolence Fund.....	17
20	4	Code of Conduct	21
21	4.1	Personal Conduct	21
22	4.2	Accuracy of Records	22
23	4.3	Antitrust.....	23
24	4.4	Compliance with Laws and Regulations	23
25	4.5	Compliance with Contractual, Grant and Other Obligations.....	24
26	4.6	Conflict of Interest.....	24
27	4.7	Fair Employment & Non-Discrimination.....	24
28	4.8	Social Media.....	25
29	4.9	Nepotism	28
30	4.10	Internal Controls	29
31	4.11	Political Engagement.....	29
32	4.12	Safeguarding/Protecting Assets.....	30
33	4.13	Safety in the Workplace	30
34	4.14	Fraud, Waste, & Abuse (Whistleblower)	32
35	4.15	Drug, Alcohol, & Tobacco Free Workplace	33
36	4.16	Admissions Ethics Policy.....	37
37	5	Human Resources	40
38	5.1	Position Classification.....	40
39	5.2	Hiring	41
40	5.3	Onboarding Process	45
41	5.4	Employment Records	46
42	5.5	Office Hours	46
43	5.6	Guidelines Regarding Office Doors and Windows	47
44	5.7	Dress Code Policy	47
45	5.8	Performance Appraisals	49
46	5.9	Protective Orders	50
47	5.10	Updating Personal information.....	50
48	5.11	Discipline.....	51

49	5.12	Termination of Employment.....	52
50	5.13	Payroll.....	53
51	5.14	Promotion and Transfers.....	54
52	5.15	Telecommuting/Remote Work	55
53	5.16	Cell Phones	56
54	5.17	Amorous Relationships – Abuse of Power.....	56
55	5.18	Attendance & Absence	58
56	5.19	Registering Grievances, Harassment, Discrimination, or other Workplace Concerns ...	59
57	6	Employee Benefit.....	66
58	6.1	General Benefits.....	66
59	6.2	Family and Medical Leave Act (FMLA) Policy.....	73
60	6.3	Bookstore Discount	78
61	6.4	Paid Holidays.....	78
62	6.5	Overtime	79
63	6.6	Notary Public.....	79
64	6.7	COBRA [Consolidated Omnibus Budget Reconciliation Act].....	79
65	6.8	Tuition Assistance Program (TAP)	80
66	6.9	Graduate Assistant Program.....	81
67	6.10	Lactation Breaks for Nursing Mothers	85
68	6.11	Injury and Illness	86
69	7	Business Operations.....	87
70	7.1	Sale of Commodities.....	87
71	7.2	Procurement & Purchasing.....	87
72	7.3	Cash Advances & Reimbursement Procedure	93
73	7.4	Credit Cards	94
74	7.5	Travel Expenses.....	95
75	7.6	Restricted Accounts.....	96
76	7.7	Contract (Liability & Risk Management Program)	97
77	7.8	Contract Review and Checklist.....	103
78	7.9	Unrelated Business Income	104
79	7.10	Determining Taxable Income.....	107
80	7.11	Reporting Procedure	108
81	8	Anti-Fraud	111
82	8.1	Purpose.....	111
83	8.2	Policy	111
84	8.3	Scope	111
85	8.4	Responsible Parties	111
86	8.5	Definitions.....	112
87	8.6	Reporting Procedure	113
88	8.7	Investigative Responsibilities	113
89	8.8	Confidentiality.....	114
90	8.9	Termination	115
91	8.10	Retribution.....	115
92	8.11	Administration	115
93	8.12	Annual Audit	115
94	8.13	Possible Points of Exposure	116
95	9	Information Security Program	120
96	9.1	Family Educational Rights and Privacy Act (FERPA)	121

97	9.2	Employee Confidentiality Agreement	122
98	9.3	Red Flags Policy (Identity Theft Prevention Program)	123
99	9.4	Credit Card Payment Guidelines	128
100	9.5	Network Acceptable Use Policy	128
101	9.6	Computer System Policy	133
102	9.7	Personally Identifiable Information Policy.....	134
103	9.8	Training.....	137
104	9.9	Records Management, Retention, and Disposal.....	137
105	9.10	Incident Response	138
106	10	Maintenance	140
107	10.1	Keys	140
108	10.2	Maintenance Requests	141
109	10.3	College Vehicle Usage.....	141
110	10.4	Building Coordinators	144
111	10.5	Board of Public Utilities	145
112	10.6	Facility Access	146
113	11	Emergency & Weather	148
114	11.1	Emergency Procedures: Fire	149
115	11.2	Emergency Procedures: Tornado	149
116	11.3	Inclement Weather Policy	151
117	12	Weapons Policy	153
118	12.1	Definitions.....	153
119	12.2	Policies.....	154
120	13	Marketing Policies	159
121	13.1	Media.....	159
122	13.2	Print & Web Design Services.....	159
123	14	Student Related Policies.....	161
124	14.1	Student Payroll and Work Study for Supervisors	161
125	14.2	Hosting Disciplined Students	161
126	14.3	College Sponsored Activities/Excusing Students.....	161
127	15	Appendix A	163
128	15.1	Abbreviations.....	163
129	16	Appendix B	164
130	16.1	Definition of Terms.....	164
131			

132 **Introduction**

133 This Manual is intended to provide general guidelines to all employees of the College. It outlines and
134 summarizes basic personnel policies, employee benefits, employee responsibilities and general
135 personnel practices and guidelines. A separate Faculty Handbook and Athletic Handbook details
136 additional information relating only to Faculty and Coaches, respectively. Any supplemental documents,
137 handbooks, or manuals distributed or maintained by departments or divisions of the College (e.g.
138 Faculty Handbook, Athletics Manual, Student Handbook, etc.) must remain consistent with this manual,
139 unless the disparate language has been approved by the President or Board. This manual supersedes all
140 other policies and procedures, including prior policies and procedures and those that are written in
141 other documents that are inconsistent with the policies and procedures herein.

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

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

148 This Manual is not intended to state contractual terms and does not constitute a contract between the
149 College and its employees or applicants for employment. While it is the practice of the College to
150 process substantive changes in these policies through our governance structure, the College reserves
151 the right, except where otherwise governed by law, to change, adapt, add or discontinue any of the
152 policies described herein, other than the Employment at Will policy, as it deems necessary to the
153 welfare of the College. No provisions in this manual should be construed as an implied or expressed
154 contract or guarantee of employment by the College.

155 This document provides policies and procedures to establish a standard that guides employee conduct.
156 As the College prefers to adopt a position of restoration and reconciliation, non-compliance with any
157 policies, procedures, or expectations, as articulated herein, may result in College-initiated opportunities
158 for education, ministry, encouragement, and growth as it deems appropriate. Concurrently, non-
159 compliance may also result in discipline, up to and including termination.

160 Religious liberty is a foundational principle of enduring importance in America, enshrined in our
161 Constitution and other sources of federal law¹. The College's Articles of Incorporation state that the
162 College is organized for charitable, religious, educational, and scientific purposes and that the College
163 shall be subject to the rules, regulations, and discipline of The Free Methodist Church of North America
164 as from time to time adopted by the General Conference. Central Christian College of Kansas is a
165 recognized Denominational Institution, as prescribed by the Book of Discipline (Free Methodist Church).
166 As such, it *exercises* those liberties and exemptions as afforded by the Constitution and supported by
167 statutes.

168 All legal employment issues will be settled in the state of Kansas.

¹ <https://www.federalregister.gov/documents/2017/10/26/2017-23269/federal-law-protections-for-religious-liberty>

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

174 **Summary of Change**

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

Modification Date	Section	Note
8/14/2023	Code of Conduct	Added Footnote, "In accordance with regulations as set forth in the Free Methodist Book of Discipline"
8/24/2023	Meal Benefits	Change in prices per CFO and Director of Food Service
10/25/2023	Contract – Risk Management	Add in response to new insurance carrier.
12/21/2023	Code of Conduct	Admissions Ethics Policy officially added to the Manual. These practices were reflected in practice and training, but not codified. This action elevates this policy and aligns it with College values and Code of Conduct [approved by College Council 12/13/2023]
1/1/2024	Safety in the Workplace	Added No Trespass Notice policy to this section. Added by the President in light of an incident occurring on campus, which identified a need to clarify how the College operated in alignment with K.S.A. 21-5808
3/28/2024	Outcomes	Updated verbiage
3/28/2024	Professional Development	Human Resources expanded on discipline if trainings are not completed in a timely manner.
3/28/2024	Unrelated Business Income	

178

179 **1 ARTICLES OF INCORPORATION**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

235

236 2 GUIDING PRINCIPLES

237 (Owner: College Council; Last Reviewed: 05/9/2023; Last Updated 04/01/2024)

238 2.1 DENOMINATIONAL DISTINCTIVE

239 The College was founded [by-in alignment with](#) the Free Methodist Church and continues to affirm that
240 denominational affiliation. As a member institution, in the movement called Free Methodism, we share
241 the same passions, ideals, and beliefs, which help provide guardrails and purpose as the College
242 interacts with greater culture. [Our affiliation helps define our missional approach, governance, and the](#)
243 [policies and procedures used to guide operations.](#)~~Our affiliation helps define our missional approach.~~

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

- 248 • Life-Giving Holiness: God’s call to holiness was never meant to be a burden, but a gift that
249 liberates us for life that is truly life by delivering us from the destructive power of sin. Holiness
250 invites every believer to embrace the transforming work of the Holy Spirit that empowers us to
251 love and serve God and others in joyful obedience. [1 Peter 1:15-16; 1 Thessalonians 5:23-24;
252 Hebrews 12:14; 2 Corinthians 7:1]
- 253 • Love-Driven Justice: Love is the way we demonstrate God’s heart for justice by valuing the
254 image of God in all people, acting with compassion toward the oppressed, resisting oppression,
255 and stewarding Creation. Our heart for justice continues and expands, fueled by God’s holy love
256 and that all may be reconciled to God and one another in ways that reflect God’s just character.
257 [Leviticus 19:33-34; Psalm 82:3; Proverbs 31:9; Isaiah 1:17; Zechariah 7:9-10; Micah 6:8; Luke
258 4:15-19; Matthew 5:43-48; James 1:27]
- 259 • Christ-Compelled Multiplication: The gospel of Jesus Christ — the message He proclaimed, the
260 life He lived, and the ministry He modeled — set into motion a redemptive movement destined
261 to fill the whole earth. We believe this redemptive movement of multiplication applies to every
262 person and should permeate our culture at every level: the found reaching the lost, disciples
263 making disciples, leaders developing leaders, and movements birthing movements. [Matthew
264 28:19-20; 1 Corinthians 2:2; Galatians 2:20; Philippians 1:21; Philippians 3:7-8]
- 265 • Cross-Cultural Collaboration: From the beginning, God’s intent was to have a people from every
266 nation, culture and ethnicity, united in Christ and commissioned to carry out His work in the
267 world. [1 Samuel 16:7; Romans 1:1-32; Galatians 3:28; John 3:16; 1 Corinthians 9:2-23; Genesis
268 1:27; Matthew 5:13; Colossians 1:20]
- 269 • God-Given Revelation: Drawing on our Wesleyan heritage of engaging with Scripture through
270 the lenses of tradition, reason, and experience, we keep Scripture primary. While the church will
271 always be tasked with authentically communicating and applying biblical truths with sensitivity
272 to cultural dynamics, we do not subjugate the Bible’s timeless truths to cultural norms or social
273 trends. [2 Timothy 3:16-17; Isaiah 55:8-9; 2 Peter 1:20-21; Ephesians 2:20-22; Deuteronomy 6:6-
274 9; Hebrews 12:11; John 1:1-4, 14]

275 These distinctive values are collective in nature. To focus on one at the expense of the others is to miss
276 the real power of their influence. It would be a tragic mistake to embrace Life-Giving Holiness while
277 ignoring Love-Driven Justice. The same God who said, “Be holy, because I am holy” (1 Peter 1:16) also

278 implored us to “let justice roll down like waters” (Amos 5:24 CEB and ESV). Part of what defines us as
279 Free Methodist is our long and deep devotion to both personal and social holiness. Likewise, our
280 commitment to the authority of Scripture in God-Given Revelation shapes and provides important
281 parameters to interpret how we live out these values.

282 2.2 VISION & MISSION

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

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

291 2.3 OUTCOMES

292 ~~Recognizing the perspective of the College, which focuses on a Christ-Centered approach to defining its~~
293 ~~function(s),~~ Central Christian College of Kansas has chosen to use the life of Christ to distinguish how
294 ~~Character the fulfillment of its vision and mission should~~ ~~is to~~ be interpreted ~~and measured.~~ In Luke
295 2:52 the gospel writer asserts Jesus “grew in wisdom and stature and in favor with God and man.” In
296 other words, Christ’s life reflected the type of character that allowed him to be wise, revered, and
297 respected. ~~Christ’s life also modeled~~ ~~Furthermore, this description captures~~ the holistic reality of
298 humanity, recognizing both ~~the~~ ~~our~~ relationship ~~humanity has with its~~ ~~with our~~ Creator, as well as
299 relationships within creation.

300 ~~Understanding the underlying perspective that informed Christ’s capacity to grow in in wisdom, stature,~~
301 ~~and favor with God and those around him help inform the College’s outcomes. The motivating factor of~~
302 ~~Christ’s life might best be summed up in his articulation of the greatest commandment, which is to~~
303 ~~“Love the Lord your God with all your heart and with all your soul and with all your mind and with all~~
304 ~~your strength” (Mark 12:28-30).~~

305 ~~These same ideals serve as the basis through which Central Christian College has chosen to measure the~~
306 ~~effectiveness of its mission.~~ The CORE4 represents the outcomes Central Christian College of Kansas
307 uses as a gauge relative to the fulfillment of its ~~vision and~~ mission. These four ~~character~~ outcomes serve
308 as the virtues toward which the College presumes every student should demonstrate progress during his
309 or her interaction with the College.

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

- 312 • Heart: We believe that graduates should demonstrate civic and moral leadership, in order “to do
313 good; seek justice, and correct oppression.”
- 314 • Soul: We believe graduates should demonstrate an appreciation for the Lordship of Christ, “not
315 lagging in diligence, fervent in spirit, serving the Lord.”

- 316 • Mind: We believe graduates should demonstrate reasoned and productive lifestyles, filled with
317 the “Spirit of God, with wisdom, with understanding, with knowledge, and with all kinds of
318 skills.”
319 • Strength: We believe graduates should demonstrate dispositional strength and behavioral
320 readiness, so that they “never tire of doing what is good”.

321 2.4 VALUES

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

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

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

351 2.5 STATEMENT OF FAITH AND BELIEFS

352 Central Christian College of Kansas is affiliated with the Free Methodist Church of North America and a
353 member of the Association of Free Methodist Educational Institutions (AFMEI). As such, we remain
354 subject to the rules, regulations, and statements articulated in the Free Methodist Book of Discipline, as
355 from time to time are adopted and adapted by the General Conference. ~~In alignment with its affiliation,~~

356 ~~Our summative~~ Concise Statement of Faith:

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

364 In accordance with our denominational affiliation, and so that we may wisely preserve and pass on to
365 our posterity a heritage of holiness, as informed by an Arminian-Wesleyan legacy and our participation
366 in the holiness movement, the College maintains the following Statements of Belief². These beliefs are
367 consistent with the Articles of Religion, as articulated in the Book of Discipline.

- 368 • **God:** There is but one living God, Creator and Sustainer of all things, infinite in love, perfect in
369 judgments and unchanging in mercy. God exists eternally in three persons, Father, Son and Holy
370 Spirit;
- 371 • **Jesus Christ:** God's Son incarnate, born of the Virgin Mary. He died for the sins of all, taking on
372 Himself, on behalf of sinful persons, God's judgment upon sin. In His body he rose from the
373 grave and ascended to the right hand of the Father where He intercedes for us;
- 374 • **Holy Spirit:** The Holy Spirit is God present and active in the world. The Holy Spirit was given to
375 the church in His fullness at Pentecost. By the Spirit, Christ lives in His church, the gospel is
376 proclaimed and the kingdom of God is manifested in the world;
- 377 • **Scripture:** The Bible is God's written Word, uniquely inspired by the Holy Spirit. It bears unerring
378 witness to Jesus Christ, the living Word. As attested by the early church and subsequent
379 councils, it is the trustworthy record of God's revelation, completely truthful in all it affirms. It
380 has been faithfully preserved and proves itself true in human experience. It has authority over
381 all human life. It teaches the truth about God, His creation, His people, His one and only Son and
382 the destiny of humankind. It also teaches the way of salvation and the life of faith. Whatever is
383 not found in the Bible nor can be proved by it is not to be required as an article of belief or as
384 necessary to salvation
- 385 • **Humankind:** God created human beings in His own image, innocent, morally free, and
386 responsible to choose between good and evil, right and wrong. By the sin of Adam, humans as
387 the offspring of Adam are corrupted in their very nature so that from birth they are inclined to
388 sin. They are unable by their own strength and work to restore themselves in right relationship
389 with God and to merit eternal salvation. God, the omnipotent, provides all the resources of the
390 Trinity to make it possible for humans to respond to His grace through faith in Jesus Christ as
391 Savior and Lord. By God's grace and help people are enabled to do good works with a free will.
- 392 • **Justification:** God graciously justifies and regenerates all who trust in Jesus Christ. Believers
393 become children of God and begin to live in holiness through faith in Christ and the sanctifying
394 Spirit. It is legal term that emphasizes that by a new relationship in Jesus Christ people are in
395 fact accounted righteous, being freed from both the guilt and the penalty of their sins.
- 396 • **Sanctification:** God calls all believers to live lives of holiness, seeking ~~entire sanctification~~ full
397 surrender and faith subsequent to their new birth in Christ. Through sanctifying grace the Holy

² Adapted from Statement of Faith: Asbury Theological Seminary; "What we Believe": Free Methodist Church USA; and the 2019 Book of Discipline [<https://fmcusa.org/webelieve>]

398 Spirit delivers them from all rebellion toward God, and makes possible wholehearted love for
399 God and for others. This grace does not make believers faultless nor prevent the possibility of
400 their falling into sin. They must live daily by faith in the forgiveness and cleansing provided for
401 them in Jesus Christ.

- 402 • **Restoration & Assurance:** Christians can willfully sin and sever their relationship with Christ.
403 Even so by repentance before God, forgiveness is granted and the relationship with Christ
404 restored. God’s grace is sufficient for those who truly repent and, by His enabling, amend their
405 lives. However, forgiveness does not give believers liberty to sin and escape the consequences
406 of sinning. Believers are assured that they are children of God by the inward witness of God’s
407 Spirit with their spirits, by faith in the gracious promises of God’s Word, and by the fruit of the
408 Spirit in their lives.
- 409 • **Christians in Society:** Christians are called to live in daily witness to the grace which comes to us
410 in Jesus Christ, to preach the gospel to every person according to the command of Christ,
411 making disciples of all nations, and to declare God’s insistence upon righteousness and justice in
412 all relationships and structures of human society.
- 413 • **Holy Living:** Christians are called to offer themselves as living sacrifices, honoring and loving
414 God with heart, mind, soul, and strength. The Christian lifestyle should be characterized by
415 balance and moderation avoiding extreme, addictive, and obsessive patterns of conduct – as
416 well as any behavior or pursuit that impedes our journey toward Christ-likeness. The goal of
417 which is to live a disciplined lifestyle, practicing stewardship of talents and abilities, resources,
418 health, time, and other God-given resources.
- 419 • **The Church:** The people of God, composed of all those who believe in Jesus Christ as Savior and
420 Lord, make up the Church. It is Christ’s body; visible in the world wherever believers, in
421 obedience of faith, hear the Word, receive the sacraments and live as disciples;
- 422 • **Return of Christ:** The return of Christ is certain and may occur at any moment, although it is not
423 given us to know the hour. At His return He will fulfill all prophecies concerning His final triumph
424 over all evil. There will be a bodily resurrection from the dead of both the just and the unjust.
425 God has appointed a day in which He will judge the world in righteousness in accordance with
426 the gospel and our deeds in this life. God’s ultimate victory over Satan and all evil is assured, as
427 well as the establishment of His perfect kingdom in a new heaven and a new earth.

428 2.6 GOVERNANCE

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

435 3 GENERAL POLICIES

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

437 3.1 CALENDAR AND SCHEDULING OF EVENTS

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

444 3.2 TOTAL STAFF MEETINGS

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

450 3.3 PROFESSIONAL DEVELOPMENT & STAFF TRAININGS

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

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

457 Virtual training is accessed through the Staff Resources Web Page ([Vector Solutions](#)). Employees that do
458 not complete their Vector Solutions training by the due date will receive up to three in person or email
459 reminders through the Vector Solutions, the President's Office and/or Human Resources. After that, a
460 memo is placed in the employee's personnel file as a written warning (see Progressive Discipline) and
461 the employee will be notified and reminded again. If the training is not completed within seven business
462 days after the issuance of the first memo, a second memo will be placed in the employee's file as a final
463 warning. At this time, the employee's employment with the College will may be re-evaluated.

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

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

469 3.4 EMERITUS STATUS

470 A staff member who retires from his or her respective office after the age of 55 and has been a full-time

471 employee for at least fifteen years, and whose career is characterized by outstanding excellence and
472 distinguished service to the College, may be granted emeritus status by the Board of Trustees.

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

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

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

479 3.5 ARCHIVES

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

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

485 3.6 IDENTIFICATION CARDS

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

491 When an employee terminates employment with the College, the identification card must be
492 surrendered to the immediate supervisor or [Human Resources](#)~~the Office of the President~~.

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

496 3.7 MAIL SERVICES

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

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

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

506 3.7.1 Bulk Mailings

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

513 3.8 CHILDREN IN THE WORKPLACE

514 The workplace is typically not an appropriate place for children.³ However, recognizing the familial
515 context of the campus culture, the College consents that there may be times and factors that warrant
516 the ability of an employee to bring children into the workplace, such as:

- 517
- 518 • Brief visits (e.g., an employee brings in a grandchild or other minor relative to introduce that
child to co-workers).
 - 519 • Specific campus events that are College-sanctioned and at which attendance by children is
520 encouraged (e.g. Take Your Child to Work Day).
 - 521 • In the event of an emergency, crises, or predicament requiring brief periods of transitional
522 oversight.

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

524 Generally, an employee who brings a child into the workplace shall not leave the child unsupervised.
525 Employees are responsible for verifying with their direct supervisor³ the circumstances under which
526 children are allowed in their specific workplace. If the director supervisor allows the occasional
527 workplace visit of children to the workplace, both the employee responsible for the child and the
528 immediate supervisor must accept certain responsibilities (listed below) to protect the welfare of the
529 child and the integrity of the workplace.

530 3.8.1 Responsibilities

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

- 532
- 533 • be the individual who primarily supervises and cares for the child while in the workplace;
 - 534 • prevent any breach of confidential information;
 - 535 • address with management any issues related to a child's infectious disease; and
 - 536 • accept full responsibility for all aspects of the child's behavior, including: safety of the child,
537 disruption to co-workers, unauthorized or inappropriate use of College resources, and any
damage to property or injury to persons.

538 **Direct Supervisor must:**

- 539
- 540 • 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;
 - 541 • address potential issues of possible disruption to co-workers in the workplace;

³ Faculty will report to the Chief Academic Officer.

- 542
- consider the extent to which the child’s presence in the workplace poses a risk of breaching confidentiality of information in the workplace;
- 543
- consider the extent to which the child’s presence is appropriate to the specific work being accomplished.
- 544
- consider the health of co-workers before an employee is allowed to bring a child with an infectious disease to the workplace.
- 545
- 546
- 547

548 **3.8.2 Exclusions**

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

- 551
- is enrolled or admitted as a student
- 552
- is employed by the College
- 553
- is attending a College-sanctioned camp, child care program, or youth enrichment program; or
- 554
- has a parent with a workplace assignment in which one of the conditions of the employment is
555 residency in a campus facility, (e.g., Resident Director).

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

560 **3.9 PARKING PERMITS**

561 (Owner: Student Life Office; Last Reviewed: 04/06/2023; Last Updated 4/06/2023)

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

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

573 **3.10 EMPLOYEE BENEVOLENCE FUND**

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

578 **3.10.1 Oversight and Accountability**

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

582 The Chair is to:

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

587 The role of the Secretary shall be to:

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

593 The role of the committee is to:

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

598 **3.10.2 General Guidelines**

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

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

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

608 **3.10.3 Eligibility Criteria**

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

- 611 • Requestor must be an appointed employee of Central Christian College of Kansas. Preference
612 will be given to full-time or part-time employees.
- 613 • Requestor's need for assistance must be directly attributed to "undue hardship", not
614 deliberately caused by the employee, in which even the most basic needs may not be met.
615 Needs that fall under the purview of the Benevolence Fund are:

- 616 ○ Lodging
- 617 ○ Food
- 618 ○ Clothing
- 619 ○ Medical Treatment
- 620 ○ Transportation to or from a place of employment
- 621 ○ Funeral expenses
- 622 ○ Car Repair – unforeseen circumstance
- 623 ○ Home Repair – unforeseen circumstance
- 624 • Needs that may not be met by the benevolence fund included
 - 625 ○ School expenses, business investments or anything that brings financial profit to the individual or family;
 - 626 ○ Paying off credit cards (Exception can be made when an individual has had to use credit card in a crises or emergency)
 - 627 ○ Needs of individuals who are wanted by the law or for paying fines as a result of breaking the law
 - 628 ○ Housing for unmarried couples
 - 629 ○ Legal fees
 - 630 ○ Penalties relating to late payments or irresponsible actions
 - 631 ○ Private school fees or tuition
 - 632 ○ Business ventures
 - 633 ○ Debt caused by irresponsible actions

637 **3.10.4 Source Funding**

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

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

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

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

648 **3.10.5 Application Process**

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

- 653 • The Chair and the Committee will keep requests and disbursements from the fund confidential
- 654 to individuals outside the committee, except as requested by other College policies and
- 655 procedures or by law.

- 656 • The Committee shall approve or deny requests according to criteria noted in the following
- 657 section, and to the degree that the funds are available.
- 658 • Decisions of the Committee are final.
- 659 • The person requesting assistance will be notified by the Committee's secretary.
- 660 • Upon approval of the request for assistance, funds shall be made payable directly to the vendor,
- 661 unless otherwise communicated by the Committee.

662 **3.10.6 Awarding of Funds**

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

668 **3.10.7 Non-Discrimination Policy**

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

671 4 CODE OF CONDUCT

672 (Owner: Office of the President; Last Reviewed: 05/09/2023; Last Updated 05/09/2023)

673 The Code of Conduct provides guidance on expectations that govern the activities of the College. It
674 represents the minimum expectations of professional conduct, recognizing that the success and
675 reputation of the College in fulfilling its vision and mission depends on the ethical behavior and good
676 judgment of each member of the community.

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

683 The College recognizes its role as a Liberal Arts institution, and therefore supports the exploration of
684 topics, ideas, and beliefs that may be in direct conflict with our faith perspective. At the same time, as a
685 Denominational Institution⁴, College employees, regardless of personally held beliefs and doctrinal
686 positions, are obliged to represent the history, theology, mission, and character of the Free Methodist
687 movement, as appropriate to the office or assignment held within the institution. This position does not
688 require that every employee ~~personally hold claim allegiance~~ to Free Methodism, ~~or a Wesleyan~~
689 perspective, ~~or the Holiness movement~~. Rather, it recognizes that as a condition of employment,
690 employees are asked to professionally live in harmony with and represent the institution's doctrinal,
691 missional, and lifestyle perspectives.

692 4.1 PERSONAL CONDUCT

693 Central Christian College of Kansas, is a Denominational Institution of the Free Methodist Church. As
694 such, it adheres to the covenantal and constitutional guidelines, delineated in the Book of Discipline of
695 the Free Methodist Church, USA. Employees of Central Christian College of Kansas are expected to
696 behave in ways that are consistent with the history, theology, vision, mission, and character of the Free
697 Methodist Church.

698 Historically, it has been difficult to balance both the need for behavioral specificity, while also respecting
699 the interplay of personal freedom in response to the Holy Spirit and personal conviction. Nonetheless,
700 our affiliation requires us to provide "a statement of lifestyle expectations...which is consistent with the
701 principles and practices of the *Book of Discipline*⁵ of the Free Methodist Church – USA⁶."

702 The College recognizes that a number of these expectations may not be consistent with the personally
703 held beliefs of all employees. At the same time, it also recognizes that membership in a community,
704 including a workplace, sometimes necessitates the subordination of some individual prerogatives. This is
705 in alignment with the Scriptural exhortation to practice forbearance, which sometimes requires the

⁴ In accordance with regulations as set forth in the Free Methodist Book of Discipline.

⁵ A copy of the discipline is available through the Office of the President or at: <http://fmcusa.org/bookofdiscipline/>.

⁶ ¶14810.B.4 (2019 Book of Discipline)

706 laying aside or personal liberties in order to contribute to the good of the larger community (I
707 Corinthians 8:9–13, 9:19–23, 10:23–33).

708 4.1.1 Lifestyle Expectations

709 The following lifestyle expectations, which are consistent with the principles and practices of the *Book of*
710 *Discipline* of the Free Methodist Church⁷, represent the foundational lifestyle expectations of all
711 employees.

- 712 1. Give their loyalty to Christ and the College, refraining from any alliance that would compromise
713 our Christian commitment. [¶3130-3132]
- 714 2. Cultivate habits of Christian devotion, such as submitting to mutual accountability, practicing
715 private and corporate prayer, observing a Sabbath Rest, practicing principles of Christian
716 stewardship and responsible citizenship, studying the Scriptures, attending public worship, and
717 partaking of Holy Communion. [¶3010-3121; ¶3330-3331; ¶3420-3421]
- 718 3. Remain free from activities and attitudes that could defile the mind and harm the body, or
719 promote the same. [¶3210-3215]
- 720 4. Respect the worth of all persons as created in the image of God. [¶3220-3222]
- 721 5. Honor the sanctity of marriage and the family. [¶3300-3311]
- 722 6. Be just and honest in all our relationships and dealings; contributing to unity, cultivating
723 integrity, love, and understanding in all our relationships. [¶3230-3231; 3410-3414]
- 724 7. Value and nurture our students, guiding them to the fullness of faith in Christ, fulfilling our call
725 to make disciples. [¶3320-3321; 3430]

726 The College will rely on the Bible, ~~the c-and the current~~ Book of Discipline⁸, ~~and ruling provided through~~
727 ~~the Bishops and SCOD~~⁹ ~~as the primary sources~~ ~~documents~~ through which ~~to it~~ interprets and informs
728 the evaluative process, which is principally focused on promoting a Christ-centered environment, in
729 alignment with the College’s heritage, vision, and mission.

730 Employees should consider their position of trust and loyalty, and when in doubt about the propriety of
731 a proposed course of action, they should seek counsel from colleagues and supervisors who can assist in
732 determining an appropriate course.

733 4.2 ACCURACY OF RECORDS

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

⁷ Paragraph numbers reference the 2019 Book of Discipline.

⁸ <https://fmcusa.org/resources/2019bod>

⁹ [Study Commission of Doctrine: According to the Free Methodist Book of Discipline, the denomination shall maintain a s Study Commission on Doctrine to serve the General Conference by studying theological and social issues facing the church, and make recommendations to the General Conference.](#)

739 **4.3 ANTITRUST**

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

743 **4.4 COMPLIANCE WITH LAWS AND REGULATIONS**

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

750 **4.4.1 Employee Related Crimes and Convictions**

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

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

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

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

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

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

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

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

780 **4.5 COMPLIANCE WITH CONTRACTUAL, GRANT AND OTHER OBLIGATIONS**

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

785 **4.6 CONFLICT OF INTEREST**

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

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

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

811 **4.7 FAIR EMPLOYMENT & NON-DISCRIMINATION**

812 Central Christian College of Kansas (CCKK) complies with Titles VI (concerning discrimination on grounds
813 of race, color or national origin) and VII (concerning employment discrimination on grounds of race,
814 color, religion, gender, or national origin) of the Civil Rights Act of 1964, Title IX of the Educational

815 Amendments of 1972, Executive Order 11246, Section 504 of the Rehabilitation Act of 1973, with all
816 other applicable statues prohibiting discrimination, and with all the related regulations.

817 Central Christian College of Kansas, in compliance with these acts, does not discriminate on the basis of
818 race, color, national origin, sex, age, or handicap in admission or access to, or treatment, or employment
819 in, its programs and activities, and discriminates upon the basis of religion only to the extent permitted
820 by law. It is the College’s policy to afford equal employment opportunity without regard to an
821 individual's race, color, gender, national origin, handicap, medical condition, or age in hiring, retention,
822 termination, promotion, wages and benefits, privileges, working conditions, and in the application of
823 any policy, practice, rule, or regulation. Functioning as Denominational Institution of the Free Methodist
824 Church of North America, the College does rely on Biblical and doctrinal perspectives to inform
825 admission of students and the hiring and retention of employees, but only to the extent permitted by
826 applicable law (Title VII, Sections 702-703, United States Civil Rights Act of 1964 as amended).

827 Inquiries related to Title IX (Non-Discrimination on the basis of sex in education programs or activities
828 that receive federal financial assistance), may be referred to the Human Resources/Title IX Coordinator,
829 1200 S. Main, PO Box 1403, McPherson, Kansas 67460 (phone: 620-241-0723, ext. 120).

830 Inquiries related to Titles VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act,
831 or any other alleged discrimination not involving Title IX, may be referred to the Dean of Academics,
832 1200 S. Main, PO Box 1403, McPherson, KS 67460, (phone: 620-241-0723, ext. 111).

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

837 [In the instance our facilities](#) are not fully physically accessible to handicapped or disabled persons,
838 Central Christian College of Kansas will take such means as are necessary to ensure that Central
839 Christian College of Kansas fully complies with all applicable laws and regulations concerning
840 handicapped or disabled persons. The accessibility standard required by Federal law for "existing
841 facilities" is that the recipient's program or activity, when viewed in its entirety, must be readily
842 accessible to handicapped persons. Central Christian College of Kansas may meet this standard through
843 such means as reassignment of classes or other services to accessible locations, redesign of equipment,
844 assignment of aids, alteration of existing facilities, and construction of new accessible facilities. Central
845 Christian College of Kansas is not required to make structural changes in existing facilities where other
846 methods are sufficient to comply with the accessibility standard described above.

847 4.8 SOCIAL MEDIA

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

849 4.8.1 Purpose

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

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

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

865 4.8.2 Social Media Accounts Hosted or Sponsored by the College

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

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

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

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

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

883 4.8.3 Student & Employee Use of Social Media Accounts Hosted or Sponsored by the College

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

892 All social media accounts sponsored or hosted by the College must have a College employee identified
893 as an administrator. Employee-administrators are responsible for managing and monitoring the content

894 of the social media account. If it becomes necessary to appoint a new employee-administrator for a
895 social media account, all such appoints must be presented to and approved by the Marketing Director.

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

900 4.8.4 Use of Personal Social Media Accounts

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

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

912 The use of language that can reasonably be perceived as illegal, obscene, defamatory, threatening,
913 infringing of intellectual property rights, invasive of privacy, profane, libelous, threatening, harassing,
914 abusive, hateful, or embarrassing to any person or entity, violative of the College’s policies, [procedures,](#)
915 [or perspectives,](#) including the College’s policies against discrimination, harassment, and retaliation,
916 violative of applicable laws/regulations, or otherwise injurious or objectionable is unacceptable and [the](#)
917 [employee will be asked to address such posts, links, or connection to such content.](#) Additionally, the
918 College will not tolerate content that infringes on proprietary information, or that is defamatory,
919 pornographic, harassing, libelous, or inhospitable to a reasonable work and educational environment.
920 The use of social media to provide information protected from disclosure by the Health Insurance
921 Portability and Accountability Act (“HIPAA”), the Family Educational Rights and Privacy Act (“FERPA”),
922 the Americans with Disabilities Act (“ADA”), or other College policies regarding personal data and
923 information, as well as the College’s own proprietary, strategic, or other confidential business
924 information, is strictly prohibited.

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

928 4.8.5 Enforcement & Sanctions

929 The College is aware that members of the campus community may wish to express personal ideas and
930 opinions through private social media, not administered by the College. While the College has no intent
931 to actively monitor such expressions, it does reserve the right, under circumstances it deems
932 appropriate and subject to applicable laws and regulations, to impose disciplinary measures upon
933 students, faculty, staff, or other members of the campus community who use private social media sites
934 or communication resources to post, tweet, share, repost, retweet, or otherwise disseminate materials

935 on social media in violation of this policy and the procedures stated herein, or in ways that reflect poorly
936 on the College or are deemed to interfere with the promotion and advancement of the College's mission
937 and business.

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

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

942 **4.8.6 Reporting Objectionable Material**

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

947 **4.8.7 Miscellaneous**

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

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

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

959 **4.9 NEPOTISM**

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

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

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

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

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

975 **4.10 INTERNAL CONTROLS**

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

982 **4.11 POLITICAL ENGAGEMENT**

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

987 **4.11.1 Campaigning**

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

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

1000 Political activities hosted at but not sponsored by the College, and that do not reasonably imply
1001 sanctioning by or affiliation with the College, may be undertaken so long as procedures for use of
1002 campus facilities are followed. Candidates running for office and/or members of a campaign staff
1003 wishing to use College facilities for appearances must comply with established College policies and
1004 rental fees. No political fundraising is permitted.

1005 **4.11.2 Lobbying**

1006 Distinct from political campaign activities, lobbying consists of activities designed to influence decisions
1007 of legislators for or against a particular issue. Lobbying or attempting to influence federal, state, or local
1008 legislative action or a legislative or administrative official or staff member by using the name of the
1009 College may only be authorized by the President or his or her designee. Any lobbying activity, even when
1010 authorized, must be conducted in compliance with applicable law. No person may use federally funded
1011 contract or grant money received by the College for lobbying activities. However, that individuals may
1012 individually attempt to influence the legislative process and use their College title for identification so

1013 long as such actions or writings are accompanied by a statement that the person is speaking as an
1014 individual and not as a representative of the College. (e.g. "The opinions expressed in this letter are
1015 those of the individual(s) signing below and not an official opinion of Central Christian College or its
1016 trustees.")

1017 **4.12 SAFEGUARDING/PROTECTING ASSETS**

1018 All employees and individuals representing the College are responsible for safeguarding the tangible and
1019 intangible assets of the college under their control. College assets, including those from the government
1020 and donors, must not be used for personal benefit. Assets include cash, securities, business plans,
1021 customer information, vendor information, intellectual property and physical property. Employee
1022 actions in the course of their work should reflect and be consistent with the College's tax-exempt status.

1023 **4.13 SAFETY IN THE WORKPLACE**

1024 The safety of people in the workplace is a primary concern of the College. Accordingly, any actual or
1025 potential threat to safety within the workplace will be promptly addressed.

1026 Any employee who threatens or commits violence in the workplace faces disciplinary action, which
1027 could include immediate termination. No threats "Violence" includes physically harming another,
1028 shoving, pushing, harassing, intimidating, coercing, displaying weapons, or threatening or talking of
1029 engaging in those activities. It's the intent of this policy to ensure that everyone associated with this
1030 organization, including employees, members, students, or others on the premises, can feel as secure as
1031 possible in this environment.

1032 This College specifically bars employees from possessing weapons on College property, unless the
1033 weapons remain locked in the trunk of an employee's car or carried in accordance with the concealed
1034 carry regulations articulated herein. Weapons include guns, explosives, and other items designed to
1035 inflict harm. Employees may carry non-lethal sprays (such as pepper spray or mace) for personal
1036 protection. Such sprays may be used only to protect oneself or others from physical harm. Appropriate
1037 disciplinary action, up to and including termination, will be taken against any employee who violates this
1038 policy.

1039 Desks, telephones, computers, and work areas are the property of The College. Accordingly, Central
1040 Christian College reserves the right to enter and inspect your work area, classroom, storage areas,
1041 computers, or desks, with or without notice.

1042 The Facilities Department locks entrances to buildings at pre-arranged times throughout the day. Unless
1043 an employee has personal knowledge of a visitor, the employee should not permit any non-employee to
1044 enter a building after hours. If an employee has invited a guest into the building after work hours, the
1045 employee should accompany the guest at all times.

1046 Employees should immediately report any suspicious people or activities to a supervisor or Chief
1047 Operations Officer. They should also report any threats of violence against an employee or the
1048 organization, as well as any violations of this policy.

1049 The College must conduct its activities with all of the necessary permits, approvals and controls,
1050 especially in regards to the handling and disposal of hazardous and regulated materials and waste. All

1051 employees and individuals representing the College who work with or around these materials must be
1052 familiar with all rules, regulations and policies that apply to them.

1053 4.13.1 No Trespass Notice

1054 This policy articulates the guidelines for the issuance of a *No Trespass Notice*, which constitutes an
1055 official prohibition against entering College property. While the College seeks to foster an environment
1056 that supports public collaboration and ties, it can restrict access to campus owned property, facilities,
1057 and holdings. This occurs if, after reasonable determination, a person is, has been, or is threatening to
1058 be present on College property who has engaged, or is reasonably likely to engage, in criminal activity, a
1059 violation of College policy, or conduct that is or may reasonably be deemed to be threatening,
1060 disruptive, or violent.

1061 A copy of the *No Trespass Notice* will be submitted to the local authorities. Any person who violates a
1062 *No Trespass Notice* is subject to local law enforcement, as recognized in K.S.A. 21-5808.

1063 This policy applies to students, employees, alumni, visitors, or any individual deemed to pose an
1064 imminent threat to College property or operations, to the safety or well-being of others, or otherwise
1065 has engaged in unacceptably disruptive conduct.

1066 A *No Trespass Notice* may only be issued by a Chief Officer after having received permission to issue the
1067 notice by the President. While the notice may be communicated orally, it must be recorded via a written
1068 communication on College Letterhead. The written notification should state:

- 1069 • Notification of the No Trespass Notice
- 1070 • Duration of the action
- 1071 • Reason for the action

1072 A *No Trespass Notice* remains in effect for two years unless otherwise modified, withdrawn, or extended
1073 in writing. Regardless of whether a *No Trespass Notice* has been issued, any person who is deemed to
1074 have committed a crime may be arrested by law enforcement and referred for prosecution.

1075 For purposes of this policy, “College property” includes all College owned land, buildings, facilities, and
1076 vehicles; including buildings and land leased by the College; and any other “property” that the College
1077 has been given the right to regulate or restrict access.

1078 4.13.1.1 Appeal

1079 A person who has received a *No Trespass Notice* may make a written petition appealing the
1080 decision within five (5) calendar days from the date recorded on the notice. Unless otherwise
1081 noted, the petition should be addressed to the College Official who issued the [notice](#). The
1082 petition for review must state the grounds for appeal and include all information and evidence
1083 to support the fact that the decision was clearly erroneous, inconsistent with College policy, or
1084 new material facts and/or evidence hold sufficient weight and significance to be considered on
1085 appeal.

1086 Normally, a substantive determination on the petition will be made and communicated in
1087 writing within thirty (30) days of receipt. The *No Trespass Notice* remains in effect during and
1088 after the review process, unless the warning is modified or withdrawn. The appeal decision is
1089 final and not subject to further review.

1090 **4.14 FRAUD, WASTE, & ABUSE (WHISTLEBLOWER)**

1091 Central Christian College of Kansas is committed to high standards of ethical, moral and legal business
1092 conduct. Faculty, staff and students are strongly encouraged to promptly report suspected violations of
1093 these standards, of laws and regulations, or of related college policies and procedures. Individuals who
1094 supervise others should ensure that their direct reports have received adequate instruction with respect
1095 to their obligations under this code.

1096 In line with this commitment and the College's commitment to open communication, this policy aims to
1097 provide an avenue for employees to raise concerns and have reassurance that they will be protected
1098 from reprisals or victimization for bringing these issues to light. It defines protections for the employee if
1099 he or she raises concerns regarding fellow employees, vendors, administrators, board members or
1100 others associated with Central Christian College of Kansas, including, but not necessarily limited to:

- 1101 1. Incorrect financial reporting
1102 2. Unlawful activity
1103 3. Activities that are not in line with institutional policy, or
1104 4. Activities, which otherwise amount to serious improper conduct

1105 Any employee failing to comply with this policy, including nondisclosure of suspected or discovered
1106 fraudulent activity or intentionally reporting false or misleading information, is subject to disciplinary
1107 action, including termination. The College shall refer those cases reasonably believed to constitute
1108 criminal fraud to the appropriate agency and shall cooperate with external investigations to the full
1109 extent of the law.

1110 *The full Anti-Fraud Policy provides greater clarity and analysis concerning fraud prevention,*
1111 *investigation, and procedure.*

1112 **4.14.1 Reporting Concerns**

1113 Concerns should first be addressed with an immediate supervisor or administrator. If an employee does
1114 not believe that serious or sensitive concerns can be raised through the normal channels, has been
1115 unable to receive a satisfactory response, or if the concern involves someone within the reporting chain,
1116 such concerns, including those relating to financial reporting, unethical or illegal conduct, may be
1117 reported, in writing, directly to through a 24-hour/365-day virtual hotline maintained by the College for
1118 reporting purposes. The URL is: <https://survey.alchemer.com/s3/6294076/Staff-Grievance-Form>. The
1119 earlier a concern is expressed, the easier it is to take action.

1120 The Chairman of the Board or his or her **designee** will review the allegation and take appropriate action.
1121 Actions vary from simply referring problem to appropriate supervisor all the way to taking legal action
1122 against a person for conduct. The action taken by the College in response to a report of concern under
1123 this policy will depend on the nature of the concern.

1124 **4.14.2 Safeguards**

- 1125 • Retaliation – Retaliation, of any type, for reporting concerns under this policy will not be
1126 tolerated.
1127 • Confidentiality – Every effort will be made to treat the complainant's identity with appropriate
1128 regard for confidentiality.

- 1129 • *Anonymous Allegations* – This policy encourages employees to put their names to allegations
- 1130 because appropriate follow-up questions and investigation may not be possible unless the
- 1131 source of the information is identified. Concerns expressed anonymously will be explored
- 1132 appropriately, but consideration will be given to:
- 1133 o The seriousness of the issue raised
- 1134 o The credibility of the concern, and
- 1135 o The likelihood of confirming the allegation from attributable sources
- 1136 • *Bad Faith Allegations* – Allegations made in bad faith may result in disciplinary action.

1137 **4.15 DRUG, ALCOHOL, & TOBACCO FREE WORKPLACE**

1138 Central Christian College of Kansas provides the following information in compliance with the Drug- Free
 1139 Schools and Communities Act of 1989, and in support of the College’s commitment to assist its students
 1140 and employees in engaging in safe and healthy conduct. This is in keeping with the College’s affiliation,
 1141 mission and Lifestyle Expectations (Code of Conduct).

1142 The entire College community bears responsibility for implementing and enforcing this policy. There
 1143 may be instances when outside third parties, contractors, vendors, guests, visitors, etc. on College
 1144 premises, which are subject to this policy, may be unaware of this prohibition. In these situations,
 1145 nonobservance of this policy should be reported as soon as possible to the Chief Operations Officer or
 1146 the College department responsible for the outside third party, contractor, vendor, guest, visitor, etc.

1147 **4.15.1 Controlled Substances**

1148 It is the policy of Central Christian College of Kansas that the unlawful manufacture, distribution,
 1149 dispensing, possession or use of controlled substances is prohibited in buildings, facilities or grounds
 1150 controlled by the College (hereinafter referred to as "workplace"). Any officer or employee of the
 1151 College, including faculty, other unclassified personnel, support staff, and student employees found to
 1152 be illegally manufacturing, distributing, dispensing, possessing or using controlled substances at the
 1153 workplace shall be subject to disciplinary action. Officers and employees are reminded that illegal
 1154 manufacture, distribution, dispensing, possession or use of controlled substances may subject
 1155 individuals to criminal prosecution.

1156 The College also recognizes that the use of alcohol can inhibit personal and spiritual development and is
 1157 negatively correlated with job performance and personal safety. As such, the College prohibits the
 1158 manufacture, possession, use, distribution, sale, or purchase of illicit drugs and alcohol by students and
 1159 employees (regardless of age or legality) on College property or as part of any College activities.
 1160 Employees of the College are prohibited from serving or drinking with students. Furthermore employees
 1161 are prohibited from assisting student in the manufacture, possession, use, distribution, sale, or purchase
 1162 of drugs or alcohol.

1163 As a condition of employment, all employees of Central Christian College of Kansas shall abide by the
 1164 terms of this policy statement and will notify the College of any criminal drug conviction for a violation
 1165 occurring in the workplace no later than three days after such conviction. Central Christian College of
 1166 Kansas will, in turn, notify as appropriate, the applicable federal agency of the conviction within ten days
 1167 of its receipt of notification of the conviction. For purposes of this policy, "conviction" means a finding of
 1168 guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body
 1169 charged with the responsibility to determine violations of the federal or state criminal drug statutes.

1170 The term "controlled substances" as used in this policy means those substances included in Schedule I
1171 through V of section 202 of the Controlled Substances Act and as further defined by regulation at 21 CFR
1172 1300.11 through 1300.15. A listing of controlled substances will be maintained in the Office of Student
1173 Life. The term does not include the use of a controlled substance pursuant to a valid prescription or
1174 other uses authorized by law. Any definition of a "legal substance" or "legal use" may be further clarified
1175 or prohibited by the College, beyond those terms used by Federal or State agencies, including use or
1176 abuse of substances that an individual is legally entitled to possess or use.

1177 The College reviews this policy on an annual basis to assess its effectiveness and ensure that disciplinary
1178 sanctions are consistently enforced. Modifications in the policy are implemented based on this
1179 assessment.

1180 4.15.2 Tobacco

1181 The College prohibits the use of all tobacco products and related devices on all College property and as
1182 part of any College sponsored activity. This includes all traditional tobacco products, such as cigarettes,
1183 cigars, pipes, and smokeless tobacco, as well as electronic smoking devices, which includes any product
1184 containing or delivering tobacco and/or nicotine or any other substance intended for consumption that
1185 can be used by a person in any manner for the purpose of inhaling vapor or aerosol, including any such
1186 device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pip, e-hookah
1187 or vape pen, or under any other product name.

1188 Additionally, no tobacco-related advertising or sponsorship shall be permitted on College property or
1189 premises, at College-sponsored events, or in publications produced by the College. For the purposes of
1190 this policy, "tobacco-related" applies to the use of a tobacco brand or corporate name, trademark, logo,
1191 symbol, motto or selling message. Employees are prohibited from assisting students in the manufacture,
1192 possession, use, distribution, sale, or purchase of tobacco.

1193 Smoking cessation assistance and resources will be made available to assist and encourage individuals
1194 who wish to quit smoking and/or using tobacco.

1195 4.15.3 Possible Sanctions

1196 The College encourages employees to make wise choices about the off-campus (off college-time) use of
1197 alcohol and tobacco. Such behaviors should be guided with discernment, be aligned with the Lifestyle
1198 Expectations of the College, and be informed through the wisdom of a local faith community. Employees
1199 should be cognizant that the use of any substance (legal or not), which infringes of the individual's role
1200 to serve as an ambassador or role model, will initiate a response by the College in keeping with the
1201 Lifestyle Expectations outlined in the Code of Conduct.

1202 Legal sanctions under federal, state, and local law for the unlawful possession or distribution of illicit
1203 drugs and alcohol are severe. Such sanctions include substantial fines, imprisonment, loss of driving
1204 privileges, and loss of federal financial aid.

1205 Federal law contains other laws regulating drugs and controlled substances. Under federal law, illegal
1206 possession of a controlled substance can result in a fine of at least \$1,000 and up to one year
1207 imprisonment for a first offense. Penalties increase when an offender has been convicted of prior drug-
1208 related offenses. Illegal possession of a controlled substance can also result in the forfeiture of property,
1209 civil fines, and the loss of federal benefits. Trafficking controlled substances can also lead to substantial

1210 fines and lengthy prison sentences, including life in prison. Conviction for violation of federal drug laws
1211 may also result in loss of federal aid for financing education.

1212 For more information about maximum penalties for violation of the Federal Controlled Substances Act
1213 and Related Laws, see <http://www.fas.org/sgp/crs/misc/RL30722.pdf>.

1214 4.15.3.1 Drugs – State law penalties

1215 In the State of Kansas, it is also illegal to be involved with controlled substances, including
1216 prescription drugs obtained or used contrary to the prescription. Violation of the Kansas drug
1217 laws also may result in incarceration and substantial fines. Under Kansas law, the penalties for
1218 the unlawful possession or distribution of drugs are based on the quantity of drug, type of
1219 drug, and criminal history of the defendant. See K.S.A. 2012 Supp. 21- 5706. Maximum
1220 penalties range from fines of \$100,000 to \$500,000 and imprisonment from 10 months to 17
1221 years.

1222 4.15.3.2 Alcohol – related penalties under State law

1223 In the State of Kansas, the legal drinking age is 21. Consumption of alcohol by a minor is
1224 punishable by a fine. Furnishing alcohol to a minor is also punishable by a fine. Violation of
1225 Kansas drinking law can result in increased fines and incarceration. A conviction for driving
1226 under the influence of drugs or alcohol can also result in fines in excess of \$500, community
1227 service, mandatory treatment programs, license revocation, and/or incarceration

1228 Refusal to take a preliminary breath test is a traffic infraction usually resulting in a fine. Refusal
1229 to take the breath, blood or urine test offered at the police station for a first offense will result
1230 in suspension of driving privileges for one year, and two years required use of an ignition
1231 interlock device.

1232 Local city ordinances for drug and alcohol offenses impose sanctions similar in severity to state
1233 law.

1234 **4.15.4 College Sanctions**

1235 Employees of the college who violate the terms of this policy will be reported to the appropriate officials
1236 and will be subject the disciplinary process articulated herein, up to and including termination.

1237 If an employee is to participate in an education or rehabilitation program, the cost of such program will
1238 be the responsibility of the employee. In addition, any employee who violates policies related to alcohol
1239 and drug use may be subject to referral for prosecution.

1240 **4.15.5 Health Risks**

1241 The consumption of alcohol poses several health risks including impaired judgment, impaired
1242 coordination, and impaired attention which may lead to difficulty in safely navigating one’s environment
1243 or difficulty in safely operating a motor vehicle. Consuming alcohol may alter a person’s ability to learn
1244 or retain information, or negatively impact academic, occupational, or social functioning. At low doses,
1245 alcohol causes disinhibition and mood lability, increasing risk of inappropriate sexual acts or aggressive
1246 behavior. Alcohol depresses the central nervous system and at high doses can cause respiratory
1247 depression and death. Repeated use of alcohol can lead to a maladaptive usage pattern referred to as
1248 alcohol dependence. Alcohol dependence is marked by increased physiological tolerance of alcohol’s

1249 effects and alcohol withdrawal upon sudden cessation of use. Alcohol withdrawal symptoms include
1250 autonomic hyperactivity such as anxiety, sweating, and tachycardia; tremors, nausea, vomiting,
1251 hallucinations, psychomotor agitation, seizures, and death. Long-term use of alcohol can cause
1252 permanent damage to vital organs, particularly to the brain and the liver.

1253 Illicit drug use poses multiple health risks that can negatively impact academic, occupational, and social
1254 functioning. For information on specific adverse effects of a particular drug, please refer to the United
1255 States Drug Enforcement Administration list of illicit drugs and associated risks at
1256 http://www.justice.gov/dea/druginfo/all_fact_sheets.pdf.

1257 **4.15.6 Counseling & Treatment**

1258 Drug and alcohol counseling, treatment, and related programs are available through the Office of
1259 Student Life and through the local McPherson community. For more information about substance abuse
1260 assessment screening and counseling contact the Office of Student Life or one of the following
1261 resources:

- 1262 • <http://www.drugabuse.gov/>
- 1263 • Carousel Live (620-241-2300) – Hotline: 620-755-6091
- 1264 • Central Kansas Foundation (620-241-5550) Hotline: 785-825-6224
- 1265 • Prairie View (620-245-5000)

1266 **4.15.7 Definitions**

1267 The term “controlled substance” as used in this policy means substances included in Schedules I through
1268 V as defined by Section 813 of Title 21 of the United States Code and as further defined by the code of
1269 Federal Regulations, 21 C.F.R. 1300.11 through 1300.15. The term does not include the use of a
1270 controlled substance pursuant to a valid prescription of other uses authorized by law.

1271 The term “alcohol” as used in this policy means any product of distillation or a fermented liquid which is
1272 intended for human consumption and which is defined in Chapter 41 of the Kansas statutes.

1273 Except as otherwise specified, tobacco refers to all forms of cigarettes; cigars; pipes; chewing tobacco;
1274 snuff; electronic cigarettes; water pipes (hookahs); bides; kreteks; and all other technologies or device’s
1275 allowing for the ingestion, combustion, inhalation, or other use of tobacco, nicotine, or any other
1276 substance intended for consumption that can be used by a person in any manner for the purpose of
1277 inhaling vapor or aerosol.

1278 **4.15.8 Policy Coverage**

1279 This Policy shall be applicable to the College Board of Trustees; Foundation Board and employees,
1280 faculty and staff of the College, whether part-time, full-time, or temporary; students while attending or
1281 employed by the College; contractors and consultants performing work or providing services on College-
1282 owned or leased property; individuals and organizations renting, leasing, or otherwise granted
1283 permission to use campus facilities; College affiliates; alumni and alumnae, guests, visitors, or invitees of
1284 the College; and members of the general public. All members of the campus community and members
1285 of the general public shall comply with this policy.

1286 4.15.9 **Drug Awareness Program**

1287 The Central Christian College of Kansas Drug Awareness Program includes but is not limited to the
1288 following:

- 1289 1. Drug-Free Workplace Policy statement - This policy is reviewed as part of the initial employment
1290 process and remains available in the Policy and Procedures Manual. Student related policies are
1291 available in the Student Handbook.
- 1292 2. Special programs - Educational programs on drug awareness and substance abuse will be
1293 presented on a periodic basis to inform employees of the dangers of drug abuse in the
1294 workplace and promote a drug-free work environment and workplace.
- 1295 3. Counseling Services – In addition to those services available through the health plan maintained
1296 by the College, the Student Life Office serves as a resource concerning drug awareness and can
1297 assist in identifying substance abuse counseling, information, and programs. Employees are
1298 encouraged to use this resource to assure a drug-free environment and workplace.
- 1299 4. Reasonable Suspicion – The College reserves the right to require an employee to submit to an
1300 alcohol or drug test whenever it is reasonable to suspect a violation of the free drug and alcohol
1301 workplace policy.

1302 Penalties for policy violation - In accordance with College disciplinary policies and practices, when an
1303 employee is found in violation of this policy he or she may be subject to penalties up to and including
1304 termination. Employees may also be required to satisfactorily participate, at their expense, in a
1305 substance abuse or rehabilitation program before being allowed to return to work. Appropriate action
1306 will be taken within 30 days of notice to the College of a conviction or violation of the statement on
1307 drug-free workplace.

1308 **4.16 ADMISSIONS ETHICS POLICY**

1309 Central Christian College of Kansas (CCCK) is committed to ethical admissions practices that ensure a
1310 fair, transparent, and equitable process for all applicants. It is our position that admissions counselors,
1311 FA representatives, and marketing initiatives should be designed to help students make thoughtful
1312 choices about their futures. Upholding core values such as honesty, integrity, fairness, and
1313 confidentiality is paramount in our commitment to providing transparent and equal access to all
1314 prospective students.

1315 This policy outlines the principles and standards that guide the admissions process at CCCK. It also
1316 represents the points upon which members of the Admissions Team are trained.

1317 **4.16.1 Core Values**

1318 In developing principles and standards related to admissions, the Office of Admissions relies on a
1319 number of core values that align with the Core Values of the College. These values provide a
1320 philosophical framework that, in turn, informs the practical work of the College.

- 1321 • **Student Centric Collaboration:** We believe that students' interests are best served in a
1322 collaborative environment, where every member of the team advocates on behalf of the
1323 students.
- 1324 • **Integrity:** We believe that every member of the team, and the team corporately is responsible
1325 for the integrity of our actions and should reflect the nature an ethos of our institution.

- 1326 • **Transparency:** We believe the admissions process should reflect transparency and be
- 1327 communicated in a way that remains accessible and clear to the student.
- 1328 • **Fairness:** We believe that all applicants should be treated with respect and dignity, ensuring that
- 1329 the admissions process is consistent and applied equally to all applicants.
- 1330 • **Confidentiality:** We believe in maintaining the integrity and security of each applicant’s
- 1331 information and take measure to hinder unauthorized access, disclosure, or sharing.
- 1332 • **Trust:** We believe that interactions with applicants should be authentic, assuming honesty and
- 1333 fidelity throughout the process.

1334 CCCK will actively communicate admissions information to prospective students through various
 1335 channels, including the college website, publications, and social media.

1336 4.16.2 Assumed Practices

1337 4.16.2.1 Truthfulness and Transparency: Guiding Principles and Rationale

1338 Members of the Admissions and Financial Aid Staff should provide comprehensive, truthful, and
 1339 factual information that will allow all parties to make informed decisions. Team members
 1340 should:

- 1341 • Accurately describe, represent, and promote the institution, its programs, and services
- 1342 • Share information about students that is relevant to the college admission process as well as
- 1343 accurate, up-to-date, and free from misrepresentations of fact or material omissions at the
- 1344 time of submission.
- 1345 • Ensure that alumni/ae representatives and interviewers, third party agents, vendors and
- 1346 other representatives working on their behalf follow the ethical best practices of the
- 1347 profession.
- 1348 • When publishing translations, ensure that the translation fully and accurately reflects the
- 1349 meaning of the text in the original language.
- 1350 • Ensure that interested parties can access comprehensive, accurate, and current information
- 1351 concerning:
 - 1352 ○ All deadlines including admission, scholarships, financial aid, and housing.
 - 1353 ○ Factors considered in making admission, financial aid, and scholarship decisions.
 - 1354 ○ Academic majors and other academic offerings and programs
 - 1355 ○ Institutional housing policies including availability, process, and pricing
 - 1356 ○ Lifestyle requirements or covenants
 - 1357 ○ Costs of attendance and types of scholarships and other financial aid.
 - 1358 ○ Significant changes to institutional policies and procedures due to pandemics,
 - 1359 severe weather, or other extraordinary circumstances.
 - 1360 ○ Admission requirements for transfer candidates, including restrictions or limitations
 - 1361 regarding specific majors or programs

1362 4.16.2.2 Professional Conduct: Guiding Principles and Rationale

1363 Advocating for students’ best interest in the admission process is the primary ethical concern of
 1364 our members. This requires that students receive college admission counseling they can trust.
 1365 Team members should:

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- Provide admission counseling in the best interest of students, helping students determine their best academic, personal, and financial options.
 - Educate students and families of their ethical responsibilities in the admission process, including counseling students that it is unethical to:
 - Submit false, plagiarized, or fraudulent statements on applications or other documents.
 - Fail to notify colleges where they have decided to decline an offer of admission.
 - Avoid any appearance or presence of unethical behavior, including conflict of interest. Members of the admission team may not be compensated by commissions, bonuses, or other incentive payments, based on the number of students referred, recruited, admitted, or enrolled, nor offer accept any reward or remuneration to influence an admission, housing, scholarship, financial aid, or enrollment decision.
 - Not disseminate inaccurate, misleading or disparaging information about other secondary schools, colleges, organizations, or individual professionals.

1380 4.16.2.3 Confidentiality: Guiding Principles and Rationale

1381 The admissions process is built upon and depends on trust. An important component in
1382 building this trust is maintaining confidentiality. Team members should:

- 1383
- 1384
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- 1387
- Send and receive information about candidates in confidence and protect the confidentiality of all information that is shared.
 - Adhere to the institution’s policies for confidentiality.
 - Not divulge an individual student’s college application status, admission, enrollment, or financial aid and scholarship offers without express permission from the student.

1388 4.16.3 Training

1389 In order to remain compliant with this policy, members of the Admission Team are required to complete
1390 any ethic-related course assigned by the institution as part of its regular professional development
1391 process. In addition, the Director overseeing Admissions will provide specific training on the contents of
1392 this policy.

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1396 **5 HUMAN RESOURCES**

1397 (Owner: Office of Human Resource; Last Reviewed: 04/10/2023; Last Updated: 04/10/2023)

1398 **5.1 POSITION CLASSIFICATION**

1399 The following definitions have been established to standardize terminology and provide common
1400 understanding in our references to employees:

- 1401 • **Employee** - A person who receives wages or salary from the College and whose work the College
1402 controls and directs.
- 1403 • **Full-time Employees** - Those who regularly work 30 hours or more weekly and who maintain
1404 continuous regular employment status. Regular full-time employees are eligible for benefits.
- 1405 • **Part-time Employees** - Those who regularly work less than 30 hours weekly and who maintain
1406 continuous regular part-time employee status. Part-time employees may be eligible for certain
1407 benefits. Part-time employees are generally classified as non-exempt employees.
- 1408 • **Temporary Employees** - Those whose services are intended to be for a short period of time or of
1409 limited duration, or for an indefinite period when there is no intent to provide regular or
1410 ongoing status. The College may either hire temporary employees directly or may use an agency
1411 to supply temporary employees. Temporary employees are usually not eligible for benefits. If a
1412 temporary employee is subsequently hired as a regular full-time or part-time employee, date of
1413 hire will be determined by the date on which the employee becomes a regular employee.
- 1414 • **Regular Employees** - Those whose services are intended to be for an indefinite period and who
1415 work regularly scheduled hours on an ongoing basis, either full- or part-time.
- 1416 • **Exempt Employees** - Those who are exempt from the provisions of the Fair Labor Standards Act.
1417 They typically perform executive, administrative, educational, or professional duties within the
1418 College.
- 1419 • **Non-exempt Employees** - Those who are not exempt from the provisions of the Fair Labor
1420 Standards Act. Non-exempt employees are eligible for minimum wage and overtime payment,
1421 as set forth herein.

1422 **5.1.1 Volunteers**

1423 The College encourages volunteer efforts by non-employee volunteers. Before engaging in volunteer
1424 activities, non-employees must complete a volunteer agreement and agree to a background check.

1425 Employees who desire to volunteer with the College during non-working hours must first obtain
1426 approval from the Office of Human Resources. Approval of the employee's request to volunteer will
1427 depend on several factors, such as the nature, extent, and duration of the voluntary activity. Because
1428 the College must comply with applicable labor laws, employees cannot volunteer for, and will not be
1429 allowed to perform, activities that are normally part of their job responsibilities.

1430 If a former employee wishes to continue his or her volunteer efforts, approval will be contingent upon a
1431 positive recommendation from the prior employee's supervisor and the Office of Human Resources.

1432

1433 All volunteers, whether employee or non-employee, serve with the knowledge and approval of the
1434 Office of Human Resources, who may terminate the volunteer’s relationship at any time.

1435 5.2 HIRING

1436 Central Christian College of Kansas believes that hiring qualified individuals to fill positions contributes
1437 to the overall success of the company. Each employee is hired to make significant contributions to the
1438 College. The purpose of this policy is to attract the most qualified individuals to CCCK and ensure a fair,
1439 consistent and transparent process for all candidates, while complying with relevant employment
1440 legislation and regulations.

1441 This policy is the accepted practice for College with respect to the recruitment and selection of College
1442 employees below the level of President. The Faculty Handbook and Athletic Department Handbook
1443 articulate additional specifics in regards to respective operational areas.

1444 5.2.1 Personnel Requisitions & Job Descriptions

1445 Before seeking to fulfill a position, either through replacement or the establishment of a new position,
1446 the appropriate supervisor must receive permission of the CFO, as this will support efforts to strengthen
1447 stewardship of institutional resources and create a consistent manner through which to consider
1448 staffing requests, in alignment with annual budgeting and planning.

1449 If approved, the supervising individual should arrange a meeting with the Office of [Human Resources](#).
1450 The purpose of this meeting is to learn more about the position and ensure that the job description is
1451 up-to-date. This should happen prior to posting a job opening. All job descriptions are prepared by the
1452 Office of the President, approved by the Office of Human Resources, and provided to the Hiring
1453 Manager.

1454 The Chief of Staff retains a copy of all job descriptions in the Office of the President. A copy of the
1455 finalized job description is also maintained in the personnel file located in the Office of Human
1456 Resources.

1457 5.2.2 Job Postings

1458 Central Christian College of Kansas affirms the benefits of a diverse and talented employees. In
1459 recognizing this value, the College intentionally seeks to consider individuals of diversity in its hiring
1460 process. This is specifically done by advertising all full-time positions on appropriate diverse job listing
1461 resources. A copy of the advertisement must be submitted to the Chief of Staff to ensure compliance.

1462 The Chief of Staff will create job postings that describe the job opening and communicate the mission
1463 and brand of Central Christian College of Kansas. All job openings will be posted concurrently on the
1464 CCCK website and externally with sources appropriate for the position being filled. Jobs will remain
1465 posted until the position is filled. A meeting with the Chief of Staff may be requested in order to discuss
1466 the recruiting strategy.

1467 All full-time and regular part-time vacancies will be posted internally and externally for a minimum of
1468 five (5) business days and can be extended in consultation with division director or chief officer. For all
1469 temporary full-time and temporary part-time vacancies, the division director or chief officer can elect to
1470 post for less than five (5) business days. In some cases, the posting may be communicated internally,
1471 prior to releasing the position externally.

1472 In special circumstances, as approved by the President, individuals may be appointed to a regular Full-
1473 time administrative position without competition, in order to enhance diversity, maintain
1474 denominational compliance, or enrich the culture and competence of the institution. This decision
1475 requires consent of the respective Chief Officer, Director of Human Resources, and President.

1476 The Office of Human Resources department will be responsible for tracking all applicants and retaining
1477 applications and resumes as required, who will work with the Hiring Manager.

1478 5.2.3 Internal Applicants

1479 Current employees with a satisfactory employment status may apply for internal job openings. The
1480 consent of the employee's manager and the Office of Human Resources department may be necessary
1481 for employees with less than one year of service.

1482 All applicants for a posted vacancy will be considered based on their qualifications and ability to perform
1483 the job successfully. Internal candidates who are not selected will be notified by the Office of Human
1484 Resources.

1485 5.2.4 Interview Process

1486 All full-time or regular part-time positions require the appointment of a Selection Committee. The
1487 Selection Committee will be chaired by the Hiring Manager. The Hiring Manager is a temporary title held
1488 until such times as a candidate has been chosen or the interview process is dissolved. Typically, Chief
1489 Officers Serve as Hiring Manager, but a Chief Officer, in consultation with the Office of Human Resources
1490 may name a Hiring Manager.

1491 Unless otherwise selected by another means, the Hiring Manager will invite individuals to join the
1492 Committee, with the Office of Human Resources acting as a resource to the Committee. Hiring
1493 Managers should consult appropriate Manual (e.g., Faculty Handbook, Athletic Department Handbook)
1494 to remain in compliance with policy.

1495 A Selection Committee should have no less than three individuals, of which the composition should
1496 represent:

- 1497 • Expertise and knowledge appropriate to the position
- 1498 • Diversity – with an emphasis on racial/ethnic diversity – though every Committee should also be
1499 of mixed gender.
- 1500 • Stakeholder departments
- 1501 • When selecting a member of the faculty, a coach, or administrator, the committee must also
1502 include one individual representing the interests of the Free Methodist Church of North America,
1503 preferably an ordained minister or full member of the Church.

1504 Selection Committee members must declare if there are any reasons that would prevent them from
1505 making an objective recommendation to the Hiring Manager. Selection Committee members must
1506 remove themselves from the Committee if any one of the candidates represents a conflict of interest.

1507 The background, interests and aspirations of the candidates are a matter of privilege and for this reason,
1508 any information related to the applicants must remain confidential to the members of the committee;
1509 therefore, members of the Selection Committee should be briefed about the confidentiality of the hiring

1510 process and must agree by such standards in order to continue to serve on the Committee. Candidate
1511 evaluation forms will be completed after each interview and retained with the application.

1512 The Committee shall submit a final candidate for Presidential review. The President may make
1513 independent inquiries and conduct interviews with the finalist. If the President does not affirm the
1514 recommendation of the Committee, he or she will meet with the Hiring Manager to discuss the
1515 reason(s) for the decision. The Hiring Manager can verbally summarize the reasons for decision to
1516 committee members, as part of the confidential screening process. The President may request further
1517 recommendations, which may require for the position to be reopened if the committee is unable to
1518 recommend any other candidates.

1519 The Office of Human Resources department will notify applicants who are not selected for positions.

1520 5.2.5 Reference Checks

1521 Office of Human Resources will conduct professional reference checks and employment verification on
1522 the top candidates based on the results of the candidate evaluation forms completed by the
1523 interviewers. A minimum of two (2) professional references and one (1) character reference are
1524 required from each candidate.

1525 5.2.6 Job Offers

1526 The Office of Human Resources will network with the Chief of Staff concerning requisite data needed for
1527 the *Job Offer Letter*. The Office of the President will issue the letter to the candidate. If a candidate fails
1528 to respond within seven calendar days, the offer may be rescinded.

1529 The offer is contingent on the satisfactory completion of required background checks and any other
1530 contingencies recognized by the College.

1531 5.2.7 Background Checks

1532 Central Christian College of Kansas is committed to maintaining a safe teaching, learning, and working
1533 environment for its students, employees, and visitors. One aspect of this commitment is to assure, to
1534 the extent possible, that appropriate policy and procedures are in place that assist in reducing the
1535 likelihood of unknowingly hiring persons with felony or misdemeanor convictions or who are registered
1536 sex offenders. Therefore, pursuant to the law (KS Stat. Sec 50-72 et seq.) Central performs a criminal
1537 background check on prospective employees as appropriate to the term of employment.

1538 In compliance with the law we state this requirement on the job offer letter for employment and by
1539 signing the job offer letter the potential employee is aware and the College will be performing a
1540 background check. An approval process is still required prior to running the background check.

1541 Felony, misdemeanor, and registered sex offender status criminal background check procedures apply
1542 to each person hired, other than

- 1543 1) positions to be filled by a vendor or contractor
- 1544 2) hourly student employees
- 1545 3) Interns

1546 Background checks will vary depending on the position and may include criminal history, driving record,
1547 or any other relevant information for the job. Records related to any criminal background check remain
1548 confidential and are maintained in Human Resources

1549 5.2.8 Employee Agreements

1550 After the individual signs the *Job Offer Letter* the Chief of Staff will inform the Hiring Manager and the
1551 Office of Human Resources. The Office of Human Resources will issue an *Employment Agreement*, to the
1552 individual, confirming job title, terms and conditions, and a rate of remuneration. This agreement is also
1553 an “at will” agreement and remains in force for an unfixed term.

1554 By signing the agreement, an employee agrees to abide by the College’s policies and procedures, which
1555 and also indicates includes affirmation and support of the Statement of Faith, Code of Conduct, and
1556 lifestyle expectations. Furthermore, the employee recognizes the at-will employment relationship,
1557 pursuant with applicable laws and regulations.

1558 The College reserves the right to preserve the employment-at-will relationship. The agreement is
1559 intended to confirm the terms of employment and is not intended to be a contract or promise which
1560 binds either the College or the employee to continue the employment relationship for any period of
1561 time or which limits the right of the College or the employee to terminate the employment relationship
1562 at any time for any reason.

1563 5.2.9 Process

1564 5.2.9.1 Approving the Position

- 1565 • Chief Officer contacts HR and/or OTP about vacancy or need
- 1566 • [OHR] – Confirms viability of position with CFO
- 1567 • [OTP] – Hiring Manager or Chief Officer provide draft job description to the OTP for
1568 review and confirmation.
- 1569 • [OTP] The OTP works with the OHR to develop a job description.
- 1570 • [OHR] The OHR provides a copy of the Job description to the Hiring Manager and the
1571 OHR for use during the hiring process.
- 1572 • ~~[OHR] – Alerts COS to begin the posting process~~
- 1573 • [OHR/COS] – Post position announcement on CCK website and as needed job sites:
1574 CCCU, ACSI, Go McPherson, Diversity, KICA website and McPherson Chamber of
1575 Commerce

1576 5.2.9.2 Candidate Selection

- 1577 • [OHR] – Receives and reviews applicants
- 1578 • [Chief Officer] – Names Hiring Manager and informs Human Resources
- 1579 • [OHR] – Submits applicant materials to Hiring Manager
- 1580 • [Hiring Manager] – Recruits Selection Committee

- 1581 • [Hiring Manager] – Reviews confidentiality and conflict of interest issues
- 1582 • [Hiring Manager] – Works with Committee to define selection matrix and develops
- 1583 questions to be used with all candidates
- 1584 • [Hiring Manager] – Sets up and conducts interviews – prioritizing candidates based on
- 1585 matrix and Committee feedback. Contact References.
- 1586 ○ In the case of Faculty, Chief Officer, Coach, or Director, the President will
- 1587 conduct an additional interview with the recommended candidate. If candidate
- 1588 is declined, the President will interview further candidates in the order of their
- 1589 recommendation or request the Committee continue its search.
- 1590 • [Hiring Manager] – If the hiring manager was assigned by a Chief Officer or Director, a
- 1591 recommendation will be submitted by the Hiring Manager to the Chief Officer.
- 1592 • [Chief Officer] – Submits recommendation to the Office of Human Resources
- 1593 • [OHR] Requests an offer to go to the candidate while in communication with candidate
- 1594 about benefits. Provides the candidate and hiring manager with the benefits worksheet.
- 1595 • [COS] Submits an *Job Offer Letter* ~~and benefits worksheet to the candidate~~
- 1596 • [OHR] – After COS confirms receipt of *Job Offer Letter*, OHR completes background
- 1597 check

1598 5.2.9.3 Hiring Process

- 1599 ~~• [OHR] – Provides an Employment Agreement~~
- 1600 • [OHR] – Notify unsuccessful candidates ~~and candidates not selected for an interview.~~
- 1601 • [Hiring Manager] – Collects all notes, matrix scores, minutes, copies of resumes, etc.,
- 1602 from interview process to Human Resources.
- 1603 • ~~[Hiring Manager] Notifies campus of new hire.~~
- 1604 • ~~[OHR] – Provides an Employment Agreement~~

1605 **5.3 ONBOARDING PROCESS**

1606 When an employee starts at Central Christian College of Kansas, they will fulfill the new employee

1607 checklist as provided by Human Resources in the Business Office. This new employee checklist will

1608 ensure that the employee will meet with each department on campus for an onboarding process. ~~Each~~

1609 ~~new employee will receive a T-shirt from Central Christian College that will be given while fulfilling the~~

1610 ~~Admissions part of the checklist.~~

1611 ~~The Hiring Manager and Human Resources will assign a mentor for each new employee (that is not their~~

1612 ~~direct supervisor) that is available for the first 60 days of employment. Ideally, the mentor would be a~~

1613 ~~co-worker that works at least semi-closely with the new hire. The mentor should be a resource for~~

1614 ~~general questions and support.~~

1615 ~~The Hiring Manager and Human Resources will work together in setting up at least one lunch, three~~
1616 ~~days' worth of lunches within the first week of employment with various Central employees to help the~~
1617 ~~new employee acclimate. At least one of these lunches must be with their mentor. Lunches may be~~
1618 ~~taken in the cafeteria or off campus and all funds will be charged to the hiring department. Cafeteria~~
1619 ~~meals can be charged using the department's cafeteria charge card or by notifying the cafeteria director.~~
1620 ~~Please notify Accounts Payable if a school credit card is needed for off campus lunches.~~

1621 5.4 -EMPLOYMENT RECORDS

1622 Maintenance of personnel files currently resides in the Human Resource Office. Faculty credentialing
1623 files reside in the Academic Office. Employees may request to review the contents of their personnel
1624 file during regular office hours. Additionally, supervisors and other designated personnel with the right
1625 to access personnel files may request to review.

1626 Pre-employment documents ~~and any documents submitted in confidence~~ will not be made available to
1627 the employee/reviewer. Other personnel file items including, but not limited to, performance appraisals,
1628 disciplinary items, contracts, letters of appointment, and similar items will be available to the
1629 employee/reviewer for viewing only. Copying will not be permitted, except as permissible or required by
1630 law, but the employee/reviewer will be permitted to make handwritten notes from the file. At no time
1631 will the file, or any portion of the file, be permitted to be removed from the maintaining office.

1632 Questions or concerns regarding the accuracy of the information maintained in the file should be
1633 directed to the appropriate Chief Officer or Human Resources. The employee may request to place a
1634 written disagreement in the personnel file, which will be attached with the document(s) in question.

1635 An employee is always allowed to bring a grievance about leadership to the appropriate next level
1636 (President or Board of Trustee Chairman) in accordance with the grievance process outlined herein.

1637 5.5 OFFICE HOURS

1638 Generally, operational hours for staff in Science Hall are consistent with a 40-hour work-week, with the
1639 standard office hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. These are the hours expected
1640 to be worked under normal conditions but are not a guarantee of hours to be worked or paid. Each full-
1641 time employee is permitted to take two 15-minute breaks each day as well as a 60 minute unpaid lunch
1642 break. Each employee should check with their supervisor for their individual work schedule. *Recognizing*
1643 *the unique nature of a residential campus, some employees may have work times that fall outside of*
1644 *these parameters. This section is intended to represent customary hours that the main offices of the*
1645 *College are in operation.*

1646 Scheduling of lunch and break periods are to be determined in consultation with your supervisor and
1647 should not result in offices, phones, or other essential responsibilities, being left unattended. Lunches or
1648 breaks not taken may not be used for another type of privilege such as covering missed time, overtime
1649 pay, or an early departure, unless arranged with the supervisor.

1650 The President has the discretion, based on the needs of this College and its employees, to alter these
1651 general hours to fit the specific needs of a department or an employee. Acceptable reasons for such
1652 alteration may include, but are not necessarily limited to, the organization's needs, business reasons,
1653 economic conditions, or other conditions with respect to this College, division, or the individual (e.g.

1654 admissions – in order to facilitate office hours in the late afternoon or evening; library workers, assigned
1655 to cover evening hours, etc.).

1656 **5.6 GUIDELINES REGARDING OFFICE DOORS AND WINDOWS**

1657 Most campus doors have windows installed. The purpose of these windows is to provide a certain level
1658 of safety and security to campus activities, with a primary focus on individual accountability. As such, all
1659 door windows, should be kept clear, supporting visibility and accessibility. This policy does not restrict
1660 the use of coverings, as long as those coverings are either decorative or utilized for individual privacy.

1661 Generally speaking all doors should remain open or in the case of closed doors, windows should remain
1662 unobstructed. If more than one individual is in a room either the door should remain open or the
1663 window remain unobstructed.

1664 It is assumed that a closed door or covered windows communicates a condition of privacy, but it also
1665 creates the conditions for threat or risk, especially when more than one individual occupies the space.
1666 Open doors and unobstructed windows serve as protection for students and staff. Individuals who want
1667 to disclose personal or sensitive information may prefer a closed-door session. If so, a balance should be
1668 sought that allows for privacy, but does not place individuals at risk. If a closed door meeting is
1669 necessary, at least one public facing (internal facing) window must remain unobstructed, allowing for
1670 general visibility or the door remain partially open.

1671 Questions concerning these guidelines should be addressed to the Office of Human Resources.

1672 **5.7 DRESS CODE POLICY**

1673 Dress Code guidelines are designed to help contribute to a spirit and atmosphere of excellence,
1674 professionalism, and character on campus. The way we dress sets an example to students as a model of
1675 professional behavior. Proper dress, grooming, and personal cleanliness standards contribute to the
1676 morale of all employees and affects the business and institutional image that the College presents to
1677 students, parents, visitors, and the public. The College seeks an image that projects professionalism and
1678 competence.

1679 Employees should maintain a neat and clean appearance that is appropriate for the workplace setting
1680 and for the work being performed, and should generally be appropriate to the gender of the individual.
1681 Faculty and staff, by the nature of their positions, would be expected to dress with greater formality.
1682 Other positions may warrant a more relaxed dress expectation based on the requirements to perform
1683 job duties (e.g. maintenance, IT, etc.). In these cases, we ask that the clothing reflect the needs of the
1684 position and the spirit of the position. Some positions may require uniforms and therefore are excluded
1685 from these guidelines.

1686 Employees are expected to dress in business professional attire during professional events, outside
1687 meetings, or as the needs of the institution require. Otherwise, business casual attire is appropriate.

1688 **5.7.1 Definitions**

- 1689 • Business professional: examples include business suits, professional dresses, and sports jackets
1690 with tie or bow tie, dress pants, skirt suits or pant suits, button down or traditional business
1691 shirts or turtlenecks, and dress shoes.

- 1692 • Business casual: examples include dresses, khakis/slacks or similar type pants, dress capris, skirts
- 1693 (no shorter than mid-thigh), shirts/blouses or golf-type shirts with collars, sweaters, vests, jacket
- 1694 without tie, and clean shoes.
- 1695 • Relaxed casual: Fridays and blue & gold days- jeans, tee-shirts, shorts, and skirts are permissible
- 1696 (shorts and skirts should be at least mid-thigh) with appropriate shoes. The college encourages
- 1697 everyone to show their Central pride and wear CCCK attire or blue & gold.
- 1698 • Summer (first full week after students are gone through fall registration days) - relaxed casual
- 1699 dress allowed all the time.

1700 5.7.1.1 Coach Attire

1701 Because of the nature of a coaches positions, expectations regarding attire varies:

- 1702 • Professional business attire: required when representing the organization at
- 1703 any public function or event.
- 1704 • Business casual: required when interacting in the community on behalf of the
- 1705 College, meeting with potential student-athletes and parents, meetings with
- 1706 vendors, or corporate sponsors. Shirts with school logos other than our
- 1707 institutional logo are not permitted in these types of instances.
- 1708 • Casual: for volunteer/project days and practices or physical activities with the
- 1709 team.
- 1710 • Unacceptable attire at any time: shorts higher than mid-thigh, tights (as
- 1711 pants), any clothing with holes or sweat stains, or thong style flip-flops.
- 1712 • Coaches who work in professional offices or have an on campus teaching
- 1713 responsibilities, should make an effort to dress in business casual attire while
- 1714 performing non-coaching duties¹⁰.

1715 5.7.1.2 Information Technology

- 1716 • Business casual is appropriate most days unless working conditions require
- 1717 something more casual; inappropriate clothing is still not allowed.

1718 5.7.1.3 Maintenance Attire

- 1719 • Clean denim or workpants (e.g. Dickies). Preferred CCCK branded polos and
- 1720 work jackets. Work boots are acceptable.

1721 5.7.1.4 Faculty

- 1722 • Business casual or business professional; nice jeans allowed

1723 In general, the following are considered inappropriate in the workplace:

- 1724 • Thong style flip-flops and house slippers
- 1725 • Spandex shorts or pants or leggings worn as pants (unless part of an outfit and the shirt or
- 1726 dress covers to mid-thigh)
- 1727 • Any clothing that shows undergarments
- 1728 • Athletic wear or jogging suits unless associated with coaching/athletic teaching
- 1729 responsibilities or while using the fitness center

¹⁰ Coaches teaching activity or mixed method courses should exercise professional judgement about attire.

- 1730 • Low-cut blouses or dresses
- 1731 • Shorts, skorts or skirts worn above mid-thigh
- 1732 • Ripped, torn, or disheveled clothing (light distressing ok)
- 1733 • Off shoulder tops or dresses; halter tops, or tops with spaghetti-style straps unless part of
- 1734 an outfit that does not include a sheer top; a jacket covering these types of clothes is
- 1735 acceptable.
- 1736 • Clothing revealing bare midriffs or back
- 1737 • Clothing that has vulgar language or profanities on it
- 1738 • Swimwear

1739 Some of the above listed items may be appropriate as determined by the venue (i.e., performing
 1740 demonstrations, special events, school picnic, service opportunities, etc.) An employee should ask his or
 1741 her supervisor if clarification is needed.

1742 **5.7.2 Enforcement of the Dress Policy**

1743 Supervisors and HR are responsible for monitoring compliance and are encouraged to provide coaching
 1744 as necessary. If a violation of the dress policy is noticed by a supervisor or HR, the first step shall be a
 1745 verbal warning that the particular piece of clothing is not allowed. In some instances an employee may
 1746 be sent home to change. If the code is broken a second time, the discipline policy in the Policy and
 1747 Procedures Manual will be followed.

1748 Nothing in this policy is intended to regulate individual choices such as beards, jewelry or hairstyles.

1749 Nothing in this policy is intended to abridge rights at law relating to non-discrimination or the Americans
 1750 with Disabilities Act, or hinder the advancement of diversity at the college. We will provide reasonable
 1751 accommodations unless it would cause an undue hardship to the college.

1752 **5.8 PERFORMANCE APPRAISALS**

1753 The purpose of the formal appraisal is to promote a culture of achievement and accomplishment among
 1754 employees and to provide specific feedback regarding work quality and performance. It is also intended
 1755 to provide an open discussion between the supervisor and employee regarding job responsibilities and
 1756 expectations for future responsibilities.

1757 Performance appraisals will generally be done annually for all employees. More frequent reviews may
 1758 be given to newly hired individuals and to those who have been promoted during a given year.

1759 Managers may conduct special performance reviews of an employee at any time when the employee's
 1760 performance, good or bad, warrants special consideration. Performance appraisal is a continuous
 1761 process and is not intended as an activity restricted to an annual review. Managers and employees are
 1762 encouraged to carry out informal, regular discussions concerning job performance throughout the year.

1763 Performance appraisal has the following objectives:

- 1764 • To evaluate how the job has been performed.
- 1765 • To discuss performance with the individual concerned.
- 1766 • To determine, where necessary, how performance can be improved.
- 1767 • To evaluate short-term and long-term goals and potential.

1768 Performance review does not automatically signify a consideration for a pay increase, promotion, or
1769 other action. Remuneration is reviewed annually as part of the budgeting process and may be informed
1770 through a pay-equity analysis or other quantitative method of assessment.

1771 Information regarding the evaluation of teaching faculty is contained in Faculty Handbook.

1772 5.9 PROTECTIVE ORDERS

1773 If an employee applies for a protective or restraining order listing the College as a location within the
1774 order's protected area, the employee must immediately notify the Office of Human Resources, which
1775 will allow the College to take measures needed to comply with the order and ensure the safety of the
1776 College community.

1777 All information regarding protective or restraining orders and the employee(s) affected by them is
1778 strictly confidential. It will be maintained in a secure location with limited access, and it will be disclosed
1779 only on a "need-to-know" basis.

1780 5.10 UPDATING PERSONAL INFORMATION

1781 In order to properly communicate employment information and administer employee benefits, the
1782 College must maintain current and accurate records on all employees. Consequently, it's important that
1783 you notify the Office of Human Resources whenever changes occur to any of the following personal
1784 information:

- 1785 • Name
- 1786 • Address
- 1787 • Telephone number
- 1788 • Marital status
- 1789 • Change in dependent status
- 1790 • Person to notify in case of accident or illness
- 1791 • Physician or hospital preference
- 1792 • Insurance beneficiary
- 1793 • Military status
- 1794 • Death of a family member
- 1795 • Jury duty assignments
- 1796 • Planned resignation
- 1797 • Planned retirement
- 1798 • Personal injury or illness sustained while on the job
- 1799 • Accommodations for temporary or permanent disability
- 1800 • Leaves of absence (including planned or actual absence for a medical condition that may last
1801 more than three consecutive days or involve medical treatment)

1802 The Office of Human Resources will pass on appropriate updates (i.e. name, address, phone number,
1803 etc.) to the Chief of Staff to ensure that the SIS/ERP records are up-to-date.

1804 **5.11 DISCIPLINE**

1805 In accordance with its values, where it appears appropriate and effective, the College can seek to use a
1806 system of discipline in order to address or remedy situations where an employee demonstrates
1807 unacceptable conduct or performance. Under the College’s system of progressive discipline, each
1808 incident requiring disciplinary action will be examined carefully to insure verification of facts and
1809 consistent application of corrective measures. Further, whenever reasonably feasible, an effort will be
1810 made to make certain the employee understands the rule that is involved, why the behavior is
1811 inappropriate or unacceptable, and specific changes which must be made in order to bring the
1812 employee’s conduct or performance to an acceptable level.

1813 As part of its discipline strategy, the College may choose to use a progressive discipline process, which
1814 allows the College to provide a restorative process, when deemed appropriate. This process also allows
1815 employees to see the results of their actions and encourages employees to develop the self-discipline
1816 and virtues so as to make further imposed discipline unnecessary.

1817 Progressive discipline is not applicable in every instance where disciplinary action is warranted.
1818 Specifically, if an employee’s violation involves egregious acts of misconduct, the employee may not be
1819 eligible for progressive discipline and instead will be subject to more serious disciplinary action, up to
1820 and including immediate termination. Actions requiring discipline and the progression of disciplinary
1821 steps may vary at the sole discretion of the College.

1822 The progression of steps of discipline may include any or all of the following:

- 1823 • **Counseling:** Discussion by the supervisor with the employee of behavior which could result in
1824 progressive discipline. The discussion should be documented in the supervisor’s personal files
1825 but need not be filed in Human Resources.
- 1826 • **Verbal Warning:** A verbal discussion between a supervisor and an employee about an
1827 employee’s failure to comply with a rule or demonstrated unacceptable conduct or
1828 performance. The supervisor must document that the meeting occurred, the subject of the
1829 meeting and the outcome of the meeting and submit the documentation to the employee’s file
1830 in Human Resources.
- 1831 • **Written Warning:** A second or subsequent documentation of an ongoing disciplinary issue.
1832 Documentation goes to the employee’s file in Human Resources.
- 1833 • **Final Warning:** At the point of progressive discipline that a supervisor has decided that the only
1834 possible consequence of further problems with performance or behavior is termination of
1835 employment, a final warning clearly stating the consequences should be issued and filed in the
1836 employee’s file in Human Resources. This is not to imply that an employee can only be
1837 terminated if a final warning is on file. It is simply advised to best insure that the employee
1838 clearly understands the implications of further failure to perform.
- 1839 • **Termination of Employment:** This final step in the progressive disciplinary process requires both
1840 documentation of the rationale and circumstances documenting the termination. Terminations
1841 require consultation with the Office of Human Resources.

1842 The following are some examples, but certainly not a comprehensive list, of the kinds of situations that
1843 might call for progressive discipline:

- 1844 • Insubordination
- 1845 • Neglect of duty
- 1846 • Dishonesty
- 1847 • Fighting or threats of violence
- 1848 • Theft, attempted theft or willful destruction of College property
- 1849 • Sabotage
- 1850 • Falsification of payroll, employment, or other College records or information
- 1851 • Chronic and/or excessive tardiness/absenteeism
- 1852 • Harassment
- 1853 • Using College IT equipment/infrastructure in a manner that is not in compliance with the ethical and moral standards of the College
- 1854
- 1855 • Violation of College policies or expectations articulated in other official handbooks or manuals
- 1856 • Material breach of the terms contained in one's letter of appointment, contract or employment agreement
- 1857
- 1858 • Failure to follow established safety protocols and procedures
- 1859 • Inefficient or ineffective work based upon established College and/or department standards
- 1860 • Fighting or threats of violence
- 1861 • Failure to report an accident, injury, or hazardous situation in a prompt manner
- 1862 • Other serious wrongdoing, including that which may harm persons or property

1863 **5.11.1 Suspension**

1864 Suspension from work, with or without pay, is an optional step in the disciplinary process. Suspension is
 1865 generally called for when it is necessary to remove an employee from the work environment while
 1866 decisions are being made on an appropriate progressive disciplinary step; for example, while
 1867 investigating a sexual harassment complaint, as a result of an altercation between an employee and
 1868 another individual. Suspension can occur at any point in the progressive disciplinary process.
 1869 Suspensions must be documented to the employee's file in Human Resources.

1870 **5.12 TERMINATION OF EMPLOYMENT**

1871 All employees, unless otherwise stipulated by official documentation, are employed at will and either
 1872 the College or the employee may end the employment relationship at any time. Employees who
 1873 voluntarily separate from this organization are asked to give, at minimum, a two-week notice of their
 1874 intention to terminate employment, excluding any vacation days. Written notice should be given to the
 1875 supervisor or Chief Officer and a copy given to Human Resources.

1876 Departing employees are expected to meet with the Office of Human Resources ~~for an exit~~
 1877 ~~interview~~ prior to leaving campus on the last day to complete any necessary paperwork. Employees may
 1878 be asked to complete an exit interview form, explaining the reasons for separation and their assessment
 1879 of the employment experience at your organization. ~~During the exit interview, employees will complete~~
 1880 ~~any necessary paperwork.~~ The Office of Human Resources will advise employees about benefits and
 1881 other issues that relate to separation from the College.

1882 If the College receives a two week notice from an employee they are expected to work those last two
 1883 weeks without using vacation or PTO.

1884 All departing employees (including faculty) must promptly return all property of the College, including,
 1885 but not limited to: keys, key cards, identification card, purchasing cards, and media equipment (cell
 1886 phones, laptops, iPads, and library materials). Media must be surrendered to the IT department and
 1887 keys to maintenance. The other items can be given to the appropriate supervisor on or before the
 1888 employee's last day of employment or Human Resources. If an exiting employee does not return key(s)
 1889 prior to leaving, they will be charged a minimum of \$200.00.

1890 Upon termination of employment, all access to the computer systems will end.

1891 An employee's last paycheck will be paper and held if all College property is not returned by employee's
 1892 last day. An employee's termination date shall be the last day of employment in which the employee
 1893 was present and working. Benefits shall cease at the end of the employee's termination month.

1894 It is the College's policy to ensure that institutionally initiated employee terminations are handled in a
 1895 respectful manner, and where appropriate, only after the employee has failed to demonstrate
 1896 improvement via the progressive discipline process. While in some cases progressive discipline should
 1897 be used to correct a behavior/performance problem and thereby avoid termination, certain types of
 1898 employee misconduct are so severe that one incident of misconduct will result in immediate dismissal
 1899 without prior use of progressive discipline.

1900 Before any action is taken to terminate the employment of an employee, the employee's supervisor
 1901 must review the situation with the Office of Human Resources.

1902 Please see Human Resources for information regarding the termination of benefits.

1903 **5.13 ~~PAYCHECKS~~PAYROLL**

1904 Central Christian College of Kansas payroll is run on a monthly basis with payday being on the last
 1905 business day of the month. Checks or direct deposits are distributed on that day by being placed in
 1906 employee mailboxes or distributed by ~~department supervisors~~payroll. When an employee is
 1907 terminating, the final payroll check will be paper if all College property is not returned. Direct deposit
 1908 of payroll checks can be established with ~~the HR Office~~Payroll.

1909 Deductions for the following items will be withheld, if they apply and have been properly authorized:
 1910 federal income tax, Social Security & Medicare, State Tax, TIAA retirement, contributions, dues, and
 1911 cafeteria meals, and any other benefits elected.

1912 **2024-2025 Payroll Dates**

Month	Payroll Cut off	Deadline	Payday	Number of weeks
July	July 19th	July 23rd	July 31st	4 weeks
August	Aug 23rd	Aug 26th	Aug 30th	5 weeks
September	Sept 20th	Sept 23rd	Sept 30th	4 weeks
October	Oct 18th	Oct 22nd	Oct 31st	4 weeks
November	Nov 15th	Nov 20th	Nov 27th	4 weeks
December	Dec 20th	Dec 23rd	Dec 31st	5 weeks
January	Jan 17th	Jan 22nd	Jan 31 st	4 weeks
February	Feb 14th	Feb 19th	Feb 28th	4 weeks

March	Mar 21st	Mar 24th	Mar 31st	5 weeks
April	Apr 18th	Apr 23rd	Apr 30 th	4 weeks
May	May 16th	May 21st	May 30th	4 weeks
June	June 20th	June 24 th	June 30th	5 weeks

1913 **5.14 PROMOTION AND TRANSFERS**

1914 (Owner: Office of the President; Last Reviewed: 3/31/2022; Last Updated 6/28/17)

1915 Central promotes or transfers administrative and staff employees into vacant positions when qualified
 1916 employees are available, interested, and deemed suitable in all respects and when it is determined that
 1917 the promotion or transfer is in the best interest of the department and the College. Employee eligibility
 1918 for promotion and/or transfer will be determined by the requirements of the new job.

1919 **5.14.1 Transfer**

1920 When an employee fills a vacant position that is within the job classification as their current position, it
 1921 is considered a transfer. A transfer is viewed as a lateral move for an employee and as such typically
 1922 involves the opportunity to learn a new position, but at no additional compensation. At times, the
 1923 College will initiate the transfers of employees between departments and facilities to meet specified
 1924 work requirements and reassignment of work requirements.

1925 Occasionally, an employee will transfer to a job that is lower in job classification than the employee’s
 1926 current position. When this happens, the difference in positions and scope of responsibility will be
 1927 reviewed with the hiring manager and Human Resources. Appropriate compensation will be determined
 1928 based upon the new job description and the employee’s length of service; however, an employee
 1929 cannot be guaranteed and should not assume that his/her compensation will not go down as a result of
 1930 taking a lower level position.

1931 All employees who transfer into new positions are subject to a probationary employment period during
 1932 which the supervisor evaluates the employee and the performance requirements of the position. The
 1933 probationary period for all administrative and staff employees is defined as the first 90 calendar days in
 1934 the new position. The College may extend the probationary period as necessary for appropriate
 1935 evaluation.

1936 Employment may be terminated by the College at any time without warning prior to the end of the
 1937 probationary period. If employment expectations are being met as of the end of the probationary
 1938 period, employment may continue until terminated by either party in accordance with the termination
 1939 policies of the College. However, successful completion of the probationary period does not confer the
 1940 right to employment of any specific duration.

1941 **5.14.2 Promotion**

1942 Promotions occur either when an employee fills a vacant higher-level position or when an employee’s
 1943 position is re-evaluated because of a significant increase in the position’s level of required technical
 1944 expertise, experience, leadership, management expertise and accountability. Promotions, unlike
 1945 transfers, may involve an adjustment in salary as funds are available and changes warrant as much.
 1946 Promotions are made on the basis of the employee’s suitability for higher level work and the job
 1947 requirements, not seniority.

1948 The College recognizes that the responsibilities and requirements of a higher-level position may not
1949 prove suitable to a particular employee as determined by the performance results of the promoted
1950 employee. In the event a promotion assignment is found unsuitable either by the employee or by the
1951 College, consideration will be given to allow the promoted employee to return to a former or
1952 comparable position for which the employee possesses demonstrated skills, knowledge, ability, and
1953 interest. If no such position is available, the promoted employee may be subject to termination with the
1954 opportunity to be rehired at a later time.

1955 When an employee has been selected to fill a vacant higher-level position, any pay adjustment will
1956 become effective when the employee moves into the vacant position. All promotional increases are
1957 subject to availability of funding.

1958 **5.15 TELECOMMUTING/REMOTE WORK**

1959 Central considers telecommuting to be a viable alternative work arrangement in certain circumstances
1960 which, when properly implemented and administered, benefits both the College and the employee. The
1961 College defines telecommuting as "a work arrangement in which some or all regularly scheduled work is
1962 performed at an off-campus worksite such as the home, on the road, or in an office space near home."
1963 Telecommuting is not an alternative work arrangement which is available to teaching faculty.

1964 Telecommuting is a voluntary work alternative (unless specifically stated as a condition of employment)
1965 that may be appropriate for some employees and some jobs. It is not an entitlement; it is not a college-
1966 wide benefit; and it in no way changes the basic terms and conditions of employment with the College.
1967 All College employees, including telecommuters, are subject to the College's policies and procedures.

1968 When considering the option of a telecommuting arrangement, the following are considered:

- 1969 • A determination of whether the employee's job duties can be performed remotely.
- 1970 • Confirmation that the employee has the equipment, space, and other resources necessary for
1971 working from home.
- 1972 • A satisfactory review of the employee's performance record.
- 1973 • A supervisor's confirmation that the employee's work habits would allow for him or her to
1974 telecommute successfully.
- 1975 • Whether telecommuting will meet the business needs of the College.

1976 If all these considerations are satisfactorily met, the College may consider allowing an employee to
1977 telecommute, when the arrangement is in the best interest of the employee and the College.

1978 **5.15.1 Telecommuting Expectations**

1979 Employees are expected to maintain their telecommuting space in a safe manner, free from safety
1980 hazards, and to promptly notify the College of any injuries by filing an incident report that includes a
1981 description of what the employee was doing before, after, and at the time of the injury. The College
1982 reserves the right to require an employee's remote work environment to be approved before the
1983 employee can work remotely.

1984 Non-exempt employees are also expected to record all hours worked. An employee may only work
1985 hours in excess of those scheduled per day and per workweek if the employee's supervisor has given
1986 prior approval for such work.

1987 Additionally, telecommuting employees are expected to abide by all policies and procedures of the
1988 College, no different than on campus employees.

1989 Telecommuting is a privilege, and the arrangement can be refused or terminated for any or no reason at
1990 any time.

1991 5.16 CELL PHONES

1992 Employees are expected to exercise discretion in using personal cell phones at work.

1993 For safety reasons, employees driving for business reasons are not to use cell phones or other mobile
1994 devices capable of making calls unless they use a hands-free device. If they receive a call while driving,
1995 employees should answer it using a hands-free device or pull off the road to a safe location as soon as
1996 possible.

1997 Additionally, employees are not to write, send, or read text-based messages (email, texts, etc.) while
1998 driving. In some circumstances (such as transporting students, driving in heavy traffic, or driving in
1999 hazardous weather conditions), employees should avoid even hands-free use of a cell phone or other
2000 mobile device that can make calls.

2001 All employees must follow all applicable laws and regulations regarding cell phone use. Employees who
2002 violate this policy will be subject to discipline, up to and including termination of employment.

2003 5.17 AMOROUS RELATIONSHIPS – ABUSE OF POWER

2004 The College expects its employees to adhere to the highest standards of professional and personal
2005 conduct and to operate above reproach while performing duties for the College. Employees have the
2006 opportunity to help create a positive educational environment that is built, in part, on trust, mutual
2007 respect and ethical behavior. All employees must avoid the appearance, perception and actuality of
2008 abuses of power and conflicts of interest. This policy sets forth the expectations for amorous
2009 relationships between employees and students, and between employees and other employees.

2010 For purposes of this policy, “amorous” means showing, expressing, or relating to sexual or intimate
2011 interest, irrespective of whether such conduct is welcome – excluding marital relationships.

2012 Amorous relationships present inherent risks that may or may not be visible to the participating
2013 individuals. Power dynamics can create distortions in the participants’ evaluation of the relationship and
2014 can contribute to perceived, actual or assumed conflicts of interest or abuses of power. Further, the
2015 inherent power differential could lead to a lack of effective consent.

- 2016
- **Conflict of Interest:** Conflicts of interest, or the appearance of conflicts of interest, which may arise in connection with amorous relationships.
 - **Power Differential:** An amorous relationship involving a power differential creates the potential for serious consequences. Examples of power differentials include but are not limited to: a faculty member who will be grading a student’s performance, an athletic coach who determines playing time and scholarships, a residence hall director who may assess fines or other penalties against a resident student, or an administrator who has access to student records. These power differentials are serious threats to the values and environment we seek to provide. Individuals considering such relationships must be aware that:
- 2017
- 2018
- 2019
- 2020
- 2021
- 2022
- 2023
- 2024

- 2025 ○ the reason for entering the relationship may be an element of the power differential;
- 2026 ○ if a charge of sexual harassment is alleged, it will be exceedingly difficult to defend against
- 2027 the charge on grounds of mutual consent; and
- 2028 ○ the individual with power in the relationship will likely bear the burden of accountability.

2029 Even where negative consequences to the participants do not result, such relationships create an
2030 environment charged with potential or perceived conflicts of interest and possible leverage of the
2031 power differential to maintain or promote the relationship. Amorous relationships that individuals may
2032 view as consensual may still raise questions of inequity, as well as of an exploitative abuse of trust and
2033 power.

2034 5.17.1 Employees and Students

2035 Faculty members, administrators, coaches, and other staff [including GA's] have important, multifaceted
2036 and influential roles with students. They serve as intellectual guides, role models, supervisors, mentors,
2037 educators, spiritual mentors, and advisors for our students. Because the integrity of these relationships
2038 must be maintained and fostered for the benefit of the participants and third persons, the College
2039 expects these individuals to conduct themselves in a manner that does not potentially interfere with
2040 those relationships.

2041 Employees are prohibited from engaging in amorous relationships with a student. This prohibition does
2042 not apply to an employee and student that are in a marital union. However, any employee who is a
2043 spouse of a student; or who became involved in an amorous relationship prior to enrollment or
2044 employment, is prohibited from evaluating the academic performance of that student or otherwise
2045 exercising authority, supervision or influence over that student. In order to enforce this provision a staff
2046 member involved in such a relationship shall disclose the existence of the relationship to the Office of
2047 Human Resources.

2048 If an employee fails to meet the requirements for disclosing a relationship with a student, or fails to
2049 cooperate in the actions described above, such a failure constitutes a violation of this policy and may
2050 result in disciplinary action, up to and including termination.

2051 5.17.2 Employees

2052 The College recognizes there may be situations where amorous relationships – including marital unions
2053 – may exist between College employees. The College does not prohibit these relationships, but does
2054 prohibit the perceived, assumed or actual preferential treatment potentially present and inherent with
2055 relationships of this nature in the workplace. For this reason, no employees who are in an amorous
2056 relationship may participate in or assert any influence over – directly or indirectly – the terms or
2057 conditions of the other's employment at the College. Terms and conditions of employment include, but
2058 are not limited to supervision, performance reviews, working conditions, job duties, compensation,
2059 benefits, promotions, awards, and discipline.

2060 The existence of such a relationship must be disclosed by the employee in the position of greater
2061 authority. Disclosure should occur through the Office of Human Resources, which may alert other offices
2062 as appropriate.

2063 With respect to graduate students, employees are prohibited from pursuing or engaging in an amorous
2064 relationship with a graduate student under that individual's authority.

2065 **5.17.3 Enforcement**

2066 Any employees who believe or suspect in good faith that this policy has been violated should report this
2067 information to their supervisor or the Office of Human Resources.

2068 Central Christian College of Kansas shall promptly investigate any potential or reported violation of this
2069 policy and deal with the situation on a case-by-case basis. If it finds that this policy has been violated,
2070 resolving the situation may involve (but is not limited to) the following options:

- 2071 • Reassigning an employee to another position.
- 2072 • Taking disciplinary action.
- 2073 • Terminating employment.

2074 Retaliation against persons who report concerns about potential violations of this policy is prohibited.

2075 This policy does not preclude or interfere with the rights of employees protected by the National Labor
2076 Relations Act or any other applicable statute concerning the employment relationship.

2077 **5.18 ATTENDANCE & ABSENCE**

2078 Regular attendance and punctuality are considered essential functions of every employee's job.
2079 Therefore, all employees are expected to arrive on time, ready to work, every day. The College defines
2080 an absence as failure to report for and remain at work as scheduled. This includes arriving late for work
2081 and leaving early without prior supervisory approval. Additionally, absences that exceed the permitted
2082 number of hours under the vacation and sick policies may be considered unexcused absences.

2083 Employees who are unable to arrive at work on time or must be absent for any portion of the day, must
2084 contact a supervisor as soon as possible. Ideally, this would be the direct supervisor. If that is not
2085 possible, then a message may be left for the supervisor.

2086 Excessive absenteeism may be subject to disciplinary action, up to and including termination. The
2087 standard of what is excessive is determined by the needs of each particular department, division, or
2088 office. Absences of three or more consecutive working days or frequent absences, whether for illness or
2089 injury of the employee, the employee's dependent child, spouse or parent, must be reported to the
2090 Office of Human Resources to be evaluated for FMLA.

2091 Faculty should follow the procedures as outlined in the Faculty Handbook. Coaching staff should follow
2092 procedures as outlined in the Athletic Department Handbook, but still notify Human Resources.

2093 Vacation and PTO forms can be found in the Business Office.

2094 Nothing in this policy shall affect the at-will status of all employees, nor shall it restrict, constrain, or
2095 prohibit supervisors from applying discipline for other actions.

2096 **5.18.1 Civic Duty (Jury, Subpoena, & Voting)**

2097 Serving on a jury or testifying as a witness when called is a civic duty that this organization fully
2098 recognizes and supports. It is the employee's responsibility to notify his or her supervisor and the Office
2099 of Human Resources as soon as a formal notice regarding jury duty is received. This will allow the
2100 employee's supervisor to make arrangements for coverage during this time period. While serving on jury
2101 duty, employees will be paid the difference between jury duty pay and their regular pay. The employee

2102 will continue to be paid for those regularly scheduled hours missed due to jury duty. Pay earned from
2103 the court for jury duty pay--both wages and mileage reimbursement--may be kept by the employee.

2104 Employees who receive a subpoena should notify their supervisor in advance of their need to appear in
2105 court on the scheduled date. Court appearances under subpoena or out of civic duty (such as testifying
2106 as a witness) will normally be considered excused time with pay. Time to appear in court for personal
2107 business will need to be covered by vacation or PTO.

2108 Voting is a unique privilege and civic responsibility of a democratic republic. The College supports
2109 employee engagement in this process. All employees should be able to vote either before or after
2110 regularly assigned work hours. If this isn't possible, employees may take off for a reasonable period of
2111 time (up to two hours) to vote at the beginning or end of the workday, without loss of pay. To qualify for
2112 this time off, employees must notify their supervisor at least two business days in advance of their
2113 desired voting day to allow for arrangements to be made for coverage during this time period.

2114 **5.19 REGISTERING GRIEVANCES, HARASSMENT, DISCRIMINATION, OR OTHER WORKPLACE CONCERNS**

2115 The College recognizes that in any work environment there are times when employees need to express
2116 concerns and work-related problems in a formal manner. This policy establishes the process whereby
2117 College employees may present concerns and other work-related problems for prompt and considerate
2118 review and response. Once made aware of a concern or grievance, the College will seek to act promptly,
2119 while also committing to a legitimate and comprehensive process. In alignment with our denominational
2120 heritage, the process will seek to identify an outcome that is both educational and redemptive,
2121 encouraging personal responsibility and reconciliation within the community.

2122 At the same time the safety and well-being of our staff is paramount. Therefore, any incident that can
2123 reasonably be interpreted as threatening or endangering the well-being of a member of the campus
2124 community or guest, will be met with a swift and appropriate response¹¹.

2125 **5.19.1 Harassment**

2126 In accordance with Title IX, no person in the United States shall, on the basis of sex, be excluded from
2127 participation in, be denied the benefits of, or be subjected to discrimination under any education
2128 program or activity receiving Federal financial assistance. Central will not tolerate harassment, or the
2129 existence of a verbally abusive or hostile environment.

2130 Harassment does not require intent to offend. Inappropriate conduct such as a joke, prank, or even a
2131 compliment may lead or contribute to or constitute harassment. Harassment generally takes one of two
2132 forms: "quid pro quo" harassment, in which the harasser makes sexual favors or tolerance of
2133 unwelcome behavior a condition of the victim's success in some way; or "hostile environment"
2134 harassment, in which the overtly sexual nature or derogatory nature of conversations, pictures, humor,
2135 including activities taking place in an academic or work environment, makes it difficult for members of
2136 the campus community to fully engage the mission and purpose of their association with the College.
2137 Harassment often makes the victim feel devalued, uncomfortable, unwelcome, intimidated, or afraid to
2138 speak or choose freely. Examples of harassing behavior include (but are not limited to) the following:

¹¹ 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.

- 2139 • Offensive insults, slurs, remarks, pranks or language meant to disgrace another based on such
- 2140 things as one's race, color, religion, national origin, citizenship, age, sex, gender, veteran status,
- 2141 marital status, disability, or any other characteristic protected under applicable laws and
- 2142 regulations
- 2143 • Offensive and demeaning images based on such things as one's race, color, religion, national
- 2144 origin, citizenship, age, sex, gender, veteran status, marital status, disability, or any other
- 2145 characteristic protected under applicable laws and regulations
- 2146 • Aggressive or hostile behavior or taunts based on such things as one's race, color, religion,
- 2147 national origin, citizenship, age, sex, gender, veteran status, marital status, disability, or any
- 2148 other characteristic protected under applicable laws and regulations
- 2149 • Using digital media, including instant messaging, blogs, websites, e-mails, chat rooms, and cell
- 2150 phones to threaten and/or humiliate
- 2151 • Verbal harassment disguised as humor
- 2152 • Obscene gestures and suggestive remarks about a person's body, clothing, or other personal
- 2153 attributes
- 2154 • Physical aggression or intimidation including even subtle contact like pinching or patting.
- 2155 • Sexual innuendos or sexually suggestive charged language that an individual finds offensive or
- 2156 demeaning.
- 2157 • Racially charged language that an individual finds offensive or demeaning.
- 2158 • Pressure for sexual activity
- 2159 • Offensive graffiti
- 2160 • Policies, behavior, attitudes, and practices related to personal characteristics of an individual or
- 2161 group that have the purpose or effect of creating an intimidating, offensive, isolating, and/or
- 2162 degrading environment for that individual or group. This includes (but is not limited to) the use
- 2163 of images, language, or actions that foster, condition, or tolerate discrimination based on skin
- 2164 color, race, color, religion, national origin, citizenship, age, sex, gender, veteran status, marital
- 2165 status, disability, personal choices, or any other characteristic protected under applicable laws
- 2166 and regulations.
- 2167 • Open discussion of intimate details of one's own personal life
- 2168 • Any type of violence, including sexual violence and stalking.

2169 Unwanted, offensive, and culturally insensitive conduct, language, or images do not have to be directed
 2170 at a specific individual in order to create an atmosphere that is intimidating or offensive to an individual.
 2171 It is important to note that harassment may take place in an academic, residential or work setting. The
 2172 College requires that instructors who teach courses in which sexually explicit materials are a part of the
 2173 curriculum, due to the nature of such courses (e.g. Biology, Human Sexuality, etc.) publicize course
 2174 content in advance and conduct such classes with appropriate decorum and sensitivity.

2175 5.19.1.1 Sexual Misconduct

2176 This policy defines sexual misconduct as any threat, act, or omission used to obtain sexual
 2177 gratification against another's will or at the expense of another, including without limitation,
 2178 behavior inducing fear, shame, or mental suffering. Sexual misconduct includes unwanted
 2179 sexual acts or actions, whether by a domestic partner, an acquaintance, a person in the
 2180 position of authority, or a stranger that occurs without indication of consent of both individuals

2181 or under threat or coercion. Sexual misconduct can occur either forcibly and/or against a
2182 person's will, or when a person is incapable of giving consent. Silence does not, in and of itself,
2183 constitute consent. The victim of sexual misconduct may be anyone, including but not limited
2184 to adults, adolescents, and minors; the disabled, and vulnerable individuals regardless of age.
2185 Sexual misconduct may include, but is not limited to, rape, forcible sodomy, forcible oral
2186 copulation, sexual assault with an object, sexual battery, forcible fondling, and threat of sexual
2187 assault.

2188 Sexual misconduct may include the use or threat of force; the use of intoxicants to substantially
2189 impair a person's power to give consent; engaging in sexual acts with a person for whom there
2190 is reasonable cause to believe he or she suffers from a mental state which renders him/her
2191 incapable of understanding the nature of the contact; or engaging in sexual acts with a minor.
2192 Unsolicited verbal assaults of a sexual nature may also be considered sexual misconduct.

2193 Stalking may also be considered sexual misconduct as unwanted and obsessive attention which
2194 relates to harassment and intimidation and is a criminal offense.

2195 Sexual misconduct is prohibited and considered a major offense. Abuse of alcohol or other
2196 substances does not relieve individuals of their responsibilities to themselves or others. Sexual
2197 misconduct incidents should be reported as soon as possible to the Title IX Coordinator and/or
2198 Human Resources. The Student Life Office can provide referrals for rape counseling and/or
2199 medical treatment. Although they will make all efforts to keep matters confidential, College
2200 officials (other than representatives of counseling services) are required to report sexual
2201 misconduct incidents to the Title IX Coordinator or Human Resources for possible investigation
2202 and appropriate response. Regardless of if the assailant is a student(s) or an employee of the
2203 college, a complaint can still be filed with the Title IX Coordinator. This does not preclude the
2204 right to seek criminal prosecution.

2205 The Title IX Coordinator advises, but does not require, all victims of sexual assault to file a
2206 report through the McPherson Police Department or the appropriate law enforcement agency
2207 where the incident occurred. Reporting the incident does not obligate the victim to press
2208 charges. However, both the Title IX Coordinator and the McPherson Police Department stand
2209 ready to assist all members of the community in that regard. Whenever reasonable, the College
2210 will respect a student's right to report an alleged sexual assault confidentially. All reported
2211 incidents become part of the campus crime report statistics.

2212 Both the accused and the accuser have the right to a swift and thorough process; however, the
2213 timeliness of such a process is predicated on a number of factors. The accused and the accuser
2214 will be informed of the College's final decision respecting the alleged act(s) of sexual
2215 misconduct and any sanction imposed against the accused in writing. If the College's
2216 evidentiary findings conclude that it is more likely than not that sexual misconduct has
2217 occurred, sanctions will be imposed for the accused, and restorative measures will be
2218 implemented for the accuser.

2219 5.19.1.2 Responding to Harassment

2220 All members of the campus community are responsible for maintaining an environment free of
2221 harassment, including acts of misconduct. Individuals who believe that they have been

2222 subjected to or have witnessed harassing behavior or misconduct are encouraged to report the
2223 matter. There are options for reporting harassment and/or misconduct:

- 2224 • An employee can speak to a supervisor or Chief Officer.
- 2225 • An employee can speak to Human Resources or the Title IX Coordinator.
- 2226 • An employee can report the incident through the staff resources page link.

2227 The authorization of, cover-up, or participation in any act of harassment or misconduct is
2228 strictly forbidden. Failure to abide by this policy shall be cause for disciplinary action, which
2229 may include termination of employment.

2230 When a formal complaint is filed, the Title IX Coordinator will thoroughly investigate the matter
2231 according to regulatory constraints. After reviewing all the facts, it will be decided whether
2232 there is a preponderance of the evidence to believe that sexual harassment is more likely than
2233 not to have occurred. If substantiated, the Title IX Coordinator will take appropriate action. If
2234 unsubstantiated and the issue is student related, the issue will be referred to the Chief Student
2235 Engagement Officer for further action. If unsubstantiated and the incident involves faculty or
2236 staff, the case will be referred to the Office of Human Resources.

2237 Disciplinary action, including expulsion or employment termination, may be taken against any
2238 employee who is found guilty of sexual harassment.

2239 5.19.1.3 Confidentiality Related to Harassment Concerns

2240 The College will make reasonable efforts to preserve the privacy of an individual who makes a
2241 report under this policy and to protect the confidentiality of the information reported, subject
2242 to the "due process" rights of an accused. The degree to which confidentiality can be
2243 protected, however, also depends upon the College's legal duty to respond to the information
2244 reported and the professional role of the person being consulted. The professional being
2245 consulted should make these limits clear before the disclosure of any facts. As required by law,
2246 all disclosures to any College employee of an on-campus act of sexual misconduct are tabulated
2247 for statistical purposes without personal identifying information.

2248 5.19.1.4 Retaliation

2249 Retaliation against an individual who complains of harassment or misconduct is strictly
2250 prohibited. There will be no adverse action against any individual for reporting what is believed
2251 to be an incident of harassment or misconduct, or for participating in or cooperating with an
2252 investigation of an alleged incident. However, the College's commitment to address complaints
2253 should not be viewed as license for individuals to engage in unfounded, frivolous or vindictive
2254 actions that are not made in "good faith." Such behavior is also a violation of the intent of this
2255 policy.

2256 5.19.2 General Grievance Procedure

2257 This procedure describes the process for general grievances concerning work-related problems or
2258 conditions that are interpreted as unfair, inequitable, or a hindrance to the effective performance of the
2259 employee's job.

2260 **Issues arising from harassment, sexual misconduct, or interpersonal violence should immediately**
2261 **contact the Office of Human Resources.** If a supervisor or manager becomes aware that harassment
2262 and/or misconduct is occurring, either from personal observation or as a result of an individual coming
2263 forward, the supervisor needs to respond immediately and contact the Office of Human Resources for
2264 guidance in managing the situation.

2265 5.19.2.1 Informal Process – Step One

2266 Recognizing that many complaints and disputes can be settled through conversation between
2267 invested parties, employees are encouraged to begin the resolution process by speaking with
2268 their immediate supervisors.

2269 If an individual has a concern with his or her supervisor, has exhausted attempts to work with
2270 the supervisor, or for any reason considers it to be more appropriate to escalate the issue, a
2271 conversation may be scheduled with an appropriate Chief Officer or the Human Resource
2272 Office.

2273 The Office of Human Resources guides the process in several ways:

- 2274 • gathers the input and support of appropriate College resources related to the situation
- 2275 • networks with HR professionals and legal counsel
- 2276 • recommends appropriate options for addressing the matter
- 2277 • facilitates conversations
- 2278 • assists in identifying problematic behavior
- 2279 • suggests possible remedies
- 2280 • monitors agreed upon resolution process

2281 This process typically leads to an informal resolution (such as a meeting to make the offending
2282 party aware of the impact of their actions and establishing an appropriate resolution). The HR
2283 Office reserves the right to escalate any concern to a formal process.

2284 5.19.2.2 Formal Process - Step Two

2285 If the grievance is not resolved *informally*, as part of the process described in step one, the
2286 employee may present the grievance in writing to the Human Resource Officer, or a form is
2287 available at: <https://survey.alchemer.com/s3/6294076/Staff-Grievance-Form>.

2288 The Office of Human Resources will make inquiries, as necessary in order to become familiar
2289 with the facts associated with the grievance. The investigation may include interviewing
2290 individuals other than the complainant and the respondent. Discretion in how information is
2291 handled is paramount throughout the process. Every reasonable effort will be made to protect
2292 the privacy of all parties. However, strict confidentiality cannot be guaranteed due to the
2293 necessity for investigation and fact-finding. Beyond that, any individual who wrongfully
2294 discusses or discloses confidential information will be subject to disciplinary action. Should any
2295 individual refuse or fail to cooperate fully with an investigation, he or she may be subject to
2296 disciplinary action, which may include suspension or termination of employment.

2297 The Office of Human Resources is responsible for reviewing the situation and will partner with
2298 specific resources in determining specifics of the investigation and recommended outcomes.

2299 As warranted, the Office of Human Resources may:

- 2300 • establish and review an appropriate timeline and agenda with relevant resource
2301 partner(s) and investigatory partner(s)
- 2302 • organize, implement, conduct and/or partner in an appropriate investigation
- 2303 • ensure all parties have been provided with documentation of the grievance process and
2304 rights
- 2305 • interview persons believed to have relevant information, or facilitate interviews by
2306 appropriate investigatory partner(s)
- 2307 • review findings with the appropriate resource or investigatory partner(s).
- 2308 • render or review a written decision and resolution recommendation in conjunction with
2309 resource or investigatory partner(s)
- 2310 • close and retain the investigation file

2311 The Office of Human Resources will ensure that both the complainant and the respondent are
2312 notified that they may request to have a colleague present for support. No party or participant
2313 in the employee grievance process shall be accompanied by legal counsel at any meeting held
2314 for the purpose of resolving the grievance.

2315 The final written decision will reflect either a determination that the allegations were
2316 unwarranted, the allegations cannot be corroborated, or the allegations have merit thereby
2317 requiring resolution. Determination of responsibility will be made based upon a preponderance
2318 of credible evidence (defined as where it is more likely than not that the respondent is
2319 responsible for the alleged violation).

2320 Credible evidence depends upon the following factors:

- 2321 (i) the quality of the evidence (first-hand knowledge, credible corroboration etc.);
- 2322 (ii) prior complaints against the respondent
- 2323 (iii) prior complaints made by the complainant. In such situations, the written decision
2324 will include the terms of the prescribed resolution including any disciplinary or
2325 reparative action deemed appropriate.

2326 The prescribed response will depend on the following factors:

- 2327 (i) the severity, frequency and pervasiveness of the conduct;
- 2328 (ii) the response of the participants;
- 2329 (iii) the potential impact on community. Copies of the decision will be shared with all
2330 parties as well as all parties' supervisors and the appropriate Chief Officer.

2331 5.19.2.3 Step Three - Appeal

2332 If either the complainant or the respondent is not satisfied with the decision and wishes to
2333 pursue the matter further, the respective party may prepare a written summary of the
2334 concerns and request an appeal. This request should be made through the Office of Human
2335 Resources who will convene an appeals session of the Grievance Review Board. One or more of
2336 the following appeal criteria must be cited in order for the appeal to be considered:

- 2337 • New Evidence: Previously unavailable evidence is produced
- 2338 • Flawed Process: A procedural error or irregularity materially affected the outcome of
2339 the case
- 2340 • Severity: The outcomes issued are too severe or too lenient in relation to the violation

2341 Both parties have three (3) working days, following the *postmark date*¹², to appeal.

2342 The Grievance Review Board is appointed by the President. Typically three (3) members will
2343 serve at an appeal hearing. Membership includes at least one faculty member and at least one
2344 staff member. In the event that the grievance is against a member of the Grievance Board or in
2345 any way connected to a member of the Grievance Board, an alternate member, with no conflict
2346 of interest, shall be appointed by the President. If the grievance is with the President, the Board
2347 of Trustees may designate an appropriate committee to review the appeal.

2348 The College's legal counsel may be present at the hearing and may advise the Chair on
2349 procedural matters.

2350 The Grievance Board, after a full review of the facts (which may include a review of the written
2351 summary of the problem, interviews with the people involved, and further investigation if
2352 necessary), will provide a written decision and recommendations to the Office of Human
2353 Resources. The final written decision by the Grievance Board will reflect either a determination
2354 that the allegations were unwarranted, cannot be corroborated, or the allegations were
2355 founded. The terms of the prescribed resolution, including any disciplinary action deemed
2356 appropriate, will be provided in the final decision.

2357 The Office of Human Resources will provide copies of the decision and prescribed resolution to both
2358 parties, as well as to the appropriate Chief Officer(s) associated with each party. The decision of the
2359 Grievance Board will be final.

¹² If sent electronically, this would be the date stamp associated with the send date.

2360 6 EMPLOYEE BENEFIT

2361 (Owner: Office of Human Resources; Last Reviewed: 02/21/2023; Last Updated 03/21/2023)

2362 For the benefit of employees and the College, Central Christian College of Kansas provides certain
2363 employee benefits, as outlined herein. All employee benefits are subject to change or elimination at any
2364 time at the discretion of the College. Benefits also may be modified in accordance with federal and state
2365 law and will be governed by all existing plan documents.

2366 Temporary employees and people not employed by the College, such as independent contractors, are
2367 not eligible for any benefits.

2368 Contact the Office of Human Resources with any questions regarding benefits.

2369 6.1 GENERAL BENEFITS

2370 The College participates in all mandatory benefits as legally required by federal and state regulations,
2371 including:

- 2372 • Social Security (www.ssa.gov)
- 2373 • Medicare (www.medicare.gov)
- 2374 • Worker's Compensation Insurance

2375 The following fringe benefits are available to all employees who are three quarters' time or more. When
2376 an employee is less than full-time, some of the benefits will be offered on a pro-rated basis. Employees
2377 less than part-time, on call, temporary, or student workers are not eligible for fringe benefits.

2378 6.1.1 Paid Time Off

2379 This policy defines the parameters associated with paid time off (PTO). Employees are not required in
2380 most instances to give advance notice to take PTO, but should inform their supervisor as early as
2381 possible.

2382 The purpose of PTO is to provide employees with flexible paid time off from work that can be used for
2383 such needs as personal or family illness, personal or family appointments, funerals, volunteerism, and
2384 other activities of the employee's choice. This policy applies to all general staff. Faculty, Residence Life
2385 Staff, and Athletic staff should refer to the appropriate handbook to determine benefits related to PTO.

2386 *This policy is not intended to enable an employee to receive more paid leave than is available under*
2387 *other policies.*

- 2388 • Full-Time Exempt Staff: 12 days (96 hours)
- 2389 • Full-Time Non-Exempt Staff: 12 days (96 hours)
- 2390 • Part-Time/Hourly : Pro-rated according to the above schedule or % of FTE (e.g. a ½ time worker
2391 will receive ½ of the above described PTO or someone who works 25 hours each week will get
2392 63% of what a full time employee receives).

2393 The full fiscal year award is given at the beginning of the fiscal year (July 1st), even though it is
2394 unearned. Unearned leave converts to earned leave throughout the fiscal year as the employee works

2395 their assigned hours. An employee must work their full assignment for the year to earn the full amount
2396 of the awarded leave. PTO may not be "borrowed" from the next fiscal year.

2397 Payment for PTO hours that have been taken, but not yet earned will be deducted from an employee's
2398 final pay~~check(s)~~ in the event of termination or resignation of employment. The employee will be
2399 responsible for the repayment of any monies that could not be recovered from an employee's final
2400 pay~~check(s)~~. PTO is earned on a pro-rated basis during the employee's first year if the date of hire is
2401 after the first of the fiscal year (July 1).

2402 Employees must exhaust accrued PTO prior to taking unpaid time off. Unpaid time off extending beyond
2403 five working days will fall under the guidelines of the Personal Leave of Absence policy.

2404 ~~All PTO time must be scheduled and approved by the employee's supervisor and/or the appropriate Vice~~
2405 ~~President.~~ Your supervisor reserves the right to deny a request for vacation PTO when it would
2406 significantly interfere with operational capability.

2407 6.1.1.1 Accumulation of PTO Days

2408 All employees are allowed to use up to the full amount of PTO throughout the year; however, PTO is
2409 earned per pay period based on the below schedule:

- 2410 • Full-Time Exempt Staff: 8 hours per pay period
- 2411 • Full-Time Non-Exempt Staff: 8 hours per pay period
- 2412 • Part-Time/Hourly: Pro-rated according to the above schedule.

2413 All eligible employees can accrue up to 90 PTO days. ~~This policy replaces the previous Sick Leave Policy~~
2414 ~~and therefore any accrued sick leave will roll into the new PTO 90 day accrual.~~ In the event of
2415 termination or resignation accumulated PTO will not be paid out as a cash benefit.

2416 6.1.2 Vacation

2417 Teaching faculty, coaches, and residence life staff take vacations according to policies as prescribed by
2418 their appropriate supervisor. Other full-time staff vacations are calculated as follows (reduced pro rata
2419 for partial years of employment).

- 2420 • Employment Years 1-5: 10 days paid vacation
- 2421 • Employment Years 6-10: 15 days
- 2422 • Employment Years 11 or more: 20 days

2423 Chief Officers accrue vacation days at the start of each service year at the rate of:

- 2424 • Employment Years 1-5: 15 days paid vacation
- 2425 • Employment Years 6-10: 20 days
- 2426 • Employment Years 11 or more: 25 days

2427 A service year, for the purpose of calculating vacation leave accruals, is defined to be a year worked in a
2428 non-student, non-temporary/occasional assignment.

2429 Employees who begin employment during the July 1-December 31 period will receive vacation time
2430 accruing at the rate of .8 days per month through the following June 30. July 1 starts their second

2431 employment year.

2432 Employees who begin employment during the January 1-June 30 period will receive vacation time
2433 accruing at the rate of .8 days per month through June 30. July 1 starts their first employment year.

2434 Vacation time must be used by June 30 in the year in which it was granted/earned. The College's fiscal
2435 year is July 1 – June 30. The employee is to consult with his or her supervisor ahead of time in planning
2436 vacation time to fit the workload.

2437 Part-time staff members ($\frac{1}{2}$ time or greater) receive pro-rated vacation time according to the above
2438 schedule (e.g. A one-half time worker will receive $\frac{1}{2}$ of above-described vacation.)

2439 All vacation time must be scheduled and approved by the employee's supervisor and/or the appropriate
2440 Chief Officer. Your supervisor reserves the right to deny a request for vacation when it would
2441 significantly interfere with operational capability.

2442 Payment for vacation hours that have been taken but not yet earned will be deducted from an
2443 employee's final paycheck in the event of termination or resignation.

2444 6.1.2.1 Accumulation of Vacation Days
2445 Vacation days are not accumulated between fiscal years; therefore, no carry-over of vacation
2446 from one fiscal year to the next is permissible.

2447 In the event that an employee is re-hired, previous years of service will be considered
2448 for vacation accumulations.

2449 6.1.2.2 Vacation Record Keeping
2450 All employees that earn Vacation must fill out a "Leave Request Form". This must be
2451 approved and signed off on by the employee's supervisor and then turned into Human
2452 Resources.

2453 **6.1.3 Leave of Absence**

2454 Employees who have completed at least one year of employment may request a leave of absence from
2455 the College for personal reasons. In determining eligibility for a personal leave, the College will review
2456 the employee's length of service, work record, leave(s) previously granted, and the reason for the leave.
2457 The employee shall receive no salary and will not receive fringe benefits during the period of personal
2458 leave. Vacation and PTO will not accrue during the leave period. Time spent on personal leave shall not
2459 count toward years of service at the College. The cost of any fringe benefits which continue during the
2460 leave will be the responsibility of the employee.

2461 An approved personal leave will not extend beyond one year. The approved length of the leave will be
2462 clearly specified in the notification given by the College.

2463 In granting a personal leave, the College assures employment to the individual upon completion of the
2464 leave. However, the College may not always be able to assure that the individual will be returned to the
2465 same position or rate of pay. Depending on the length of the leave and the nature of the position, the
2466 College may elect to fill the position on a temporary basis, while the employee is on personal leave.

2467 The College reserves the right to deny requests for personal leave.

2468 **6.1.4 ~~Medical Health~~ Insurance**

2469 The group ~~medical health~~ insurance available to employees is a fully insured major medical policy
2470 offered through Blue Cross and Blue Shield of Kansas. Current plans are available in the Business Office.
2471 Currently, employees pay approximately 25% and Central Christian College of Kansas pays 75%. When
2472 an employee is nearing the age of 65 and is still on CCK's group health plan, please make an
2473 appointment with the Human Resources Department to discuss insurance options.

2474 **6.1.5 Retirement Plan**

2475 Central participates ~~a 403(b) retirement program with TIAA as the record keeper. in the TIAA-CREF~~
2476 ~~Retirement Program.~~ Eligible employees decide their participation level with a minimum contribution of
2477 4% to match. An employee may contribute less than 4%, but it will not be matched. Central Christian
2478 College of Kansas may offer an employee matching contribution as set by the College administration
2479 ~~not to exceed 6%.~~ Currently, the College matches employee contributions at the 2% level. The
2480 Executive Team ~~reviews this every year and~~ can adjust up or down based on the budget ~~and the plan~~
2481 ~~document. During the benefit enrollment period each year, E~~ every eligible employee is offered the
2482 chance to participate in retirement ~~multiple times a year.~~

2483 All investments ~~purchased through Central's retirement program~~ are fully funded and vested ~~with the~~
2484 ~~employee~~ at the time of contribution.

2485 The Employee Benefits Committee provides oversight to the plan, ensuring compliance with E.R.I.S.A.
2486 legislation.

2487 Please see the Office of Human Resources for further details and to sign up.

2488 6.1.5.1 Eligibility Conditions

2489 Employees are eligible to participate in the plan, for purposes of matching contributions, when
2490 they have satisfied the following eligibility condition(s). However, the employee will actually
2491 participate in matching contributions once they reach the *entry date* as described below.

- 2492
- Attainment of age 21
- 2493
- Completion of 12 consecutive month from the date of employment during which the
- 2494 employee completed 83 1/3 hours of service each month.

2495 6.1.5.2 Entry Date

- 2496
- For purposes of matching contributions, the employee entry date will be the first day
- 2497 of the month coinciding with or next following the date on which the employee satisfy
- 2498 the eligibility requirements.

2499 **6.1.6 Term Life Insurance**

2500 Group term life insurance with accidental death and dismemberment is available through Advance
2501 Insurance Company. Central pays the entire premium for a \$25,000 policy for the employee (3/4 or
2502 more). Advance Insurance Company reduces the amount of life insurance offered once an employee
2503 reaches the age of 65. Please see Human Resources if you did not sign up for this insurance upon
2504 hiring. It's possible to still get this benefit (may be subject to underwriting).

2505 **6.1.7 Moving Expenses**

2506 Central assists with costs associated with full-time employees having to relocate to McPherson, KS for
2507 employment. Unless otherwise approved by the Chief Financial Officer, moving costs are treated as a
2508 reimbursable expense. Original receipts must be submitted to ~~the Business Office~~ Accounts Payable in
2509 order to be considered. The College will reimburse 75% of moving expenses, up to \$1,900.

2510 **6.1.8 Cafeteria Plan**

2511 Central participates in Section 125 of the IRS Code where certain medical and childcare expenses may be
2512 tax sheltered. This plan is ~~administered-facilitated~~ by Pathway Financial in Salina, Kansas. A fall staff
2513 meeting is called to explain and review the program. Supplemental insurance including life, ~~health,~~
2514 vision, disability, cancer, ~~FSA's~~ and dental are also available at the employee's expense.

2515 **6.1.9 Facility Use**

2516 Upon proper authorization, employees may be allowed to use College facilities for personal use.
2517 Employees needing to schedule a meeting room should contact the appropriate building coordinator or
2518 Facility Management regarding availability.

2519 If allowed to use the facility the employee must be a part of the group using the building and be willing
2520 to perform cleanup, provide security, and be responsible for any damage resulting from the use.

2521 Any employee wishing to host an event outside of normal business hours, or with an outside group
2522 during normal business hours, must formally make the request through Facility Management, where
2523 eligibility will be determined. Generally, use of facilities will be on a first-come, first-served basis. The
2524 use of facilities for business purposes, however, will take precedence over personal functions.

2525 Use of facilities for any purpose contrary to the mission, purpose, lifestyle expectation, and beliefs of the
2526 College will not be tolerated.

2527 Use of facilities may require an individual or group to provide a waiver or proof of liability coverage.

2528 **6.1.10 Fitness Center Use & Policy**

2529 The weight room and fitness center are available to all full and part-time employees, at no cost.

2530 Employees will need to sign a liability waiver prior to using the weight room or fitness center. Forms can
2531 be obtained from Human Resources.

2532 To promote general wellness, employees may use three hours of work-time (per week) to use the
2533 weight room or fitness center, without affecting PTO or vacation.

2534 ~~Employees should check See~~ posted hours ~~and -Employees should~~ also note that labs, classes, or team
2535 workouts take precedence. If the weight room or fitness center is not accessible during a time in which
2536 an employee would prefer, special permission may be granted. Arrangements will need to be made with
2537 the appropriate department.

2538 The College is not responsible for any injury or accident occurring in the facility or during use of the
2539 facility. The College is not responsible for any lost or stolen items left in the fitness center. Contact your
2540 health care provider prior to using the facility for advice on types of exercises that are appropriate for
2541 you. Also contact your health care provider for advice on when to return to exercise following any injury
2542 or illness. Start out slowly and increase workout time and intensity gradually. Make sure to include a

2543 proper warm-up and cool-down into your workout routine. The sports science instructor and assigned
2544 exercise science students can help with fitness assessments, facility orientation, or work out plans if
2545 requested.

2546 Employees should comply with all posted regulations.

2547 **6.1.11 Meal Benefit**

2548 All employees with a Central ID card are able to eat lunches in the dining hall for \$3.00/meal Monday-
2549 Friday. This benefit is for the employee only and the ID card must be scanned each time. If an employee
2550 comes during breakfast or dinner or their family joins them, the following will be charged:
2551

	Staff:	Guests	Children 4 – 11	3 & under
Breakfast	\$9.50	\$9.50	\$4.75	Free
Lunch	\$9.50	\$9.50	\$4.75	Free
Dinner	\$9.50	\$9.50	\$4.75	Free

2552

2553 Faculty/Staff: free coffee and soda; Monday-Friday during break time (9-9:30am and 3-3:30pm)

2554 Refreshments if not purchased with a meal are \$1.00.

2555 **6.1.12 Tuition Benefits**

2556 Full-time employees are allowed a waiver of 1/3 of the tuition rate after the first full year of
2557 employment; 2/3 of the tuition rate after the second full year of employment; and the full tuition rate
2558 after the third year of full employment. Employee eligibility will remain in effect for the duration of their
2559 employment at the College.

2560 Direct dependents of current employees are eligible at the same ratio as employees, and to the same
2561 degree to which the employee is eligible, except as otherwise stated herein. Eligibility terminates if the
2562 employee discontinues employment at the College for any reason, except on an approved leave of
2563 absence. Direct dependents of emeriti faculty and staff, or employees with 25+ years of service are also
2564 eligible to receive a full-tuition remission for undergraduate courses offered online or on ground.

2565 **6.1.12.1 Restrictions**

2566 Due to the nature of programming and possible budget constraints, some starts or cohorts may
2567 not be available at all times. Therefore, students enrolled through the [tuition benefits](#) program
2568 may be required to adjust attendance in keeping with course or cohort enrollment minimums.
2569 This may include delaying enrollment until a sufficient budget threshold has been met.

2570 Only employed CCK faculty and staff can reclaim tuition discounts for SGS (School of Graduate
2571 Studies) courses.

2572 Tuition remission only applies to courses offered by the College. Courses offered through
2573 tuition-sharing agreements, consortium agreements, and other partnerships are not eligible for
2574 tuition remission. The tuition waiver does not apply to repeated courses.

2575 The benefit is limited to tuition only. The benefit does not cover costs associated with
2576 application fees, deposits, registration fees, additional hours, late fees, lab fees, study abroad
2577 fees, activity fees, insurance, audit fees, DPI fees, course fees, books, student fees, etc.

2578 Students can lose the benefit if not meeting Satisfactory Academic Progress. This benefit is
2579 limited to one earned degree only, except for consecutive completion of [an Associate and a
2580 Bachelor's degree-degree levels \(i.e.: Associate to Bachelor to Master's\)](#)

2581 6.1.12.2 Process

2582 Individuals seeking to utilize tuition remission benefits are required to first apply for federal
2583 and state aid by completing a FAFSA and any other official procedures designed to maximize
2584 external aid. Tuition remission is only applied after successful completion of the application for
2585 aid. Institutional, outside, state, and federal grants and scholarships are applied to tuition and
2586 fees before tuition remission is calculated. The sum of all aid (including the remission) should
2587 not exceed the total tuition charge.

2588 Renewal of the benefit is contingent upon confirmation of employment or right to the benefit.
2589 The benefit is limited to a maximum of four (4) academic years (SAS) and five (5) academic
2590 years (SPE) [for undergraduate degrees. The graduate degree has a benefit limit of 1.5 years.](#)

2591 At no time may the benefit result in a refund to the student. *Policy related to Graduate
2592 Assistants is stated in its own section of this manual.*

2593 This benefit shall not be deemed to constitute a contract between the College and any participant or to
2594 be a consideration or an inducement for the employment of any participant. Nothing contained in this
2595 benefit shall be deemed to give any participant or eligible employee the right to be retained in the
2596 service of the employer or to interfere with the right of the employer to discharge any eligible employee
2597 at any time.

2598 **6.1.13 Tuition Waiver Exchange Program (TWEP)**

2599 Through the Council for Christian Colleges & Universities (CentralU) provides full-time employees
2600 (faculty & staff with at least one-year full-time employment) the opportunity to apply, on behalf of their
2601 undergraduate dependent child, for tuition benefits at other higher education institutions. If a
2602 dependent is awarded TWEP, tuition costs are partially or fully covered at the institution that has
2603 granted the exchange. Interested individuals should contact the Office of the President for more
2604 information.

2605 **6.1.14 ~~Retired Employee Health Insurance Plan~~ Medicare Supplement Benefit for Retired Employees**

2606 Central Christian College of Kansas will provide certain health coverage benefits for those employees
2607 who retire from the institution and meet the following qualifications:

- 2608 • Be 65 years old at retirement
- 2609 • Served the College full-time for at least 15 years (3/4 time qualifies as a full year)
- 2610 • Enrolled in Medicare
- 2611 • Not working full-time

2612 ~~As a retiree,~~ Central will pay (reimburse) [the retiree](#) the monthly premium for a Medicare Supplemental
2613 Plan. Premiums will increase as retiree gets older and Central will continue to match premium increases

2614 until retiree reaches age 70—after that Central will no longer increase monthly contributions and retiree
2615 will be responsible for remaining cost increases.

2616 If the retiree chooses a BlueCross BlueShield plan the college may pay Blue Cross Blue Shield directly.

2617 If an employee remains full-time after 65 (and are therefore benefits eligible) they can stay on our group
2618 health insurance, enroll in Medicare, or both.

2619 **6.2 FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY**

2620 Central Christian College complies with the Family and Medical Leave Act (FMLA) and will grant up to 12
2621 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver
2622 leave).

2623 The purpose of this policy is to provide employees with a general description of their FMLA rights. In the
2624 event of any conflict between this policy and the applicable law, employees will be afforded all rights
2625 required by law. If you have any questions, concerns or disputes with this policy, please contact Human
2626 Resources.

2627 **6.2.1 Eligibility**

2628 To be eligible for leave under this policy, employees must meet **all** of the following requirements:

2629

- 2630 • Have worked at least twelve (12) months for Central Christian College
- 2631 • Have worked at least 1,250 hours for Central Christian College over the twelve (12) months
2632 preceding the date the leave would commence.
- 2633 • Currently work at a location where there are at least fifty (50) employees within seventy-five
2634 (75) miles.

2635

2636 The 12 months of employment do not have to be consecutive. All periods of absence from work due to
2637 or necessitated by service in the uniformed services are counted as hours worked in determining
2638 eligibility.

2639 Under certain circumstances, families caring for service members recovering from a serious injury or
2640 illness may take up to 26 weeks of unpaid, job-protected leave.

2641 **6.2.2 Reasons for Leave**

2642 To qualify as FMLA leave under this policy, the leave must be for one of the following reasons:

2643

- 2644 • The birth, adoption, or placement of a child. (12 weeks)
- 2645 • The care of a spouse, child, or parent who has a serious health condition. (12 weeks)
- 2646 • The employee's own serious health condition. (12 weeks)
- 2647 • A qualifying exigency arising out of a covered family member's active duty or call to active duty
2648 in the Armed Forces in support of a contingency plan. (12 weeks)
- 2649 • The care of a covered family member who has become seriously ill or seriously injured in the
2650 line of duty in the Armed Forces. (26 weeks)

2651 A serious health condition means an illness, injury, impairment, or physical or mental condition that
2652 involves:

- 2653
- Any period of incapacity or treatment in connection with, or after, inpatient care in a medical facility;
- 2654
- Any period of incapacity requiring absence from work, school, or other regular daily activities of more than three calendar days and involving continuing treatment by a health care provider;
- 2656
- Any period of incapacity due to pregnancy or for prenatal care; or
- 2657
- Continuing treatment by a health care provider for a chronic or long-term condition that would likely result in a period of incapacity of more than three calendar days. Unless complications arise or if left untreated, the following will generally not be considered serious health conditions: the common cold, the flu, upset stomachs, headaches, or orthodontic problems.
- 2658
- 2659
- 2660
- 2661
- 2662
- 2663
- Routine physical, eye, or dental examinations are not considered treatments indicative of a serious health condition.

2664 **6.2.3 Amount of Leave**

2665 An eligible employee can take up to 12 weeks of FMLA leave during any 12-month period. The College
2666 will measure the 12-month period as a rolling 12-month period measured backward from the date an
2667 employee uses any leave under this policy. Each time an employee takes leave, the College will compute
2668 the amount of leave the employee has taken under this policy in the last 12 months and subtract it from
2669 the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to
2670 take at that time.

2671

2672 An eligible employee can take up to 26 weeks for the FMLA military caregiver leave during a single 12-
2673 month period. For this military caregiver leave, the College will measure the 12-month period as a rolling
2674 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be
2675 deducted from the total of 26 weeks available.

2676

2677 Eligible spouses who both work for the College may only take a combined total of 12 weeks of leave for
2678 the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a
2679 parent "in-law") with a serious health condition. Both may only take a combined total of 26 weeks of
2680 leave to care for a covered injured or ill service member (if each spouse is a parent, spouse, child or next
2681 of kin of the service member).

2682 **6.2.4 Intermittent Leave or a Reduced Work Schedule**

2683 Employees may take FMLA leave in one consecutive block of time, may use the leave intermittently
2684 (take a day periodically when needed over the year) or, under certain circumstances, may use the leave
2685 to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may
2686 not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member) in a
2687 12-month period.

2688

2689 The College may temporarily transfer an employee to an available alternative position with equivalent
2690 pay and benefits if the alternative position would better accommodate the intermittent or reduced
2691 schedule, in instances when leave for the employee or employee's family member is foreseeable and for
2692 planned medical treatment, including recovery from a serious health condition or to care for a child
2693 after birth or placement for adoption or foster care.

2694

2695 For the birth, adoption or foster care of a child, the College and the employee must mutually agree to
2696 the schedule before the employee may take the leave intermittently or work a reduced-hour schedule.

2697 Leave for birth, adoption or foster care of a child must be taken within one year of the birth or
2698 placement of the child.

2699
2700 When leave is needed for planned medical treatment, the employee must make a reasonable effort to
2701 schedule treatment so as not to unduly disrupt the College's operations.

2702 6.2.5 Employee Notice Requirement

2703 All employees requesting FMLA leave must provide verbal or written notice of the need for leave to
2704 their supervisor and HR.

2705
2706 When the need for the leave is foreseeable, the employee must provide the College with at least 30
2707 days' notice. When an employee becomes aware of a need for FMLA leave fewer than 30 days in
2708 advance, the employee must provide notice of the need for the leave either the same day the need for
2709 leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the
2710 employee must comply with the College's usual and customary notice and procedural requirements for
2711 requesting leave, absent unusual circumstances.

2712
2713 Within five business days after the employee has provided this notice, HR will complete and provide the
2714 employee with a Notice of Eligibility and Rights and request a medical certification or other supporting
2715 documentation as necessary.

2716
2717 If you become eligible for leave under the FMLA, you must follow these guidelines:

- 2718
- 2719 • FMLA requires that you attempt to schedule planned medical treatment or intermittent leave to
2720 avoid undue work-related disruption. This means that in cases where your treating physician is
2721 available, you may be required to schedule planned medical treatment outside of general
2722 business hours.
 - 2723 • If you take leave to care for a spouse, child, or parent, you must provide a medical certification
2724 within 15 calendar days of the request for leave. Contact the Office of Human Resources to
2725 obtain a copy of the "Certification of Health Care Provider" form. A second and/or third medical
2726 certification at the College's expense, may be required.
 - 2727 • If you take leave for your own serious health condition, you are required to provide a fitness-for-
2728 duty report, along with the "Certification of Health Care Provider" form, before returning to
2729 work.
 - 2730 • While on FMLA, you are required to report to Office of Human Resources periodically on your
2731 status and your plans to return to work. The College will take steps to maintain all medical
2732 information confidentially in accordance with the Americans with Disabilities Act.

2733 6.2.6 Designation of FMLA Leave

2734 Within five business days after the employee has submitted the required certification or other
2735 documentation, HR will complete and provide the employee with a written response to the employee's
2736 request for FMLA leave using the FMLA Designation Notice.

2737 6.2.7 Employee Status and Benefits during Leave

2738 Central Christian College will continue an employee's health benefits during the leave period at the
2739 same level and under the same conditions as if the employee was continuously at work.

2740

2741 While on paid leave, the employer will continue to make payroll deductions to collect the employee's
2742 share of insurance premiums. While on unpaid leave, the employee must continue to make this
2743 payment, either in person or by mail. The payment must be received in the Business Office by the 10th
2744 day of each month. If the payment is more than 30 days late, the employee's health care coverage may
2745 be dropped for the duration of the leave.

2746 The company will provide 15 days notification prior to the employee's loss of coverage.

2747
2748 If the employee chooses not to return to work for reasons other than a continued serious health
2749 condition of the employee or the employee's family member or a circumstance beyond the employee's
2750 control, the College will require the employee to reimburse the company the amount it paid for the
2751 employee's health insurance premium during the leave period.

2752
2753 If the employee contributes to life insurance, disability, dental, vision, FSA, or cancer plan, the College
2754 will continue making payroll deductions while the employee is on paid leave. While the employee is on
2755 unpaid leave, the employee may request continuation of such benefits and pay their portion of the
2756 premiums, or the College may elect to maintain such benefits during the leave and pay the employee's
2757 share of the premium payments. If the employee does not continue these payments, the College will
2758 discontinue coverage during the leave. If the company maintains coverage, the College may recover the
2759 costs incurred for paying the employee's share of any premiums, whether or not the employee returns
2760 to work.

2761 6.2.8 Employee Status after Leave

2762 An employee who takes leave under this policy may be asked to provide a fitness for duty clearance
2763 from a health care provider. This requirement will be included in the College's response to the FMLA
2764 request. Generally, an employee who takes FMLA leave will be able to return to the same position or a
2765 position with equivalent status, pay, benefits, and other employment terms. The position will be the
2766 same or one that is virtually identical in terms of pay, benefits, and working conditions. The College may
2767 choose to exempt certain key employees from this requirement and not return them to the same or
2768 similar position when doing so will cause substantial and grievous economic injury to business
2769 operations. Key employees will be given written notice at the time FMLA leave is requested of his or her
2770 status as a key employee.

2771 6.2.9 Use of Paid and Unpaid Leave

2772 An employee who is taking FMLA leave because of the employee's own serious health condition or the
2773 serious health condition of a family member must use all paid vacation and PTO prior to being eligible
2774 for unpaid leave. PTO leave may run concurrently with FMLA leave if the reason for the FMLA leave is
2775 covered by the established PTO leave policy.

2776
2777 Disability leave for the birth of a child and for an employee's serious health condition, including workers'
2778 compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run
2779 concurrently with FMLA. The employee will then be required to substitute accrued (or earned) paid
2780 leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement.

2781 An employee who is taking leave for the adoption or foster care of a child must use all paid leave prior
2782 to being eligible for unpaid leave.

2783
2784 An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and
2785 personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave
2786 must also use all paid leave prior to being eligible for unpaid leave.

2787 6.2.10 **Intent to Return to Work from FMLA Leave**

2788 On a basis that does not discriminate against employees on FMLA leave, the company may require an
2789 employee on FMLA leave to report periodically on the employee’s status and intent to return to work.

2790 6.2.11 **Definitions**

- 2791 • **Serious health condition** means an illness, injury, impairment, or physical or mental condition
2792 that involves inpatient care or continuing treatment by a health care provider. This can include
2793 conditions with short-term, chronic, long-term or permanent periods of incapacity.
- 2794 • **Spouse** means a husband or wife as defined or recognized in the state where the individual was
2795 married and includes individuals in a common law or same-sex marriage. Spouse also includes a
2796 husband or wife in a marriage that was validly entered into outside of the United States, if the
2797 marriage could have been entered into in at least one state.
- 2798 • **Child** means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person
2799 standing in loco parentis, who is either under age 18, or age 18 or older and “incapable of self-
2800 care because of a mental or physical disability” at the time that FMLA leave is to commence.
- 2801 • **Parent** means a biological, adoptive, step or foster father or mother, or any other individual who
2802 stood in loco parentis to the employee when the employee was a child. This term does not
2803 include parents “in law.”
- 2804 • **Qualifying exigency** includes short-notice deployment, military events and activities, child care
2805 and school activities, financial and legal arrangements, counseling, rest and recuperation, post-
2806 deployment activities, and additional activities that arise out of active duty, provided that the
2807 employer and employee agree, including agreement on timing and duration of the leave.
- 2808 • **Covered active duty** for members of a regular component of the Armed Forces, means duty
2809 during deployment of the member with the Armed Forces to a foreign country. For a member of
2810 the Reserve components of the Armed Forces, means duty during the deployment of the
2811 member with the Armed Forces to a foreign country under a federal call or order to active duty
2812 in support of a contingency operation, in accordance with 29 CR 825.102.
- 2813 • **The next of kin of a covered service member** is the nearest blood relative, other than the
2814 covered service member's spouse, parent or child in the following order of priority: blood
2815 relatives who have been granted legal custody of the service member by court decree or
2816 statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins,
2817 unless the covered service member has specifically designated in writing another blood relative
2818 as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.
- 2819 • **Covered service member** is a current member of the Armed Forces, including a member of the
2820 National Guard or Reserves, who is receiving medical treatment, recuperation or therapy, or is
2821 in outpatient status or on the temporary disability retired list for a serious injury or illness.
- 2822 • **Serious injury or illness** is one that is incurred by a service member in the line of duty on active
2823 duty that may cause the service member to be medically unfit to perform the duties of his or her
2824 office, grade, rank or rating. A serious injury or illness also includes injuries or illnesses that
2825 existed before the service member’s active duty and that were aggravated by service in the line
2826 of duty on active duty.

2827 Visit the Office of Human Resources for more information and/or visit

2828 <https://www.dol.gov/agencies/whd/fmla>.

2829 **6.3 BOOKSTORE DISCOUNT**

2830 College employees receive a 10% discount on most items purchased at the Tiger Store. Please see the
 2831 store for other exceptions that may apply. Items purchased may be payroll deducted. A signed receipt
 2832 will constitute this.

2833 **6.4 PAID HOLIDAYS**

2834 The following holidays are recognized as paid holidays for employees outside of student workers

Holiday	Date	Students	Faculty	Staff
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
Labor Day	September 2, 2024	No Class	Off	Off
Fall Break	October 11, 2024	No Class	Off	Off
Thanksgiving	November 28-29, 2024 Waiting on faculty senate determination	No Class	Off	Off
Winter Break (Christmas)		No Class	Off December 20, 2023 – January 4, 2024)	Off December 23, 2023 – January 2, 2024)
Martin Luther King Day	January 20, 2025	No Class	Off	Off
Spring Break (Match USD 418)	March 16-24, 2024	No Class	Off March 18-22	Off Friday (March 22)
Good Friday	April 18, 2025	No Class	Off	Off
Easter Travel Day	April 1, 2024	No Class	Report	Report
All School's Day	May 9, 2025	No Class	Off	Off
Memorial Day	May 26, 2025	No Class	Off	Off
Juneteenth Day	June 19, 2025	No Class	Off	Off
Independence Day	July 4, 2025	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.

2835 If a paid holiday, excluding Easter Sunday and Juneteenth Day, falls on Saturday or Sunday, Friday will be
 2836 designated as an alternate day off with pay. Easter Sunday will be considered a holiday only for
 2837 employees who are regularly scheduled for Easter Sunday. Departments that receive the required
 2838 approval to close on days that are NOT official holidays (other than for emergencies or special College-
 2839 designated days) generally are to provide alternate work hours within the pay week for staff employees,
 2840 as the staff employees will not be entitled to holiday or closed pay for this closed time.

2841 Non-exempt employees that work on official paid holidays are entitled to the hours they actually
 2842 worked plus holiday hours that match what they would normally work on that day if it were not a
 2843 holiday. For example: full-time employee would receive eight hours of holiday pay plus the number of
 2844 hours they actually worked that day.

2845 At the supervisor's discretion, an alternate day off may be given in the same pay week as the holiday for
 2846 essential employees. Essential employees who receive an alternate day off during the pay period should
 2847 report the holiday hours on the actual holiday. Any emergency time worked on the holiday should

2848 always be recorded on timesheets. Regular time should be recorded on the timesheet for the alternate
2849 day off.

2850 **6.4.1 Christmas (Closed Period)**

2851 The days following Christmas Day through New Year's Day are considered "flex-days". Staff should work
2852 with appropriate supervisors to ensure that essential functions are met, with equitable workload and
2853 time expectations, otherwise employees are afforded flexibility concerning work assignments during this
2854 time frame. Any approved time away from work is considered "with pay".

2855 **6.5 OVERTIME**

2856 Occasionally an excessive volume of work accumulates, or an emergency arises, that requires a non-
2857 exempt employee to work overtime. Overtime is defined as that portion of time that is "actually
2858 worked" in excess of 40 hours in one work week. Overtime will be required only when necessary, but
2859 employees are expected to work overtime when asked to do so. Non-exempt employees are not to work
2860 overtime without prior permission of a supervisor. If an employee works overtime without pre-approval
2861 they may face disciplinary action, including termination for repeat offenses. Non-exempt employees are
2862 paid over-time in compliance with applicable laws and regulations. All overtime hours must be recorded
2863 on timesheets.

2864 Overtime is paid to non-exempt employees for time "actually worked" over 40 hours in one work week.
2865 This means that if you take sick or vacation time or have jury duty or funeral leave on one or more days
2866 during a work week, overtime would not be paid until you had worked more than 40 hours. Exempt
2867 employees are not eligible for overtime.

2868 Exempt employees may also face the possibility of an occasional need to work beyond a *regular* 40-hour
2869 week. However, unlike non-exempt employees, this extra time is understood as "a part of the job." No
2870 work-time records are kept for exempt positions with the purpose of "making up" the time by reducing
2871 hours at a future time. These employees are filling positions that are exempt from federal overtime
2872 laws. In isolated situations, an administrator may approve time off in recognition of excessive time
2873 spent above and beyond the time customarily required by the job. However, exempt employees should
2874 have no expectation for compensation or compensatory time for additional work.

2875 **6.6 NOTARY PUBLIC**

2876 The services of a Notary Public are available to employees of the College without charge. Please go to
2877 the Business Office.

2878 **6.7 COBRA [CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT]**

2879 Employees and their families will have the opportunity for a temporary extension of health insurance
2880 coverage in certain circumstances where coverage under the College's health plan would otherwise end.
2881 Only those employees, spouses of employees and their dependents who were covered under the
2882 College's plan on the day before the event which triggered termination of coverage are eligible to elect
2883 continuation of coverage.

2884 Events which may trigger the option to continue coverage are as follows:

- 2885 • Termination of the covered employee's employment
- 2886 • Death of a covered employee;

- 2887
- Divorce or legal separation of a covered employee from his or her spouse;
- 2888
- A covered employee becoming entitled to receive Medicare benefits; or
- 2889
- A dependent child of a covered employee ceasing to be a dependent.

2890 Employees are responsible for notifying the Office of Human Resources (the Plan Administrator) of the
2891 occurrence of a qualifying event if outside of normal termination. When a qualifying event occurs, the
2892 Plan Administrator will provide the employee and/or qualified beneficiary with the appropriate notice
2893 regarding his other rights under COBRA. For further information on the continuation of coverage, see a
2894 representative of the Office of Human Resources. For more detail on COBRA visit
2895 [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)
2896 [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)

2897 The exiting employees will have the opportunity to continue other benefits besides health insurance by
2898 paying the provider directly. Please refer to the COBRA paperwork that is mailed to the employee within
2899 two weeks of their last day.

2900 6.8 TUITION ASSISTANCE PROGRAM (TAP)

2901 An essential component to the fulfillment of the mission of the College is the recruitment, hiring, and
2902 retention of the highest qualified employees. To meet that ideal, the College has adopted a Tuition
2903 Assistance Program (TAP) in order to encourage the professional development of eligible employees.

2904 The Tuition Assistance Program is available to full-time (benefit eligible) employees for the purpose of
2905 completing an advanced degree, that are not currently available at Central Christian College of Kansas.

2906 The number of new applications for tuition assistance approved on an annual basis will be subject to the
2907 available resources. Requests for entry into the program are made through the President's Office, with
2908 supervisory pre-approval. Preference for program participation will generally be given to faculty or other
2909 institutionally driven necessities.

2910 **Waiting Period:** Two-years of continuous full-time employment is required prior to beginning the
2911 program. This waiting period may be waived at the discretion of the CFO and the President, when
2912 participation is deemed strategically appropriate for the College. By request, faculty members may ask
2913 to have previous employment at another institution of higher learning considered as fulfillment of this
2914 waiting period.

2915 6.8.1 Reimbursement Process

2916 The College will provide reimbursement to the employee after submission of a reimbursement request,
2917 with evidentiary proof that the course was satisfactorily completed. Special arrangements can be made
2918 if the individual is seeking an advance on the tuition cost.

2919 The maximum amount of reimbursement is related to the level of the credential completed:

- 2920
- Master's: Not to exceed \$2,500 in any given term and not to exceed \$12,000 in totality.
- 2921
- Doctoral: Not to exceed \$3,000 in any given term and not to exceed \$15,000 in totality.

2922 6.8.2 Application Process

2923 The employee will submit a TAP application to the Office of Human Resources. The request must
2924 include:

- 2925 • Expected Date of Program Start
- 2926 • Degree being sought
- 2927 • Description of the degree and degree granting institution,
- 2928 • Description of the program,
- 2929 • Rationale for the program (as it relates to employment at the College),
- 2930 • Target completion dates,
- 2931 • Time restraints (including residency requirements),
- 2932 • Cost of the program.

2933 **6.8.3 Employment Obligation**

2934 Upon completion of the credential or term of enrollment, employees are required to work at the College
 2935 for a period of two (2) years¹³. If the employee, for whatever reason, does not fulfill this work obligation,
 2936 he or she will become responsible to repay funds at a pro-rated amount on the unpaid balance of the
 2937 amount reimbursed¹⁴.

2938 **6.9 GRADUATE ASSISTANT PROGRAM**

2939 Each year Central Christian College of Kansas may select Graduate Assistants (GA) who are looking to
 2940 enroll in graduate degree program(s) at Central Christian College of Kansas. These positions are
 2941 determined on a case-by-case basis, which includes consideration of need and available budget.

2942 From the College’s perspective, GA’s are, first and foremost, graduate students pursuing an education.
 2943 The *work* associated with the GA position is viewed as an integral part of that education. Therefore, the
 2944 College is committed to ensuring that GA’s assignments are productive, enhance student qualifications,
 2945 meet workload goals, and are consistent with the educational objectives of the student’s program.

2946 Currently, GA positions are reserved for full-time degree seeking students and enrolled in a CCKK
 2947 graduate program.

2948 Recipients of a graduate assistantship may not work more than 29 hours per week during the school
 2949 year 20 hours per week for students on F-1 Visas and 40 hours a week during the summer and school
 2950 breaks. The graduate assistant will complete weekly timecards and submit to Payroll to ensure sufficient
 2951 time is available to be academically successful. Graduate Assistants are expected to adhere to the
 2952 standards outlined in the CCKK Policies and Procedures Manual, which is a guide for employee behavior
 2953 and conduct.

2954 Graduate assistantships are very competitive and are not available for every department or every
 2955 graduate student.

2956 The Graduate Assistantship Program is housed in the Human Resource Office. Under no circumstance
 2957 will a department offer a graduate assistantship without adhering to the policies outlined herein.

2958 **6.9.1 Eligibility**

2959 To be eligible for an assistantship, students:

¹³ 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.

¹⁴ An employee reimbursed for \$15,000, leaving the institution after one year, will owe \$7,500 (\$20.55/day).

- 2960 • Must be matriculated into a degree-seeking Master’s program at CCKK
 - 2961 ○ A GA may begin their *work assignment* up to seven days prior to the start of their
 - 2962 program.
- 2963 • Must maintain minimum credit requirements.
- 2964 • Maintain good standing (3.0 cumulative GPA).
- 2965 • International students must possess necessary visa and other documents required for U.S.
- 2966 employment.
 - 2967 ○ College will follow all applicable laws and regulations related to international students.
- 2968 • ~~Students who complete the program, may continue his or her *work assignment* until the end of~~
- 2969 ~~their contract date (either the semester or current academic year), at the request of their~~
- 2970 ~~supervisor and based on need.~~

2971 **6.9.2 Expectations**

2972 Departments utilizing graduate assistants will provide information about responsibilities, expectations,
 2973 workspace, support services, etc. to the Graduate Assistant through a job description. Departmental
 2974 policies and procedures should be described and discussed with the departmental director. Policies
 2975 surrounding the tuition benefit, dismissal or resignation should be addressed by the Human Resource
 2976 Office.

2977 Standards of professional behavior expected in carrying out the terms of the appointment should be
 2978 made in writing through a Graduate Assistant position agreement. Graduate assistants should be
 2979 informed that their assistantship can be terminated prior to expiration of the period of service or the
 2980 length of the graduate program if the terms of the appointment are not met.

2981 Graduate Assistant agrees any employment outside of CCKK comes secondary to this appointment.

2982 The graduate program has two terms: Fall (July - December) and Spring (January - June). GA’s will work
 2983 throughout both terms. GA’s receiving housing and meals should not exceed 29 hours per week in
 2984 totality for all *work assignments*. GA’s not receiving housing and meals should not exceed 20 hours per
 2985 week in totality for all *work assignments*. International GA’s on an F Visa may not exceed 20 hours per
 2986 work in totality for all work assignments (during school weeks).

2987 In mid-May through mid-August meals will no longer be available due to the residential campus closing
 2988 for the summer. GA’s will only be required to work 20 hours a week during this time. However, if a GA
 2989 would like to earn additional income, they may apply to work on campus (via maintenance or other
 2990 open positions) up to 40 hours a week, ~~earning additional income above the 20 hours required for their~~
 2991 ~~Graduate Assistantship.~~ If a GA works over 40 hours a week, overtime will be paid based on minimum
 2992 wage. International students may be limited based on Visa status. GA’s may work off campus, as long as
 2993 they fulfill the academic duties and 20 hours a week on campus.

2994 Supervisors are not permitted to move time worked in a paid status or adjust time worked in a paid
 2995 status to another payroll week to avoid overtime payments.

2996 **6.9.3 Limitations**

2997 GA’s may be re-appointed to assistantships for successive terms, but renewal is not automatic or
 2998 guaranteed. Factors entering into a decision to reappoint a graduate assistant may include:

- 2999 • Satisfactory academic performance and progress toward degree;
- 3000 • Satisfactory performance of assigned assistantship responsibilities and duties;
- 3001 • Availability of funds;
- 3002 • Departmental or institutional limits on the number of years for which an assistantship may be held;
- 3003
- 3004 • Specific departmental needs, constraints and policies, including efforts to identify qualified students to benefit from assistantships.
- 3005

3006 6.9.4 Remuneration

3007 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

3008

3009 The stipend payment will be paid in monthly installments, on normal payroll dates established by CCCK.

3010 Federal and state taxes, if applicable, will be withheld from each monthly stipend payment.

3011 Along with a ~~monthly stipend~~ the above remuneration, graduate assistants may also receive

3012 compensation in the form a housing and meal plans. Graduate assistants may be housed with other

3013 graduate assistants in apartment or homes not filled by undergraduate students. In the case that there

3014 is no available housing, other accommodations may be made. If a graduate assistant chooses to obtain

3015 their own housing, there will be no compensation for housing. In addition, GA's may receive reduced

3016 cost (or not cost) access to meals served through the Dining Hall. The GA will be responsible for meals

3017 when the Dining Hall is not in operation. GA's who are eligible in their sport are not allowed to play,

3018 while in the Graduate Assistantship Program. A student can begin work after finishing their eligibility.

3019 6.9.4.1 Tuition

3020 Tuition reduction is a fringe benefit granted in excess of the reasonable compensation paid as a

3021 ~~stipend~~ remuneration and cannot be converted into a cash benefit. Tuition reduction is equal to the full

3022 amount of tuition, excluding special course fees, books, late fees or other related fees. Tuition reduction

3023 benefits that are offered for a particular semester, but are not used in that semester, will be forfeited

3024 and will not be paid directly to a student under any circumstances.

3025 Tuition benefits may not be used for undergraduate credits, except, tuition reduction benefits may be

3026 used for undergraduate classes taken to satisfy graduate degree requirements as part of a plan of study

3027 that has been approved in writing.

3028 Tuition reduction typically maxes out at 12 credits per semester/term (with a total of 36 credit hours for

3029 the entirety of the program).

3030 ~~6.9.4.2—Other Remunerations~~

3031 ~~Graduate assistants may receive a stipend contingent upon continued participation in the graduate~~

3032 ~~assistant program and satisfaction of the requirements set forth in the GA agreement. The stipend will~~

3033 ~~be paid in monthly installments, on normal payroll dates established by CCK. Federal and state taxes, if~~
3034 ~~applicable, will be withheld from each monthly stipend payment.~~

3035 Graduate Assistants are not full-time employees and are therefore not eligible for employee benefits or
3036 insurance.

3037 ~~Residential~~ GA's remain responsible for all applicable housing fees, including parking, student health
3038 insurance (required), etc.

3039 ~~If receiving meals, the GA is responsible for meals when the Dining Hall is not in operation.~~

3040 6.9.5 Appointing Graduate Assistants

3041 The School of Graduate Studies aims for the population of graduate assistants at CCK to represent the
3042 diversity of students in the general population. Central Christian College of Kansas complies with Titles
3043 VI and VII; when possible and appropriate, vacancies for graduate assistantships should be advertised on
3044 the school's employment website. Vacancies should be advertised as broadly as possible to ensure
3045 equal access to the assistantship position.

3046 6.9.6 Requesting Graduate Assistants

3047 In order to request a graduate assistant, the appointing department must submit a Graduate Assistant
3048 Request Form to the Human Resource Office.

3049 Departments seeking to fill a GA position need to submit the following:

- 3050 • Projected length of appointment
- 3051 • Projected Time Commitment
- 3052 • Job Duties
- 3053 • Hiring Department and Supervisor
- 3054 • Any special requirements related to leave, scheduling or other terms

3055 ~~Residential and Other~~ Graduate Assistantships are considered on a case by case basis. Typically, Athletic
3056 Graduate Assistantships are considered in relation to roster size, at a 1/15 ratio. However, special
3057 consideration is given to teams based on the following priorities (dependent on budgetary resources):

- 3058 • Equity (Title IX)
- 3059 • Roster Size
- 3060 • Sport Related Needs
- 3061 • JV Programs
- 3062 • In season responsibilities
- 3063 • Athletic Director consideration

3064 All other necessary paperwork should be completed and submitted to the Human Resource Office. After
3065 approval of the assistantship, which is conditional upon available funds, the assistantship opening along
3066 with job description will be posted on the employment website.

3067 The specific agreement will be developed by the Human Resource Office. No GA may begin working until
3068 all paperwork has been submitted and the final agreement has been signed off by the Human Resource
3069 Office. GA's will complete the new employee checklist as an onboarding tool.

3070 **6.9.7 Apply for the Position**

3071 **After receiving acceptance into the program with Admissions**, any candidate for the Graduate
3072 Assistantship should submit the following items:

- 3073 • A cover letter
- 3074 • Resume
- 3075 • Completed GA application
- 3076 • Personal Testimony of Faith
- 3077 • Two professional references and one character reference

3078 Graduate assistantship applications are reviewed according to specific criteria, such as academic
3079 records, experience, time available for work by applicants, etc. Applicants will not be considered if they
3080 fail to submit the aforementioned documents.

3081 The Office of Human Resources will complete a background check on all GA's.

3082 **6.9.8 Evaluation of Graduate Assistants**

3083 Departments hiring graduate assistants are responsible for assessment of their performance.
3084 Performance assessment is an ongoing activity. After each term, there will be an evaluation of the
3085 graduate assistant's academic performance [Maintaining a 3.0 GPA] by the Office of Human Resource
3086 and a professional performance [by the supervisor via online form provided by the OHR] in which the
3087 supervisor will either recommend a termination or continuation of the graduate assistant. Personnel
3088 matters related to a graduate assistant, must be done in a confidential setting and only include
3089 necessary staff members.

3090 **6.9.9 Change in status and dismissal**

3091 Any change of status must be processed through the Human Resource Office. If a graduate assistant's
3092 appointment is terminated [loss of funding, for cause, academic delinquency, leave of absence, by
3093 written notice, force majeure and/or by voluntary mutual agreement] before the completion of the
3094 appointment period, the tuition benefits also terminate and the student is responsible for personal
3095 payment of tuition on a pro-rata basis for the remainder of the semester and for any future terms.

3096 If a GA leaves the program through [loss of funding, for cause, academic delinquency, leave of absence,
3097 by written notice, force majeure and/or by voluntary mutual agreement] the College will not hold a spot
3098 open for the participant to return. If an individual wants to return to the program, they must reapply if
3099 at that point the Graduate Assistantship is available.

3100 A GA who is no longer part of the program will be asked to vacate housing within two weeks and will not
3101 have access to meals.

3102 Upon completion of the program, there is no further encumbrance for either party.

3103 **6.10 LACTATION BREAKS FOR NURSING MOTHERS**

3104 Nursing mothers are eligible to take reasonable breaks under this policy to express breast milk for up to
3105 one-year after the birth of the employee's child.

3106 The College will provide a private space where an employee who is nursing can express breast milk for
3107 her nursing child. An employee who needs to express breast milk should contact the Human Resource

3108 Office to schedule and coordinate breaks. Human Resources will provide information about accessing
3109 the designated lactation room and if any coordination is needed with other nursing mothers.

3110 Employees will be allowed reasonable paid break times to accommodate the employees who need to
3111 express breast milk. Employees may also use lunch periods to express breast milk.

3112 Expressed milk may be placed in a refrigerator or other cold storage space designated by the Office of
3113 Human Resources. Nursing employees must take home all expressed milk at the end of the employee's
3114 workday. The College is not responsible for the loss or theft of any items left in a lactation room,
3115 including stored milk.

3116 The College expressly prohibits any form of discipline, reprisal, intimidation, retaliation, or
3117 discrimination against any employee for requesting or taking lactation breaks or filing a complaint for
3118 violations of this policy or any applicable law.

3119 If any employee is subjected to any conduct that is contradictory to this policy, they should promptly
3120 notify the Office of Human Resources). They will ensure that a prompt investigation is conducted and
3121 take prompt corrective action, if appropriate.

3122 The Office of Human Resources is responsible for the administration of this policy. If there are any
3123 questions regarding this policy or about lactation breaks that are not addressed in this policy, please
3124 contact Office of Human Resources.

3125 **6.11 INJURY AND ILLNESS**

3126 Central Christian College of Kansas carries workers' compensation insurance for work-related injuries or
3127 illnesses. As such, the College complies with applicable workers' compensation laws and regulations and
3128 will provide information to the workers' compensation carrier, who will make benefit payments to
3129 injured or ill employees as provided by applicable workers' compensation laws.

3130 If an employee becomes injured or ill at work, whether work-related or not, the following protocol
3131 should generally be followed. If an injury or illness appears severe or life threatening, immediately call
3132 the 911* emergency number and follow the directions provided. Then, notify a supervisor. Report any
3133 other type of injury or illness at work immediately to a supervisor, who will relay it to the Office of
3134 Human Resources.

3135 All job-related accidents, regardless of their cause or severity, must be reported to your supervisor
3136 immediately. Accidents that are not reported promptly may result in the claim being denied. First aid
3137 supplies are available at first aid stations distributed across the campus.

3138 **6.11.1 Guidelines**

3139 6.11.1.1 Accidents include all work-related injuries or illnesses that occur while working for the College.

3140 6.11.1.2 Employees have an obligation to report any work-related injury or illness immediately and
3141 return to work as soon after an injury or illness as their medical conditions permit.

3142 6.11.1.3 If you need medical treatment while on traveling for the College, proceed to the nearest
3143 medical facility. Report it to your supervisor upon your return.
3144

3145

3146 **7 BUSINESS OPERATIONS**

3147 (Owner: Chief Financial Officer; Last Reviewed: 02/14/2023; Last Updated 02/14/2023)

3148 **7.1 SALE OF COMMODITIES**

3149 **7.1.1 College Property**

3150 No property owned by the College may be sold, donated, or disposed of without authorization of the
3151 appropriate VP, Chief Financial Officer and President.

3152 When there are items (e.g., furniture pieces, equipment, etc.) a department wishes to remove from
3153 their area or are being under-utilized, the department should work with the Chief Operations Officer
3154 and the Physical Plant to manage the process. If an item is still usable, it will be stored for use by other
3155 departments on campus. Items placed in surplus storage are not kept for a specific department but can
3156 be given to any department in need. If, by determination of the Chief Operations Officer, the item is to
3157 be sold, proceeds from the sale of any surplus goods are credited to College's operational fund, unless
3158 prearranged and authorized in writing by the Chief Financial Officer.

3159 **7.1.2 Private Goods**

3160 It is not appropriate for any employee to sell private goods or services on College time or property.

3161 **7.2 PROCUREMENT & PURCHASING**

3162 Central Christian College of Kansas (Central) recognizes that employees of the College will be required to
3163 incur expenses to conduct business and to further the mission of Central. The purpose of this policy is to
3164 ensure that (a) adequate cost controls are in place, (b) expenditures are appropriate, and (c) to provide
3165 a uniform and consistent approach for the timely review and reimbursement of authorized expenses
3166 incurred by personnel. Central will reimburse only reasonable, necessary and documented expenses
3167 incurred by personnel in the performance of regularly assigned, authorized, or approved duties.

3168 When incurring business expenses, Central expects personnel to:

- 3169
- Be good stewards of Central funds
 - 3170 • Stay within allocated budget
 - 3171 • Exercise discretion and good business judgment with respect to spending
 - 3172 • Promptly report expenses, supported by required documentation, as they were actually spent

3173 The College has delegated considerable authority to departments and offices to make purchasing
3174 decisions. This requires that employees involved at every step of the process take full responsibility for
3175 understanding the policies and procedures regarding purchasing, payment, and vendor relations.

3176 Purchasing decisions are business decisions made on behalf of the College and therefore should be
3177 made with the utmost consideration for what is in the best interest of the College and demonstrates
3178 good stewardship with the resources God has provided. Purchases also need to be made in the most
3179 efficient and cost effective manner. Following policy and procedures ensures that appropriate business
3180 processes occur when dealing with outside vendors.

3181 Departmental and office personnel who will be responsible for making payment requests and approving
3182 them are expected to have appropriate authority for their role (i.e. requestor, approver, etc.) and are
3183 therefore required to be aware of the protocols associated with their designation.

3184 The goal for every purchasing transaction is to obtain the best value possible. The College strives to
3185 procure most goods and services through the use of contracts that have appropriate terms and
3186 conditions to properly protect the institution. When bids are required by policy, they are to be
3187 conducted on an open and competitive basis and without favoritism. Interested suppliers will receive
3188 fair and impartial consideration.

3189 Segregation of duties and responsibilities in the purchasing process provides proper controls. As the
3190 dollar value and complexity of a purchase increases, so does the level of authority and responsibility
3191 required to obligate the College for a purchase.

3192 The Chief Financial Officer may delegate authority to any member of the Leadership Team (Chief
3193 Officers) to make purchases under certain prescribed conditions and procedures when the acquisition is
3194 funded, in whole or in part, from a grant or donor funds. Purchases made in compliance with such
3195 conditions and procedures shall be exempt from other provisions of this section. As used in this
3196 subsection the term "grant" means a disbursement made from federal or private funds, or a
3197 combination of these sources.. Nothing in this subsection shall allow federal grant moneys to be handled
3198 differently from any other moneys of the College unless the requirements of the applicable federal grant
3199 specifically require such federal moneys to be handled differently.

3200 **The President has the discretion to suspend or rescind all or any part of this policy or related*
3201 *procedure(s), within the limitations set forth by the Board.*

3202 7.2.1 Ethical Considerations

3203 Ethical business standards shall govern all procurement transactions. Infractions or suspicious activity
3204 should be reported to the appropriate supervisor, Chief Financial Officer, or reported through the
3205 Fraud/Whistleblower Hotline on the staff resources page. Disciplinary action for those violating ethical
3206 business standards will be taken in accordance with applicable policy, up to and including the
3207 termination of employment.

3208 The purchase or lease of any goods or services payable or reimbursable by the College must be made in
3209 accordance with federal and state laws as well as any other applicable College policies. Furthermore,
3210 goods and services purchased with sponsored funds must fully comply with the respective sponsor's
3211 terms and conditions.

3212 College personnel shall not solicit or accept a significant gift from a supplier or prospective supplier. A
3213 *significant gift* is defined as an item, service, favor, monies, credits, or discounts not available to others
3214 which could influence purchasing decisions. College personnel may accept trivial items (less than \$20 in
3215 value) as a matter of courtesy, but may not solicit them. Acceptance of social invitations to occasional
3216 business meals, entertainment, and hospitality will be subject to prudent judgment as to whether the
3217 invitation places or appears to place the recipient under any obligation, the appropriateness of the
3218 occasion, frequency, and choice of facilities. Questions about the value of a gift or appropriateness of an
3219 invitation should be referred to the Chief Financial Officer.

3220 It is the policy of the College that its employees conduct the affairs of the College in accordance with the
3221 highest ethical, legal, and moral standards. An employee must not be in a position to make a decision
3222 for the College if his or her personal, professional, or economic interests (or those of his or her
3223 immediate and extended family member) may be directly influenced or affected by the outcome. See
3224 the Conflict of Interest Policy in the Code of Conduct.

3225 7.2.2 Signature Authority

3226 Some vendor relations may require a contract. The President of the College, the Chief Financial Officer
3227 and Chief Operations Officer have the authorization to sign contracts and agreements on behalf of the
3228 College. No other College employee, student, alumnus, or affiliated individual may financially obligate
3229 the College in any form. Commitments by unauthorized persons will not be honored by the College, and
3230 therefore the individual has created a personal obligation to the Supplier. Violation of the authorities
3231 noted above may lead to disciplinary action. Material or repeated violations will lead to disciplinary
3232 action up to and including termination of employment.

3233 In some cases, specific officers of the College may have limited signature authority, as delegated by the
3234 Board of Trustees or President.

3235 7.2.3 Internet Payments

3236 Those who transact College business with vendors over the Internet by using credit cards face increased
3237 risk and responsibility. Purchases over the internet should be minimized. Individuals should consider the
3238 following recommendations:

- 3239 • Deal only with established, reputable vendors.
- 3240 • Do not buy from unincorporated individuals or groups offering products or services.
- 3241 • College related purchases should be transacted on a college credit card.
- 3242 • Ensure that the vendor provides a secure website for transmission of information.
- 3243 • Never save credit card information on the computer used for the purchase.

3244 7.2.4 End of Year Purchases

- 3245 • All spending requests will be turned into the Business Office no later than June 1 for the
3246 remainder of the fiscal year.
- 3247 • Supervisors may not authorize expenditures after June 1 without the approval of the Chief
3248 Financial Officer.
- 3249 • All use of credit cards are not authorized in the month of June to prepare for end of fiscal year
3250 close out.

3251 7.2.5 Segregation of Duties

3252 Segregation of duties and responsibilities in the purchasing process provides proper controls. An
3253 example of segregation of duties is as follows:

- 3254 • Requester/end user (Office worker, faculty member, coach, etc.):
 - 3255 ○ Determine what is needed
 - 3256 ○ Determine whether the need can be fulfilled by a Preferred Vendor
 - 3257 ▪ If there is no Preferred Vendor, research vendors
 - 3258 ▪ Solicit prices

- 3259 ▪ Analyze costs and assess other important factors (i.e. delivery, customer service, etc.)
- 3260
- 3261 ○ Select a vendor
- 3262 ○ Initiate a Requisition/Payment Approval or communicate needs to authorized requester
- 3263 ○ Obtain, prepare, and track necessary documents and paperwork.
- 3264 ○ Ensure the proper receipt of ordered goods or services
- 3265 ○ Submit paperwork
- 3266 • Approver (Department/Division Chair, supervisor, manager, chief officer, etc.):
- 3267 ○ Validate the legitimate business purpose of the transaction
- 3268 ○ Validate that adequate funding is available; monitor budget(s)
- 3269 ○ Ensure compliance with policy and applicable regulations for the use of restricted funds and the acquisition of regulated or controlled goods
- 3270
- 3271 ○ Approve requisitions and special purchasing transactions, when necessary
- 3272 ○ Review and approve reimbursement requests for individuals they supervise
- 3273 ○ Negotiate and resolve disputes with vendors
- 3274 ○ Monitor and reconcile purchase transactions

3275 7.2.6 **Payment Procedure**

3276 Payment/Pre-Approval forms can be obtained through the Business Office, completed by the Requestor, and authorized by the Approver before the Business Office will consider action.

3278 7.2.6.1 Signature Authority – Payment Forms

3279 All payment forms require a signature. Individuals are delegated to authorize expenditures on budgets they are authorized to oversee, based on the following limits:

Amount	Additional Signature Required
Up to \$99.99	Requestor Signature
\$100.00 - \$4,999.99	Requestor & Supervisor Signature
\$5,000 - \$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.

3281 Requests shall not be split to avoid listed criteria.

3282 All restricted fund use should be approved by supervisor and request signed by Chief Financial Officer.

3284 In cases where the President or the Chief Financial Officer is the Requestor, the request must be signed by the non-requesting officer.

3286 The foregoing delegation pertains to Payment Requests only, and does not authorize signing of
3287 agreements or contracts unless specifically provided for elsewhere.

3288 Individuals with signature authority may temporarily delegate their authority to a designee.
3289 This temporary delegation must be issued in writing, with notification to the Chief Financial
3290 Officer (either by hard copy or email). The authority should be restricted to expenditures that
3291 are urgent in nature and must be in effect for a specified timeframe.

3292 Changes to signature authorizations must be approved in writing by the appropriate Chief
3293 Officer or the President.

3294 7.2.6.2 Prepayments

3295 In order to reduce risk, the College's policy is to avoid pre-paying any orders, in part or in full, in
3296 advance of the receipt of the goods or services. If the only supplier of goods or service requires
3297 a prepayment or deposit, or if the nature of the goods or service requires pre-payment (e.g., a
3298 maintenance agreement or software licensing fee), the payment must be approved by the
3299 Chief Financial Officer. The requisitioning department is required to conduct significant due
3300 diligence on the bidders or potential providers in order to ascertain the supplier's ability to
3301 perform under the contract, and particularly so, if pre-payment is involved.

3302 7.2.6.3 Invoices and Receipts.

3303 Receipts and/or invoices are required for all expenditures billed directly to Central. A name or
3304 department must be noted on all charges made on behalf of the College. Any invoices sent out
3305 by the Accounts Payable Clerk for the purpose of obtaining a general ledger account number
3306 must be returned to the Accounts Payable Clerk within five (5) business days of receiving the
3307 invoice. Missing receipts require employee to sign a separate statement indicating they lost the
3308 receipt and will provide details of the expenditure. The Accounts Payable Clerk will have a form
3309 available for such circumstances. Missing receipt forms are to be used on rare occasion and
3310 should not become routine/normal for any employee of the College.

3311 7.2.6.4 Receipt of Goods

3312 Departments are responsible for verifying the actual receipt of goods and services and
3313 including such receipt on annual reports of inventory. Individuals acknowledging the receipt of
3314 goods are confirming that the purchased goods and services have been received in the nature,
3315 quality and quantity ordered.

3316 Receipt must be verified by a representative of the department benefiting from the goods or
3317 service and responsible for the budget before any payment will be issued to the supplier.

3318 7.2.7 Comparative Review

3319 In order to steward resources wisely, the College requires and encourages competition among suppliers
3320 who may provide goods and services to the College. Accordingly, those involved in vendor selection
3321 have the responsibility to search broadly and completely for viable suppliers. A competitive process
3322 among suppliers is required for all purchases of \$10,000 or more, and strongly encouraged even when
3323 purchases are less than \$10,000.

3324 For purchases above \$100,000, it is the responsibility of the Chief Operations Office or Chief Financial
3325 Officer to originate, control and analyze supplier bids, quotations, proposals and/or qualifications. The
3326 requisitioning department is responsible for working with the Chief Financial Officer to define the
3327 quantity, specifications, required delivery date and any other pertinent information essential to create
3328 an appropriate request for quotes. The requisitioning department should also suggest sources,
3329 especially for unusual or unique items. The requisitioning department may be called upon to assist the
3330 Chief Operations Officer or Chief Financial Officer in evaluating the bids received relative to a purchase
3331 for that department. The requisitioning department should allow for one (1) to six (6) weeks for the
3332 competitive bid process to occur, depending upon the requirements.

3333 If a purchase is less than \$100,000, the requisitioning department may secure the quotes or bids without
3334 assistance from the Chief Operations Officer or Chief Financial Officer; however, the Chief Operations
3335 Officer or Chief Financial Officer retains the right to reissue the request for bids if they determine it
3336 would be beneficial to the College. Written quotes/bids from the various suppliers must accompany the
3337 request, for audit purposes.

3338 Competitive quotes or bidding is not required when one or more of the following conditions exist:

- 3339 • The purchase is less than \$10,000.
- 3340 • Bids have been recently received (within the previous 3 months) for the same items and the bids
3341 are still valid.
- 3342 • Emergency purchases/contracts are necessary for the immediate preservation of the health,
3343 welfare, or safety, or the protection of College property and programs;
- 3344 • Equipment maintenance contracts for which there is only one authorized or qualified source
3345 required by the equipment manufacturer for the preservation of equipment warranty;
- 3346 • Proprietary software maintenance, annual license renewals, and/or upgrade contracts;
- 3347 • Utilities contracts for which there is no competition because of sole authorization to provide
3348 service to the geographical area;
- 3349 • For contractual services, supplies, materials, or equipment when, in the judgment of the Chief
3350 Financial Officer, no competition exists;
- 3351 • Chemicals and other material or equipment for use in laboratories or experimental studies by the
3352 College are best purchased without competition, or where rates are fixed by law or ordinance;
- 3353 • Public entertainment contracts for campus-sponsored fairs, expositions, exhibitions, plays and
3354 concerts;
- 3355 • Contracts for conference or meeting facilities, including room accommodations for conference
3356 attendees;
- 3357 • Educational materials and information access resources related to the College's library services;
- 3358 • Compatibility with existing contractual services, supplies, materials or equipment is the overriding
3359 consideration;
- 3360 • Contract amendments for time extensions, with no additional dollars being added; or Contract
3361 amendments to exercise options that were part of the original contract or that were part of a
3362 previously approved amendment to the contract; or contract amendments that are within the
3363 scope of or incidental to the original contract scope of work;
- 3364 • The item is a College standard (e.g., furniture/file cabinets from Steelcase) as determined by the
3365 Chief Financial Officer.

- 3366 • The item to be purchased has already been bid either through the KICA, CCCU or other
- 3367 membership organization or through any other purchasing consortia which the College is eligible
- 3368 to utilize.
- 3369 • A used item becomes available and is subject to immediate sale;
- 3370 • The item must be purchased from a sole-source distributor or manufacturer or a sole brand. In
- 3371 this case written justification of the sole brand/source should be provided and that requisition
- 3372 must be approved by the Chief Financial Officer. The written request must include:
 - 3373 ○ The unique performance factors required that necessitate a particular brand or supplier;
 - 3374 ○ Why these factors are required;
 - 3375 ○ What other source/brands have been considered or rejected and why.
 - 3376 ▪ Sole source or sole brand requests shall not be justified on the basis of:
 - 3377 • A lack of advanced planning;
 - 3378 • Concerns related to the amount of funds available for the acquisition of
 - 3379 the goods or services; or
 - 3380 • A previously non-competitively bid contract for which the price to the
 - 3381 College was zero or substantially below fair market price and the results
 - 3382 of such contract caused the sole source or sole brand to be required on
 - 3383 future contracts.
- 3384 • If in the judgment of the Chief Financial Officer and the head of the acquiring department, not
- 3385 seeking competitive bids is in the best interest of the College.

3386 Depending on the goods or service required, the decision criteria may not be cost alone. In addition to
 3387 cost-effectiveness, compliance with mandatory requirements (e.g., insurance requirements), product
 3388 quality, supplier expertise and experience, timing of the delivery, staff and/or technical support
 3389 availability/quality, the supplier's financial resources and facilities, and other criteria may be relevant in
 3390 particular circumstances.

3391 Bidding for multi-year contracts is acceptable. With limited exceptions, all multi-year contracts should
 3392 re-bid after a maximum of 5 years. Exception may be granted with the written approval of the Chief
 3393 Financial Officer.

3394 7.2.8 Requesting Bids

3395 The Chief Financial Officer or Chief Operations Officer shall solicit such bids by sending notices by mail to
 3396 prospective bidders or announcing the solicitation of bids through public notice, at least ten (10)
 3397 business days before the date stated in the notice for the opening of the bids. All bids shall be sealed
 3398 when received and shall be opened at the hour stated in the notice. Bid requests shall require all bidders
 3399 on contracts to disclose all substantial interests held by the bidder in the College.

3400 The terms "sealed", "public notice," and "mail" shall include electronic bids, electronic bulletin boards
 3401 and web pages, and electronic mail when such items are utilized in accordance with procedures
 3402 prescribed by the director of purchases.

3403 7.3 CASH ADVANCES & REIMBURSEMENT PROCEDURE

3404 Individuals, as a general rule, should not advance their own funds to purchase supplies and services on
 3405 behalf of the College. Purchases should be made through established purchasing policy and procedures.
 3406 In limited instances an individual may need to pay for an item and be reimbursed. If it is necessary that

3407 an employee advance funds to purchase supplies or services for College business, the immediate
3408 supervisor must first authorize the purchase. The individual should request reimbursement by
3409 completing the appropriate expense report.

3410 **7.3.1 Cash Advances**

- 3411 • Submit expense request form to Accounts Payable Clerk two business days before you need the
3412 funds. The Chief Financial Officer must approve all short notice requests. Email and phone
3413 requests are not acceptable.
- 3414 • Once the purchase has been made, receipts, other documentation, and any leftover cash must
3415 total the original amount requested and be brought to the Accounts Payable Clerk. Employees
3416 must settle this account 5 business days from purchase. In the event they do not settle within 5
3417 business days, the employee will reimburse the college and/or pay for any discrepancies.

3418 **7.3.2 Personal Reimbursement**

- 3419 1. Submit reimbursement form and required receipts to Accounts Payable Clerk within 5 business
3420 days of expense. After 30 days, you will not be reimbursed without Chief Financial Officer
3421 approval.
- 3422 2. Receipts and/or other documentation totaling \$50 or less can be taken directly to the Accounts
3423 Payable Clerk for reimbursement. Employee must provide the general ledger account number
3424 to be charged at the time of request.
- 3425 3. For reimbursements over \$50, employees will a) complete an approved expense request form,
3426 b) attach receipts and/or other documentation, and c) return to the Accounts Payable Clerk two
3427 business days prior to reimbursement date. Business Office will normally cut checks for
3428 reimbursement on the 5th and 20th day of each month.

3429 **7.3.3 Check Reissuance**

3430 If a check is lost, stolen or ruined, please contact the Business Office or Accounts Payable Clerk to stop
3431 payment on the check and reissue a new one. Please allow a 48 hour period for the new check to be
3432 reissued.

3433 **7.3.4 Reimbursement for Taxes**

3434 Since CCCK is exempt from paying sales tax, these taxes are generally not reimbursable when an
3435 employee has extended personal funds for the purchase. A special exemption may be requested from
3436 the Chief Financial Officer, in cases where it can be clearly demonstrated that the purchase and payment
3437 of tax was unavoidable or an emergency. This should be rare.

3438 **7.4 CREDIT CARDS**

3439 Credit cards will be kept in the Business Office and checked out for use. To check out a credit card:

- 3440 1. Submit expense request form to Accounts Payable Clerk at least two business days before you
3441 need the funds. If the amount exceeds \$500, a minimum of three days' notice will be required.
3442 Chief Financial Officer must approve all short notice requests. Email and phone requests are not
3443 acceptable. Accounts Payable Clerk will issue credit card prior to scheduled departure.
- 3444 2. Do not make personal charges with the credit card. This practice is in direct violation of good
3445 spending principles and disciplinary action may result. You will be responsible for these
3446 personal charges.

- 3447 3. Return the card and all receipts immediately upon completion of credit card usage. Please
3448 make sure you exercise the following credit card safety tips:
- 3449 a. Please make online purchases only through Central's computers. When using a credit
3450 card on the computer, always select "No" when prompted by the computer to
3451 remember your card information for the next time you visit.
 - 3452 b. Only do business with companies that you are familiar with. Shop with established
3453 businesses so you can more easily resolve problems.
 - 3454 c. Always use a credit card on a secure website. Check for the padlock icon in the bottom
3455 corner of the browser and the prefix https:// which indicates that the site is secure.
 - 3456 d. Read the fine print; make sure you understand everything that you are agreeing to
3457 when using the credit card.
 - 3458 e. Do not save any credit card information for automatic purchases on any website. When
3459 shopping online, do not send your credit card details to retailers by email.
 - 3460 f. Print or keep electronic copies of your receipts, including confirmation numbers and
3461 emails.
- 3462 4. Credit card abuse or violations may result in the loss of College credit card use and/or
3463 disciplinary action.

3464 **7.4.1 Wal-Mart Credit Card**

3465 Wal-Mart card and tax-exempt cards may be checked out through the Business Office for one-time
3466 College purchases. Only a Wal-Mart credit card or tax-exempt card can be used for Wal-Mart purchases.

3467 There may be situations requiring immediate credit card use (less than 24-hours is considered outside
3468 the normal operation). As stated above, see the Chief Financial Officer for approval.

3469 **7.4.2 Bank of America Credit Cards**

3470 The cardholder is responsible for tracking and keeping all receipts for purchases made on the card. Once
3471 the statement is received, the cardholder will have five business days to reconcile the statement, attach
3472 all pertinent receipts, and submit to the Accounts Payable.

3473 **7.5 TRAVEL EXPENSES**

3474 Individuals traveling on behalf of Central may incorporate personal travel or business with their College-
3475 related trips; however, any additional expenses incurred as a result of personal travel, including but not
3476 limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of
3477 the individual and will not be reimbursed by Central. If an employee is combining personal and business
3478 travel, they may not use a College vehicle or rental vehicle paid for by the College. When traveling for
3479 work, family expenses (i.e. spouse or children's meals and/or hotels) are not to be included for
3480 reimbursement or placed on College credit cards.

3481 **7.5.1 Frequent Flyer Miles and Compensation for Denied Boarding**

3482 Personnel traveling on behalf of Central may accept and retain frequent flyer miles and compensation
3483 for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to
3484 accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

3485 **7.5.2 Lodging**

3486 Personnel may be reimbursed for the reasonable cost of hotel accommodations. Convenience, the cost
3487 of staying in the city in which the hotel is located, and proximity to other venues on your itinerary shall
3488 be considered in determining reasonableness. Personnel shall make use of any possible discount rates
3489 for hotels.

3490 **7.5.3 Out-of-Town Meals**

3491 Personnel are reimbursed for the reasonable and actual costs of meals (including tips up to 20%).

3492 **7.5.4 Ground Transportation**

3493 Employees are expected to use the most economical ground transportation appropriate under the
3494 circumstances and should generally use the following, in this order of desirability:

- 3495 a. *Courtesy Cars and shuttles*
- 3496 b. *Taxis, Uber, Lyft*
- 3497 c. *Rental Cars*

3498 **7.5.5 Personal Cars**

3499 Personnel are compensated for use of their personal cars when used for business. When individuals use
3500 their personal vehicle for such travel, including travel to and from the airport, mileage will be paid at 30
3501 cents per mile. In the case of individuals using a personal vehicle to take a trip that would normally be
3502 made by air, mileage will be allowed at the currently approved rate; however, the total mileage
3503 reimbursement will not exceed the amount of the lowest available round trip coach airfare. Employees
3504 will log their miles (according to IRS rules).

3505 **7.5.6 Parking/Tolls**

3506 Parking and toll expenses, including charges for hotel parking, incurred by personnel traveling on College
3507 business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc. are the
3508 responsibility of the employee and will not be reimbursed. On-site airport parking is permitted for short
3509 business trips. For extended trips, personnel should use off-site airport facilities. Toll violations will be
3510 charged to operating budgets.

3511 **7.5.7 Other Expenses**

3512 Telephone and fax charges are not reimbursable. Reasonable and necessary gratuities that are not
3513 covered under meals may be reimbursed.

3514 **7.5.8 Spousal Travel**

3515 Central does not pay for spouse expenses.

3516 **7.6 RESTRICTED ACCOUNTS**

3517 This policy addresses restricted and unrestricted contributions, and sets forth procedures to request
3518 roll-over of unused funds from one fiscal year to the next.

3519 Central defines a contribution as a donation given by the donor to the College. These funds are
3520 processed through The Foundation and posted to unrestricted, temporarily restricted or permanently
3521 restricted net assets depending on the nature of the gift and any donor imposed restriction.

- 3522 • Unrestricted: These are contributions where no specific or implicit use has been specified and
3523 the use is at the discretion of the College. These funds typically underwrite operating expenses.
3524 • Temporarily Restricted: These are contributions that do have donor-imposed restrictions that
3525 are normally confined by time (event, year, etc.), use (uniforms, microscope, piano, etc.), or
3526 direction (department, budget, etc.).
3527 • Permanently Restricted (Endowment): These are contributions that are invested, allowing
3528 interest earned to be used as stipulated by the donor.

3529 In keeping with proper accounting procedures, all donations are receipted and recorded by the
3530 Foundation (in cooperation with the CCKK Business Office).

3531 **7.6.1 Accumulation and Rollover Policy**

3532 All temporarily restricted funds tied to an identified project, time, or use are carried over year-to-year,
3533 as appropriate to the restriction. Where applicable, the individual providing oversight to the use of these
3534 funds should make every effort to use the funds in the year received for the specified purpose, unless
3535 there is a compelling reason to carry over funds.

3536 Temporarily restricted funds that lack specificity but are restricted for a general purpose or use, will be
3537 released to underwrite the appropriate budget line. Temporarily restricted funds will be released to
3538 cover any corresponding overspent operating budgets at fiscal year-end (June 30). Any residual funds
3539 are carried over to the following year.

3540 The Chief Financial Officer, in coordination with the President and Executive Director of the Foundation,
3541 may request to accumulate unrestricted or internally restricted surpluses. Accumulated surpluses
3542 represent the aggregate of prior year annual surpluses achieved, net of any annual deficits incurred and
3543 capital asset transactions.

3544 **7.6.2 Temporarily Restricted Account Creation**

3545 In order to maintain a recognized project, a restricted account must be established, if not already
3546 established by the restriction placed on the gift by the donor.

3547 The process of establishing a restricted account includes:

- 3548 • Obtain approval from your department director.
3549 • Complete application to establish a specific project and time-line to support fundraising efforts.
3550 • When adequate funds are established in the account, supervisor with appropriate coordination
3551 from the Business Office, can authorize the utilization of the funds.
3552 • The Foundation will maintain annual records of all approved project designations and donations.
3553 • The Business Office will track balance of each account.

3554 **7.7 CONTRACT (LIABILITY & RISK MANAGEMENT PROGRAM)**

3555 This policy provides guidelines for negotiating and reviewing third-party contracts. All employees are
3556 expected to comply with these protocols and guidelines.

3557 This policy applies to all agreements between Central Christian College of Kansas and any other party,
3558 with the following general exceptions:

- 3559 • Employee work agreements or contracts

- 3560 • Contracts and agreements involving financial aid and student loans.
- 3561 • Contracts and agreements regarding academic matters that do not involve the receipt or
- 3562 expenditure of funds are not required, but they are encouraged particularly when liability issues
- 3563 could arise through the agreement. If a contract is written for these purposes, it will fall under
- 3564 the provisions of this policy.
- 3565 • Financial investment management contracts (contact the Executive Director of the Foundation
- 3566 or CFO for guidance).
- 3567 • Service Learning Agreements with community partners, schools or other volunteer activities are
- 3568 not required but they are encouraged particularly when liability issues could arise through the
- 3569 agreement. If a contract is written for these purposes, it will fall under the provisions of this
- 3570 policy.
- 3571 • The Student Handbook
- 3572 • The Code of Conduct and other elements of the Policy & Procedures Manual

3573 Not every arrangement involving the purchase of goods or services by the College, or the use of college
 3574 facilities or resources by third parties, will require a written contract; but many do. In general, if the
 3575 arrangement involves any significant risk or potential liability that needs to be allocated between the
 3576 parties, or involves a situation where the duties and responsibilities of the parties are not so basic and
 3577 obvious that they do not need to be spelled out in writing, then a contract should be used. Keep in mind
 3578 that contracts may be originated either by the College or by the other party to the agreement.
 3579 Regardless of where they originate, they are typically modified by the other party and the revision
 3580 approved by both parties.

3581 In the following subsections, some common types or categories of commercial or business transactions
 3582 are described, and situations requiring (or not requiring) a written contract are specified.

- 3583 • Purchase of Goods: Finished (or "off the shelf") goods that are commonly purchased by cash or
- 3584 credit card valued under \$10,000 do not generally need a contract. However, finished goods or
- 3585 equipment that are part of construction projects or which require the vendor to deliver, install
- 3586 and/or service the goods on campus or the parties need to be clear about issues such as
- 3587 specifications for the goods, the manner and timing of delivery, limitation of warranties,
- 3588 opportunity to cure defects, or payment terms, usually require a contract and should be
- 3589 purchased using the College purchase order form or other contract form which will set forth
- 3590 basic terms and conditions including insurance and indemnity agreements.
- 3591 • Provision of Services: The College requires contracts in place for instances where the College is
- 3592 providing services, facilities or other resources to third parties. Examples include camps,
- 3593 conferences, persons or companies filming on campus, having other special events on campus
- 3594 such as weddings, receptions, seminars, etc. Services related to sponsored research are
- 3595 governed by a separate set of policies and procedures appearing elsewhere on this web site.
- 3596 • Purchase of Services: In general, services which the College (including student activities) is
- 3597 procuring and which will be provided on campus for hire should have written contracts. This
- 3598 includes arrangements with independent contractors for facilities work, caterers, speakers,
- 3599 consultants, performers, videographers, etc. Services that are provided off campus for payment
- 3600 upon conclusion of the work (e.g., a person is hired to write an article and receive payment

3601 upon receipt of satisfactory product) may or may not require a written contract. As stated
3602 above, contracts should be used whenever the arrangement involves any significant risk or
3603 potential liability that needs to be allocated between the parties, or involves a situation where
3604 the duties and responsibilities of the parties are not so basic and obvious that they do not need
3605 to be spelled out in writing. A contract should also be used when other specific concerns need to
3606 be addressed, such as ownership of the work.

3607
3608 Regardless of the cost of the service provided, where the service is provided, or whether or not
3609 a contract is executed, members of the campus community may not pay for services out of their
3610 personal accounts and then seek reimbursement from the College for these expenses. Rather,
3611 all payments for services must be made directly from the College to the individual(s) providing
3612 the services in order for the College to comply with its tax and other Federal reporting
3613 obligations.

3614
3615 Arrangements involving low-dollar-value, and relatively minor professional services related to
3616 scholarship activities, such as hiring a book editor, indexer, translation or transcription services,
3617 analysis services, requisition of instruments or equipment or small immediate repairs to
3618 instruments or equipment that the person hiring the services has budget authority for through
3619 his/her grants, research accounts or faculty fellowship do not require written contracts, unless
3620 the equipment to be repaired or serviced is on campus and the work is potentially hazardous.

3621 • Entertainment: Any arrangement that commits the College to hire entertainers or provide
3622 entertainment services requires a written contract. All payments for entertainment services
3623 must be paid directly by the College to the individual(s) providing the entertainment in order for
3624 the College to comply with its tax and other Federal reporting obligations.

3625 • Art / Exhibits: Any agreement to borrow or lend works of art, special collections, archives or
3626 exhibits requires a written contract.

3627 • Miscellaneous: Any agreement with a third party that could create a condition that could result
3628 in more than a minor liability to the College (whether in favor of the contractor, its employees or
3629 others) or that could feasibly result in a dispute if the understandings and obligations of the
3630 parties are not clearly specified in advance, should normally be the subject of a written
3631 agreement. These arrangements should also be reviewed against these guidelines and against
3632 the contract template list to help you determine if a contract is appropriate or necessary.

3633 The remainder of this policy is divided into two sections. The first section provides a general explanation
3634 of the provisions that are commonly found in third-party contracts, examples of such provisions, and the
3635 College's practices for reviewing such provisions. The second section provides a checklist that should be
3636 completed during the review of any third-party contract.

3637 7.7.1 Common Contractual Provision in Third Party Contracts

3638 7.7.1.1 Contracting Authority

3639 As an initial matter, a Contract is defined for the purpose of these protocols as an agreement between
3640 two or more parties, one of which is the College or any of its subunits, intended to have legal effect.

3641 This requires a common understanding among the parties as to the essential terms, mutual obligations,
3642 and legal consideration, meaning that something of value is exchanged.¹⁵

3643 The title of the document is not important. "Contract" is a general term and includes, among other
3644 things

- 3645 • purchase and rental agreements;
- 3646 • memoranda/letters of understanding or cooperation;
- 3647 • agreements that set terms for acceptance of gifts;
- 3648 • a sale, lease, or donation of College goods or services;
- 3649 • liability waivers;
- 3650 • settlement agreements;
- 3651 • licenses;
- 3652 • affiliation agreements;
- 3653 • nondisclosure agreements;
- 3654 • instructional agreements;
- 3655 • assignment of the right of a person, group, or agency to use the College's name, logo or
3656 resources;
- 3657 • construction contracts and related change orders;
- 3658 • grants, sponsored programs, proposals and awards.

3659 As it relates to this reference document, Contract does not include internal agreements between
3660 different departments within the College.

3661 Before entering into any Contract on behalf of the College, you must ensure that you are authorized to
3662 do so. Signing a Contract on behalf of the College for which you do not have proper authority could
3663 result in you incurring personal liability for the Contract.

3664 The President of the College, the Chief Financial Officer and Chief Operations Officer have the
3665 authorization to sign contracts and agreements on behalf of the College. No other College employee,
3666 student, alumnus, or affiliated individual may financially obligate the College in any form. Commitments
3667 by unauthorized persons will not be honored by the College, and therefore the individual has created a
3668 personal obligation to the Supplier. Violation of the authorities noted above may lead to disciplinary
3669 action. Material or repeated violations will lead to disciplinary action up to and including termination of
3670 employment.

3671 7.7.2 Contract Retention

3672 The College must maintain complete copies of every Contract. Most Contracts should be stored with
3673 the Business Affairs Office. It is, however, appropriate to maintain student Contracts (housing
3674 agreements, waivers and releases, etc.) and employee Contracts in the department responsible for
3675 creating such Contract.

3676 Please contact the Business Office if you have questions about where a Contract and any accompanying
3677 bid documents should be maintained

¹⁵ The College's protocols cannot contemplate every issue that may arise while negotiating and reviewing a contract. If you have specific concerns that are not addressed in this document, please contact the CFO.

3678 **7.7.3 Automatic Renewal**

3679 The College enters into Contracts for various lengths of time. An automatic renewal provision extends
3680 the length of a Contract unless either party takes an affirmative action to end it. The College prefers that
3681 any agreements attempt to avoid automatic renewal provisions unless there is a specific reason for
3682 including it, e.g., cost savings to the College. Automatic renewal provisions can lead to prolonged
3683 obligations that result in unfavorable circumstances for the College. The College can always agree to
3684 extend a Contract at a later date if it chooses to do so.

3685 **7.7.4 Arbitration**

3686 The College does not typically agree to alternative dispute resolution provisions. You should attempt to
3687 remove such provisions from any Contract. If the other party refuses to remove the alternative dispute
3688 language, the Contract should be approved by the Business Office.

3689 **7.7.5 Choice of Law and Venue**

3690 All Contracts should specify that they will be interpreted under the laws of the State of Kansas and that
3691 all disputes arising out of the Contract will be resolved in the State of Kansas. An example of
3692 appropriate language is provided below:

- 3693 • This Agreement shall be subject to and governed by the laws of the State of Kansas, without
3694 reference to any choice of law statute, and any action brought in any way arising out of this
3695 Agreement shall be brought in the appropriate state or federal courts located in Kansas and
3696 both parties consent to jurisdiction and venue in such courts.

3697 **7.7.6 Confidentiality and Intellectual Property**

3698 Contracts may deal with commercially sensitive subject matter and/or College intellectual property such
3699 as copyrights and trademarks (“IP”). Confidentiality provisions are often included in Contracts to ensure
3700 that IP and other sensitive information are protected.

3701 Confidentiality provisions are very Contract specific. The most important thing is that the provision
3702 makes sense. If it does not, you should ask the other party to revise it. The following bullet points
3703 address several common questions involving confidentiality provisions.

- 3704 • If the Contract permits the other party to utilize the College’s copyrights and trademarks, ensure
3705 that you have authority to authorize such use.
- 3706 • If the Contract contemplates the use of student information, include the following language in
3707 accordance with FERPA:
- 3708 ○ The parties shall protect the confidentiality of students’ records as dictated by the
3709 Family Educational Rights and Privacy Act (FERPA) and shall release no information
3710 absent written consent of the student unless authorized to do so by law.
- 3711 • If the Contract requires the College to keep certain information confidential, ensure that the
3712 College has protocol in place to comply with the requirements.

3713 **7.7.7 Indemnification**

3714 Parties to a Contract frequently seek indemnification for any third-party damages or injuries that may
3715 arise out of the Contract. Indemnification means that Party A pays Party B for a particular loss suffered
3716 by Party B, regardless of whether Party A would otherwise be legally responsible for the loss.

3717 The College will not typically agree to indemnification. You should attempt to remove such provisions
3718 from any Contract. If the other party refuses to remove the indemnification language, the Contract
3719 should be reviewed by legal counsel

3720 7.7.8 Independent Contractors

3721 Legal consequences may result from classifying a third party as an employee instead of as an
3722 independent contractor. Although not dispositive, the way in which the third-party relationship is
3723 classified in the Contract will be a factor when analyzing whether a particular person is an employee or
3724 independent contractor. It is therefore important for the Contract to correctly define the status of the
3725 third party.

3726 In most situations, a third party should be classified as an independent contractor. You should consult
3727 with the Business Office before entering into a Contract that classifies a third party as an employee of
3728 the College.

3729 7.7.9 Insurance

3730 Contracts require the College to maintain certain levels of insurance coverage. The Contract must
3731 correctly describe the College's coverage. There are also situations in which the College wants a third
3732 party to maintain certain insurance coverage and provide a corresponding certificate of insurance.
3733 Contact the Business Office if you have questions about the College's insurance coverage, or the
3734 requirements for third parties.

3735 Insurance provisions are very Contract specific. The most important thing is that the policy correctly
3736 states the College's coverage. If it does not, you should ask the other party to revise the provision.
3737 Contact the Business Office if you have questions about the College's insurance coverage. You should
3738 also work with the Business Office to determine whether the College will require a third party to
3739 maintain minimum levels of insurance coverage and whether a Certificate of Insurance (COI) will be
3740 required.

3741 7.7.10 Termination

3742 Contracts should specify the reasons that either party can terminate the agreement early and the
3743 process for doing so.

3744 Termination and liquidated damage provisions are very Contract specific. The most important thing is
3745 that the provision makes sense. If it does not, you should ask the other party to revise it. Both parties
3746 should typically have equal termination rights. If they don't, there should be a specific reason for doing
3747 so.

3748 You should attempt to limit the College's exposure under liquidated damage provisions. To the extent
3749 possible, liquidated damages should be removed from the Contract. If the other party will not remove
3750 the liquidated damage provision, you should ensure that the provision makes sense in relation to the
3751 overall Contract.

3752 7.7.11 General Considerations

3753 If a contract/agreement includes provisions that pose a substantial risk to the College or new, non-
3754 standardized clauses which the College department representative is not familiar and/or comfortable
3755 with, the Chief Financial Officer will determine whether legal counsel should be consulted to ensure the

3756 contract/agreement protects the college and is consistent with all applicable laws. Legal counsel review
3757 should only be requested by the CFO or the President.

3758 If a contract directly benefits the employee forming the contract or the employee who is responsible for
3759 managing the contract, or such a person's relative or personal friend, or poses other potential conflicts
3760 of interest whether real or perceived, (e.g., the contract initiator or a key department member serves as
3761 a paid consultant to the contractor), the contract must be reviewed by both an authorized person with
3762 signatory authority who is unconnected with the agreement and the CFO, with all potential conflicts of
3763 interest disclosed. The risks for such agreements include self-dealing, operational difficulties, financial
3764 loss to the college, and damage to the reputation of the college.

3765 Any agreement that involves revenue sharing (including commissions, fees, or other payment) with the
3766 college, department or an individual from sales by the outside party to other third parties (including
3767 students, alumnae or employees) must be reviewed by the CFO. Such arrangements are rare and
3768 generally discouraged, since they normally signify a commercial joint venture in which the College may
3769 assume risk of loss, and may implicate non-profit tax questions or concerns.

3770 7.8 CONTRACT REVIEW AND CHECKLIST

3771 The following checklist should be used to evaluate contracts and agreements *prior* to execution.

- 3772 The party(ies) signing the contract have been authorized to do so.
- 3773 The contract properly identifies the parties.
- 3774 The contract contains correct contact information for each party.
- 3775 The contract makes sense and clearly and accurately reflects the intentions of the College.
- 3776 The contract contains specified starting and ending dates.
- 3777 Does the contract contain an automatic renewal clause?
- 3778
 - o If yes, the automatic renewal clause is appropriate for the contract.
- 3779 Does the contract allow the College to terminate the agreement?
- 3780
 - o If yes, the conditions of termination are acceptable to the College.
- 3781 Does the contract contain a liquidated damages provision?
- 3782
 - o If yes, the provision is reasonable.
- 3783 Does the contract reference exhibits, appendixes, or other documents?
- 3784
 - o If yes, the documents are attached to the contract.
- 3785 Does the contract contain an indemnification or hold harmless provision?
- 3786
 - o If yes, the provisions should be removed from the contract.
- 3787
 - o If the other party will not agree to remove the indemnification and hold harmless
- 3788
 - o language, the provision was approved by the Business Affairs Office.
- 3789 Does the contract require alternative dispute resolution?
- 3790
 - o If yes, the provision should be removed from the contract.
- 3791
 - o If the other party will not agree to remove the alternative dispute language, the
- 3792
 - o provision was approved by the Business Affairs Office.
- 3793 Does the contract attempt to limit liability of the third-party?
- 3794
 - o If yes, the provision was approved by the Business Affairs Office.
- 3795 Does the contract state that it will be interpreted pursuant to the laws of the State of Kansas?
- 3796
 - o If no, the contract should be changed to specify Kansas law.

- 3797 ○ If the other party will not agree to the provision, the provision was approved by the
3798 Business Affairs Office.
- 3799 Does the contract state that Kansas will be the exclusive venue for enforcement of the contract?
3800 ○ If no, the contract should be changed to Kansas venue.
3801 ○ If the other party will not agree to the provision, the provision was approved by the
3802 Business Affairs Office.
- 3803 Does the contract require the College to maintain insurance coverage?
3804 ○ If yes, the contract accurately describes the College’s coverage, including policy limits.
3805 Does the contract require the third party to maintain insurance coverage and provide a certificate
3806 of insurance?
3807 ○ If no, the contract was approved by the Business Affairs Office.
- 3808 Does the contract allow the other party to use the College’s name and/or logos?
3809 ○ If yes, the use is appropriate and the signatory has authority to authorize the use.
3810 Does the contract require the College to keep certain information confidential?
3811 ○ If yes, the College can comply with the confidentiality requirements.
3812 A complete copy of the fully executed contract has been forwarded to the correct department for
3813 retention.

3814 The College shall be identified as Central Christian College of Kansas in all agreements and contracts.
3815 Departments and individuals may not contract in their own name on behalf of the college, but must
3816 identify the College as the contracting party. (The department may, however, be identified in the
3817 agreement as the office through which the contract is being made.) The official college address is 1200 S
3818 Main, McPherson, KS 67460.

3819 7.9 UNRELATED BUSINESS INCOME

3820 The IRS defines Unrelated Business Income (UBI) as the “income from a trade or business, regularly
3821 carried on, that is not substantially related to the charitable, educational, or other purpose that is the
3822 basis of the organization’s exemption”. Organizations subject to the tax on unrelated business income
3823 are taxable at corporate rates on that income.

3824 Central Christian College of Kansas is exempt from Federal and State Income Tax. This status exempts
3825 the College from paying income tax on net profits earned in activities related to its exempt purposes,
3826 such as:

- 3827 • Activities related to our charitable, educational, scientific or literary work
3828 • Fostering of national or international amateur sports competitions

3829 However, the College’s tax-exempt status does not extend to activities considered unrelated to its
3830 exempt purposes. Three elements must all be present for an activity to be considered unrelated to the
3831 College’s tax-exempt purposes:

- 3832 • The activity must be a “trade or business,”
3833 • It must be regularly carried on
3834 • It must not be substantially related to the University’s exempt purposes.

3835 Below is a summary of how different transactions may be considered, subject to the Unrelated Business
3836 Income Tax (UBIT). The following revenue generating activities are considered exempt from UBIT:

- 3837 • Goods or services sold only to or for the convenience of current students, faculty or staff of CCKC
- 3838 • A one-time sale
- 3839 • Activities where over 85% of the total income earned is generated by unpaid volunteers or from
- 3840 the sale of donated goods
- 3841 • Activities where over 50% of the total income earned is generated by students as part of an
- 3842 educational curriculum
- 3843 • The rental of real property only (i.e. rental of a room, meeting space)
- 3844 • Income from royalties
- 3845 • Admission fee revenue from athletic events or performances of students
- 3846 • Income generated from the exchange or rental of mailing lists from another tax-exempt
- 3847 organization
- 3848 • Dividends, interest, gains or losses from the sale of investment property
- 3849 • Sponsorship income received where the sponsor receives only recognition of their business name
- 3850 or registered slogan in exchange for the sponsorship

3851 Revenue generating activities that may be subject to UBIT include:

- 3852 • Any activities (not exempted above) with sales or services sold to the general public. Please note
- 3853 that alumni are considered to be the general public.
- 3854 • Sponsorship income where the sponsor receives an advertisement that includes more
- 3855 information than just their name or registered slogan (i.e. rate or discount information, incentive
- 3856 wording, call to action, inducement to buy, etc.)
- 3857 • Rental of personal property (equipment, furniture, etc.) with or without the rental of real property

3858 The above list is not inclusive and many revenue generating activities necessitate a deeper dive into the
 3859 business model behind the activity to determine if there is any potential unrelated business income. It is
 3860 important for departments that have sales and service revenue, especially those that deal with external
 3861 entities (e.g. fundraising, camps, etc), to perform a comprehensive review of each income producing
 3862 activity it conducts.

3863 Unrelated Business Income is not a bad thing; it usually means that a department has generated
 3864 revenue from an idea that is beneficial to the department. However, in alignment with our Core Values,
 3865 we will want to be sure to audit those activities and in those cases where taxable income is generated,
 3866 report it in compliance with regulations. To ensure adherence to all federal and state regulations for
 3867 income taxation, the Business Office will evaluate known business activities to determine if it is subject
 3868 to unrelated business income tax regulations.

3869 Compliance with the policies and procedures defined herein is mandatory for all faculty, staff, and
 3870 students who are working for or on behalf of the College who have procurement, receiving, and
 3871 operational use of or access to College property. Full adherence will assist the Business Office personnel
 3872 in accurately managing the College's capital asset inventory and ensure compliance with federal and
 3873 state laws, and private granting agencies and regulations.

3874 7.8.17.9.1 Common Activities that will Warrant Further Attention

- 3875 • Bookstore Operations
- 3876 • Dormitory Rentals to the General Public (Annual Conference)
- 3877 • Advertising Income

- 3878 • Corporate Sponsorships
- 3879 • Coffee Shop Operations
- 3880 • Travel Tours
- 3881 • Professional Entertainment Events
- 3882 • Use of Recreational Facilities by General Public
- 3883 • Summer Sports Camps
- 3884 • Publishing Activities
- 3885 • Sale, rental, or exchange of Mailing Lists
- 3886 • Concession Sales
- 3887 • Catering Activities
- 3888 • Treatment of Alum
- 3889 • Conferences, Meetings, and Training Programs
- 3890 • Athletic Events
- 3891 • Intellectual Property Issues
- 3892 • Internet Fundraising and Advertising Issues
- 3893 • Ownership of S Corporation Stock
- 3894 • Sale of Products Derived from Conduct of Related Activity

3895 [7.8.27.9.2](#) Sponsorship & Advertising

3896 Receiving qualified sponsorship payments isn't an unrelated trade or business, and the payments aren't
 3897 subject to unrelated business income tax. The qualifying factor is related to the "benefit" of the
 3898 sponsorship, and whether or not *advertising* is an aspect of the benefit.

Sponsorship	Advertising
<p>This is any payment made by a person or organization engaged in a trade or business for which the trade or business will receive no substantial benefit other than the use or acknowledgment of the business name, logo, or product lines in connection with the organization's activities. <i>"Use or acknowledgment" doesn't include advertising the sponsor's products or services.</i> The organization's activities include all its activities, whether or not related to its exempt purposes</p> <p>For example, if, in return for receiving a sponsorship payment, an organization promises to use the sponsor's name or logo in acknowledging the sponsor's support for an educational or fundraising event, the payment is a qualified sponsorship payment and isn't subject to the unrelated business income tax.</p>	<p>This is any payment made by a person or organization engaged in a trade or business for which the trade or business will receive "benefit" in connection with the organization's activities.</p> <p>"Benefit" or advertising includes:</p> <ul style="list-style-type: none"> • Messages containing qualitative or comparative language, price information, or other indications of savings or value; • Endorsements; and • Inducements to purchase, sell, or use the products or services. <p>The use of promotional logos or slogans that are an established part of the sponsor's identity is not, by itself, advertising.</p> <p>In addition, mere distribution or display of a sponsor's product by the organization to the public at a sponsored event, whether for free or for remuneration, is considered use or</p>

	acknowledgment of the product rather than advertising.
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3899 **7.97.10 DETERMINING TAXABLE INCOME**

3900 The presence of unrelated business does not necessarily mean that a tax liability exists. It may be
3901 determined that the activity is not subject to unrelated business income tax, or if it is a taxable activity,
3902 the revenue may be substantially or completely offset by expenses incurred.

3903 The Business Office, working in conjunction with the department, will calculate overhead expenses to be
3904 charged against an activity that generates UBI.

3905 • $Taxable\ income = [(Gross\ Income) - (Costs\ of\ Good\ Sold)] - [(Direct\ Costs) + (Overhead\ Costs)]$

3906 **7.9.17.10.1 Cost of Goods Sold**

3907 The cost of goods sold includes the inventory cost of the article sold plus delivery costs, warehousing
3908 costs, etc. The costs of goods sold is subtracted from the gross income to determine the gross profit.

3909 **7.9.27.10.2 Deductions**

3910 Deductions are subtracted from the gross profit to determine the unrelated business taxable income.
3911 The three types of deductions are:

- 3912 • Direct expenses(charged to the business activity accounts);
- 3913 • Allocated direct expenses (charged to other departmental accounts);
- 3914 • Overhead Costs or indirect expenses

3915 **7.9.37.10.3 Direct Expenses fall into two categories:**

- 3916 • Deductible direct expenses charged to the business activity account¹⁶. These include ordinary and
3917 necessary business expenses such as:
 - 3918 ○ Salaries, wages and applicable University benefit rates;
 - 3919 ○ Supplies and materials;
 - 3920 ○ Subcontracts and outside services;
 - 3921 ○ External interest paid;
 - 3922 ○ Facilities expense (rental, utilities, maintenance, and custodial cost) paid by the business
3923 activity for the occupied space;
 - 3924 ○ Equipment lease or rental;
 - 3925 ○ Other expenses associated with the activity (travel, communications, etc.)
- 3926 • Deductible direct expenses charged to departmental accounts other than the business activity
3927 account¹⁷. These include ordinary and necessary business expenses that can be specifically
3928 identified with the business activity. These are the same types of expenses listed above. The only
3929 difference is that the expenses were not recorded directly into the business activity accounts. The

¹⁶ Federal unallowable expenses (i.e., not eligible for reimbursement from the federal government) are deductible for tax purposes if they are ordinary and necessary business expenses of the activity.

¹⁷ If any expense benefits two or more activities in proportions that can be determined without undue effort or cost, the expense should be allocated to the activities based on the proportional benefit. If an expense benefits two or more activities in proportions that cannot be determined because of the interrelationship of the work involved, then the expense may be allocated to the benefited activities on a reasonable basis.

3930 Business Office will help identify and allocate these costs, based on information that must be
 3931 supplied to them. Some of the typical expenses that fall into this category are:
 3932 ○ Salaries of people within the department who work on the business activity, but are
 3933 charged to accounts other than those of the business activity (e.g., receptionists who
 3934 cover multiple areas, managers responsible for multiple areas, etc.) For these expenses
 3935 you should document percentage of time spent on the business activity;
 3936 ○ Supplies used in the business activity, but charged to a central departmental account;
 3937 ○ Facilities expense (utilities, maintenance, and custodial cost) paid by the department for
 3938 the occupied space.

3939 7.9.47.10.4 **Overhead Costs (Facilities and Administrative Rates)**

3940 Deductible expenses also include a pro rata share of expenses incurred for common or joint objectives
 3941 that cannot be identified readily or specifically with any particular business activity. These are generally
 3942 College or departmental expenses that are indirectly related to the College’s business activity. A few
 3943 examples are:

- 3944 • General administrations costs
- 3945 • Depreciation
- 3946 • Facilities Expense (utilities and maintenance) paid by the College

3947 7.107.11 **REPORTING PROCEDURE**

3948 Each department will identify and report to the Business Office, all revenue-generating activities with a
 3949 potential for generating UBI. Use this policy, the UBI Flow Chart, and the following rubric to assist in
 3950 your assessment of possible UBI. A UBI questionnaire is available via the Staff Resources page on the
 3951 College’s website.

3952 The questionnaire should be filled out annually.

3953 The Business Office in conjunction with the department will work together to identify those activities
 3954 that may produce UBI. For those activities that have the potential of being classified as UBI, the
 3955 department will deliver to the Business Office all financial documentation requested that relates to the
 3956 activity. The Business Office will determine all direct and indirect expenses associated with an activity
 3957 that may produce UBI. This will include an allocation of certain general and administrative expenses to
 3958 the activity where applicable. The Business Office will keep a summary statement of UBI activity and will
 3959 periodically review this summary to determine if the activity is active or has changed and is reportable
 3960 on the 990-T return.

3961 7.10.17.11.1 **UBI Rubric & Decision Making Tree**

3962 The following rubric provides basic information regarding general activities of the College. It is not
 3963 comprehensive, nor is it definitive. It serves as a guide. Final determination is made by the Business
 3964 Office. In the same manner, the Decision Making Tree can be helpful when evaluating activities.

Does this meet a Statutory Exemption? <i>Identify</i>		UBI Determination
Sport Camps		No
College-operated sports camps (Summer or other) for pre-college age youth of College faculty, staff, students and the general public where sports facilities, dorm rooms, meals,	The purposes of the camps are to improve athletic ability of participants, acquaint them with the College and when applicable, provide experience for camp counselors who	Exempt

linens, and plant services may be provided by the College to the participants	may be college students. Such instruction in sports is therefore educational.	
Contracted third party who operates the sports camp. The College merely rents its sports facilities to the third party without provision of substantial services.	Income is excluded from UBI as rents from real property.	Exempt
Contracted third party who operates the sports camp <i>and</i> the College includes substantial services such as dorms, plant services, meals, etc.	Provision of substantial services precludes treatment of income as rents from real property and may subject to unrelated business income.	Reportable
Contracted third party who operates the sports camp <i>and</i> the operator contracts with a third-party for services such as dorms, plant services, meals, etc.	When the third party contracts directly with an outside vendor for services, income received by the College for use of its facilities is shielded from UBI and will qualify as rents from real property.	Exempt
Educational Tours		
Sale of travel tours to alumni.	Since the tour includes bona fide educational methodology in the form of a formal educational program including organized study, reading lists provided in advance, is conducted in a professional manner with coursework, allows for the awarding of college credit, and is selected for its educational value with a qualified tour leader – the tour is considered educational	Exempt
Advertising/Marketing		
Sale of commercial advertising space in campus newspapers, journals, magazines, or other periodicals.	The sale of general consumer advertising is an unrelated trade or business since it does not contribute importantly to our exempt purpose	Reportable
Sale of advertising space in souvenir programs for sports events (or music or drama performances).	The sale of advertising in programs for sports events (or music or drama performances) is not considered to be regularly carried on.	Exempt
Sale of commercial advertising in sport media guides.	The advertising activity is a sophisticated promotion effort which is rendered over a relatively significant period of time. A key determination is whether the process of procuring the sale is staff or volunteer (student) led. If staff led and regular it is operating in the same manner as a typical commercial enterprise.	Reportable
On Campus Advertising Billboards	Sponsorship Program – No Advertising Benefit	Exempt
Bookstore/TD		
Sale of clothing and other items to the College community that are embossed with a College logo.	Bookstore or other on-campus sale of College logo items to members of the College community qualify under the convenience rule of Sec. 513(a).	Exempt
Sale of clothing and other items to the general public, families, and alumni, including those that are embossed with a College logo.	These are considered sales to the general public, which are considered unrelated business income.	Reportable
Bookstore Sales (Sundries)	The sale of items necessary for courses at an institution are considered exempt purpose. The sale of other items may be considered for the convenience of students. However, in the absence of clearly established special circumstances, items not directly related to the educational purposes of an institution that have an ordinary useful life of more than one year are not encompassed by the convenience exception. Sales to members of the general public are taxable.	??
Mudhole	Items have a short shelf life and are provided as a convenience to the students.	Exempt
Coffee House	While convenient to the student, this is operated as a business entity, which does not rely on student employees – associated with an academic need.	Reportable
Rental		
Rental of apartments to students and non-College related entities. The apartment building is subject to mortgage.	The rules pertaining to debt-financed property do not apply to the College, a “qualified organization” described under Section 170(b)(1)(A)(ii) provided that the terms of the purchase agreement is structured in accordance with the	Exempt

	conditions set forth in IRC 514 (c)(9). Thus, these rentals are exempt under the exclusion for real property rents	
Rental of dormitory space during the summer to both tax-exempt and for-profit organizations who conduct educational classes, seminars and workshops on campus utilizing other university educational facilities such as library, auditorium, classrooms, etc. (e.g. Science Camp, Home School Association, McPherson USD, etc.).	These activities are substantially related to College's exempt purposes of advancing education.	Exempt
Facility rental by non-University or corporate entities for private meetings or unrelated activities (e.g. Rotary)	Rental income can be excluded when only customary services such as heat, light, cleaning of public areas and trash collection are provided by the College	Exempt
Facility rental by non-College or corporate entities for unrelated activities where services are provided primarily for the convenience of the renter		Reportable
Rental of facilities to non-College members for conferences and symposiums	The use of the facilities and services by outside organizations for conducting educational activities is related to the College's exempt purpose. Even though the conferences are conducted by outside organizations, the activity is considered to be in furtherance of an educational purpose.	Exempt
Rental of fields, stadiums, facilities to local high schools and athletic organizations.	The promotion of sports is an educational activity and is therefore related to the College's exempt purpose.	Exempt
Use of recreational facilities for classes offered to the general public and alumni	The conduct of University clinics, lessons, workshops and seminars at recreational areas, to instruct and educate individuals of all ages in a particular sport, is aligned with College's educational purpose.	Exempt
Rental of a campus building or space within a building	Rents from real property are exempt.	Exempt
Educational Considerations		
Certification Courses: Educational classes offered to the general public leading to certification in these areas.	The activity is in furtherance of the College's educational purposes.	Exempt
Sale of library photocopying services. Provision of in-house printing and binding services for students and staff	The sale of library reproduction services is related to the College's exempt educational purpose since it preserves the College's library materials and disseminates information	Exempt
Sale of digital printing service and supplies to the general public	The sale of printing services and supplies to non-College Members is not related to the College's exempt purposes.	Reportable
Misc. Occurrences		
Airplane	Donated Item	Exempt
External Catering Services		Reportable
Internal Meal Services	This service is provided as a convenience to the campus community. Sales to the General Public would be reportable.	Reportable
Hall of Fame	Volunteers & Donated Items (Low Cost)	No
Team/Club Apparel Sales (Internet)	The sale of emblematic items is not substantially related to the exempt purpose of the College. Moreover, these sales are not for the convenience of College members.	Reportable
Sale of obsolete equipment to the general public (e.g., Sale of Cheer Mats).	Gains and losses from the sale of property are excludable from related business income taxes. However, income from inventory and other stock held for sale is not exempt.	Maybe

3966 **8 ANTI-FRAUD**

3967 (Owner: Office of the President; Reviewed: 3/31/2022; Updated: 6/30/21)

3968 **8.1 PURPOSE**

3969 This fraud policy is established to facilitate the development of controls that will aid in the detection and
3970 prevention of fraud against Central Christian College of Kansas. In keeping with its Core Values, it is the
3971 intent of the College to promote consistent organizational behavior by providing guidelines and
3972 assigning responsibility for the development of controls and conduct of investigations.

3973 **8.2 POLICY**

3974 Fraudulent and dishonest behaviors are NOT tolerated. The College promotes an organizational
3975 environment and culture that requires honesty and ethical behavior and encourages the prevention of
3976 fraud and theft by raising awareness of the need for high standards of personal and professional
3977 conduct. It is the policy of the College to identify and promptly investigate any possibility of fraudulent
3978 or related dishonest activities against the College and, when appropriate, to pursue all legal remedies
3979 available under the law.

3980 Any act of fraud, theft, illegal acts, or misconduct ascertained through an investigation, or pursuant to a
3981 criminal conviction, or through written acknowledgment by the employee(s) concerned, shall result in
3982 the appropriate disciplinary and legal actions against the employee(s) and/or entities, to include the
3983 possibility of termination of employment, restitution, and/or forwarding information to the appropriate
3984 authorities for criminal prosecution. The repayment of losses will be sought in all cases and the College
3985 will normally expect to recover all costs and expenses, including attorney's fees in addition to the
3986 recovery of losses. Any employee failing to comply with this policy, including nondisclosure of suspected
3987 or discovered fraudulent activity or intentionally reporting false or misleading information, is subject to
3988 disciplinary action, including termination. The College shall refer those cases reasonably believed to
3989 constitute criminal fraud to the appropriate agency and shall cooperate with external investigations to
3990 the full extent of the law.

3991 Failure to comply by non-employees (third-party agreements) could result in cancellation of the
3992 business or other relationship between the entity and Central Christian College.

3993 **8.3 SCOPE**

3994 This policy applies to any irregularity, or suspected irregularity, involving employees as well as
3995 consultants, vendors, contractors, outside agencies doing business with employees of such agencies,
3996 and/or any other parties with a business relationship with Central Christian College of Kansas (the
3997 College).

3998 **8.4 RESPONSIBLE PARTIES**

3999 Management is responsible for the detection and prevention of fraud, misappropriations, and other
4000 irregularities. Administrators are required to support and work with the Office of the President in the
4001 detection, reporting, and investigation of dishonest or fraudulent activity including the prosecution of
4002 offenders. If a fraud or theft is detected in an area, the administrator or director is responsible for taking

4003 appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper
4004 actions.

4005 Employees at all levels are responsible for exercising due diligence and control to prevent, detect, and
4006 report acts of fraud or theft. It is the responsibility of all employees to conduct their College business in
4007 such a way as to prevent the occurrence of fraud and theft in the workplace. Employees must also be
4008 alert to the possibilities for fraud and theft, and be on guard for any indications that improper or
4009 dishonest activity is taking place and to report fraud or theft when they think it has occurred.

4010 8.5 DEFINITIONS

4011 Fraud is defined as the intentional, false representation or concealment of a material fact for the
4012 purpose of inducing another to act upon it to his or her injury. Each member of the management team
4013 will be familiar with the types of improprieties that might occur within his or her area of responsibility
4014 and be alert for any indication of irregularity.

4015 Any irregularity that is detected or suspected must be reported immediately to the appropriate vice
4016 president, and ultimately the President of the College. Concerns or incidents are presented to the Board
4017 as part of the President's Monitoring Report. Under direction of the Board Chair, the President (or
4018 appropriate designee) will coordinate investigations in alignment with legal counsel

4019 8.5.1 Actions Constituting Fraud

4020 The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are limited to:

- 4021 • Theft or misappropriation of College assets.
- 4022 • Submitting false claims for payments or reimbursement.
- 4023 • Accepting or offering a bribe or accepting gifts or personal favors under circumstances that might
4024 lead to the inference that the gift or favor was intended to influence an employee's decision-
4025 making while serving the College.
- 4026 • Accepting a commission (kick-back) from or paying same to a third party in exchange for a College
4027 service.
- 4028 • Blackmail or extortion.
- 4029 • "Off Books" accounting or making false or fictitious entries.
- 4030 • Knowingly creating and/or distributing false or misleading financial reports.
- 4031 • Paying excessive prices or fees where justification thereof is not documented.
- 4032 • Violation of the College's procedures with the aim of personal gain or with resulting detriment to
4033 the College.
- 4034 • Willful and/or negligent acts that cause damage to the material interest of the College.
- 4035 • A dishonorable, irresponsible, or deliberate act against the interests of the College.
- 4036 • Supporting or ignoring actions of others that could be harmful to the College.

4037 Fraud can also include abuse and theft.

- 4038 • *Abuse* is the intentional, wrongful, or grossly improper use of resources or misuse of rank,
4039 position, or authority that causes the loss or misuse of resources, such as tools, vehicles,
4040 computers, copy machines, etc. An example of abuse includes using Central Christian College's
4041 equipment, supplies or labor to conduct personal business.
- 4042 • *Theft* is defined as the act of taking something unlawfully.

4043 Each employee is required to report any suspected fraud to the employee’s management or to the
4044 supervisor or administration. Management is required to report suspected fraud, including reports from
4045 employees or other individuals, to either the President or Chairman of the Board of Trustees.

4046 8.5.2 Other Irregularities

4047 Irregularities concerning an employee’s moral, ethical, or behavioral conduct should be resolved by
4048 appropriate departmental supervisors. If there is any question as to whether an action constitutes fraud,
4049 the supervisor should contact the appropriate Vice President.

4050 8.6 REPORTING PROCEDURE

4051 An employee who discovers or suspects fraudulent activity should alert the appropriate Supervisor,
4052 Director, or Chief Officer. In turn, the suspected activity should be brought to the attention of the
4053 President or Board Chair. No individual, outside of the President or Board Chair has the authority to
4054 determine the merits of a report of suspected fraud.

4055 The employee or other complainant may remain anonymous. All inquiries concerning the activity under
4056 investigation from the suspected individual, his or her attorney or representative, or any other inquirer
4057 should be directed to the President or designated personnel. No information concerning the status of an
4058 investigation will be given out. The proper response to any inquiries is: “I am not at liberty to discuss this
4059 matter.” Under no circumstances should any reference be made to “the allegation,” “the crime,” “the
4060 fraud,” “the forgery,” “the misappropriation,” or any other specific reference.

4061 The reporting individual should be informed of the following:

- 4062 • Do not contact the suspected individual regarding the suspicion.
- 4063 • Allow the President or Board Chair to conduct the investigation. Do not further investigate
4064 the allegations.
- 4065 • Observe strict confidentiality. Do not discuss the case, facts, suspicions, or allegations
4066 with anyone unless specifically asked to do so by the President or Board Chair.
- 4067 • Retaliation will not be tolerated. Central Christian College will not tolerate any form of
4068 retaliation against individuals providing information concerning fraud or suspected fraud.
- 4069 • Every effort will be made to protect the rights and the reputations of everyone involved,
4070 including the individual who in good faith alleges perceived misconduct as well as the
4071 alleged violator(s).
- 4072 • The identity of an employee or other individual who reports suspected fraud will be
4073 protected to the full extent allowed by law.

4074 A hotline is maintained by Central Christian College of Kansas to support allegations. The President of
4075 the College is the caretaker of this tool: <https://survey.alchemer.com/s3/6294076/Staff-Grievance-Form>

4076 8.7 INVESTIGATIVE RESPONSIBILITIES

4077 The President and the Board of Trustees hold the primary responsibility for the investigation of all
4078 suspected fraudulent acts as defined by this policy. If the investigation substantiates that fraudulent
4079 activities have occurred the President will issue reports to the appropriate personnel and, if appropriate,
4080 to the Board of Trustees through the Board Chair.

4081 Decisions to prosecute or refer the examination results to the appropriate authorities and regulatory
4082 agencies for independent investigation will occur in conjunction with legal counsel and senior
4083 management, as will the final disposition of the case.

4084 8.7.1 Investigative Process

- 4085 • Upon receiving a report of suspected fraud, the President or Board Chair shall document the
4086 contact and conduct a preliminary investigation to determine the credibility of the report and the
4087 applicability of this policy. Wrongful conduct will not necessarily trigger this policy, only fraud,
4088 abuse, and theft as defined herein. If the report is credible and is covered by this policy, the
4089 President shall follow the investigation guidelines articulated herein.
 - 4090 ○ Upon determining that a report is not credible or is not fraud, the President or Board Chair
4091 shall document this determination. The President will refer appropriately.
- 4092 • The President can delegate the investigation to a three member team selected by the President,
4093 and affirmed by the Board Chair. Such investigative committee shall then report, as directed by
4094 the President, on the progress and findings of any such investigation. If because of the nature of
4095 the allegations the President should not be involved in the investigation, the Board Chair should
4096 identify another senior administrator to select the investigative team, In the event a report
4097 concerns conduct involving the College as a whole, the Board Chair shall be informed of the
4098 allegations for referral to the appropriate outside agency.

4099 8.7.2 Investigative Team

4100 The Investigative Team has primary responsibility for the investigation of all suspected fraud and for
4101 coordinating investigative activities with the appropriate regulatory agency and legal counsel.

4102 The Investigative Team shall maintain appropriate documentation regarding the investigation.

4103 If an investigation substantiates fraudulent activities, the Investigative Team will prepare an incident
4104 report for the President. The report shall be submitted as soon as possible after the fraud is confirmed
4105 and shall document the content of the investigation, the findings, and any disciplinary action
4106 recommended as a result of the finding.

4107 Any inquiries from the suspected individual, his or her legal representative, or any other inquirer shall be
4108 directed to the President or if directed, to legal counsel.

4109 8.7.3 Fraud Investigation Authorization

4110 Members assigned to the investigative team will have:

- 4111 • Free and unrestricted access to all College records and assets.
- 4112 • The authority to examine, copy, and remove all or any portions of the contents of files, desks,
4113 cabinets, or any other storage device (including digital) on the premises without prior knowledge
4114 or consent of any individual who might use or have custody of any such items or facilities when it
4115 is within the scope of the investigation.

4116 8.8 CONFIDENTIALITY

4117 The President treats all information confidentially. Any employee who suspects dishonest or fraudulent
4118 activity should notify the President immediately, and should not attempt to personally conduct
4119 investigations or interviews related to any suspected activity.

4120 Investigation results will not be disclosed or discussed with anyone other than those who have a
4121 legitimate need to know. This is important in order to avoid damaging the reputations of persons
4122 suspected but subsequently are found innocent of wrongful conduct and to protect the College from
4123 potential civil liability.

4124 The President or Board Chair also shall make every effort to protect the identity of a person who in good
4125 faith reported the suspected fraud. However, disciplinary action may be taken as provided by this policy
4126 if a report is made in bad faith.

4127 **8.9 TERMINATION**

4128 If an investigation results in a recommendation to terminate an individual, the recommendation will be
4129 reviewed by the Board Chair, and if appropriate by outside counsel, before any such action is taken. The
4130 investigative team does not have the authority to terminate an employee. The decision to terminate an
4131 employee is made by the employee's management. Should the investigative team believe the
4132 management decision inappropriate for the facts presented, the facts will be presented to Board of
4133 Trustees for a final decision.

4134 **8.10 RETRIBUTION**

4135 Employees must be assured that they will not be victimized or disadvantaged by making a complaint and
4136 that the policy prescribes for such actions. Employees should be assured that the policy has provisions
4137 supported by College procedures, which ensures that they will not be victimized or disadvantaged by
4138 making a complaint. Action to cover up the wrongdoing, and/or to retaliate against, or victimize
4139 witnesses is strictly forbidden, and could itself constitute improper conduct leading to disciplinary action
4140 including termination.

4141 Any person who considers that they are being victimized as a consequence of lodging a concern, in the
4142 first instance, contact the immediate Chief Officer or Director.

4143 All suspects will be treated consistently without regard to position held, past performance, or length of
4144 service, together with due regard to justice and procedural fairness. Where malicious accusations
4145 and/or procedural unfairness are perceived to have occurred, the chance to be heard is available
4146 through procedures associated with the College's grievance policy.

4147 **8.11 ADMINISTRATION**

4148 The President is responsible for the administration, revision, interpretation, and application of this
4149 policy subject to approval by the Board of Trustees. The policy will be reviewed by the Office of the
4150 President annually.

4151 **8.12 ANNUAL AUDIT**

4152 Incidents of suspected fraud determined by the President to have merit shall be reported to the Board
4153 of Trustees on an annual basis. The annual summary report shall include: whether the report was from
4154 an employee; the determination of merit; whether a full investigation was conducted and, if so, the
4155 results of the investigation; the disciplinary action, if any, resulting from the investigation; whether the
4156 report was referred to an outside entity, and, if so, the current status or final results of the referral.

4157 **8.13 POSSIBLE POINTS OF EXPOSURE**

4158 The following illustrates possible points of exposure to fraud. This listing is not meant to be all- inclusive
4159 but to provide a point of record identifying ways in which the College has recognized which areas are
4160 vulnerable to fraud. More attention will be needed to identify specific industry, location, and cultural
4161 factors that can influence fraudulent behavior.

- 4162 1. Intentional manipulation of financial statements can lead to:
- 4163 a. Inappropriately reported revenues
- 4164 i. Fictitious revenues
- 4165 ii. Premature revenue recognition
- 4166 iii. Contract revenue and expense recognition
- 4167 b. Inappropriately reported expenses
- 4168 c. Inappropriately reflected balance sheet amounts, including reserves
- 4169 i. Improper asset valuation
- 4170 1. Inventory
- 4171 2. Accounts receivable
- 4172 3. Capitalization of intangible items
- 4173 ii. Misclassification of assets
- 4174 iii. Inappropriate depreciation methods
- 4175 iv. Concealed liabilities and expenses
- 4176 1. Omission
- 4177 2. Capitalization of expenses
- 4178 3. Tax liability
- 4179 d. Inappropriately improved and/or masked disclosures
- 4180 i. Liabilities omissions
- 4181 ii. Subsequent events
- 4182 iii. Related-party transactions
- 4183 iv. Accounting changes
- 4184 v. Management frauds uncovered
- 4185 vi. Backdating transactions
- 4186 e. Concealing misappropriation of assets
- 4187 f. Concealing unauthorized receipts and expenditures
- 4188 g. Concealing unauthorized acquisition, disposition, and use of assets
- 4189 2. Misappropriation of:
- 4190 a. Tangible assets by
- 4191 i. Cash theft
- 4192 ii. Sales (drawer/receipts) manipulation
- 4193 iii. Skimming
- 4194 iv. Collection procedures
- 4195 v. Understated sales
- 4196 vi. Theft of checks received
- 4197 vii. Check for currency substitution
- 4198 viii. Lapping accounts
- 4199 ix. False entries
- 4200 x. Inventory or asset padding
- 4201 xi. Theft of cash register or cash box

4202	xii. Deposit lapping
4203	xiii. Deposits in transit
4204	b. Fraudulent disbursements
4205	i. False refunds
4206	ii. False voids
4207	iii. Small disbursements
4208	iv. Check tampering
4209	v. Billing schemes
4210	vi. Personal purchases with company funds
4211	vii. Returning merchandise for cash
4212	c. Payroll fraud
4213	i. Ghost employees
4214	ii. Falsified hours and salary
4215	d. Expense reimbursement
4216	i. Mischaracterized expenses
4217	ii. Overstated expenses
4218	iii. Fictitious expenses
4219	iv. Multiple reimbursements
4220	e. Loans
4221	i. Double pledged collateral
4222	ii. False application information
4223	iii. Construction loans
4224	f. Real estate
4225	i. Appraisal value
4226	ii. Fraudulent appraisal
4227	g. Wire transfer
4228	i. System password compromise
4229	ii. Forged authorizations
4230	iii. Unauthorized transfer account
4231	h. Check and credit card fraud
4232	i. Counterfeiting checks
4233	ii. Check theft
4234	iii. Stop payment orders
4235	iv. Unauthorized or lost credit cards
4236	v. Counterfeit credit cards
4237	vi. Mail theft
4238	i. Insurance fraud
4239	i. Dividend checks
4240	ii. Settlement checks
4241	iii. Premium
4242	iv. Fictitious claims
4243	v. Underwriting misrepresentation
4244	vi. Vehicle insurance — staged accidents
4245	vii. Inflated damages
4246	viii. Rental car fraud
4247	j. Inventory

- 4248 i. Misuse of inventory
- 4249 ii. Theft of inventory
- 4250 iii. Concealing inventory shrinkage
- 4251 k. Intangible assets
- 4252 i. Theft of intellectual property
- 4253 1. Espionage
- 4254 2. Loss of information
- 4255 3. Spying
- 4256 4. Infiltration
- 4257 5. Informants
- 4258 6. Trash and waste disposal
- 4259 7. Surveillance
- 4260 ii. Customers
- 4261 iii. Vendors
- 4262 1. Proprietary business opportunities
- 4263 3. Corruption including:
- 4264 a. Bribery and gratuities to
- 4265 i. Companies
- 4266 ii. Private individuals
- 4267 iii. Public officials
- 4268 b. Embezzlement
- 4269 i. False accounting entries
- 4270 ii. Unauthorized withdrawals
- 4271 iii. Unauthorized disbursements
- 4272 iv. Paying personal expenses from bank funds
- 4273 v. Unrecorded cash payments
- 4274 vi. Theft of physical property
- 4275 vii. Moving money from dormant accounts
- 4276 c. Receipt of bribes, kickbacks, and gratuities
- 4277 i. Bid-rigging
- 4278 ii. Kickbacks
- 4279 1. Diverted business to vendors
- 4280 2. Over billing
- 4281 iii. Illegal payments
- 4282 1. Gifts
- 4283 2. Travel
- 4284 3. Entertainment
- 4285 4. Loans
- 4286 5. Credit card payments for personal items
- 4287 6. Transfers for other than fair value
- 4288 7. Favorable treatment
- 4289 iv. Conflicts of interest
- 4290 1. Purchases
- 4291 2. Sales
- 4292 3. Business diversion
- 4293 4. Resourcing

- 4294 5. Financial disclosure of interest in vendors
- 4295 6. Ownership interest in suppliers
- 4296 v. d) FCPA violations
- 4297 1. Anti-bribery provisions
- 4298 2. Books and records violations
- 4299 3. Internal control weaknesses
- 4300 vi. Money laundering
- 4301 vii. Aiding and abetting fraud by other parties (customers, vendors)

4302 9 INFORMATION SECURITY PROGRAM

4303 (Owner: Chief Operations Officer; Last Reviewed: 04/21/2023; Last Updated 04/21/2023)

4304 It is the policy of Central Christian College of Kansas to ensure the security and confidentiality of
4305 information used in our college operations and to comply with all applicable laws and regulations
4306 providing for such security. Security and confidentiality are matters of concern for all faculty, staff, and
4307 students within the college who have access to our computer data systems or physical facilities¹⁸.

4308 All records created by employees as a part of their work are the property of the College. All persons
4309 working in the college offices who have access to constituent information hold a position of trust
4310 relative to this information, and they must recognize the responsibility to preserve the security and
4311 confidentiality of this information. Therefore, any person with access to any constituent information:

- 4312 • Will not make or permit improper or unauthorized use of any information.
- 4313 • Will not seek personal benefit, or permit others to benefit personally, ~~by any confidential~~
4314 ~~information.~~
- 4315 • Will not exhibit or divulge the contents of any record or report to any person except in the
4316 conduct of their work assignment and in accordance with college policies.
- 4317 • Will not knowingly include, or cause to be included, in any record or report a false, inaccurate, or
4318 misleading entry.
- 4319 • Will not remove any official record or report (or copy thereof) from the office where it is kept
4320 except in the authorized performance of his or her duties.
- 4321 • Will dispose of records in accordance with record retention procedures.
- 4322 • Will not aid, or act in conspiracy with, another to violate any part of this code.
- 4323 • Will immediately report any violation of this code to his or her worksupervisor.

4324 As custodians of official College records, we all share the responsibility for ensuring the security and
4325 privacy of the records and data we maintain.

4326 When a faculty member, staff member, contractor, student, or third-party is found to be negligent in, or
4327 have a blatant disregard for, compliance with the policies cited herein or any other approved security
4328 compliance standard, the College's first recourse will be to promptly notify the offender via a written
4329 warning. Additional infractions will incur progressive discipline. The College reserves the right to
4330 consider certain single incidents of non-compliance to be so harmful as to immediately rise to the level
4331 of more serious disciplinary consequences, up to and including a termination of employment, expulsion,
4332 or termination of contract.

4333 The Chief Operations Officer is responsible for coordinating and overseeing the College information
4334 security program¹⁹. This individual is empowered to identify and assess external and internal risks to the

¹⁸ The section of the manual serves as an aspect of the College's written information security plan addressing the administrative, technical and physical safeguards mandated by the Federal Trade Commission's Safeguards Rule of the Gramm-Leach-Bliley Act (GLBA).

¹⁹ These provisions are in alignment with the Gramm-Leach-Bliley Act (GLBA), which was enacted in 1999 and affects institutions of higher education. The GLBA rule requires institutions to abide by a number of regulatory expectations designed to protection non-public personal information. These include expectations that ~~thorough~~ administrative, technical and physical safeguards, the College has implemented protocols to protect against any

4335 security, confidentiality, and integrity of information, including nonpublic financial information (NPI) and
4336 personally identifiable information (PII). This includes the authority to conduct audits, enforce
4337 remediation, require training, communicate and audit related third-party services, and take other such
4338 actions as is required to maintain the integrity of the College information security.

4339 The College maintains an Information Security Plan at [Info-Security-Plan.pdf](#)
4340 ([centralchrisit.wpenginepowered.com](#))

4341 9.1 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

4342 (Owner: Office of the Registrar; Last Reviewed: 01/24/2023; Last Updated 01/24/2023)

4343 For a full description of FERPA guidance, please refer to the current Catalog. Faculty and staff must be
4344 aware and follow the federal law known as the Family Education Right to Privacy Act of 1974 (FERPA or
4345 the "Act") gives students and former students the right to inspect, review and copy education records
4346 related to them. No one outside the institution shall have access to, nor will the institution disclose, any
4347 information from students' education records without the written consent of the student, except to
4348 personnel within the institution with a need to know, to officials of other institutions in which students
4349 seek to enroll, to appropriate parties in connection with financial aid to a student, to accrediting
4350 agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to
4351 persons in an emergency in order to protect the health or safety of the student or other persons. A
4352 record of student release of information is located in the Academic Office. All of these exceptions are
4353 provided for under the Act. Only those members of the College community, individually or collectively,
4354 acting in the student's educational interest are allowed access to student education records. These
4355 members include personnel in the office of the Registrar, Business Office, Financial Aid, Office of
4356 Admissions, Office of Student Life, Informational Technology Services, and academic personnel within
4357 the limitations of their need to know. The College will give all notices that may be required under the
4358 Act.

4359 At its discretion, the institution may provide directory information in accordance with the provisions of
4360 the Act to include:

- 4361 • Name
- 4362 • Telephone number
- 4363 • Permanent address
- 4364 • Campus -email address
- 4365 • Place of birth
- 4366 • Photograph or likeness
- 4367 • Department/Program
- 4368 • Enrollment status (full/part-time)
- 4369 • Grade level or year
- 4370 • Dates of attendance at
- 4371 • Awards and academic honors
- 4372 • Degrees and dates awarded
- 4373 • Most recent previous educational institution attended

anticipated threats or hazards to the security or integrity of such information.

- 4374 • Participation in officially recognized activities and athletic teams
- 4375 • Height and weight of student athletes

4376 Students may have directory information non-disclosed by notifying the Office of the Registrar in
4377 writing. A request for such non-disclosure will be honored by the institution for only one academic year;
4378 therefore, to be effective, instructions to withhold directory information must be filed annually in the
4379 office of the registrar.

4380 Students may request a waiver to allow third party access to their record. The waiver will include to
4381 whom the record may be released, the duration of the release, the reason for the release, and the type
4382 of record to be released. All FERPA waivers are kept on file with the Office of the Registrar and expire
4383 either as indicated on the release or when the student ceases attending the institution. Students may
4384 not inspect and review the following as outlined by the Act: financial aid information submitted by their
4385 parents; confidential letters and recommendations associated with admissions, employment or job
4386 placement, or honors, if they have waived their rights of inspection and review of such information; or
4387 education records containing information about more than one student, provided, however, that in such
4388 case the institution will permit access to that part of the record which pertains to the inquiring student,
4389 but no other parts. The College is not required to permit students to inspect and review confidential
4390 letters and recommendations placed in their files prior to January 1, 1975, provided those letters were
4391 collected under established policies of confidentiality and were used only for the purposes for which
4392 they were collected.

4393 Upon request, a record that is required by the Act to be made available will be made available within a
4394 reasonable time, and in no event later than 45 days after the request. The student should direct the
4395 request to the custodian of the record in question. Copies of the record will be made available to the
4396 student at the student's expense (usually limited to the cost of copies). A student may also request
4397 explanations and interpretations of the records from the official in charge. If the student believes that a
4398 particular record or file contains inaccurate or misleading information or is otherwise inappropriate, the
4399 College will afford an opportunity for a hearing to challenge the content of the record. Prior to any
4400 formal hearing, the official in charge of the record is authorized to attempt, through informal meetings
4401 and discussions with the student, to settle the dispute. If the student is not satisfied, he or she may
4402 request a hearing. The student will have an opportunity at the hearing to present any relevant evidence.
4403 Without regard to whether the student requests a hearing or to the outcome of the hearing, the student
4404 shall have the right to place with the contested record a statement commenting on the record.

4405 All personal information about a student released to a third party will be transferred on condition that
4406 no one else shall have access to it without the student's consent.

4407 The Office of the Registrar can identify the kinds of education records maintained on students at Central
4408 Christian College of Kansas.

4409 Public Notice of Directory Information is found in the College Catalog.

4410 9.2 EMPLOYEE CONFIDENTIALITY AGREEMENT

4411 The College adheres to the Family Educational Rights and Privacy Act ("FERPA"), a federal law enacted in
4412 1974 that provides safeguards regarding the confidentiality of student records. All employees of the
4413 College are expected to be familiar with the basic provisions of FERPA and PII regulation to ensure that

4414 they do not violate federal law.

4415 • Employees understand that all information gained from student and/or employee files
4416 (including computer generated documents) or heard in the course of my employment is strictly
4417 confidential. Employees will not share this information with anyone other than with those
4418 authorized to receive the information or as mandated by provisions in state or federal law.

4419 • Employees will not acquire or seek to acquire confidential information about students and/or
4420 employees, including information contained in student or personnel files, unless the information
4421 is needed and is essential to perform my job duties. Employees will not reveal information
4422 about students that they may learn or have learned while performing their jobs. Employees
4423 understand that even a minor disclosure of information, e.g., disclosing a student's class
4424 schedule, may be a violation of FERPA and/or College policy and could result in disciplinary
4425 action, up to and including the loss of employment.

4426 • Employees understand that anyone having access to the college's data information systems is
4427 not allowed to leave campus with any information obtained from the college's data information
4428 systems by means of any storage device such as flash drives, cloud storage, cd/dvd, external
4429 hard drives, or any kind of paper form of the information unless required for approved tele-
4430 work.

4431 • Employees understand that they can only use the College's equipment to access the college's
4432 data information systems. This data can only be printed to a network printer or saved to the
4433 College's network drive.

4434 • Employees agree that files with protected information or other documents in print or electronic
4435 format will not be left unattended in public areas for others to view, and that no files or copies
4436 of records in any format will leave the office/department without proper authorization.

4437 • Employees understand that computer passwords that may be provided will not be shared with
4438 anyone other than those authorized. Employees will ensure the electronic devices that they
4439 use, or for which they are responsible, are properly secured when not in use.

4440 • Employees agree to abide by the guidelines and procedures of the College in accepting credit
4441 card payments on behalf of college in the course of ~~my~~their employment. Guidelines are
4442 established by the CFO which will remain in compliance with those set by the Payment Card
4443 Industry (PCI).

4444 [As part of the onboarding process, all employees are required to sign a confidentiality agreement. These](#)
4445 [agreements may be updated at the discretion of the Office of Human Resources.](#)

4446 9.3 RED FLAGS POLICY (IDENTITY THEFT PREVENTION PROGRAM)

4447 Central Christian College of Kansas developed this Identity Theft Prevention Program pursuant to the
4448 Federal Trade Commission's (FTC) Red Flags Rule, which implements Section 114 of the Fair and
4449 Accurate Credit Transactions Act of 2003. This Program was developed with oversight and approval of
4450 the College's Board of Trustees. After consideration of the size and complexity of the College's

4451 operations and account systems, and the nature and scope of the College’s activities, the College
4452 determined that this Program was appropriate for the College.

4453 Red Flags Rule - Definitions Used in this Program:

- 4454 • “Identity Theft” is a “fraud committed or attempted using the identifying information of another
4455 person without authority.”
- 4456 • A “Red Flag” is a “pattern, practice, or specific activity that indicates the possible existence of
4457 Identity Theft.”
- 4458 • A “Covered Account” includes all student accounts or loans that are administered by the
4459 College.
- 4460 • “Program Administrator” is the individual designated with primary responsibility for oversight of
4461 the program. See number 6 below.
- 4462 • “Identifying Information” is “any name or number that may be used, alone or in conjunction
4463 with any other information, to identify a specific person,” including: name, address, telephone
4464 number, social security number, date of birth, government issued driver’s license or
4465 identification number, alien registration number, government passport number, employer or
4466 taxpayer identification number, student identification number, computer’s Internet Protocol
4467 address, or routing code.

4468 Under the Red Flags Rule, the College is required to establish an “Identity Theft Prevention Program”
4469 tailored to its size, complexity and the nature of its operation. Each program must contain reasonable
4470 policies and procedures to:

- 4471 • Identify relevant Red Flags for new and existing covered accounts and incorporate those Red
4472 Flags into the Program.
- 4473 • Detect Red Flags that have been incorporated into the Program.
- 4474 • Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft.
- 4475 • Ensure the Program is updated periodically to reflect changes in risks to students or to the
4476 safety and soundness of the student from Identity Theft.

4477 In order to identify relevant Red Flags, the College considers the types of accounts that it offers and
4478 maintains, methods it provides to open its accounts, and its previous experiences with Identity Theft.
4479 The College identifies the following Red Flags in each of the listed categories:

- 4480 1. Notifications and Warnings from Credit Reporting Agencies Red Flags
 - 4481 a. Report of Fraud accompanying a credit report.
 - 4482 b. Notice or report from a credit agency of a credit freeze on an applicant.
 - 4483 c. Notice or report from a credit agency of an active duty alert for an applicant.
 - 4484 d. Receipt of a notice of address discrepancy in response to a credit report request.
 - 4485 e. Indication from a credit report of activity that is inconsistent with an applicant’s usual
4486 pattern or activity.
- 4487 2. Suspicious Documents – Red Flags
 - 4488 a. Identification document or card that appears to be forged, altered or inauthentic.
 - 4489 b. Identification document or card on which a person’s photograph or physical description
4490 is not consistent with the person presenting the document.
 - 4491 c. Other document with information that is not consistent with existing student
4492 information.

- 4493 d. Application for service that appears to have been altered or forged.
- 4494 3. Suspicious Personal Identifying Information – Red Flags
- 4495 a. Identifying information presented that is inconsistent with other information the
- 4496 student provides (example: inconsistent birth dates).
- 4497 b. Identifying information presented that is inconsistent with other sources of information
- 4498 (for instance, an address not matching an address on a loan application).
- 4499 c. Identifying information present that is the same as information shown on other
- 4500 applications that were found to be fraudulent.
- 4501 d. Identifying information presented that is consistent with fraudulent activity such as an
- 4502 invalid phone number or fictitious billing address).
- 4503 e. Social security number presented that is the same as one given by another student.
- 4504 f. An address or phone number presented that is the same as that of another person.
- 4505 g. A person fails to provide complete personal identifying information on an application
- 4506 when reminded to do so.
- 4507 h. A person’s identifying information is not consistent with the information that is on file
- 4508 for the student.
- 4509 4. Suspicious Covered Account Activity or Unusual Use of Account – Red Flags
- 4510 a. Change of address for an account followed by a request to change the student’s name.
- 4511 b. Payments stop on an otherwise consistently up-to-date account.
- 4512 c. Account used in a way that is not consistent with prior use.
- 4513 d. Mail sent to the student is repeatedly returned as undeliverable.
- 4514 e. Notice to the College that a student is not receiving mail sent by the College. Notice to
- 4515 the College that an account has unauthorized activity.
- 4516 f. Breach in the College’s computer system security.
- 4517 g. Unauthorized access to or use of student account information.
- 4518 5. Alerts from Others – Red Flags
- 4519 a. Notice to the College from a student, Identity Theft victim, law enforcement or other
- 4520 person that the College has opened or is maintaining a fraudulent account for a person
- 4521 engaged in Identity Theft.

4522 9.3.1.1 Detecting Red Flags

4523 In order to detect any of the Red Flags identified above associated with the enrollment of a

4524 student, College personnel will take the following steps to obtain and verify the identity of the

4525 person opening the account:

- 4526 • Require certain identifying information such as name, date of birth, academic records,
- 4527 home address or other identification.
- 4528 • Verify the student’s identity at time of issuance of student identification card (review of
- 4529 driver’s license or other government-issued photoidentification).

4530 In order to detect any of the Red Flags identified above for an existing Covered Account,

4531 College personnel will take the following steps to monitor transactions on an account.

- 4532 • Verify the identification of students if they request information (in person, via
- 4533 telephone, via facsimile, via email).
- 4534 • Verify the validity of requests to change billing addresses by mail or email and provide
- 4535 the student a reasonable means of promptly reporting incorrect billing address changes.

- 4536
- Verify changes in banking information given for billing and payment purposes.
- 4537 In order to detect any of the Red Flags identified above for an employment or volunteer
4538 position for which a credit or background report is sought, College personnel will take the
4539 following steps to assist in identifying address discrepancies:
- Require written verification from any applicant that the address provided by the
4540 applicant is accurate at the time the request for the credit report is made to the
4541 consumer reporting agency.
 - In the event that notice of an address discrepancy is received, verify that the credit
4542 report pertains to the applicant for whom the requested report was made and report to
4543 the consumer reporting agency an address for the applicant that the College has
4544 reasonably confirmed is accurate.
- 4545
- 4546
- 4547 In the event College personnel detect any identified Red Flags, such personnel shall take one or
4548 more of the following steps, depending on the degree of risk posed by the Red Flag:
- Continue to monitor a Covered Account for evidence of Identity Theft.
 - Contact the student or applicant (for which a credit report was run).
 - Change any passwords or other security devices that permit access to Covered
4549 Accounts.
 - Not open a new Covered Account.
 - Provide the student with a new student identification number.
 - Notify the Program Administrator for determination of the appropriate steps(s) to take.
 - Notify law enforcement.
 - File or assist in filing a Suspicious Activities Report (“SAR”).
 - Determine that no response is warranted under the particular circumstances.
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- 4559 Protect Student Identifying Information – In order to further prevent the likelihood of Identity
4560 Theft occurring with respect to Covered Accounts, the College will take the following steps with
4561 respect to its internal operating procedures to protect student identifying information:
- Ensure that its Website is secure or provide clear notice that the Website is not secure.
 - Ensure complete and secure destruction of paper documents and computer files
4562 containing student account information when a decision has been made to no longer
4563 maintain such information.
 - Ensure that office computers with access to Covered Account information are password
4564 protected.
 - Avoid use of social security numbers.
- 4565
- 4566
- 4567
- 4568

4569 • Ensure computer virus protection is up-to-date.

4570 • Require and keep only the kinds of student information that are necessary for College
4571 purposes.

4572 Responsibility for developing, implementing and updating this Program lies with the Chief
4573 Information Security Officer. Division Directors will act as an ad hoc committee. The Chief
4574 Operations Officer will be responsible for ensuring appropriate training of College staff on the
4575 Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for
4576 preventing and mitigating Identity Theft, determining which steps of prevention and mitigation
4577 should be taken in particular circumstances and considering periodic changes to the Program.

4578 College staff responsible for implementing the Program shall be trained either by or under the
4579 direction of the Program Administrator in the detection of Red Flags and the responsive steps
4580 to be taken when a Red Flag is detected. College staff shall be trained, as necessary, to
4581 effectively implement the Program. College employees are expected to notify the Program
4582 Administrator once they become aware of an incident of Identity Theft or of the College’s
4583 failure to comply with this Program. At least annually or as otherwise requested by the
4584 Program Administrator, College staff responsible for development, implementation, and
4585 administration of the Program shall report to the Program Administrator on compliance with
4586 this Program. The report should address such issues as effectiveness of the policies and
4587 procedures in addressing the risk of identity theft in connection with the opening and
4588 maintenance of Covered Accounts, service provider arrangements, significant incidents
4589 involving identity theft and management’s response, and recommendations for changes to the
4590 Program.

4591 In the event the College engages a service provider to perform an activity in connection with
4592 one or more Covered Accounts, the College will take the following steps to ensure the service
4593 provider performs its activity in accordance with reasonable policies and procedures designed
4594 to detect, prevent and mitigate the risk of Identity Theft.

4595 • Require, by contract, that service providers have such policies and procedures in place.

4596 • Require, by contract, that service providers review the College’s Program and report any
4597 Red Flags to the Program Administrator or the College employee with primary oversight
4598 of the service provider relationship.

4599 Non-disclosure of Specific Practices – For the effectiveness of this Identity Theft Prevention
4600 Program, knowledge about specific Red Flag identification, detection, mitigation and
4601 prevention practices may need to be limited to the Committee who developed this Program
4602 and to those employees with a need to know them. Any documents that may have been
4603 produced or are produced in order to develop or implement this program that list or describe
4604 such specific practices and the information those documents contain are considered
4605 “confidential” and should not be shared with other employees or the public. The Program
4606 Administrator shall inform the Committee and those employees with a need to know the
4607 information of those documents or specific practices which should be maintained in a
4608 confidential manner.

4609 The Committee will periodically review and update this Program to reflect changes in risks to
4610 students and the soundness of the College from Identity Theft. In doing so, the Committee will
4611 consider the College's experiences with Identity Theft situations, changes in the methods,
4612 changes in Identity Theft detection and prevention methods, and changes in the College's
4613 business arrangements with other entities. After considering these factors, the Program
4614 Administrator will determine whether changes to the Program, including the listing of Red
4615 Flags, are warranted. If warranted, the Committee will update the Program.

4616 9.4 CREDIT CARD PAYMENT GUIDELINES

- 4617 • Credit Card Information (Cardholder Data) is obtained from customers only for business
- 4618 purposes and only with cardholder consent.
- 4619 • The full credit card track number, including the 3 digit security code, is never solicited or kept.
- 4620 • Credit cardholder data should never be kept in a 'shadow' database such as an Excel
- 4621 spreadsheet.
- 4622 • Merchant receipts (receipt kept by college) should not have full card number – only the last 4
- 4623 digits should be displayed. If credit card merchant service provider cannot eliminate the full
- 4624 card number on the merchant receipt, then the merchant receipt should be handled same as
- 4625 cash (i.e., locked in safe, never left unattended) and should be shredded when no longer
- 4626 needed.
- 4627 • Cardholder data collected from phone-in sales should be destroyed by shredding immediately
- 4628 after the sale is processed and credit cards are settled.
- 4629 • Cardholder data should never be E-mailed, faxed, or mailed (US or Intercampus) in an unsealed
- 4630 envelope.
- 4631 • Credit card sales should be settled at least once daily.
- 4632 • Access to cardholder data is on a need-to-know basis only. Supervisors are to determine who in
- 4633 your area has a need to access this information.
- 4634 • Any suspected security breach (files that appear to have been tampered with, lost or stolen keys
- 4635 or passwords, etc.) should be reported to the Controller immediately.
- 4636 • Passwords should be changed regularly.
- 4637 • Misuse of credit card information is punishable to the full extent of the law.

4638 9.5 NETWORK ACCEPTABLE USE POLICY

4639 Central Christian College of Kansas' (Central) intentions for publishing an Acceptable Use Policy are not
4640 to impose restrictions that are contrary to Central's established culture of openness, trust and integrity.
4641 Central Christian College of Kansas is committed to protecting Central's employees, partners and the
4642 company from illegal or damaging actions by individuals, either knowingly or unknowingly.

4643 Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software,
4644 operating systems, storage media, network accounts providing electronic mail, Internet browsing, and
4645 file transfer, are the property of Central. These systems are to be used for business purposes in serving
4646 the interests of the institution, and of our clients and customers in the course of normal operations.

4647 Effective security is a team effort involving the participation and support of every Central employee,
4648 student, and affiliate who deals with information and/or information systems. It is the responsibility of

4649 every Central campus computer user to know these guidelines and to conduct their activities
4650 accordingly.

4651 The purpose of this policy is to outline the acceptable use of computer equipment at Central. These
4652 rules are in place to protect the employee, students, affiliate and Central. Inappropriate use exposes
4653 Central to risks including virus attacks, compromise of network systems and services, and legal issues.

4654 This policy applies to employees, students, contractors, consultants, temporaries, and other workers at
4655 Central, including all personnel affiliated with third parties. This policy applies to all equipment that is
4656 owned or leased and/or operated by Central.

4657 **9.5.1 General Use and Ownership**

- 4658 • While Central's network administration desires to provide a reasonable level of privacy, users
4659 should be aware that the data they create on college systems remains the property of Central.
4660 In the course of administering Central's network, management cannot guarantee the
4661 confidentiality of information stored on any network device belonging to Central.
- 4662 • Employees are responsible for exercising good judgment regarding the reasonableness of
4663 personal use. Departments are responsible for creating guidelines concerning personal use of
4664 Internet/Intranet/Extranet systems.
- 4665 • Central recommends that any information that users consider sensitive or vulnerable be
4666 encrypted.
- 4667 • For security and network maintenance purposes, authorized individuals within Central may
4668 monitor equipment, systems and network traffic at any time.

4669 **9.5.2 Security and Proprietary Information**

- 4670 • The user interface for information contained on Internet/Intranet/Extranet-related systems
4671 should be classified as either confidential or not confidential. Examples of confidential
4672 information include but are not limited to: company private, corporate strategies, competitor
4673 sensitive, trade secrets, specifications, customer lists, and research data. Employees should take
4674 all necessary steps to prevent unauthorized access to this information.
- 4675 • Keep passwords secure and do not share accounts. Authorized users are responsible for the
4676 security of their passwords and accounts. System level passwords will be changed quarterly,
4677 user level passwords will be changed every six months. All PCs, laptops and workstations will be
4678 secured with a password-protected screensaver with the automatic activation feature set at 10
4679 minutes or less, or by logging-off when unattended.
- 4680 • Use encryption of information in compliance with Central Christian College of Kansas'
4681 Acceptable Encryption Use policy. (To be prepared.)
- 4682 • Because information contained on portable computers is especially vulnerable, special care
4683 should be exercised. Protect laptops in accordance with the "Laptop Security Tips."
- 4684 • Postings by employees from a Central email address to newsgroups must contain a disclaimer
4685 stating that the opinions expressed are strictly their own and not necessarily those of Central,
4686 unless posting is in the course of business duties.
- 4687 • All hosts used by the employee that are connected to the Central Internet/Intranet/Extranet,
4688 whether owned by the employee or Central, shall be continually executing approved virus-

- 4689 scanning software with a current virus database unless overridden by departmental or group
4690 policy.
- 4691 • Employees must use extreme caution when opening e-mail attachments received from unknown
4692 senders, which may contain viruses, e-mail bombs, or Trojan horse code.

4693 **9.5.3 Unacceptable Use**

4694 The following activities are, in general, prohibited. Employees may be exempt from these restrictions
4695 during the course of their legitimate job responsibilities (e.g., systems administration staff may have a
4696 need to disable the network access of a host if that host is disrupting production services).

4697 Under no circumstances is an employee of Central authorized to engage in any activity that is illegal
4698 under local, state, federal or international law while utilizing Central-owned resources.

4699 The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall
4700 into the category of unacceptable use.

4701 9.5.3.1 System and Network Activities

4702 The following activities are strictly prohibited, with no exceptions:

- 4703 • Violations of the rights of any person or company protected by copyright, trade secret, patent or
4704 other intellectual property, or similar laws or regulations, including, but not limited to, the
4705 installation or distribution of "pirated" or other software products that are not appropriately
4706 licensed for use by Central.
- 4707 • Unauthorized copying of copyrighted material including, but not limited to, digitization and
4708 distribution of photographs from magazines, books or other copyrighted sources, copyrighted
4709 music, and the installation of any copyrighted software for which Central or the end user does
4710 not have an active license is strictly prohibited.
- 4711 • Exporting software, technical information, encryption software or technology, in violation of
4712 international or regional export control laws, is illegal. The appropriate management should be
4713 consulted prior to export of any material that is in question.
- 4714 • Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan
4715 horses, e-mail bombs, etc.).
- 4716 • Revealing your account password to others or allowing use of your account by others. This
4717 includes family and other household members when work is being done at home.
- 4718 • Using a Central computing asset to actively engage in procuring or transmitting material that is
4719 in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- 4720 • Making fraudulent offers of products, items, or services originating from any Central account.
- 4721 • Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
- 4722 • Effecting security breaches or disruptions of network communication. Security breaches include,
4723 but are not limited to, accessing data of which the employee is not an intended recipient or
4724 logging into a server or account that the employee is not expressly authorized to access, unless
4725 these duties are within the scope of regular duties. For purposes of this section, "disruption"
4726 includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service,
4727 and forged routing information for malicious purposes.

- 4728 • Port scanning or security scanning is expressly prohibited unless prior notification to Central is
4729 made.
- 4730 • Executing any form of network monitoring which will intercept data not intended for the
4731 employee's host, unless this activity is a part of the employee's normal job/duty.
- 4732 • Circumventing user authentication or security of any host, network or account.
- 4733 • Interfering with or denying service to any user other than the employee's host (for example,
4734 denial of service attack).
- 4735 • Using any program/script/command, or sending messages of any kind, with the intent to
4736 interfere with, or disable, a user's terminal session, via any means, locally or via the
4737 Internet/Intranet/Extranet.
- 4738 • Providing information about, or lists of, Central employees to parties outside Central.
- 4739 • Accessing any internet site that displays, speaks of or relates to activities that are deemed
4740 inappropriate under the Central's Social Media Guidelines and/or the Central Life Style
4741 Covenant, as it pertains to administration, faculty, staff and students of Central. (example -
4742 pornography)

4743 **9.5.4 Email and Communications Activities**

4744 Central Christian College of Kansas provides electronic mail to students, faculty, and staff, at the
4745 College's expense, for their use on College business and for academic purposes. Individual computer
4746 accounts for access to electronic mail are available to all students, faculty, and staff. Sharing an account
4747 or password with anyone is not permitted.

4748 Use of electronic mail for non-college-related commercial activities or for solicitations or canvassing is
4749 not permitted. Incidental and occasional personal use of electronic mail is permitted, but such messages
4750 will be treated no differently from other messages with respect to privacy.

4751 It is a violation of College policy for any student or employee, including supervisors and Information
4752 Technology Services' staff, to use the electronic mail and computer systems for obtaining access to the
4753 files and communications of others, with no substantial work-related purpose.

4754 It is a violation of College policy to use electronic mail services to send chain letters, to send messages
4755 containing sexually explicit language, to send copies of documents in violation of copyright laws, or to
4756 infringe on the rights of or to harass other users in any way.

4757 The College's electronic mail services provide a means via the Internet by which members of the public
4758 may communicate with members of the College community. Messages sent between the College and
4759 members of the public must conform to the College's electronic mail policy and will be treated no
4760 differently from other messages with respect to privacy. Users should use care in addressing messages,
4761 especially when using distribution lists.

4762 The following activities are strictly prohibited, with no exceptions:

- 4763 • Sending unsolicited email messages, including the sending of "junk mail" or other advertising
4764 material to individuals who did not specifically request such material (email spam).
- 4765 • Any form of harassment via email, telephone or paging, whether through language, frequency,
4766 or size of messages.
- 4767 • Unauthorized use, or forging, of email header information.

- 4768 • Solicitation of email for any other email address, other than that of the poster's account, with
 - 4769 the intent to harass or to collect replies.
 - 4770 • Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
 - 4771 • Use of unsolicited email originating from within Central's networks of other
 - 4772 Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by
 - 4773 Central or connected via Central's network.
 - 4774 • Posting the same or similar non-business-related messages to large numbers of Usenet
 - 4775 newsgroups (newsgroup spam).
- 4776 During the routine course of business, Information Technology Services' staff monitor the College's
- 4777 computer systems, including the electronic mail services. If system administrators find anomalies
- 4778 indicating the possibility of illegal activity or violations of college policy or security, they will investigate
- 4779 further and report their findings to the COO.
- 4780 The College may inspect the contents of electronic mail messages in the course of an investigation
- 4781 triggered by indications of impropriety.
- 4782 The College recognizes that members of the college community have some reasonable expectations of
- 4783 privacy with regard to the electronic mail messages they send or receive. The College reserves the right
- 4784 to access and disclose the contents of electronic mail messages, but will do so only when it has a
- 4785 legitimate work-related need to do so. The College also reserves the right to disclose any electronic mail
- 4786 message to law enforcement officials.
- 4787 The Chief Operations Officer will review any request for access to the contents of electronic mail
- 4788 without the consent of a sender or recipient. Such requests must be approved in advance and any
- 4789 access undertaken without such approval is a breach of College policy.
- 4790 Violations of the college's electronic mail policy can result in removal of your account from the system
- 4791 and/or more serious sanctions. Some offenses are punishable under federal law.
- 4792 **9.5.5 Online Content Creation**
- 4793 • Content creation by employees, whether using Central's property and systems or personal
 - 4794 computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited
 - 4795 and occasional use of Central's systems to engage in content creation is acceptable, provided
 - 4796 that it is done in a professional and responsible manner, does not otherwise violate Central's
 - 4797 policy, is not detrimental to Central's best interests, and does not interfere with an employee's
 - 4798 regular work duties. In doing so from Central's computer systems is also subject to monitoring
 - 4799 and acceptable use as written in Central's Social Media Guidelines.
 - 4800 • Central's Confidential Information Policy (to be prepared) also applies to blogging. As such,
 - 4801 Employees are prohibited from revealing any institution confidential or proprietary information,
 - 4802 trade secrets or any other material covered by Central's Confidential Information policy.
 - 4803 • Employees shall not engage in any content creation that may harm or tarnish the image,
 - 4804 reputation and/or goodwill of Central and/or any of its employees. Employees are also
 - 4805 prohibited from making any discriminatory, disparaging, defamatory or harassing comments
 - 4806 otherwise engaging in any conduct prohibited by Central's Non-Discrimination and Anti-
 - 4807 Harassment policy.

- 4808
- Employees may also not attribute personal statements, opinions or beliefs to Central. If an employee is expressing his or her beliefs and/or opinions in the content, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Central.
- 4810 Employees assume any and all risk associated with content creation.
- 4811
- Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, Central's trademarks, logos and any other Central intellectual property may also not be used in connection.
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- 4813
- 4814

4815 **9.5.6 Enforcement**

4816 Any employee found to have violated this policy may be subject to disciplinary action.

4817 **9.5.7 Definitions**

4818 Content Creation – the production, creation, publication, or contribution of information (opinions or facts) to online or in print. Host(s) computing devices- laptops, computers, cell phones, smartphones, PDAs, computer tables, tablet, and PCs.

4819

4820

4821 Spam--Unauthorized and/or unsolicited electronic mass mailings.

4822 **9.6 COMPUTER SYSTEM POLICY**

4823 Central Christian College of Kansas shall be the owner of all files, programs, and data on the Central Christian College of Kansas network, including hard drives and Central Christian College of Kansas disks at employees' individual work-stations.

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4826 The College reserves the right to inspect any such files, programs or data through the system supervisor. The assigned supervisors of the Central Christian College of Kansas computer systems (or any other person or persons designated by the College) shall have access to all files, programs, and data on the computer network, including hard drives and Central Christian College of Kansas disks at individual work-stations, but not to personal disks maintained by an employee. Central Christian College of Kansas suggests that any files of a personal nature should be stored on the employee's personal disk. Nothing in this section is intended to give any employee use of the College's computer system or equipment in any way that is inconsistent with the College's policies as stated elsewhere.

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4834 Central Christian College of Kansas allows employees to use the network for a reasonable amount of personal use, provided such use does not hinder full completion of the employee's responsibilities. Employees are expected to pay for printing costs incurred through their personal use.

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4836

4837 There shall always be a minimum of two system supervisors at all times. The President's Executive Team shall approve all computer supervisors and may revoke any supervisor status.

4838

4839 **9.6.1 Password Policy**

4840 Computer passwords must meet the first three of the following requirements and should follow the remaining guidelines (We require that all passwords be changed every six months and cannot be one of the previous four passwords.):

4841

4842

- 4843
1. Contain both upper and lower case characters (e.g., a-z, A-Z).
 - 4844 2. Have digits and punctuation characters as well as letters e.g., 0-9, !@#\$%^&*()_+|~- , etc.
 - 4845 3. Contain at least ten alphanumeric characters.
 - 4846 4. Are not words in any language, slang, dialect, jargon, etc.

- 4847 5. Are not based on personal information, names of family, etc.
4848 6. Passwords should never be written down or stored online. Try to create passwords that can be
4849 easily remembered. One way to do this is create a password based on a song title, affirmation,
4850 or other phrase.

4851 Please keep in mind the following:

- 4852 • Don't reveal a password over the phone to ANYONE.
- 4853 • Don't reveal a password to student workers.
- 4854 • Don't reveal a password in an email message.
- 4855 • Don't reveal a password to your supervisor.
- 4856 • Don't talk about a password in front of others.
- 4857 • Don't hint at the format of a password (e.g., "my family name").
- 4858 • Don't reveal a password on questionnaires or security forms.
- 4859 • Don't share a password with family members.
- 4860 • Don't reveal a password to co-workers while on vacation.

4861 If student workers need access to files located in your directory, Information Technology staff can easily
4862 make arrangements for your student worker to have access without jeopardizing the integrity of your
4863 account.

4864 **9.6.2 Network Share (G:) Drive**

4865 Following is a list of the most frequently used items located on the network drive (on campus use):

- 4866 • COMMITTEE MINUTES –2024-2025 (ALL committee minutes should be updated here)
- 4867 • FORMS--including the new employee and exiting employee checklists
- 4868 • LOGOS--including campus map, athletic, academic, corporate and Fit Four logos, digital signage
4869 templates and guidelines, letterhead template, style guide, and official colors and font scheme

4870 These items are updated as necessary and the most current version is available on the G: drive.

4871 **9.6.3 Information Technology and Web Requests**

4872 You can make specific IT requests at [JTS Helpdesk Support – Jira Service Management \(atlassian.net\)](https://support.intra.centralchristian.edu)
4873 <http://support.intra.centralchristian.edu>. You can make specific Web requests to the marketing office
4874 through the following link: <https://survey.alchemer.com/s3/7610508/Marketing-Request>

Field Code Changed

4875 **9.7 PERSONALLY IDENTIFIABLE INFORMATION POLICY**

4876 **9.7.1 Overview**

4877 In the course of conducting daily business and transactions, employees, volunteers, contractors, and
4878 institutional partners may come into contact with Personally Identifiable Information (PII) related to
4879 prospects, students and their family members, alumni, volunteers, employees, or other individuals.
4880 Central Christian College of Kansas (the College) has both moral and legal obligations to ensure the
4881 security and integrity of PII.

4882 **9.7.2 Purpose**

4883 This policy provides official directives to employees and other individuals involved in a working
4884 relationship with the College (volunteers, contractors, etc.) for the safeguarding of PII to ensure that
4885 College procedures comply with all State and Federal regulations and best practices.

4886 **9.7.3 Scope**

4887 This policy applies to all information, including electronic and computing devices, and network resources
4888 that conduct College business or interact with internal networks and business systems, whether owned
4889 or leased by the College, the employee, or a third party. All employees, contractors, volunteers,
4890 consultants, temporary, and other workers at the College are responsible for exercising sound
4891 judgement regarding protection of PII in accordance with the College's policies and standards, and
4892 applicable laws and regulations.

4893 **9.7.4 Policy**

4894 Definitions

- 4895 a. PII is any information pertaining to an individual that can be used to distinguish or trace
4896 a person's identity. Information contained in public sources such as telephone books.,
4897 public websites, etc., is considered public PII and may include:
- 4898 i. First and Last Name
 - 4899 ii. Address
 - 4900 iii. Email Address
 - 4901 iv. Photos and Video
 - 4902 v. General Education Credentials (Ph.D., M.S., B.A., etc.)
 - 4903 vi. Photos or other electronic recordings
- 4904 b. Protected PII is defined as any type of information including, but not limited to:
- 4905 i. Social Security Number
 - 4906 ii. Username and Password
 - 4907 iii. Passport Number
 - 4908 iv. Credit Card Number
 - 4909 v. Clearances
 - 4910 vi. Banking Information
 - 4911 vii. Biometrics
 - 4912 viii. Date or Place of Birth
 - 4913 ix. Mother's Maiden Name
 - 4914 x. Criminal, Medical, and Financial Records
 - 4915 xi. Educational Transcripts
 - 4916 xii. Photos and video that contains any protected PII
 - 4917 xiii. Any combination of public PII that, when aggregated, could be used for identity
4918 theft.
- 4919 c. Procedures
- 4920 i. This section provides directive on maintaining and discarding PII. If current
4921 procedures fall outside this policy, contact the Chief Information Security Officer
4922 (CISO) to suggest more efficient procedures. All electronic files that contain
4923 Protected PII will reside within a protected information system location such as

4924 a designated network share. All physical files that contain Protected PII will
4925 reside within a locked file cabinet, locked drawer, or locked room when not
4926 being actively viewed or modified. When not in use, physical files must be
4927 returned to the secure storage location. When files are in use, personnel shall
4928 provide a means, such as a file folder, to safeguard Protected PII when others
4929 are in nearby proximity. Protected PII shall not be downloaded to personal,
4930 organization-owned, volunteer, or contractor workstations or mobile devices
4931 (laptops, tablets, mobile phones, digital assistants, or removable media).
4932 Protected PII shall not be sent through unencrypted digital messaging systems
4933 such as email or instant messaging. When disposing of Protected PII, the
4934 physical or electronic file shall be shredded or securely deleted using a method
4935 approve by the National Institute of Standards and Technology (NIST).

4936 d. Incident Reporting

4937 i. In the event of a real or suspected disclosure of Protected PII, the discovering
4938 individual shall notify his or her supervisor and the CISO within 12 hours of
4939 discovery.

4940 ii. In defining an incident, the individual must consider the possibility of a PII
4941 breach, not just the identification of a known breach. As such, an incident
4942 includes the presence of missing or misplaced documents, electronic storage
4943 device, accidental communication, possible virus or malware infection, etc.

4944 e. Audits

4945 i. Supervisors and the CISO will conduct periodic audits of organization-owned
4946 equipment and physical locations to ensure that Protected PII is stored in
4947 approved information systems or locations in compliance with this policy and to
4948 provide information necessary to continuously improve practices.

4949 f. Compliance

4950 i. Any personnel found to be in violation of this policy may be subject to
4951 disciplinary action up to and including termination as deemed appropriate to
4952 the facts and circumstances related to the violation.

4953 **9.7.5 Definitions and Terms**

- 4954 a. CISO – Chief Information Security Officer
4955 b. NIST – National Institute of Standards and Technology
4956 c. PII – Personally Identifiable Information

4957 **9.7.6 References**

- 4958 a. Family Educational Rights and Privacy Act (FERPA)
4959 b. General Data Protection Regulation (GDPR)
4960 c. Gramm Leach Bliley Act (GLBA)
4961 d. Health Insurance Portability and Privacy Act (HIPPA)
4962 e. NIST Cybersecurity Framework

4963 This policy is subject to updates due to: relevant regulatory changes, institutional policy changes,
4964 direction from the Executive Team, IPC recommendations, or changes in best practice.

4965 **9.8 TRAINING**

4966 The CISO will conduct annual training regarding PII. All personnel must participate in training at least
4967 annually. All new employees, as part of the onboarding process, will receive specific training in PII and
4968 FERPA by the CISO or a designated resource. The CISO must sign off on this training.

4969 **9.9 RECORDS MANAGEMENT, RETENTION, AND DISPOSAL**

4970 This policy describes the different types of records maintained by the College and provides guidance on
4971 their management, retention, and disposal - depending on the classification and use of the document. The
4972 College is committed to effective records management to preserve its history, meet legal standards,
4973 optimize the use of space, protect confidentiality, and minimize the cost of record retention.

4974 This policy applies to all records and documents, including both original documents and reproductions
4975 generated in the course of the College's operations. It applies to records stored electronically and on
4976 microform as well as paper records. Duplicate or multiple copies of records retained in locations other
4977 than official repositories must be disposed of in compliance with regulations stated herein or as
4978 maintained by a division or office of the College.

4979 A record is anything containing information reflecting College educational and business transactions
4980 regardless of format (paper, digital, photographic, recordings, etc.). Typical records include official
4981 publications, fiscal data, incoming/outgoing correspondence including email, meeting minutes, reports,
4982 and student files. They may be further classified as follows:

- 4983 • "Archival records" – An original record that is inactive, not required to be retained in the office
4984 in which it originated or was received, and has permanent or historic value.
- 4985 • "Documents" or "Records" – when used in this policy, includes any original documents or
4986 reproductions created, received, or maintained by College departments, divisions, offices, and
4987 employees of the College in connection with College business, regardless of physical form (hard
4988 copy or electronic form, including email). Electronic documents will be retained as if they were
4989 paper documents. E-mail messages and/or other electronic files that need to be retained under
4990 this policy should be stored in their native file formats.
- 4991 • "Inactive Records" – Records no longer required to carry out the administrative or operational
4992 functions for which they were created, but must be kept for administrative, fiscal, legal, or
4993 historical purposes in accordance with approved records retention schedule.

4994 The division or office originating a record or receiving an original record from an external party is
4995 designated as having responsibility for retention and timely destruction of those records and documents

4996 **9.9.1 Schedule**

4997 Each department has different requirements for the retention of documents, as articulated by the
4998 governing regulatory standards regarding a specific business function. Each department is required to
4999 have on file, the rules and regulations that fulfill the specific criteria that are required for the retention
5000 of documents for their area.

5001 **9.9.2 Destruction**

5002 All paper documents that do not include sensitive material are discarded to be recycled. All paper
5003 documents that have sensitive material included, i.e. social security numbers, credit card numbers, etc.

5004 are shredded on-site under the supervision of a College representative. Any record, paper or electronic,
5005 containing cardholder data (CHD) must have the CHD portion immediately destroyed after the data has
5006 been used to authorize the payment. Upon removal of the CHD from the record, the remainder of the
5007 document must be retained in accordance with the College Record Retention Schedule. Documentation
5008 is then received to validate that the documents have been shredded correctly. Document shredding is
5009 facilitated by the Business Office.

5010 9.9.2.1 Litigation/Legal Holds
5011 Departments and office must ensure that they not destroy College records that are currently
5012 part of, or are likely to be a part of, any legal action or proceeding, litigation, audit,
5013 investigation, or review, even if the records retention schedules or other policies or procedures
5014 indicate that the records are eligible for destruction. Said documents shall be preserved and
5015 retained until such time as the Office of the President authorizes the documents to be
5016 disposed.

5017 9.9.3 Compliance
5018 Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions
5019 against the College and its employees. Failure on the part of employees to follow this policy may result
5020 in disciplinary action.

5021 9.10 INCIDENT RESPONSE

5022 The Chief Information Security Officer will investigate and respond to any information security
5023 incidents, including malware, fraud, harassment, inappropriate use, unauthorized data access,
5024 unauthorized physical access, unauthorized system access, unauthorized system use, lost or stolen
5025 equipment, other violations of applicable Information Security laws, policies, standards, procedures and
5026 contracts, and other violations of the confidentiality, integrity, or availability of information systems or
5027 assets for which the College holds responsibility.

5028 The Chief Information Security Officer will, with assistance, as needed, investigate and document the
5029 incident, and attempt to determine what information assets may have been involved, what damage may
5030 have been caused, what data may have been breached, and the identity and actions of the perpetrators.
5031 All campus community members must work with the Chief Information Security Officer and other
5032 authorized individuals during the investigation and mitigation of information security incidents and
5033 breaches.

5034 Those working with the investigation will create and implement a plan to recover from the incident and
5035 remediate damage caused by the incident.

5036 Where appropriate, violations of laws, policies, standards, procedures, contracts, or codes of conduct
5037 will be referred to other departments such as the Office of Student Engagement, Human Resources,
5038 Residential Life, or Academic for further investigation or action.

5039 9.10.1 Notification

5040 If confidential information is involved and if there is reasonable belief that it was compromised, the
5041 following actions are taken:

- 5042 1. The Chief Information Security Officer will make a recommendation to the President about
5043 whether to make a formal breach notification. The Chief Information Security Officer will advise
5044 other appropriate Chief Officers, Directors, or related parties – including the Marketing Director.
5045 2. The President or designee will decide whether the College is to make a formal breach
5046 notification. If a breach notification is to be made:
5047 a. Working through the CISO, the President or designee will decide how to notify
5048 individuals
5049 b. Additional notifications should be made according to other internal policies and
5050 regulatory requirements.
5051 3. Follow up meetings are held to monitor the status of the notification effort.

5052 **9.10.2 Terminating the Incident**

5053 When all outstanding action items have been completed, the Chief Information Security Officer will
5054 close the incident and notify the President, leading a follow-up conversation to identify and apply
5055 lessons learned, and to develop and implement corrective actions directed at preventing or mitigating
5056 the risk of similar occurrences.

5057

5058 **10 MAINTENANCE**

5059 (Owner: Chief Operations Officer; Last Reviewed: 04/12/2023; Last Updated 04/12/2023)

5060 **10.1 KEYS**

5061 It is the policy of Central Christian College of Kansas to promote the security of campus personnel and
5062 property, including the appropriate access to College property. This policy describes the control, use,
5063 and possession of keys to campus facilities.

5064 **10.1.1 Issuance**

5065 Individuals must personally sign for their keys and shall not transfer or loan their keys to another
5066 individual.

5067 Any key issued to an individual or department becomes the responsibility of the person signing for the
5068 key. Appropriate administrators may request and delegate the issuance of keys only as necessary and in
5069 accordance with this policy.

- 5070 • **Residential Keys:** Students will receive room keys through their respective Resident Director.
5071 Students will return room keys to their respective Resident Director before departure in the
5072 summer or as directed by the Chief Student Engagement Officer. Failure to return keys as
5073 required will result in a charge consistent with policy. Students needing room keys will request
5074 replacement keys through their respective Resident Director.
- 5075 • **Student Keys:** Students may be issued keys if approved by an appropriate supervisor. Students
5076 must sign for the key prior to issuance. Keys will only be issued for the academic year and must
5077 be returned to Facilities at the end of the academic year. If a student decides to end
5078 employment, the student must return the key(s) to Facilities. Failure to return keys as required
5079 will result in a charge consistent with policy.
- 5080 • **Employees:** Keys may be requested for regularly appointed College and part-time employees for
5081 the duration of employment. Employees will return any keys upon request or termination of
5082 employment. Failure to return keys as required will result in a charge consistent with policy.
- 5083 • **Others:** As approved by the Chief Operations Officer, non-employees may be issued a key in
5084 alignment with this policy.

5085 Some individuals may receive a key card for keyless entry. Those employees will sign a Door Access Card
5086 Agreement acknowledging responsibilities related to use of the card and replacement costs associated
5087 with loss or damage to the card.

5088 **10.1.2 Key Permissions**

Key Type	Eligibility	Permission
Full Grand	President; Provost; Campus Safety; Designated Facilities Staff; Lead IT Staff; Director of Admissions	President, Chief Operations Officer; Facilities Director
Building Master	Chief Officers; Appropriate Facilities Staff; Appropriate Employees	Facilities Director; Chief Officers; Facilities

Sub-Master	Appropriate Employees	Facilities Director; Chief Officers
Single Door	Appropriate Employees	Facilities Director; Chief Officers; Directors
Building Entrance	Appropriate Employees	Facilities Director; Chief Officers; Directors

5089
5090 Keys needed by outside servicers or other non-College employees must be authorized by the Chief
5091 Operations Officer. Following authorization, an individual may be required to sign a key agreement in
5092 order to receive a key. All costs of key recovery or re-keying related to unreturned keys will be the
5093 responsibility of the individual or firm to which the keys were issued. Final payment for any services
5094 provided will not be made until keys are cleared.

5095 **10.1.3 Lost Keys**

5096 Lost keys should be reported immediately to the designated representative of Facilities. As a part of
5097 reporting the lost key, the reporting individual will need to provide documentation addressing the
5098 circumstances that led to the keys being removed from his or her oversight.

5099 **10.1.4 Charges**

5100 At the discretion of the Facilities Director, lost keys will incur a charge, as follows:

- 5101 • Grand Master (\$300)
- 5102 • Building Master (\$250)
- 5103 • Sub Master (\$200)
- 5104 • Single/Building Entrance (\$100)

5105 If the loss of a key requires the replacement of a lock-core, the actual cost of re-keying may be charged
5106 to the department originally authorizing the key and/or the individual to whom the keys were issued.

5107 **10.1.5 General Policies**

5108 Key holders shall not unlock buildings or rooms for others unless the individual has a valid, verifiable
5109 reason and proper identification for access, or is known by the employee to have legitimate need for
5110 access to the room or building. Key holders shall not “prop” doors or windows open or leave them
5111 unlocked during hours when the facility is normally closed. If for some reason you cannot lock a door
5112 with your key, contact Facilities.

5113 **10.2 MAINTENANCE REQUESTS**

5114 All requests related to maintenance in regards to custodial, general maintenance, cleaning supplies,
5115 keys, etc. should be processed by using our ticketing system. CCK utilizes SchoolDude:
5116 <https://login.myschoolbuilding.com/msb?acctNum=1262152192&productID=MD>

5117 Each staff member must create their own personal account and login to account to input tickets. Do **not**
5118 email requests to staff members. This ticketing system ensures requests are logged, processed and
5119 completed. If a staff member has additional questions, contact the Chief Operations Officer.

5120 **10.3 COLLEGE VEHICLE USAGE**

5121 Central Christian College of Kansas maintains a fleet of vehicles that can help in the fulfillment of the
5122 college’s mission. These vehicles are used continually by many different groups, many times back-to-

5123 back. Therefore, the following guidelines will help us best maximize these resources and help us all be
5124 good stewards.^[1]

5125 **10.3.1 Defensive Driving Course**

5126 All college employees and students who desire and/or will be required to drive a college vehicle shall
5127 take a defensive driving course prior to driving a college vehicle; as well as have their driver's license
5128 checked by the Human Resources Office. Defensive driving courses are ~~offered periodically throughout~~
5129 ~~the summer and school year assigned by Human Resources. Attendance at a D~~defensive driving course is
5130 required once every two years during a student, faculty and/or staff's tenure at Central Christian.

5131 **10.3.2 College Vans.**

5132 College-owned vans are available to be checked out for school-related activities or events. There are 4
5133 passenger vans (15 passengers) available. If an employee needs to check out a van, they need to contact
5134 the Fleet Manager in advance to schedule the use of one. An employee using a van will need to pick up
5135 keys from Maintenance Office. On the day you have scheduled a vehicle, arrive at the correct office
5136 (before 4:00pm) to receive keys, gas card, and mileage report form.

5137 When the employee returns to town, they need to clean the inside of the vehicle and fill up the vehicle
5138 with fuel before returning it to the designated parking area at the College. Vans/Trailers and cars park in
5139 the lot west of the maintenance building. Fill out the mileage report. The employee needs to turn in
5140 keys, gas card, and the completed mileage sheet, to the Maintenance Office immediately when they
5141 return to campus. If the individual is returning late at night, they can lock everything in the van. The
5142 vehicle may be needed first thing in the morning.

5143 The mileage report needs to be filled out entirely, noting any vehicle concerns in the comment area.
5144 Vehicle concerns should also be sent via School Dude. If there is more than one thing, please list these
5145 1), 2), etc. Any fuel receipts placed on the gas cards need to be put in the gas card pouch.

5146 Students will be approved to drive a van to a school related activity if they have taken the eight- hour
5147 defensive driving course or online through the HR Office and if he/she is 21 years of age or older. A
5148 student will also need their driver's license checked by the HR Office before driving any College vehicle.
5149 If a vehicle is driven by a student driver, their supervisor needs to reserve the vehicle and explain to
5150 them how to fill out the mileage report. The employee also needs to remind students to turn in all gas
5151 receipts with the mileage report.

5152 School vehicles are not however, allowed to be checked out for personal use by a student or employee
5153 of the college.

5154 **10.3.3 College Cars.**

5155 There are three cars available. If an employee needs a College car, they will need to reserve, check out,
5156 and pick up keys from the Maintenance Office.

5157 **10.3.4 Bus and Trailers.**

5158 If an employee needs to use the college bus or one of the two trailers, please contact the Fleet Manager.
5159 Driver must have Class B or higher, CDL license with air brake and passenger endorsement.

^[1] College-owned vehicles cannot be checked out/used for personal use due to insurance regulations.

5160 **10.3.5 Mileage Rates.**

5161 Mileage rates for school vehicles are as follows:

- 5162 • Cars - \$0.30 per mile
- 5163 • 15 Passenger Vans - \$0.45 per mile
- 5164 • 44 Passenger Bus - \$0.90 per mile
- 5165 • People Mover - \$0.90 per mile

5166 **10.3.6 Insurance**

5167 Drivers must maintain adequate automobile insurance. College insurance only covers claims against the
5168 organization and does not cover you or your personal vehicle when you are using that vehicle to
5169 conduct organization business.

5170 **10.3.7 Substance Use**

5171 Drivers may not drive for the organization's business while in the possession, or under the influence, of
5172 drugs or alcohol. Additionally, unless otherwise sanctioned, employees may not drive for the College if
5173 they have been charged with or convicted of driving while intoxicated or driving under the influence.
5174 Employees must notify their supervisor as soon as possible in the event of an arrest for a drug- or
5175 alcohol-related offense.

5176 **10.3.8 Disqualifying Acts**

5177 If a driver commits a disqualifying act, the employee shall notify a supervisor as soon as possible after
5178 the commission of such act. The employee shall no longer be permitted to drive on behalf of the
5179 College. Disqualifying acts may include, but are not limited to, the following: violating this policy,
5180 negligent homicide, aggravated assault with a motor vehicle, or commission of a felony arising out of the
5181 use of a motor vehicle.

5182 **10.3.9 Traffic Violations & Safe Driving**

5183 The College will not pay any traffic tickets you receive while operating a vehicle on behalf of the
5184 organization.

5185 Any use of cellular telephones while driving is illegal in some jurisdictions. It is the driver's responsibility
5186 to comply with various state laws. For safety reasons, while drivers are on the organization's business,
5187 drivers are not to use hand-held mobile devices to make calls or send text messages while driving unless
5188 "hands-free" equipment is used. If a cell phone call or text message is received while a driver is driving,
5189 the driver should pull off the road to a safe location as soon as possible. Drivers should never talk on a
5190 cell phone or text while driving in heavy traffic or during hazardous weather conditions.

5191 The use of mobile radar detectors, radar jammers, traffic light preemption emitters (also known as
5192 "Mobile Infrared Transmitters"), and license plate cloaking devices is illegal in many jurisdictions.
5193 Additionally, the use of such devices can lead directly or indirectly to bodily injury and property damage.
5194 Therefore, the use by a driver or others of these devices or any other devices that interfere with law
5195 enforcement procedures will not be permitted while driving motor vehicles for the College, whether the
5196 vehicles are owned by the College or not.

5197 All occupants of a vehicle driving for organizational business must use seat belts. Drivers must ensure
5198 that all occupants fasten their seat belts before operating the vehicle. Please report any non-functioning

5199 seat belt to Facility Management immediately. Failure to comply with this policy will result in disciplinary
5200 action up to and including termination of employment.

5201 All drivers may be required to participate in a random drug and alcohol testing program. ~~Training~~
5202 ~~may~~ Additional training is also be required to ensure the safe operation of 152-passenger vans.

5203 All drivers must obey any applicable federal, state, and local laws while driving on the organization's
5204 business, drive in a safe and responsible manner, and maintain the security of the vehicle and its
5205 contents.

5206 10.3.10 Accident or Incident Reporting

5207 In the event of any accident, theft, or damage while on the organization's business, drivers must do the
5208 following:

- 5209 • Call for medical aid, if necessary.
- 5210 • Call local law enforcement in the event of an accident.
- 5211 • Record any pertinent information available regarding the situation, including, but not limited to,
5212 names and addresses of drivers, witnesses, etc., license numbers of other drivers, insurance
5213 company names and policy numbers of other drivers, conditions surrounding the event, etc.
- 5214 • Notify supervisor and discuss the information recorded as soon as possible.
- 5215 • Be cooperative and non-argumentative with everyone involved in the situation (e.g., provide
5216 name, address, insurance information, etc.), but do not accept any responsibility for the
5217 situation.

5218 10.4 BUILDING COORDINATORS

5219 In an effort to guarantee that students are provided the highest quality educational experience, the
5220 College has appointed a Central contact person for each College building/field/court. The purpose of this
5221 role is to communicate information about special circumstances that effect building occupants and to
5222 serve as the primary reference point in an emergency. It is through the Building Coordinator that the
5223 College can facilitate communications, support capital planning and improvement, and represent user
5224 needs. While the intent is not to create a "position" or "load", there may be times the College does
5225 assign load to provide greater oversight and management of building with high public use.

5226 Daily Oversight

- 5227 • Tour building on a regular basis to identify areas of concern regarding equipment or facilities,
5228 including cleanliness, odor, or other aesthetic concerns.
- 5229 • Relay maintenance requests to the Physical Plant Manager through the ticket system and
5230 follow-up on requests.
- 5231 • Notify occupants of possible disruption of services or access, posting appropriate notices.

5232 Emergencies: Building Coordinators are expected to:

- 5233 • Be familiar with the emergency plan in place for their assigned building(s), and or floor(s). The
5234 plan will include but not be limited to the following:
- 5235 • Assist in the evacuation of the building or in movement of individual to save locations within the
5236 building (Tornado Warnings)

- 5237 • At the assembly point, providing information between Emergency Management Team (EMT) and evacuees;
- 5238 • Preventing reentry into the building until the all-clear has been given (or exiting of the building in case of shooter or weather emergency).
- 5240 • Serve as liaison to the Emergency Manager
- 5241 • Assess the scope of a building emergency, taking action as appropriate.
- 5242 • During an evacuation, maintain a record of all personnel reporting to the assembly area.
- 5243 • Coordinate through Facilities Management Work Control to arrange for additional emergency equipment, personnel or other assistance.
- 5244 • Review lessons learned from incidents and drills with faculty and staff.
- 5245 • Maintain Building Emergency Coordinator Kit.

5248 List of Building Coordinators

Dorms	RD's
Broadhurst Student Center	Kim Knopp
Reimer Business Center	
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

5249 **10.5 BOARD OF PUBLIC UTILITIES**

5250 Central Christian College of Kansas maintains a standing agreement with BPU to assist when the demands for local electricity become too great. Per the agreement, BPU can call upon CCK to shut down its air conditioning (AC) units when the external temperature is predicted to exceed 100 degrees. Typically, this shutdown period spans from 1:00 to 7:00 PM, at which time units are turned on again.

5254 Once BPU informs us of a shutdown, a member of the Physical Plant will send out a campus wide alert. Employees are asked to keep main office doors closed in an effort to retain a comfortable internal climate for as long as possible. However, once internal temperatures become uncomfortable, employees are NOT expected to remain at their workstations. At such time, employees should communicate with their supervisors and make plans to exit the workplace.

5259 For hourly workers, who are unable to work remotely, this closed-period may be claimed on time sheets toward the fulfillment of expected hours. However, according to Federal Regulations, hours claimed due to closure cannot count toward the calculation of overtime hours, as this time is not considered "hours worked".

5263 **10.6 FACILITY ACCESS**

- 5264 10.6.1 General. To enhance security of its campus and provide for the safety of students, faculty, and
5265 staff, Central Christian College of Kansas (CCKK) controls access to all buildings by limiting the
5266 use and function of both access cards and keys issued to all students, faculty, staff, contractors,
5267 outside vendors, and invited guests (including conference and camp participants).
- 5268 10.6.2 Scope. This policy applies to all employees (faculty and staff), students, invited guests, affiliates,
5269 contractors and any other person present on CCKK property with respect to hours of operations
5270 and access control of buildings, facilities, and other college-owned or leased property.
- 5271 10.6.3 Policy. CCKK manages and controls access to all College buildings and facilities to enhance safety
5272 and security, while maintaining compliance with applicable laws, regulations, and associated
5273 policies. With few exceptions such as the library and during certain events, College-owned
5274 facilities and buildings are not considered open to the public. Access to College buildings and
5275 facilities is therefore generally restricted to employees, students, College affiliates, and invited
5276 guests.
- 5277 10.6.4 Definitions
- 5278 a. Academic Buildings and Facilities – Those locations which have academics (including
5279 athletics and extra-curricular activities) as a primary purpose
- 5280 b. Access Control – Control of entry and/or exit to an area by any means (mechanical or
5281 electronic)
- 5282 c. Access Control Key – Any official device used to gain entry and/or exit to a controlled
5283 space
- 5284 d. Administrative Buildings and Facilities – Those locations which have administrative
5285 functions as a primary purpose
- 5286 e. Authorized Signatory – College employee empowered to authorize individual access, key
5287 issuance, and building lock/unlock schedules for buildings under his/her control. Each of the
5288 following positions is an “Authorized Signatory”:
- 5289 i. Chief Officer
- 5290 ii. President
- 5291 f. Electronic Access Control – Access control using electronic or electromechanical devices
5292 to replace or supplement mechanical key access. Electronic access is administered through a
5293 computerized card access control system operated and maintained by Information
5294 Technology Services (ITS)
- 5295 g. Invited Guests – Individuals present on campus for an express purpose and limited
5296 duration.
- 5297 h. Residential buildings and facilities – Those locations in which students reside
- 5298 10.6.5 General Facility Access.
- 5299 a. Academic and Administrative Buildings and Facilities. As a general rule, Academic
5300 buildings are open Monday through Friday between the hours of 7 AM and 11 PM while
5301 Administrative buildings are open Monday through Friday between the hours of 7:00 AM
5302 and 6:00 PM. Authorized Signatories may request adjusted hours to meet specific needs of
5303 various buildings.
- 5304 b. Residence Halls. College residence halls are locked at all times and accessible only by
5305 key. Students only have access to their assigned residence with a provided key. Student

5306 access to residence halls for which they are not assigned is governed by Residence Life
5307 policies.
5308 c. General access to all CCK buildings and facilities is restricted to employees, students,
5309 invited guests, affiliates, and contractors at all times except those buildings where the public
5310 is expressly invited and at certain events.

5311 10.6.6 Faculty and Staff Access. The facilities department manages keys issued to faculty and staff that
5312 enable access to academic, administrative, and residential facilities. Faculty and staff are issued
5313 keys based on need and with least privileges. Supervisors will submit requests for keys to
5314 facilities defining specific access requirements. Individuals requiring additional access must
5315 present a memo signed by an Authorized Signatory to facilities detailing the additional access
5316 required.

5317 10.6.7 Vendor Access. Authorized vendors or contractors requiring access to College property should
5318 arrange for access through the appropriate department – typically, the department or unit
5319 issuing the contract with the vendor. In general, access should be scheduled during normal
5320 business hours.

5321 10.6.8 Camp and Conference Participants. Facilities, with support from Residence Life, issues
5322 mechanical key as appropriate. Access cards, if needed, will be requested through ITS and
5323 issued. Cards will only be valid for the duration of the camp or conference. Keys and cards must
5324 be returned at the conclusion of the camp or conference. Failure to return keys or cards will
5325 result in a fee of \$50.

5326 10.6.9 Invited Guests. Invited Guest will not be issued keys and will only have access to facilities during
5327 scheduled open hours.

5328 10.6.10 Keys

5329 10.6.10.1 Mechanical Keys. Keys will be issued directly to the person responsible for its custody and use.
5330 This same individual will sign for and acknowledge responsibility for maintaining and securing
5331 the key. Master keys are typically only issued to individuals with responsibilities for access to
5332 entire buildings. Sub-master keys will be issued to department heads only. Grand and Great
5333 Grand Master keys are only issued to select individuals as determined by the President and/or
5334 the Chief Operations Officer. Annually, Authorized Signatories or their designees will verify the
5335 existence of all Master, Grand Master and Great Grand Master keys. Any missing key must be
5336 reported immediately to Facilities Key Control and the Chief Operations Officer. All keys must
5337 be stamped and recorded in the key management system.

5338 a. Key Return. When keys are broken or no longer required, the key holder shall return the
5339 key to key control or residence life as appropriate. The Key Control Manager will document
5340 the return in the key management system and provide a receipt to the key holder.

5341 b. Key Holder Responsibilities. All keys to college facilities remain the property of the
5342 institution. Individuals with custody of College keys are authorized to use them for access to
5343 their work areas. Key holders are responsible for safeguarding keys at all times and for
5344 returning keys to the Key Control Manager when they are no longer needed. Key holders
5345 are not to share or loan keys to others. Most faculty and staff will have keys only for those
5346 building(s) and personal spaces (e.g., offices) in which they work. If additional keys are

5347 issued to an employee, the employee may not remove that key from campus. Key holders
5348 are also responsible for reporting lost or stolen keys immediately to the Key Control
5349 Manager and the Chief Operations Officer. The Authorized Signatory shall investigate the
5350 loss and take appropriate action.

5351 10.6.10.2 Access (Key) Cards. Access cards are issued by ITS only to those with a demonstrated need.
5352 Requests for key cards will be made by supervisors in writing to ITS. As with mechanical keys,
5353 key card holders will sign for and acknowledge responsibility for maintain and securing the
5354 card. Lost or missing access cards must be reported immediately to ITS.

5355 10.6.10.3 Student Access Cards and Keys. All access cards and keys must be returned at the end of each
5356 academic year or during the academic year if a student leaves the institution or residential
5357 housing.

5358 a. Students who lose or misplace an issued key or card must comply with the following:
5359 i. Lost mechanical keys must be reported immediately to the Resident Director of
5360 the student's lodging unit or student life.
5361 ii. Lost access cards must be reported immediately to ITS.
5362 b. If a lost key is not found and returned within 24 hours, the affected locks may be re-
5363 keyed and the student will be charged \$50 for each door that must be re-keyed. If the lost
5364 key is residential, roommates will be issued replacement keys at no cost. Student life will
5365 coordinate re-keying with the facilities office.

5366 10.6.10.4 Key Duplication. Duplication of keys is strictly prohibited.

5367 10.6.10.5 Key Transfers. Key or Card transfers from one person to another are prohibited.

5368 10.6.10.6 Penalties for Policy Violation. It is a violation of College policy to permit unauthorized
5369 individuals to enter into buildings and facilities restricted from general public access by
5370 deliberately disengaging, deactivating, or otherwise circumventing locking devices or other
5371 security measures intended to control building and facility access. Persons who violate this
5372 policy are subject to disciplinary action including loss of access and up to termination in
5373 accordance with relevant CCCK discipline policy.

5374 **11 EMERGENCY & WEATHER**

5375 (Owner: Chief Operations Officer; Last Reviewed: 04/10/2023; Last Updated 4/10/2023)

5376 In the case of an emergency situation involving Central Christian College of Kansas, senior administrators
5377 working with local law officials will provide direction and response as outlined in the Campus Emergency
5378 Plan.

5379 In the case of an emergency in which college needs to notify its employees in mass, the college will use
5380 the Tiger Alert emergency notification system. **Three primary alerts indicate the specific response with**
5381 **details to follow. The three primary alerts are:**

- 5382
- 5383 • *Evacuate the Building – relocate to your buildings designate evacuation location.*
 - *Seek Shelter – relocate to your buildings designated shelter location.*

- 5384 • *Shelter in Place – stay in your current location lock the doors and shut off the lights. Further*
 5385 *details will be included in the text.*

5386 **11.1 EMERGENCY PROCEDURES: FIRE**

5387 For Persons Evacuating From the Immediate Area

- 5388 • Feel door from top to bottom. If it is hot, DO NOT proceed; go back.
 5389 • If the door is cool, crouch low and open the door slowly. Close the door quickly if smoke is
 5390 present so you do not inhale it.
 5391 • If no smoke is present, exit the building via the nearest stairwell or exit.
 5392 • If you encounter heavy smoke in a stairwell, go back and try another stairwell.

If I'm in...	Then I go to...
Gillespie Hall	Outdoor Fitness Court
Kline Hall	Outdoor Fitness 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

5393 **11.2 EMERGENCY PROCEDURES: TORNADO**

5394 When a tornado "watch" or a tornado "warning" is in effect, you may be notified:

- 5395 • By the Office of Student Life Staff
 5396 • Tiger Alerts
 5397 • Through the campus telephone contact system²⁰
 5398 • By campus email
 5399 • By the city of McPherson warning signal
 5400 • By television and radio

5401 **11.2.1 Tornado WATCH**

5402 A tornado "watch" means that the probability is dangerously high for a tornado to develop. The National
 5403 Weather Service specifies the time period and the area for which the watch is in effect.

5404 What You Should Do:

²⁰ 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

- 5405 • Be alert to weather conditions during this time.
- 5406 • Be prepared for the possibility of a tornado.
- 5407 • Familiarize yourself with emergency procedures and shelter areas.
- 5408 • Persons with mobility concerns should go to an area of safety at the time of a tornado watch.
- 5409 • Close all doors, including main corridors, making sure they latch. (You do not want to wait for a
- 5410 warning to take these measures.)

5411 **11.2.2 Tornado WARNING**

5412 A tornado warning is issued by the National Weather Service and means that a tornado or funnel cloud
5413 has been sighted in a specific area.

5414 **What You Should Do:**

- 5415 • Remain calm - this will help you to think clearly
- 5416 • Relay the warning to others in the area and people that you are responsible to notify.
- 5417 • Proceed to a designated shelter area within your building.
- 5418 • Crouch near the floor or under heavy, well-supported objects and cover your head.

5419 **Note:** There is no guaranteed safe place during a tornado. However, it is important to seek shelter in the
5420 best location to help minimize your exposure.

5421 Designated shelter areas within your building (rooms and corridors in the innermost part of the building
5422 and basements)

- 5423 • Stay clear of windows, corridors with windows, or large free-standing expanses.
- 5424 • 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

5425 If you are outside and there is no time to take cover, find a low spot, lay down and cover your head. If
5426 you are in a building without a shelter area and do not have time to reach one, seek a position away
5427 from windows or doors where there may be flying glass. Sit down and cover your head.

5428 **11.3 INCLEMENT WEATHER POLICY**

5429 During periods of inclement weather (i.e. extreme cold, snow, ice, etc.) the residential campus of Central
5430 Christian College of Kansas endeavors to remain functional and encourages its faculty and staff to report
5431 to work, as is appropriate for personal safety. However, there may be times when weather conditions
5432 cause the College to delay the opening of College activities, to cancel classes and normal business hours,
5433 and/or to close the College early.

5434 **11.3.1 Inclement Weather Classifications**

5435 The College recognizes the following Inclement Weather Classifications:

5436 **Open-Personal Discretion**

- 5437 • Classes will be held at the discretion of faculty.
- 5438 • All services and offices are open with at least limited staffing.
- 5439 • Designated essential personnel may be scheduled as needed by their director.
- 5440 • Supervisors may approve flex time or work from home for their employees.
- 5441 • Practices will be held at the discretion of the coach.
- 5442 • Specially scheduled events, meetings, and games are at the discretion of the appropriate
5443 authority.

5444 **Delayed Opening**

- 5445 • The start of the class day may be delayed (i.e. classes would not start until 10:00 am).
- 5446 • Essential personnel may be scheduled as needed by their supervisor/director.
- 5447 • All departments and offices that do not provide essential services remain closed until the posted
5448 time to open.
- 5449 • Supervisors may approve flex time or work from home for their employees.
- 5450 • Student Support Areas will be open: Dining Hall, Facilities Services, and Student Center.
- 5451 • A continental breakfast will be served.
- 5452 • Practices will be held at the discretion of the coach.
- 5453 • Specially scheduled events, meetings, and games are at the discretion of the appropriate
5454 authority.

5455 **Partial Closure**

- 5456 • All classes, labs, and practices are canceled for the day.
- 5457 • Essential personnel may be scheduled as needed by their department head, with compensation
5458 time earned as outlined in the Policy and Procedures Manual.
- 5459 • Departments and offices that do not provide direct student support will be closed.
- 5460 • Student Support Areas will be open: Dining Hall, Facilities Services, and Student Center.
- 5461 • A continental breakfast will be served.
- 5462 • Supervisors may approve flex time or work from home for their employees.
- 5463 • Specially scheduled events, meetings, and games are at the discretion of the appropriate
5464 authority.

5465 **Full Closure**

- 5466 • All classes, labs, practices, and events are canceled for the day.
- 5467 • All departments, offices and Student Support Areas are closed except for designated essential personnel, which will be scheduled as needed by their department head. Compensation time earned as outlined in the Policy and Procedures Manual.
- 5468
- 5469
- 5470 • Food services will not be operational unless otherwise communicated to the Central community.

5471 **Evacuation**

- 5472 • All classes, labs, practices, and events are canceled for the day.
- 5473 • All offices and services closed, other than those associated with emergency services.
- 5474 • Designated emergency personnel may be scheduled as needed by their department head.
- 5475 • Evacuation Shelter(s) open.

5476 **Early Dismissal**

5477 This classification is reserved for periods of impending inclement weather that may affect campus
5478 services (i.e. tornado warnings, ice storm, etc.)

- 5479 • All classes, labs, practices, and events are cancelled for the *remainder of the day or prescribed*
5480 *period.*
- 5481 • Essential personnel may be scheduled as needed by their department head, with compensation
5482 time earned as outlined in the Policy and Procedures Manual.
- 5483 • Departments and offices that do not provide direct student support will be closed.
- 5484 • Student Support Areas will communicate accessibility.
- 5485 • Dining services will operate under the discretion of the Food Services Director who will clearly
5486 communicate intent to the Central community.
- 5487 • Supervisors may approve flex time or work from home for their employees.

5488 **11.3.2 Inclement Weather Notification**

5489 When adverse weather conditions lead to a delayed opening and/or cancellation of classes, the Chief
5490 Operations Officer will communicate with the President to determine the best course of action. Once
5491 determined, an action plan will be communicated to the campus community in roughly the following
5492 order:

- 5493 • Tiger Alert will be sent from the I.T. department
- 5494 • An announcement will appear in CANVAS (Registrar)
- 5495 • An all-campus email will be sent from the Chief Student Engagement Officer

5496 Employees are encouraged to check College communications first since TV and radio stations often will
5497 not list specific details especially when they are complicated.

5498 The messages will be brief and will start by giving the status of the College by indicating one of six
5499 classifications described above. The message will provide the criteria for each designation.

- 5500 • In some cases, there may be multiple messages needed: one for students, one for faculty, and
5501 on for administration and support staff. In these cases, specific information is provided to a
5502 particular campus group.

- 5503
- Messages about impending weather forecast, or weather update, and safety related information, will not be included in the same message but can be referred to by a link or suggested location such as the National Weather Service or the College website.
- 5504
- 5505

5506 **11.3.3 Essential Personnel**

5507 Some administrative and support staff employees, due to the nature of their jobs, are identified as
5508 “essential personnel” during times of inclement weather. Essential personnel must be identified as such
5509 by supervisors.

5510 **11.3.4 Food Services**

5511 During periods of inclement weather when the College remains open (partially or otherwise), the food
5512 services director will have the option of serving an abbreviated meal dependent upon the availability of
5513 their employees.

5514 During periods of inclement weather when the College closes, the food services director will not be
5515 serving meals until the College opens.

5516 **11.3.5 Flex-Time**

5517 During periods of inclement weather when the College remains open, supervisors will have the option of
5518 invoking flex-time for employees. For purposes of this policy, flex-time can be used as follows:

- 5519
- Supervisors may permit staff to modify their normal work schedule to accommodate weather situations by coming into work late and leaving early and making up the lost time. This should be done within the same week (Saturday-Friday) for non-exempt employees.
 - Support staff and administrative employees may choose to be paid for un-worked hours by using accrued sick or vacation leave.
 - Support staff employees may take the hours off without pay and without the need to make up those hours.
- 5520
- 5521
- 5522
- 5523
- 5524
- 5525

5526 **11.3.6 Classes and Other Academic Programming**

5527 If the College remains open during inclement weather, the decision to cancel individual classes resides
5528 with the Chief Academic Officer. Faculty who are unable to host a residential class or offering should
5529 work through the Chief Academic Officer.

5530 **12 WEAPONS POLICY**

5531 (Owner: Office of the President; Last Reviewed: 3/20/22; Last Updated: 5/07/17)

5532 Central Christian College of Kansas prohibits the possession and use of firearms, explosives, and other
5533 weapons on campus, with certain limited exceptions, as provided below,

5534 **12.1 DEFINITIONS**

5535 For purposes of this policy the term “weapons” includes:

- 5536
- Any object or device which will, is designed to, or may be readily converted to expel bullet,
5537 shot or shell by the action of an explosive or other propellant.

- 5538 • Any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including those that
5539 are concealed or open carried.
- 5540 • Any BB gun, pellet gun, air/CO2 gun, stun gun or blow gun.
- 5541 • Any explosive, incendiary or poison gas in the form of a bomb, mine, grenade, rocket having a
5542 propellant charge of more than four ounces, missile having an explosive or incendiary charge of
5543 more than four ounces, any incendiary or explosive material, liquid, solid or mixture equipped
5544 with a fuse, wick or other detonating device, and any tear gas bomb or smoke bomb. NOTE:
5545 Personal self-defense items containing mace or pepper spray shall not be deemed to be a
5546 weapon for the purposes of this policy.
- 5547 • Any knife, commonly referred to as a switch-blade, which has a blade that opens
5548 automatically by hand pressure applied to a button, spring or other device in the handle of
5549 the knife, or any knife having a blade that opens or falls or is ejected into position by the force
5550 of gravity or by an outward, downward or centrifugal thrust or movement.
- 5551 • Any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or
5552 stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in
5553 the preparation or service of food shall not be construed to be a weapon for the purposes of
5554 this policy.
- 5555 • Any martial arts weapon such as nunchucks or throwing stars.
- 5556 • Any longbow, crossbow and arrows or other projectile that could cause serious harm to any
5557 person; or any other dangerous or deadly weapon or instrument of like character.

5558 The term "handgun" means:

- 5559 • A pistol or revolver which is designed to be fired by the use of a single hand and which is
5560 designed to fire or capable of firing fixed cartridge ammunition.
- 5561 • Any other weapon which will or is designed to expel a projectile by the action of an explosive
5562 and which is designed to be fired by the use of a single hand.

5563 The term "firearm" includes any handgun, rifle, shotgun, and any other weapon which will or is
5564 designed to expel a projectile by the action of an explosive.

5565 The term "adequate security measures" shall have the same meaning as the term is defined in K.S.A.
5566 75-7c20, and "building" shall have the same meaning as the term "state building" is defined in K.S.A.
5567 75-7c20.

5568 The term "campus" means any building or grounds owned by the college and any building or grounds
5569 leased by the college for college use.

5570 12.2 POLICIES

5571 General Rules on Open Carry and Concealed Carry on Campus

5572 Central students are prohibited from carrying or possessing any weapon on campus. Open carry of
5573 firearms and possession of weapons other than concealed handguns shall be prohibited on campus.

5574 Concealed carry of handguns is permitted on campus, subject to the rules stated in this policy. All
5575 weapons are prohibited at all off-campus college sponsored or supervised activities, except that, as
5576 required by law, the College does not prohibit employees, who are legally qualified, from carrying a

5577 concealed handgun while engaged in the duties of their employment outside of Central's place of
5578 business including while in a means of conveyance.

5579 Nothing in this policy shall be read to prohibit possession of weapons on campus as necessary for the
5580 conduct of College approved programs or activities, or by College security officers while acting within
5581 the scope of their employment.

5582 Except in those instances where necessary for self-defense or transferring to safe storage and except
5583 as otherwise provided in the preceding paragraph, it shall be a violation of College policy to openly
5584 display any lawfully possessed concealed carry handgun while on campus.

5585 There are no College locations that have been designated as prohibiting concealed carry with
5586 permanent adequate security measures. The College may from time to time designate a specific
5587 location as temporarily prohibiting concealed carry and use temporary adequate security measures as
5588 defined and required by law. Appropriate notice will be given whenever this temporary designation is
5589 made.

5590 Beginning July 1, 2017, any faculty or staff member who is 21 years of age or older and who is
5591 lawfully eligible to carry a concealed handgun in Kansas shall not be precluded from doing so on
5592 campus except in buildings and areas of buildings for which adequate security measures are provided,
5593 and except as otherwise prohibited by law.

5594 If faculty or staff members wish to exercise the right to carry a concealed handgun on campus they will
5595 be required to take a local or regional gun safety course and have the certificate in their personnel
5596 folder. When Kansas Law requires a permit to allow concealed carry faculty and staff members will not
5597 be permitted to concealed carry until they have the permit on file [in their personnel folder with the](#)
5598 [Office of the President](#).

5599 Regardless whether the individual is otherwise lawfully eligible to carry a concealed handgun the
5600 following restrictions apply to the carrying of a firearm by Kansas law, and the violation of any of the
5601 following restrictions is a crime under Kansas law and a violation of this policy:

- 5602 • An individual in possession of a concealed firearm must be at least 21 years of age [K.S.A. 21-
5603 6302(a)(4)]
- 5604 • A firearm cannot be carried by an individual under the influence of alcohol or drugs, or
5605 both, to such a degree as to render the individual unable to safely operate the firearm
5606 [K.S.A. 21-6332];
- 5607 • A firearm cannot be carried by an individual who is both addicted to and an unlawful user of a
5608 controlled substance [K.S.A. 21-6301(a)(10)];
- 5609 • A firearm cannot be carried by an individual who is or has been a mentally ill person subject to
5610 involuntary commitment [K.S.A. 21-630(a)(13)];
- 5611 • A firearm cannot be carried by an individual with an alcohol or substance abuse problem
5612 subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
- 5613 • A firearm cannot be carried by an individual who has been convicted of a felony crime
5614 [K.S.A. 21-6304];
- 5615 • An automatic firearm cannot be carried [K.S.A. 21-6301(a)(5)];

- 5616 • A cartridge which can be fired by a handgun and which has a plastic-coated bullet with a
5617 core of less than 60% lead by weight is illegal [K.S.A. 21-6301(a)(6)];
- 5618 • Suppressors and silencers cannot be used with a firearm [K.S.A. 21-6301(a)(4)];
- 5619 • Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or
5620 vehicle in which people are present, except in self-defense [K.S.A. 21-6308, 6308a].

5621 It shall also be a violation of this policy to otherwise possess, store, transport, trade, sell, or in
5622 any other way use a firearm in violation of any applicable law.

5623 12.2.1 Carrying and Storing Handguns

5624 Each individual who lawfully possesses a handgun on campus shall be wholly and solely responsible for
5625 carrying, storing and using that handgun in a safe manner and in accordance with the law and college
5626 policy. Nothing in this policy shall be interpreted to require individuals who lawfully possess a handgun
5627 to use it in defense of others.

5628 Beginning July 1, 2017, each individual who lawfully possesses a concealed handgun on campus shall at
5629 all times have that handgun in their custody and control, and shall either keep it on their person with
5630 safety mechanism engaged, or stored 1) in any secure storage location provided by the College
5631 specifically for that purpose, 2) at their residence, or 3) in their vehicle. Individuals who carry a handgun
5632 on campus must carry it concealed on or about their person at all times. With respect to this policy,
5633 concealed means completely hidden from view and does not reveal the weapon in any way, shape, or
5634 form. "About" the person means that an individual may carry a handgun if it can be carried securely in a
5635 suitable carrier, such as a backpack, purse, handbag, or other personal carrier designed and intended for
5636 the carrying of an individual's personal items. Moreover, the carrier must at all times remain within the
5637 exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more
5638 straps consistent with the carrier's design, carrying or holding the carrier, or setting the carrier next to or
5639 within the immediate reach of the individual.

5640 Every handgun carried by an individual, whether on their person or in a carrier, must be secured in a
5641 holster that completely covers the trigger and the entire trigger guard area and that secures any
5642 external hammer in an un-cocked position. The handgun must be secured in the holster with a strap or
5643 by other means of retention. The holster must have sufficient tension or grip on the handgun to retain
5644 it in the holster even when subjected to unexpected jostling. Handguns with an external safety must
5645 be carried with the safety in the "on" position. Semiautomatic handguns must be carried without a
5646 chambered round of ammunition. Revolvers must be carried with the hammer resting on an empty
5647 chamber. Handgun storage on campus is prohibited, except in the following two circumstances: (1) in
5648 an individual's privately-owned or leased motor vehicle when the vehicle is locked and the handgun is
5649 secured in a location within the vehicle that is not visible from outside the vehicle; or, (2) in an
5650 individual's on-campus residential unit when the handgun is secured in a holster and in an approved
5651 storage device (see below). Handgun storage by any other means than specifically permitted in this
5652 policy is prohibited.

5653 If stored in a vehicle on campus, the handgun must be secured and concealed from view.

5654 For any on-campus residential unit that does not have adequate security measures, each resident
5655 who lawfully possesses a handgun on campus and elects to store the handgun they possess in the
5656 room to which they are assigned when not carrying it on their person in a concealed fashion shall

5657 secure the handgun in a secure storage device that conceals the gun from view. Such storage devices
5658 shall be provided by the individual who possesses the handgun and must meet minimum industry
5659 standards for safe-keeping of handguns.

5660 The College does not provide approved handgun storage devices to any person under any
5661 circumstances. Each individual who stores a handgun in an on-campus residence must provide
5662 their own approved storage device. An approved storage device has each of these characteristics:

- 5663 1. it is of sufficient size to fully enclose the handgun while secured in an approved holster;
- 5664 2. it is constructed of sturdy materials that are non-flammable;
- 5665 3. it has a combination, digital, or other secure locking device that can only be unlocked by the
5666 individual using the storage device, but devices secured exclusively with a key lock are
5667 prohibited; and,
- 5668 4. the device is constructed specifically for the storage of a handgun and/or ammunition.

5669 All ammunition stored in an on campus residence must be stored in an approved storage device.

5670 It is prohibited for any person to store a handgun: (1) in any College facility; (2) in an on campus
5671 residential unit, except in the residential unit of the individual who is at least 21 years of age, who
5672 legally owns the handgun, and when the handgun is secured in an approved storage device; (3) in a
5673 motor vehicle that is unlocked or when the handgun is visible from outside the vehicle; or, (4) in
5674 any other location and under any circumstances except as specifically permitted by this policy and
5675 by state and federal law.

5676 12.2.2 Reporting and Temporary Actions

5677 All reports of suspected violation of the concealed carry policy are made to the Office of [Student](#)
5678 [Life](#) [the President at 620-241-0723](#). If a person feels his/her life is in danger they should always call 911.

5679 ~~The The President, or his or designee, Chief Student Engagement Officer~~ will conduct an initial
5680 investigation to determine whether the report describes a criminal matter and/or a policy violation.

5681 ~~The President, or his or designee, The Chief Student Engagement Officer~~ has the authority to disarm
5682 and/or temporarily confiscate a firearm and issue a restriction to not carry a concealed firearm on
5683 campus pending results of the weapons policy violation determination. The decision whether to
5684 confiscate and issue a restriction prohibiting concealed carry will be made by Chief Student
5685 Engagement Officer when there is probable cause to believe that a violation of this policy has
5686 occurred or continued possession and carrying by the alleged policy violator will create imminent
5687 danger to themselves or others. This authority does not supersede or alter the authority of Police to
5688 confiscate a firearm during a criminal investigation. A confiscated firearm will be stored and handled
5689 by the McPherson Police Department according to their policies.

5690 The President (or his designated vice president when off campus) may take any temporary action as
5691 determined necessary to ensure the safety of the College and of its students and personnel. Such
5692 temporary action may include, but is not necessarily limited to: prohibiting an alleged policy violator
5693 from carrying a concealed firearm anywhere within the geographic limits of this policy; if a student is the
5694 alleged policy violator, temporary suspension from one or more classes in which the student is enrolled,
5695 or a change in the student's class schedule, or the placement of restrictions or conditions on the student
5696 in order to continue with normal class attendance and participation; if an employee (faculty or staff) is

5697 the alleged policy violator, temporary administrative leave with or without pay, or the placement of
5698 restrictions or conditions on the employee in order to continue with the employee's normal
5699 employment.

5700 **12.2.3 Sanctions**

5701 Any individual who violates one or more provisions of this policy may be issued a lawful directive to
5702 leave campus with the weapon immediately. Any individual who violates the directive shall be
5703 considered to be in trespass and may be cited accordingly. Any employee or student of the College
5704 who violates one or more provisions of this policy shall be subject to discipline in accordance with
5705 applicable College codes of conduct. Any individual who violates state or federal law may be detained,
5706 arrested or otherwise subjected to lawful processes appropriate to the circumstances. *See No Trespass*
5707 *Policy.*

5708 **13 MARKETING POLICIES**

5709 (Owner: Director of Marketing; Last Reviewed: 03/31/22; Last Updated 03/31/22)

5710 In order to ensure that all advertising and recruiting information is accurate, timely, and appropriate,
5711 any material created for public consumption (including but not limited to press releases, campus
5712 branding, external communications and promotional materials) must first receive approval from the
5713 Director of Marketing before release to the public.

5714 The Director of Marketing is the primary manager of all web related material. All revisions to the web or
5715 social media must first receive approval from the Director of Marketing.

5716 **13.1 MEDIA**

5717 Any College employee who would like to invite members of the media to visit campus to cover a story or
5718 event are required to first contact the Office of Marketing and Communications, who will consult
5719 regarding the appropriateness/ likelihood of media coverage and then coordinate contact with reporters
5720 as well as any coverage logistics. It is the responsibility of the Office of Marketing and Communications
5721 to issue news releases and initiate contacts with the news media. [Note: an exception to this is SID, who
5722 is authorized to directly initiate and coordinate media coverage for athletic events.]

5723 Designated spokespersons are equipped and prepared to speak with members of the media on behalf of
5724 the institution. Employees may use personal discretion in speaking to members of the media as private
5725 individuals; however, employees do not have the authority to speak on behalf of the institution or to
5726 represent the College's official perspective or position on any issue. Employees have the additional
5727 responsibility to direct all media inquiries to designated institutional spokespersons when specifically
5728 instructed to do so by the College.

5729 Employees who are contacted directly by members of the media to request/schedule an interview are
5730 requested to notify the Office of Marketing and Communications in advance so that they may provide
5731 any necessary coordination with the College's media protocol.

5732 Any faculty, employee, or department seeking to publicize a college-related matter (e.g. new program
5733 offering, event, etc.) should contact the Office of Marketing and Communications. The department will
5734 work with employees to prepare and publish public announcements. Faculty who are contacted by
5735 media for comment as an expert in their areas of study should coordinate with the Office of Marketing
5736 and Communications before commenting.

5737 **13.2 PRINT & WEB DESIGN SERVICES**

5738 The Office of Marketing and Communications is responsible for overseeing the design, proofreading, and
5739 mail/delivery coordination of College print and digitally delivered communications (such as strategic
5740 emails, social media, etc.) mailed/mailed to off-campus audiences. The Marketing and Communications
5741 Director is also responsible for overseeing the design and some content areas of the College website.

5742 The College requires that all print communications for external audiences be initiated through the Office
5743 of Marketing and Communications. The website also must be built by the College's web team and/or use
5744 College templates. To initiate a print communication project or website project or for questions about
5745 whether your project is required to be produced by Marketing and Communications.

5746 **13.2.1 Logo and Institutional Name**

5747 The institution does not permit the use of its name or related wordmarks and logos by non-college
5748 entities in any announcement, advertisement, merchandise, digital communications, publication, or
5749 report if such use in any way implies institutional endorsement of any product, service, or point of view.
5750 Any external organization or its advertising agency requesting the use of institutional or athletic
5751 wordmarks, logos, or photography for sale, advertising, endorsement, or public relations purposes
5752 should be referred to, and must receive express written consent from, the Director of Marketing and
5753 Communications, who is responsible for determining whether the institution's name or related
5754 wordmarks and logos may be used in conjunction with the particular product, service, or point of view.
5755 In certain cases, he/she may refer requests for such use to the President.

5756 Additionally, all employees are expected to follow the parameters the College has defined related to
5757 colors, logo, font, etc. – as articulated in the Marketing Guide maintained by the Director of Marketing
5758 and Communications.

5759 **13.2.2 Catalog and Publication Revision**

5760 On an annual basis, the Academic Office manages revisions to the Catalog. After an internal review, the
5761 Registrar submits sections of the Catalog to the appropriate office, department, or division for review.
5762 The Registrar makes revisions and submits a draft to the Dean of Academics for final review. After all
5763 revisions are made, the Registrar submits a final draft for review and publication to the Director of
5764 Marketing.

5765 After the publication of the Catalog, the Registrar's Office continues to collect revisions. If any of these
5766 revisions are significant, the Dean of Academics Office orders an addendum published.

5767 *This process is largely duplicated, by the appropriate managing office, for all other major publications*
5768 *(e.g. Strategic Plan, Assessment Plan, Student Handbooks, Faculty Handbooks, etc.).*

5769

5770 **14 STUDENT RELATED POLICIES**

5771 **14.1 STUDENT PAYROLL AND WORK STUDY FOR SUPERVISORS**

5772 (Owner: Chief Financial Officer; Last Reviewed: 02/14/2022; Last Updated 02/14/2022)

5773 INSTRUCTIONS FOR REPORTING WORK: Students are to submit completed time sheets to the Business
5774 Office by 5:00 pm on the Monday following each week of work. Blank time sheets are available from the
5775 Business Office. As the supervisor, we ask that you assist in making sure that the time sheets are filled
5776 out completely. A completed sheet will have the following information:

- 5777 • Name of student
- 5778 • Department Code
- 5779 • Student Signature
- 5780 • Your Signature
- 5781 • Hours worked

5782 The work week begins on Saturday and ends on Friday. "Time In" and "Time Out" is to be recorded for
5783 each time the student works. Students may round to the nearest quarter hour (i.e. 9:15, 10:30).

5784 Any time sheets not turned in by the payroll deadlines will be processed with next month's payroll.

5785 The following student worker positions must be filled first by Federal Work Study eligible students:
5786 Fitness Center (1), Library (all positions), Admissions (2), Custodial (2), Dorm Cleaners (2) and Cafeteria
5787 (2).

5788 **14.2 HOSTING DISCIPLINED STUDENTS**

5789 (Owner: Office of Student Life; Last Reviewed: 2/02/2022; Last Updated 7/07/20)

5790 On occasion, the Student Life Office will issue a discipline that displaces a student from their residence
5791 hall for reasons that may not be disseminated to employees of the College in accordance with certain
5792 privacy laws. In those instances, students may ask a faculty/staff person to host them in their home.
5793 While it is not the intent of Central Christian College of Kansas to dictate the activity in one's own home,
5794 as a matter of policy and courtesy, employees of the College must obtain permission from the Chief
5795 Student Engagement Officer to house students who are displaced because of College issued discipline.

5796 **14.3 COLLEGE SPONSORED ACTIVITIES/EXCUSING STUDENTS**

5797 (Owner: Chief Academic Officer; Last Reviewed: 2/02/22; Last Updated 02/02/22)

5798 **Excusing Students**

5799 The Academic Office does not issue excused absences due to illness or personal hardships. Students can
5800 submit official documents to their instructor authenticating the need for an excused absence. However,
5801 the Academic Office does not collect this documentation. Individual instructors, on a case-by-case basis,
5802 must handle undocumented requests for an excused absence.

5803 **Approved Absences**

- 5804 • College sponsored athletic events

- 5805 • College sponsored artistic (drama/ministry team/ music) events
- 5806 • College approved colloquia
- 5807 • Course related field trips
- 5808 • Other college approved events (approval granted through Academic Office or Student Life)

5809 The absence from class of any student so listed for participation in an approved activity shall be an
5810 excused absence; but, if a faculty member believes that a student's absences are putting the student's
5811 class performance at risk, the faculty member shall issue an Academic Risk.

5812 In cases where students may be facing extenuating circumstances, causing extended periods of absence,
5813 the Academic Office may issue a communication alerting Faculty members (e.g. medical procedure,
5814 family crises). The communication will address whether it is up the individual faculty member to issue
5815 the excuse or whether the excuse is defined by the Academic Office.

5816 **6.4.1 Obtaining Official Excuses for Non-Athletic Activities**

- 5817 1. Five days prior to the event a school official should submit an e-mail to the Academic Office,
5818 Manager of Academic Services (Caleb Koerperich), with the following information:
 - 5819 a. Date of excused absence
 - 5820 b. Times that the students are to be excused (don't forget about night classes)
 - 5821 c. Event Description
 - 5822 d. List of names of the students to be excused

5823 **Athletic Excused Absences**

5824 The Athletic Department communicates absences due to athletics. The faculty committee charged with
5825 student-athlete issues addresses concerns related to this process.

5826 The sponsor of any organized group, class, share team, or athletic team will submit the names of the
5827 group members and the time scheduled to be away from campus to the Academic Office three school
5828 days before the group's departure.

5829

5831 **15.1 ABBREVIATIONS**

5832 (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

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.