

SOUTHEASTERN  
UNIVERSITY

STAFF  
HANDBOOK

ADOPTED BY THE  
BOARD OF DIRECTORS

REVISED AUGUST 2000

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# **SOUTHEASTERN UNIVERSITY**

## **STAFF HANDBOOK**

### **INTRODUCTION**

This manual has been prepared for information and guidance of all staff employees, except students, of Southeastern University. It is also intended as a general reference guide for use by administrators, department supervisors and staff members.

More than an institution, Southeastern University strives to be a community consisting of people dedicated to the Lord's work and service. We welcome you as a worthy member of the body of Christ and as an important person in the operation of the university. We trust that your work among us will be rewarding to you and make you a blessing to others. You are encouraged to participate in the various functions and activities of the university. We hope your employment will be an enjoyable experience.

### **HISTORY OF SOUTHEASTERN UNIVERSITY**

Southeastern University was founded in 1935 as South-Eastern Bible Institute. Originally located in a former high school building in New Brockton, Alabama, SEBI opened its doors to students on November 4, 1935, under the direction of four faculty members. Edgar W. Bethany, Karl M. Gygax, Mrs. Helen B. Stewart, and Miss Myrtle G. Eason composed the original faculty. Two years later, in June, the first graduation exercises were held. Seventeen students received diplomas for the two-year academic program.

SEBI continued classes in New Brockton until 1940 when a decision was made to consolidate the school with Beulah Heights Bible Institute in Atlanta, Georgia. The school was known from 1940 to 1942 as the Beulah Heights—South-Eastern Bible Institute. In the fall of 1942, the District Superintendents of the Southeastern Districts accepted the invitation of Rev. Ralph Byrd and his congregation to move the school to 301-7 Capital Avenue, SW in Atlanta. For two years, Rev. Byrd served the school, without remuneration, as principal and business manager. The institute soon purchased the Capitol Avenue site.

In 1946, the Board of Directors voted to secure a permanent location for the full development of the school. A new campus location was purchased later that year in Lakeland, Florida. The Atlanta campus was sold and development of the new site was begun.

While development of the new property got underway, a government property lease just outside Lakeland was secured. Fall classes were held in buildings used by the Lodwick School of Aeronautics during the war. Classes and school operations continued at the

temporary campus location until 1952. During Thanksgiving, the Institute made its final move to its present campus facilities on Longfellow Boulevard.

Student body growth continued at the new central Florida campus along with the academic program. SEBI became South-Eastern Bible College in 1956 when four-year Bachelor of Arts degree programs were begun. After adding education degrees, the College Board of Directors changed the school name to Southeastern College of the Assemblies of God.

What began in 1935 as the burden for a Bible-training school in the hearts of Alabama District Superintendent J.C. Thames, and other Southeastern District leaders has grown in four decades to one of the largest Assemblies of God educational institutions in America.

### **MISSION STATEMENT**

Southeastern, a dynamic Christ-centered university, fosters student success by integrating personal faith and higher learning. Within our loving Pentecostal community, we challenge students to a lifetime of good works and preparing professionally so they can creatively serve their generation in the spirit of Christ.

### **MISSION IN ACTION**

From its inception in 1935 as a Bible institute to train pastors and missionaries, Southeastern has rested on a solid foundation of vision and faith. That foundation has held firmly as our school evolved and relocated through the years, gradually expanding its mission and degree offerings along with its student population, and moving in 1952 to our permanent suburban campus in Lakeland, Florida.

Today, vision and faith still underlie Southeastern University. A four-year undergraduate university of the Assemblies of God – coeducational and primarily residential- Southeastern enrolls about 1,100 students, both traditional and nontraditional, who represents a variety of denominations, personal interests, backgrounds, states, and countries.

We offer a vital, Christ-centered education that, through a wide range of academic majors leading to the bachelor's degree, prepares our students for a life of world-changing leadership in church-related positions and in other professional fields. Arriving at Southeastern as people committed to following Jesus Christ, these students graduate ready either to enter graduate study or to serve throughout the world as ministers, teachers/educators, social service and mental health professionals, and business men and women.

Our programs of study span the following academic areas: religion, behavioral and social sciences, education, language and communication arts, music, natural sciences and mathematics, and business. Along with academic preparation, Southeastern provides many opportunities for voluntary service and ministry in our local community and abroad. Frequent chapel services, a thriving music program, a variety of clubs and associations, and intercollegiate and intramural sports add to our students' full and busy lives.

Ideally, a student educated within Southeastern's Christian academic community displays these abilities and experiences:

- ◆ Orally and in writing, communicates with assessed competence and clarity
- ◆ Demonstrates the knowledge, skills and maturity necessary for the profession he or she has chosen
- ◆ Has acquired scholarly habits and can perform skilled research
- ◆ Has rendered, to the campus and the community, service appropriate to a Christian citizen
- ◆ And demonstrates a broad cultural perspective informed by a Christian worldview.

Saying "yes" to Christ, we believe, implies not only a zeal to serve, but a commitment to excellence in every activity. Southeastern University seeks to graduate men and women who combine faith, compassion, and humility with self-discipline and careful thinking; who take seriously the Biblically based obligation and privilege of being "the salt of the earth"; and who consequently approach every task- a class assignment, a volunteer project, an internship experience, a career – as an opportunity both to do well and to do good.

## **DOCTRINAL STATEMENT**

Southeastern University subscribes to the Statement of Fundamental Truths of the Assemblies of God. The university believes the Bible is the inspired and only infallible and authoritative written Word of God; there is one God, eternally existent in three persons; God the Father, God the Son, and God the Holy Spirit; in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years; in the Blessed Hope—the rapture of the Church at Christ's coming; the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ; regeneration by the Holy Spirit absolutely essential for personal salvation; the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer; the baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it; in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life; in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

## **BOARD OF DIRECTORS**

The Board of Directors of Southeastern University consists of five representatives from each of the participating District Councils of the Assemblies of God and the President of the university, as an ex-officio member. The representatives from each respective district shall be the District Superintendent, the Assistant District Superintendent, the District Secretary, the District Youth Director and one layperson. The Board of Administration is composed of the following members of the Board of Directors: the District Superintendents of the member districts and the President of the university.

The duties of the Board of Directors are the following: to determine basic policy, to conserve and develop financial resources, to be custodians of the university's property through its Board of Trustees, to maintain the plant, to manage investments, to determine charges and tuition fees, to authorize the budget, to appoint administrative officers and members of the faculty and to interpret the purposes and programs of the university to its public. The Board carries out its program and exercises its control through the President, the executive officer of the institution.

## **ORGANIZATION AND STRUCTURE**

The administration of Southeastern University is composed of the Board of Directors, the Board of Administration, the Executive Officers and other administrative faculty and administrative officers and the administrative staff. They derive their titles and functions of their offices from the Charter and the Constitution and Bylaws of the university. The faculty and staff are informed of the responsibilities of the administration through the Constitution and Bylaws, the Faculty Handbook and the Staff Handbook.

Organizational Flow Chart to be inserted at later date.

## **ADMINISTRATION AND DUTIES**

### **President**

The President of the university has supervision over the administrative officers, faculty, staff, and student body, and is responsible for the total operation of the university. He performs those duties that customarily devolve upon the executive head of such institutions. The Executive Assistant to the President, Vice Presidents, Director of Institutional Effectiveness, and Director of Institutional Advancement report directly to the President.

### **Executive Assistant to the President**

The Executive Assistant to the President is responsible to the President in matters that pertain to his office and to the interaction of his office with other departments and groups. He serves as the liaison between the President and other departments, represents the President at meetings as directed by the President, and oversees the functioning of the President's office.

### **Vice President for Academic Affairs**

The Vice President for Academic Affairs is responsible to the President for the development of the university's curriculum, which also includes the supervision of its operation. The academic departmental chairpersons, Associate Academic Dean, Director for Distance Learning, Director of the Library and Registrar report to the Vice President for Academic Affairs. The faculty is administered by the Vice President for Academic Affairs.

### **Vice President for Finance and Administration**

The Vice President for Finance and Administration is responsible for the areas of accounting services, admission and financial aid, management and operation of physical plant, and auxiliary enterprises. The Admission Director, Bookstore Director, Business Office Director, Chief of Safety and Security, Information Technology Director, Environmental Services Director, Financial Aid Director, Food Services Director, Housing and Conference Services Director, Human Resources Director, and Media Services Director are responsible to the Vice President for Finance and Administration.

### **Vice President for Student Development**

The Vice President for Student Development reports directly to the President of the university and is responsible for areas such as student organizations, housing, discipline, orientation, counseling, athletics, and career services. The Director of Athletics, Director of Student Development, and Director of Student Life report to this office.

### **Vice President for Ministries Development**

The Vice President for Ministries Development reports directly to the President of the university. He is responsible to build educational, resourceful, and relational bridges to the constituents of the university. Presently, the office contains two major departments: Collegiate Master's Commission and the Center for Christian Leadership.

The Collegiate Master's Commission is an on-campus ministry training program focusing on spiritual maturation, discipleship, practical ministry experience and mentorship. The Center for Christian Leadership is responsible for pastoral resourcing groups, conferences, seminars, church-planting consultation, and district schools of ministry.

The director, coordinator, faculty, adjunct faculty, and staff of Collegiate Master's Commission and the director and support staff of the Center for Christian Leadership report directly to the Vice President of Ministries Development.

### **Director of Institutional Research and Planning**

The Director of Institutional Research and Planning is responsible to the President in the areas of institutional planning, evaluation, and research. The Director serves as an advisor to the various areas of the university on matters of institutional planning, evaluation, and research; coordinates and prepares reports for the university, accrediting associations, governmental agencies, and educational departments; and oversees the Master Plan of Advance process.

### **Associate Academic Dean**

The Associate Academic Dean is responsible to the Vice President for Academic Affairs in matters that relate to the office of the Vice President for Academic Affairs. The main duties of this office include the following: to direct the functions of academic advising and developmental studies; to develop and maintain a faculty evaluation system, faculty development program, and new faculty orientation program; to maintain the Faculty Handbook and the academic sections of the Student Handbook.

### **Admission Director**

The Director of Admission reports to the Vice President for Finance and Administration and is responsible for areas relating to the strategic marketing of the university and screening of all applicants for admission to Southeastern.

### **Senior Administrative Team**

The Senior Administrative Team is comprised of the President as chairperson, Vice President and Executive Assistant to the President, Vice President for Academic Affairs, Vice President for Development, Vice President for Finance and Administration, Vice President for Student Development, and Vice President for Ministries Development.

## **COMMITTEES**

Committees for which administration and staff may be asked to serve include the following:

- Admission Committee
- University Safety Committee
- Food Services Committee
- Food Services Student Advisory Committee
- Scholarship Committee
- Senior Administrative Team
- Staff Advancement Committee
- Staff Social Committee
- Student Life Committee
- Student Life Conduct Committee
- Technology Vision Committee
- Web Committee

## **DEFINITION OF STAFF PERSONNEL**

### **Full-Time Employees**

Regular full-time staff members are considered as full-time employees if they fill a permanent position and average 35 or more clock hours per week.

### **Part-Time Employees**

Regular part-time staff members are considered as part-time employees if they fill a permanent position and average less than 35 clock hours per week. This excludes university work study employees.

Benefits for part-time employees include only holiday benefits, vacation benefits and sick leave benefits as addressed in the relating sections of the handbook.

### **Federal Work-Study Employees**

Southeastern University students whose average workload is 20 hours or less per week and whose compensation is partially funded through the Federal Work-Study program are considered Federal Work-Study employees.

### **Southeastern University Student Employees**

Southeastern University students whose average work load is 20 hours or less per week and whose compensation (minimum wage) is entirely funded by the university are considered Southeastern University student employees.

## **Temporary Employees**

Non-student and non-faculty staff employees who are hired for temporary, seasonal or extra assignments of short duration are considered temporary employees.

## **EMPLOYMENT**

### **Equal Employment Opportunity**

Southeastern University, an equal opportunity employer, espouses the spirit as well as the letter of equal opportunity with regard to race, color, national origin, gender, physical limitations and age. It is the policy and practice of Southeastern University to employ people from all minority groups, to provide genuine opportunities for advancement in accordance with individual capabilities, to provide guidance and training on the job, and to encourage a program of continuing education that will foster an environment that reflects the university's position on equal opportunity.

### **Administration of the Wage and Salary Plan**

The administration of wages and salaries functions under the direction of the Board of Directors, Board of Administration and the President of the university. The President shall appoint a salary review committee chaired by the President who will be charged with the responsibility of maintaining stabilized wage levels and of treating all employees with equity and fairness. The wage policies in effect at Southeastern University for administration, faculty and staff are reviewed annually. In reviewing the wage structure, consideration is given to the prevailing rates for comparable work in the Lakeland area, the current cost of living, salary levels of related organizations, and the economic condition of the university.

### **Functions of the Salary Review Committee**

The functions of the salary review committee include:

- a. setting general levels for overall salary structure and of changing the characteristics of the structure
- b. approving allocation of jobs to job groupings
- c. reviewing requests for salary adjustments
- d. assuring that all salary matters are handled with equity and fairness
- e. receiving and deciding upon appeals

### **Job Groups**

Each position included in the plan has been allocated to a job group that associates it with other positions of comparable relative value, which should be paid within the same salary range.

### **Salary Steps**

Each job group has seven salary steps. As a general rule, the starting rate for a new employee is step one of the job group to which the job is assigned, if the worker has the training and experience required for the job. New employees may be assigned a trainee rate below step one and be considered for training increases at specific times. Inexperienced persons may be started at government minimum wage. To obtain applicants for critical positions, experienced and qualified persons may start in other positions with the approval of the President.

### **Employee Performance Evaluation**

Salary and wage increments (other than cost of living increases and job group changes) are earned by the employee based on his job performance at Southeastern University. Since all new employees are hired on a provisional basis for the first three months of employment, a three month review will be made on each employee by his supervisor to be submitted to his administrator and the salary review committee.

If the employee began his service at Southeastern University in step one and completes the three month adjustment period with satisfactory service, he may receive an increment to the one year step. Employees who do not begin their service at Southeastern University in step one will also receive a three month review but will not receive the salary step increase until their longevity at Southeastern qualifies them for the increment. Following a year of “satisfactory performance” the employee may receive a step increase to the third, fourth, fifth, sixth, and seventh steps respectively.

### **Evaluation Procedure**

Each employee’s performance and service record shall be reviewed annually (with the exception of the three month adjustment period) during the month of the employment anniversary. To aid in this review, an employee performance evaluation form will be sent to the department by the personnel office to be completed by the appropriate supervisor. The results of the evaluation as well as suggestions for improvement of weaknesses and commendations on principal strengths shall be discussed in person with the respective employee. This form shall then be reviewed by the administrator before becoming a part of the employee’s file in the Human Resources office. Performance review information shall be considered confidential.

### **Evaluation Factors**

Factors to be considered in reviewing the employee’s performance are as follows:

- a. Quality of work.
- b. Productivity.
- c. Job Knowledge.
  
- d. Reliability.

- e. Availability.
- f. Independence.
- g. Creativity.
- h. Initiative.
- i. Adherence to Policy.
- j. Interpersonal Relationships.
- k. Judgment.

### **Unsatisfactory Performance**

If an employee's performance, after counseling and help, continues to be unsatisfactory, consideration should be given to demotion or dismissal.

### **Appeals**

If an employee feels he has not received just consideration in the matter of salary, he may take the matter up with his department supervisor, and then if not satisfied, with the Vice President for Finance and Administration. If the grievance is not resolved, the case may be appealed in writing to the respective administrator of the department who will present the matter to the salary review committee.

### **Cost of Living Adjustment**

If a cost of living adjustment is given to all employees, it will not affect an individual's anniversary increase, provided the employee is rendering satisfactory service to merit such an increase. If an employee is currently receiving salary in excess of his earned group and step, cost of living adjustments are applied against the excess until it is absorbed.

### **Probationary Period**

All new employees must pass a probationary or working test period, to enable the departmental leadership to determine whether or not the new employee is qualified to perform the duties to which he has been assigned. As a general rule, the probationary period shall not exceed three months. However, in jobs requiring special skill, an additional period may be required.

### **Human Resources Office**

The Human Resources office of Southeastern University is administered by the Vice President for Finance and Administration. The administrative function assigned to the Human Resources office includes:

- a. Preparing new and revised job description forms and other records to reflect organization and position changes.
- b. Evaluating job description forms and job evaluation study questionnaires to assist the salary review committee in assigning respective job group classifications.

- c. Processing and clearing all changes in salaries for staff employees, based on recommendations from department supervision, administrators and/or the salary review committee.
- d. Assisting in the conducting and analysis of periodic salary and wage surveys for the salary review committee.
- e. Distributing employment applications, administering tests and other evaluations to assist leadership in selecting new employees, transferring present staff to other positions and distributing/collecting employee performance evaluations at the time of each employee's anniversary date.

### **Work Hours**

The normal working hours at Southeastern University for staff members are from 8:00 AM to 4:30 PM, Monday through Friday. The normal lunch period is thirty minutes in duration. Because of special requirements in the, library, and Environmental Services department, work schedules are arranged between the supervisor and the employee. Work schedules for part-time employees, student employees and temporary employees are negotiated with the respective supervisor.

### **Work Breaks**

Each employee is allowed a rest break of ten minutes, which follows each two hour segment of work and which shall be taken at a time convenient to the work schedule, other than adjacent to a lunch break or the beginning or ending of work hours. The work break for part-time, student and temporary employees shall be negotiated with the respective supervisor and adjusted for work schedules. The work break is not subject to accrual.

### **Pay Periods**

The pay period begins on Wednesday at 12:00 AM and ends on Tuesday at 11:59 PM. Pay distribution occurs on every other Tuesday. If a pay distribution falls on a holiday, payment will be made on the last working day prior to the regular pay distribution. Paychecks are available every other Tuesday at the cashier's desk in the Business Office in the Osgood Administration Building. Electronic direct deposit for your paycheck is available. Please see the payroll clerk in the Business Office for details.

### **Involuntary Payroll Deductions**

Certain deductions, required by law, are made from your paycheck each pay period. Federal income taxes are withheld each pay day based on the number of exemptions claimed by each individual on his W-4 form. Social Security (FICA) taxes are withheld each pay day in the amount required by federal law. Please report any changes in the number of dependents or

other information that would affect your payroll tax deductions to the payroll clerk in the Business Office.

### **Voluntary Payroll Deductions**

Payroll deductions may be requested for university approved programs such as supplemental health coverage, retirement contributions, donations to university or to the United Way, and for an outstanding student bill. Other programs may be available. The payroll clerk in the Business Office will be able to provide information on the available programs.

### **Time Cards**

Each hourly employee is issued an electronic swipe card. The time clock registers the time employees arrive and leave work. Employees are required to register time (clock in/out) personally when arriving or leaving work.

Employees must register when leaving their work stations for lunch, to perform personal errands, to fulfill medical or dental appointments, or to attend to any other personal business. Clocking in should be done when the employee returns to his work station. Simultaneous clocking out and in when leaving the premises is against policy.

If irregularities or discrepancies occur in clocking, such as failure to clock in or out, the employee should inform the payroll clerk in the Business Office of the missed time. Unless making up time or working approved overtime, employees should not clock in prior to 7:55 AM and should clock out by 4:35 PM. Time cards are to be completed daily by all on-the-clock employees.

It will be necessary for some employees to utilize a “manual” time card (not electronic). The card should be punched in and out every day the employee works. Each week time cards must be submitted to the Business Office where they are used to compute the employee’s wages. Supervisor and employee are required to sign the time card before being delivered to the payroll department. Time cards *must* be delivered to the payroll department in the Business Office no later than noon each Wednesday. Failure to comply may result in delays in receiving a pay check for that pay period.

### **Overtime Worked by Hourly Personnel**

There are occasions when overtime may be necessary. If your supervisor requests you to work overtime, you will be notified as far in advance as possible. If you find it necessary to work overtime, prior approval *must* be secured.

Hourly employees are paid time and one-half for all authorized time worked beyond forty hours in the pay week. If a holiday or vacation time occurs within a work week, time and one-half will be paid for aggregate hours (actual time worked and hours off for holiday and/or vacation) over the normal work week of forty hours.

No compensation will be given unless prior approval has been granted by the employee’s department supervisor. When compensation time has been approved, it *must* be taken within the current work week (Wednesday through Tuesday).

### **Overtime Work by Salaried Personnel**

Salaried personnel are employed to accomplish a certain task. It is generally expected that their assignments will not require work in excess of the normal work week. However, if the work load requires extra time, it is expected that salaried personnel would assume this responsibility without additional remuneration. As a general rule, salaried personnel may take short periods of leave during work hours for personal business and other activities in lieu of time spent in excess of the normal work week. However, extended hours should not be accumulated for the purpose of taking extra time off at a later date. If salaried employees are given extensive special work assignments, not connected with their normal duties, compensation shall be at a predetermined scale and not based on overtime rates.

### **Absence from Work**

Our students, faculty and others on the staff depend on your presence for continuity of our educational services. If it should be necessary for you to be absent or tardy, you will be expected to notify your immediate supervisor. Such notifications should be made sufficiently in advance, if possible, so that arrangements may be made to cover your position. You will be expected to keep in touch with your supervisor on a daily basis to notify him of the time of your expected return to work. Excessive absences or tardiness may affect salary increases and could result in the termination of your employment.

### **Making Up Time**

Occasionally arrangements may be made to make up time lost for emergency or other necessary reasons, such as illness in the family, doctor or dental appointments and so on. Factors to be considered in granting this privilege include the nature and frequency of the request and whether making up time would seriously hinder work schedules or other such contingencies. All time should be made up during the current work week. When make-up time is authorized, employees may work on Saturday or at the start or end of the work day.

### **Job Descriptions**

Job descriptions, together with the information in this manual, constitute the general basis on which an employee's work will be judged. Up-to-date job descriptions are to be made available to each employee at the time of employment and are to be reviewed at the conclusion of the probationary period or at the time of promotion or change in job classification with modifications being made after discussion between the employee and his immediate supervisor. If, as a result of periodic review, an employee's duties are changed while he remains in the same position, he will be furnished an updated version of his description in each instance. A current job description for each staff position will be

maintained on file in the respective department, with copies provided for the Vice President for Finance and Administration. Such a job description will include:

- a. The educational experience or technical requirements of the position.
- b. The duties and responsibilities of the position.
- c. A listing of the principal tasks to be performed regularly, periodically or at irregular intervals.

- d. The person or persons, by title, to whom the employee is responsible and under whose supervision he shall work.

### **Promotions and Transfers**

It is the policy of the university to consider employees first for any open position before seeking candidates elsewhere. Factors considered for all promotions include demonstrated intelligence, dependability, full cooperation, leadership, good attendance record, soundness of judgment, character, and familiarity with the work in the field where the opening exists. Employees may also be asked to take additional tests for skill or aptitude according to the job requirements. Consideration for promotion or transfer will be handled on the following basis:

- a. Employees whose service indicates a skill level or potential for transferability will be considered for lateral transfer at their current pay rate. An employee normally considered in this category for a lateral transfer is one whose present position is being discontinued, who has a special ability needed in a new position, or who, for reasons other than inadequate performance, requests the transfer. A lateral transfer is one that involves positions of similar skill level.
- b. Under certain circumstances, present employees may be moved to an open position that involves a demotion in work status. This type of move, to be considered an exception, can be initiated either by the university or by the employee. Reasons for this move include, but are not limited to, the desire to retain an employee who cannot remain in his present job because of reorganization, poor health or poor performance.
- c. Present employees who are qualified will be considered for promotion to the position that is open. The term “qualified” in this category normally means one whose background and related experience will enable him to perform necessary duties of the new position within a period of one month. If a thorough search is conducted and a determination is made that there are no suitable candidates in the present work force to fill a position, candidates will be sought from sources outside the university.

### **Dual Employment**

An additional full-time job held by a university staff member is not permitted. Part-time employment outside the university that interferes with the employee’s job performance at the university is not permitted.

### **Informal Disciplinary Discussion**

Few employees intentionally violate university rules and performance standards. Difficulties of this type are usually the result of carelessness, misinformation, improper training or lack of information. When problems related to a person’s work are minor in nature, the supervisor will discuss the circumstances informally with that person, both to provide constructive counseling and to better understand the viewpoint of the employee. The employee will be given every opportunity to present his side of the issue.

### **Formal Disciplinary Action**

Problems of a more serious nature may warrant formal disciplinary action. This action will take the form of a written notice by the supervisor stating all the relevant facts of the problem and will especially include steps taken to date to attempt to correct the problem. The supervisor in all cases will review the warning notice with the respective administrative officer responsible for his area. Each level of supervision will approve the indicated action by his signature on the written notice. After the warning notice is prepared and approved, the supervisor will discuss the matter with the employee. During the discussion, the employee will be given an adequate opportunity to explain his conduct. Also, the employee's reaction along with an acceptable corrective action will be added to the warning notice during the discussion. The employee will be given a copy and will be asked to sign the supervisor's copy. A copy will be retained in the office of the respective administrator and in the employee's personnel file in the office of the Vice President for Finance and Administration.

### **Discharge**

Certain offenses are so serious that discharge of an employee is appropriate. In some cases this action is necessary because of repeated misconduct or poor performance about which the employee has been counseled or received written notice. In other cases, the first violation of normal rules is of such extreme seriousness that immediate discharge is in order. When the violation is clearly defined to be of a nature to warrant discharge, the employee will be so notified in writing by his supervisor and/or university administrator. In all cases, this action requires the approval of the appropriate vice president in consultation with the Human Resources office. If, on the other hand, an investigation is necessary to establish the facts of the case, an employee may be suspended for up to one week. If the employee is to be reinstated, he will receive the normal pay for the work time lost during the suspension period.

### **Grievance Procedure**

It is recognized that there are occasions when work related problems, misunderstandings and inadequate communication arise and should be dealt with in a fair and timely manner. A grievance procedure provides a means by which employees can bring to the attention of supervisors and administrators those problems that should be solved or unfair treatment that should be corrected. The success of the grievance procedure depends upon attitudes and degree of support given it by both supervisors and employees. An especially vital element of

this procedure is a sincere, non-threatening, impartial interest on the part of each supervisor in assuring the employee that his problem or question will be handled fairly with a sense of justice and in accordance with university policy. Discrimination or retaliation of any kind taken against an employee for utilizing steps in this procedure is not in the best interest of the university or the employee and is not the policy of the university.

Subjects for review through the grievance procedure at the request of the employee include, but are not limited to, promotions, transfers, reduction in staff, termination, work assignments and the administration of personnel practices. The grievance procedure is composed of the following of three basic steps. Most problems should be solved at the first or second step; but if the employee feels that subsequent steps would be helpful, he should feel free to refer to the next higher level.

Step One: The employee should attempt to solve the problem first on an informal basis with his supervisor. In most cases, this can be accomplished verbally; however, if the employee chooses, he may wish to present his concern in writing. Upon hearing the employee's concern, the supervisor will meet with the employee, seek to understand his problems and together they will review alternative solutions. The supervisor will give his answer within five working days. If the employee is not satisfied with the answer received in step one, he may utilize step two.

Step Two: At this step, to insure complete understanding on the part of all those involved, the employee will state his concern in writing to the next higher officer. The administrative officer, at his discretion, will hear both the employee's view and supervisor's view of the problem with the objective of reaching an amiable solution. If the employee is not yet satisfied with the answer at the step two level, he may utilize step three.

Step Three: The employee will state his concern at this point in writing to the President of the university.

## **EMPLOYEE PRIVILEGES AND RESPONSIBILITIES**

### **Holidays**

The following days are the regularly scheduled holidays:

New Years Day	One Day
Martin Luther King Day	One Day (added Fall 2005)
Good Friday	One Day
Memorial Day	One Day
Independence Day	One Day
Labor Day	One Day
Thanksgiving	Two Days
Christmas	Five Days

If the recognized paid holiday occurs on Saturday, the holiday will be observed the preceding Friday. If it occurs on Sunday, the holiday will be observed the following Monday. Full-time employees are entitled to holidays with pay.

It is to be recognized that some operations of the university are of a continuous nature and that employees are needed to perform normal work activities regardless of holidays. In these instances, each supervisor will establish work schedules for all employees so affected and will communicate schedules at least fifteen days in advance of each holiday.

Holiday pay for part-time employees will be calculated by obtaining the ratio of hours worked per week (according to the original terms of employment) to 40 hours (standard hours per week for a full-time employee) and then multiplying that percentage by the number of holiday hours given to a 40 hour per week full-time employee. For example, a 20 hour per week part-time employee would receive holiday pay for four hours (one half) during the period when eight hours is the standard work day.

Temporary workers, including Southeastern University student employees, Federal Work Study employees and employees hired for temporary assignments, do not receive paid holidays.

If a holiday occurs during an employee's vacation, the employee may choose whether to take the available holiday time off for additional vacation or to receive extra pay for the holiday time.

### **Vacation**

Vacation benefits are accrued during the employment year. All full-time employees working 40 hours per week at Southeastern University earn vacation time as follows:

Years of Service	Annual Earnings
0 - 1	One Week (40 hrs)
2 - 7	Two Weeks (80 hrs)
8 - 15	Three Weeks (120 hrs.)
16 or more	Four Weeks (160 hrs.)

Vacations are not only a reward for service, but they are also for the benefit of the employee's health and for the sake of the work which is done. No one, therefore, may receive vacation pay without taking actual time off work.

Each department head should make every effort to insure that earned annual leave is used on a current yearly basis in order to provide employees with vacation, proper rest and relaxation. By following this practice, employees will not normally accrue annual leave in excess of that earned each year. In unusual circumstances, however, a department head may be unable to

allow an employee to use annual leave on a current basis; and in such cases, an employee may not accrue annual leave credits in excess of the following:

Years of Service	Maximum Accrual
0 - 1	80.00 hours
2 - 7	120.00 hours
8 - 15	160.00 hours
16 or more	200.00 hours

However, vacation leave credits earning in excess of the above chart must be used before the end of the employment year. At the end of the employment year any time accrued above the allowed amount will be forfeited. When an employee terminates his employment and is later re-employed, vacation benefits are based on the date of re-employment.

### **Sick Leave**

All full-time employees, including supervisors, are credited with one day (eight hours) of paid sick leave for each calendar month of service. Sick leave may be accumulated indefinitely to provide income during periods of extended illness. Utilization of sick leave credits is reported on the bi-weekly paycheck stub.

Sick pay for part-time employees will be calculated by obtaining the ratio of hours worked per week (according to the original terms of employment) to 40 hours (standard hours per week for full-time employee) and then multiplying that percentage by the number of hours given to a 40-hour per week full-time employee.

Sick leave may be granted upon approval of the department supervisor for the following reasons:

- a. Personal illness.
- b. Illness of a member of the employee's immediate family.
- c. Medical appointments that cannot be arranged at any time other than during the employee's normal working hours.
- d. Personal leave of a maximum of two days per calendar year. New employees with a start date after July 1 would receive only one personal day in the current year.
- e. During a national emergency or major disaster usually attributed to an act of God, should there be extensive destruction and injuries, sick pay will be given as it may seem feasible at the time.

Sick pay will not be given under the following conditions:

- a. Sickness or accident resulting from employment for wages outside school service.
- b. Injuries sustained through activities out of harmony with the policies of the Assemblies of God.

The attendance record is a part of the employee's annual performance review. Excessive absenteeism because of illness may affect a salary increase. When giving consideration for merit increases to steps six and seven, the administration carefully reviews the number and nature of illnesses.

Notification of absence for reasons that qualify for sick leave should be given by the employee or his representative to the appropriate supervisor prior to reporting time. Advance notice of at least one hour is necessary as relief or overtime from other employees may be required. Proof of illness or other circumstances necessitating sick leave usage may be required by the department supervisor in order for such paid leave to be authorized.

Hourly employees who have served two or more years continuously with the university and have accumulated 24 or more days (192 hours) of sick leave will be paid one fourth of the accumulated sick leave, not to exceed 30 days, when terminating employment for retirement or any other reason.

### **Maternity Leave**

It is the responsibility of the employee to notify the immediate supervisor upon first knowledge of pregnancy.

The university considers maternity leave the same as sick leave. If additional time is needed by the employee, it will be considered under the Family and Medical Leave Act of 1993. See Appendix B.

The average maternity leave is six weeks. The maximum maternity leave should not exceed six months unless there are extenuating circumstances. If the employee takes an extended maternity leave (beyond the limits of Family and Medical Leave Act of 1993) that creates a hardship for the department in which the employee works, the university will not necessarily be required to keep the same job open for that employee.

According to the terms of the Family Medical Leave Act 1993, the terms of the maternity leave will apply to either parent.

### **Absence for Death in the Family**

Full-time employees may by arrangement with their supervisor be granted up to five days for funeral arrangements, funeral attendance, etc. in the event of death in the immediate family. The term immediate family includes an employee's parents, spouse, children, sister, half-sister, brother, half-brother, mother-in-law, father-in-law, grandparents or any other close relative who is a member of the immediate household.

### **Jury Duty or Court Appearance**

Employees who are subpoenaed for jury service or court appearance will receive compensation for their regular wages for the period of time they are on jury duty or giving testimony. Fees received from jury service may be kept by the employee.

If an employee serves on jury duty or gives testimony for only a portion of the day, he would be expected to work the additional time to make up eight hours. For example, if only two hours are served on jury duty or giving testimony, the employee would be expected to work six hours to make up the total eight hours. This procedure would be followed for any days the employee serves on jury duty or complies with a subpoena for court appearance.

### **Leave of Absence**

Leave of absence without pay may be granted under certain circumstances provided that such absence of the particular employee does not seriously jeopardize a part of the university operation. If such leave becomes necessary, a written request must be submitted to the appropriate department supervisor with final approval being given by the university administration.

During leaves of absence, employees in most instances continue their membership in the various employee benefit plans. They will be expected to make necessary arrangements with the Business Office for payment of their portions of the premiums.

Vacation credits and sick leave credits do not continue to accumulate beyond the first month of the leave of absence. Requests for leaves of absence must be submitted thirty days prior to leave date.

Southeastern University, under the Family and Medical Leave Act of 1993, will provide up to twelve weeks of unpaid job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for at least one year and for 1,250 hours over the previous twelve months. For further clarification of this policy please see Appendix B.

### **Military Leave**

Any staff employee ordered to annual military training as a member of any United States Armed Forces Reserve may be granted up to seventeen days of leave on a leave of absence basis. Permanent employees who are inducted into the United States Armed Forces or who are ordered to active duty by initiative of the military service rather than by request of the employee will be granted leave of absence if requested for the initial period of induction but not for reenlistment.

### **Medical Appointments**

Medical appointments may be made when necessary during working hours with approval of your supervisor. Time lost for appointments not exceeding two hours may be made up. Appointments exceeding two hours will be considered as utilization of sick leave.

### **Staff Meetings and Chapel Attendance**

Staff members are required to attend periodic staff meetings to discuss university operations. These meetings are set by the Vice President for Finance and Administration. Staff members may attend one chapel session each week with the approval of the department supervisor.

### **Department Supervisor's Meetings**

Departmental meetings are conducted regularly to insure cooperative and efficient workflow within departments.

### **Social Events**

A staff social committee coordinates various social activities and functions relating to Southeastern University staff, including birthday celebrations and staff farewells. The committee consists of four staff members, each serving a two-year term. The committee members are appointed by the Vice President for Finance and Administration. Staff members are encouraged to donate \$10 for full-time employees and \$5 for part-time employees to fund the activities of the Staff Social Committee.

### **Continuing Education**

Full-time staff members may enroll without cost for tuition and selected fees in resident classes at Southeastern University provided such attendance does not adversely affect completion of assigned duties. Employees are not paid for the time spent in class. Employees may work to make up the time, at the discretion of the supervisor. Written approval of the supervisor and administering vice president is required.

The university provides an employee training program so that employees may perform their work more efficiently and may qualify for positions of increased responsibility. In addition to regular on-the-job training, employee training is accomplished in a variety of ways that include university sponsored training courses, conferences, seminars, films and university courses.

Conference, seminars and college/university courses taken on employment time and/or reimbursed by the university are restricted to key employees, such as supervisors, persons with supervisory abilities capable of serving in a supervisory or assistant supervisory capacity, and persons who need further training in specialized work being done in a key job. Such training must relate to job responsibilities. Requests are subject to the recommendation

of the employee's supervisor and the administering vice president and must be submitted for approval to the university Executive Committee at least thirty days prior to registration. Terms of reimbursement are to be negotiated.

### **Tuition Waiver**

#### Tuition Waiver for Undergraduate Programs (Revised 7/08)

All full-time staff employees who have been employed by Southeastern University for one (1) year of continuous and current full-time service are eligible for tuition waiver for tuition not covered by federal or state financial aid grants. All applicants for tuition waiver taking six (6) credit hours or more are required to apply for financial aid.

Following the required waiting period for tuition waiver, full-time staff members may enroll without cost for tuition in resident classes at Southeastern University provided such attendance does not adversely affect completion of assigned duties as related to their employment at the university. Employees are not paid for the time spent in class. The maximum number of credit hours allowed per term that coincides with the employee's work schedule is three (3) credit hours. Employees may work to make up the time at the discretion of the supervisor. Written approval from the employee's supervisor and administering vice president is required on the tuition waiver form. After obtaining appropriate signatures, the form must be forwarded to the Human Resources office.

Tuition not covered by federal or state financial aid grants will also be waived for the spouse and unmarried children (up to age 25, and children in this age group who marry while a full time, continuous student at Southeastern University) of full-time department directors. Tuition not covered by federal or state financial aid grants will also be waived for the spouse and unmarried children (up to age 25, and children in this age group who marry while a full time continuous student at Southeastern University) of regular full-time staff members who have three (3) or more years of continuous and current full-time service. Eligibility of the staff member must be met prior to the marriage of the child. No child of an employee is eligible for tuition waiver if married before the parent's eligibility is established.

If an employee or their eligible tuition waiver spouse and/or child have an outstanding balance on any of their individual Southeastern University student accounts, the employee, the employee's spouse and/or child are not eligible to register for classes at Southeastern University or be eligible for the employee tuition waiver until the balance or balances are paid in full.

Should a student receiving a tuition waiver be placed on academic deficiency, academic probation or disciplinary probation, the student would not be eligible to renew the waiver until the deficiency is corrected and/or the probation is lifted.

#### Tuition Waiver for Graduate Program (Revised 5/08)

All full-time staff employees who have been employed by Southeastern University for 12 months of continuous and current full-time service are eligible to apply for tuition waiver in the Southeastern University Graduate Studies Program. Staff employees at director-level or above are eligible to apply for the waiver immediately.

Following the required waiting period for tuition waiver, full-time employees may enroll without cost for tuition in classes at Southeastern University provided such attendance does not adversely affect completion of assigned duties as related to their employment at the university. Employees are not paid for the time spent in class or study related to the class. The maximum number of credit hours allowed per term that coincides with the employee's work schedule is three (3) credit hours. Employees may work to make up the time at the discretion of the supervisor. Written approval from the employee's supervisor and administering vice president is required on the tuition waiver form. After obtaining appropriate signatures, the form must be forwarded to the Human Resources office and will be submitted to the Cabinet for final approval.

Current benefits related to tuition waiver as well as those benefits for the following year will be suspended if the employee does not maintain a minimum of a "B" in any given term. Benefits will not be allowed for auditing of courses or for courses unrelated to an approved program of study.

If an employee has an outstanding balance on their individual Southeastern University student account, the employee will not be eligible to register for classes at Southeastern University or be eligible for the employee tuition waiver until the balance is paid in full.

Tuition may also be waived, for the spouse and unmarried children (up to age 25, and children in this age group who marry while a student at Southeastern University) of regular full-time staff members who have three (3) or more years of continuous and current full-time service. Tuition may also be waived for the spouse and unmarried children (up to age 25, and children in this age group who marry while a student at Southeastern University) of full-time department directors (no waiting period required).

Any income tax assessments resulting from utilization of this benefit are the responsibility of the employee.

The Tuition Waiver for Graduate Program studies may be amended or abolished at any time by action of the Cabinet of the university without prior notice.

### **Personal Check Cashing**

Staff members may utilize check-cashing privileges with the cashier in the Business Office. Checks to be cashed should not exceed \$100.

## **Community Relations**

Good community relations are vital. Your day to day contacts with students, faculty, visitors and the public reflect the attitude of the university and have a great influence on the formation of their opinion of our university.

## **INJURIES, INSURANCE PROGRAMS AND BENEFITS**

### **Injuries on the Job**

In case of injury, accident or illness, the employee should first notify his supervisor. In many cases, first-aid will be sufficient. When an on-the-job accident requires the services of a physician, the injured employee will be taken or sent to the school nurse or to an immediate health care facility. All serious injuries should be reported to the Business Office by the employee or the employee's supervisor so that proper records can be made and insurance claims filed, if necessary.

### **Workman's Compensation**

Employees are covered by Workman's Compensation. For injuries covered by such insurance, medical care and certain weekly benefits are provided. If you are eligible for sick leave, the university will make up the difference between your regular base pay and the amount you receive from the insurance company.

### **Health Care Benefit**

Southeastern University provides a health care benefit for **full-time** employees. This program covers a large majority of hospital and medical services.

- a. Southeastern University will pay in full the premium for this policy for all full-time employees.
- b. Employees may elect to cover their families with this policy and may provide for payroll deduction in order to cover the additional premium.

For purposes of determining eligibility, the following shall be included:

- a. All regular full-time administrators.
- b. Regular full-time staff members.

All employees eligible for coverage must enroll within 30 days after employment. If not enrolled within the 30-day period, employees may do so only at the option of Blue Cross Blue Shield of Florida/Health Options and may incur the need for medical exams and/or other limitations. Coverage begins the first of the month following the date of hire.

Employees over 65 years of age under Medicare will be assisted by the university in paying for the Medicare Supplement.

### **Retirement Plan**

Full-time employees are eligible to participate in the university retirement program that is provided by the Board of Directors on the following basis:

- a. Full-time staff employees will become eligible to participate in the retirement program after one year of service.
- b. Staff employees who have transferred here from other educational institutions and who were participating in an employer sponsored retirement program at the beginning of their employment with Southeastern University will become eligible to participate in the retirement program upon date of employment.
- c. Administrators, Directors and full-time faculty begin participation immediately from date of employment.

Part-time employees being given full-time employment may begin participation in the university retirement program on the date of full-time employment provided they have accumulated 2,080 hours or more upon being hired on a full-time basis and provided the previously stated eligibility requirement have been met.

### **Selection of Retirement Program**

Employees have thirty days to select a retirement program after reaching eligibility status.

The Internal Revenue Code provides that universities and certain other non-profit organizations may place a portion of an employee's compensation in a 403B retirement plan owned by the employee, and that this portion of compensation will not be taxed currently, but will be taxed instead when benefits are received. Within the limits of the Internal Revenue Service, Southeastern University contributes an amount equal to seven percent of the employee's salary to an approved retirement program.

The following retirement programs constitute approved retirement programs:

- a. Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF).
- b. Fidelity Investments.
- c. Minister's Benefit Association.

All contributions by the university to the program become the sole property of the employee and provide a retirement and/or death benefit.

### **Leave of Absence**

During leave of absence with pay, Southeastern will continue contributions on the same basis as during a regular year.

### **Plan Administrator**

The Southeastern University retirement plan is administered by the Vice President for Finance and Administration. Employees desiring further information as to their rights and responsibilities under this program may contact that office or the payroll clerk in the Business Office.

### **Tax Deferred Annuities**

Within the limits imposed by the Internal Revenue Service, Southeastern University will permit any employee to enter into an agreement whereby the employee's salary is reduced and the amount of the reduction is applied to a Tax Deferred Annuity Program approved by the Internal Revenue Service. Benefits will be payable under the options provided in these contracts.

Premiums applied under this plan are in addition to any contributions that may be made under Southeastern University's regular retirement plan.

All employees are eligible to begin participation following the date of employment.

During a leave of absence with pay, Southeastern University will continue, at the employee's request, to deduct from the employee's salary contributions to a tax deferred annuity program or supplemental retirement annuity.

### **Unemployment Insurance**

Staff employees are protected under the State of Florida Unemployment Insurance Program. For further information, contact your supervisor, the payroll clerk or the Business Director.

### **Social Security (FICA)**

The university as an employer and all staff employees are required to participate in the Federal Social Security Program.

### **U.S. Department of Labor**

The university maintains compliance with state and federal laws regarding wage and hour administration.

### **Disability Insurance**

The university, through Florida Combined Life Insurance Company (a subsidiary of Blue Cross and Blue Shield of Florida), provides a long term disability plan for full-time employees. Details of coverage are specified in the policy. (Rev. 11/95)

## **TERMINATION OF EMPLOYMENT**

### **Resignations**

The university hopes that each employee will find his employment at Southeastern University to be an enjoyable experience. However, if an employee finds it necessary to resign, a written notice of fourteen days or more is required. One month's notice in writing is required from supervisory personnel.

### **Retirement**

Florida law does not permit a mandatory retirement age; therefore, there is not a set age for an employee to receive retirement benefits. An employee anticipating retirement should notify the Business Office of his intentions several months in advance so that assistance may be provided relative to Social Security and retirement benefits. Staff employees having questions about the university retirement program should contact the Vice President for Finance and Administration for additional information.

### **Termination**

Because of funding consideration or decreasing work load, it may become necessary for the university to terminate an employee. In such a situation, a minimum of four weeks notice will be given by the university. All accrued vacation will be payable to the employee. In addition, the university will assist in re-employment efforts for laid-off personnel.

### **Dismissal**

The university reserves the right to dismiss any member of its staff who would for any reason compromise its standards or who repeatedly demonstrates incompetence in the performance of his duties. If the staff member is found incompetent, his supervisor must inform him that this job performance is not satisfactory. A written report of this warning signed by the employee evidencing knowledge of the situation will be forwarded to the proper administrator and the Human Resources office. Should dismissal be necessary, the staff member will be informed of the reason for dismissal in writing. An appeal of this decision may be made to the President of the university. Before receipt of the final pay check, any university keys or other issued property must be returned to the department supervisor.

## **OTHER INFORMATION**

### **Parking**

Employees are required to register their vehicles in the Business Office. Parking permits should be displayed by hanging from the rear view mirror. Vehicle or license changes should be reported to the Business Office.

Staff may park in any area on campus not designated as handicapped spaces, visitor spaces, loading zones, reserved spaces or other restricted areas. Do not park in the Administration Building circle drive. Do not back into parking spaces or double park.

### **Copyrights**

Administration and staff members are expected to observe all copyright laws relating to the duplication of printed materials, music, video and audio tapes, computer software, etc. Use of illegally duplicated materials in the programs of Southeastern University is prohibited and persons who knowingly violate this provision will be subject to dismissal.

### **Software Protection Policy**

Southeastern University, in recognition of its legal obligations under copyright law and its ethical and scriptural obligations towards persons and companies that develop and market computer software, adopts this Software Protection Policy.

- a. No employee or student will make duplicate copies of computer software (on diskettes, tapes or in a computer's permanent storage) without the express written permission of the copyright owner. If authorized by the copyright owner, a single backup copy may be made and used in accordance with the copyright owner's instructions.
- b. No employee or student will make a copy of computer software that is provided for review, loan or any purpose other than sale, without the express written permission of the copyright owner.
- c. No employee or student will boot up more than one computer on a single diskette so as to enable more than one person to access a single-user program, without the express written permission of the copyright owner.
- d. No employee or student will modify, alter, add to, subtract from or in any manner change the contents of a computer program, without the express written permission of the copyright owner.
- e. Employees or students violating any aspect of this Software Protection Policy shall be deemed guilty of unscriptural conduct, and shall be subject to discipline.
- f. This Software Protection Policy shall be communicated to all employees and students having access to computers or computer software, and such employees and students shall be required to sign a statement acknowledging (1) receipt of a copy of the Software Protection Policy, (2) their understanding of its contents and (3) their agreement to abide by the terms of said Software Protection Policy.

- g. Employees learning of any violation of this Software Protection Policy shall immediately notify their immediate supervisor.
- h. Students learning of any violation of this Software Protection Policy shall immediately notify a Resident Life Coordinator, the Director(s) of Student Life or the Vice President for Student Development.
- i. These policies pertain only to legally protected software and accordingly have no application to “public domain” software.
- j. According to United States Copyright Laws, unauthorized reproductions of computer software can result in civil damages of \$50,000 or more, as well as criminal penalties including fines and imprisonment.

This Software Protection Policy shall be implemented beginning April 20, 1990 and shall continue until modified or rescinded. (Rev. 11/90)

### **Library**

Employees of Southeastern University are entitled to use the Mary Stribling Library located in the Steelman Media Center. Information explaining library regulations and the use of the library is available at the circulation desk and through Southeastern’s web page.

### **Facilities**

Use of the gymnasium, tennis courts and conference room areas is permitted with proper authorization by the administration.

### **Notary Public**

A notary public service is provided without charge to university employee and students. Please contact the Business Office for assistance.

### **Discounts**

A 20% discount is available on certain items in the bookstore. For further information, please contact the Bookstore Director. Free attendance at most university-sponsored athletic events is available for employees and their families.

### **Noon Meal**

The noon meal, Monday through Friday during the two regular semesters, is provided without charge to full-time employees.

### **Personal Business**

The writing of personal letters, the planning of personal social affairs, the reading of non-work related literature, selling or soliciting during regular working hours is forbidden.

Personal telephone calls (local, interoffice and long distance) during working hours are disapproved except during emergencies. Do not encourage anyone to call you at work except when an emergency arises. When it is necessary to use the telephone, use one in the department or use pay telephones on campus.

Personal conversations should be limited as they are disturbing and harmful to efficient operation. Talking during working hours should be restricted to school business.

Please discourage salesmen and other business representatives from calling on you regarding personal business during working hours. Solicitation on the campus is not permitted, either by employees or outside persons. Solicitors will not be permitted to contact employees for the purchasing of articles or for contributions. Exceptions to this rule will be at the discretion of the administration. Violation of this policy may result in disciplinary procedures up to and including termination of employment.

All personal mail should be directed to your home address. You are requested not to use the school address as your personal mailing address.

Typewriters and other office equipment are to be used for office business only. Personal use of these machines is not permitted.

See Appendix A for personal computer use.

### **Smoking**

Use of tobacco in any form is not permitted. Southeastern University is a smoke-free environment and complies with the Florida Clean Indoor Air Act, Florida Statute 386.205 2 (a).

### **Alcoholic Beverages and Illegal Substances**

The possession, use or distribution of alcoholic beverages and/or illegal drugs is expressly prohibited. In addition, each employee will be required to sign a statement acknowledging the receipt of and understanding of the federal regulations concerning the possession, use or distribution of illicit drugs and alcohol. This is in accordance with the Drug Free School and Communities Act Amendment of 1989 (Public Law 101-226).

Compliance with this policy is a condition for employment. Any employee must notify their respective vice president of any drug statute conviction for a violation occurring in the workplace. This is in accordance with the Drug-Free Workplace Act of 1988.

### **Security**

All employees are encouraged to cooperate with security of the property. Employees should be alert to areas left unsecured and especially to doors utilized after regular working hours. An employee who is issued keys or assigned responsibility for files, records or working areas must maintain the security and integrity of same and upon termination of employment must turn in all keys.

### **Employment Standards**

All employees (including student employees) are expected to be dressed in clothing that is appropriate for their work.

The personal appearance of an employee should be neat, modest and temperate; women should wear a dress or skirt with appropriate blouse or sweater and stockings. If slacks are preferred, only tailored dress slacks should be worn.

Men should wear dress slacks with a dress shirt and tie. Suits or blazers are appropriate for directors and administrators. Hair should be kept properly groomed and conservatively styled. Beards and mustaches should be trimmed and non-extreme.

Employees should conduct their personal affairs so as to never cast a bad reflection upon the university. Careless living, failure to pay debts and any other departure from accepted Assemblies of God standards shall be considered grounds for dismissal

Employees are expected to maintain active church membership and be faithful in attendance. As born-again believers, they are expected to be faithful in the reading of God's Word, in prayer, in Christian service and testimony.

Employees should be a source of encouragement to one another, uplifting one another, and should abstain from becoming involved in gossip.

### **Personal Articles**

Each employee is responsible for the security of his personal articles. Money, stamps, checks or other such items should never be left on or in an unlocked desk.

### **Pets**

Pets are not allowed on campus.

### **Change of Address or Status**

It is the responsibility of the employee to promptly notify his supervisor and the Business Office of a change of address, phone number, personal status or change in tax information. Failure to do so may result in delays in receiving a paycheck.

### **Gifts to Employees from Outside Sources**

On occasion various employees of the university conduct university business activities with outside businesses. It is imperative that those purchasing relationships be kept on a sound basis in all cases. It is not appropriate for any employee to accept favors, including gifts at Christmas or other times with an approximate value greater than \$150, from representatives of companies with which the university conducts business.

### **Safety**

Safety should be of primary concern to the administration, supervisors and employees of the university. Supervisors should insure that there is an adequate amount of safety equipment, including fixtures, controls, safety glasses, etc. and that this equipment along with procedures are in place. Supervisors are responsible for insuring that safety equipment is in good operating condition and that employees are adequately instructed as to proper use and to the importance of following safety measures. Employees are expected to use safety equipment as instructed, to be concerned for safe methods of carrying out their assigned duties and to report immediately to their supervisor any failure of safety equipment and the need for amended safety measures in both their own work area and the remainder of the university campus. Continuing consideration is given to the safety requirements called for by the Occupational Safety and Health Act of 1970. (OSHA).

### **Uniforms**

Uniforms are provided for employees working in the Environmental Services and Security areas of the university at no initial cost to the employee. Uniforms are issued to an employee when hired. New uniforms are issued annually. If an employee leaves after working less than six months after the uniforms are issued, the cost will be deducted from the employee's pay. If an employee works longer than six months after the uniforms are issued, there is no cost to the employee.

### **Emergencies and Unusual Occurrences**

Staff employees are asked to report to their supervisors or the Chief of Safety and Security any hazards to safety on campus. Any accidents or other unusual or emergency occurrences of significant nature that may be of general concern should be reported.

### **Release of Public Information**

The university administration is concerned that accurate and appropriate information is communicated to any person, group or news media outside the university campus.

The office of the President is responsible for coordinating and publishing public information to those outside the university campus as the need arises. In the event such request for information is received by employees, the request should be referred to the employee's supervisor for disposition.

### **Inquiries and Letters of Recommendation**

The university does not normally issue letters or statements of recommendation "To Whom It May Concern." Certain information related to work history will be sent to prospective employers upon written request from the firm accompanied by a written statement from the former employee authorizing the release of such information.

Inquiries of a financial nature such as those ordinarily received from banks, loan companies and legal or medical professions will not be answered unless written authorization is received from the employee.

Employees and supervisors will refer all inquiries of this nature and requests for personal recommendations to the Vice President for Finance and Administration for disposition.

### **Exception to Privileges and Benefits**

Unless otherwise stated, regular part-time, temporary and student employees will not receive or participate in the privileges and benefits of full-time employees.

### **Authority to Amend**

While it is expected that the policies outlined in this handbook will continue indefinitely, the Board of Trustees of this university reserves the right to modify or discontinue these policies at any time. Any discontinuance or modification will not affect the benefits accrued by participants prior to the date of discontinuance or modification.

### **Acknowledgment Forms**

Employees are required to sign Attachment B (Employee's Acceptance of Software Protection Policy) and Attachment C (Staff Handbook Acknowledgment), Attachment E (Compliance with Drug-Free Workplace Act of 1988) and Attachment F (Family Educational Rights and Privacy Act). In addition, part-time employees are required to sign Attachment D (Part-time Position Acknowledgment).

A general staff handbook cannot possibly cover all subjects related to jobs and working conditions that affect employees. This manual is designed to provide guidance in areas of concern to most personnel. After thorough review of the handbook, employees are encouraged to bring any unresolved questions or problems to the attention of their

supervisors who will either provide the answer or contact others within the university organization who are knowledgeable in the particular area. The key point to remember is that questions will be answered for employees.

Each employee is encouraged to keep this handbook conveniently located so that it can be used as a reference. As policies and practices change, the handbook will be revised accordingly. We are pleased to have you as a member of the university community. We hope your relationship with the university will prove to be mutually rewarding.

# **Appendix A**

## **Internet & Information Technology Policy**

## **SOUTHEASTERN UNIVERSITY EMPLOYEE INFORMATION TECHNOLOGY POLICY**

The Policy for Responsible Use of Information Technology at Southeastern University contains the governing philosophy for regulating administration, faculty, staff, and student use of the university's information technology resources. The policy spells out the general principles regarding the appropriate use of equipment, software, and networks. By adopting this policy, the university recognizes that all members of the university also are bound by local, state, and federal laws relating to copyrights, security, and other statutes regarding electronic media.

### **Policy for Responsible Use of Information Technology at Southeastern University**

All members of the university community who use the university's computing, information, and communication resources must act responsibly. Every user is responsible for the integrity of these resources under their control. All users of university-owned or university-leased information technology systems must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all pertinent licenses and contractual agreements. It is the policy of Southeastern University that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standard of ethics.

Access to the university's information technology facilities is a privilege granted to university administration, faculty, staff, and students. Access to university information resources may be granted by the university based on the following factors: relevant laws and contractual obligations, the requester's need to know, the information's sensitivity, and the risk of damage to or loss by the university.

The university reserves the right to extend, limit, restrict, or deny privileges and access to its information resources. Individuals other than university administration, faculty, staff, and students may be permitted access to information as long as such access does not violate any license or contractual agreement, university policy, or any federal, state, county, or local law or ordinance.

University facilities and accounts are to be used for the activities or purposes for which they are assigned. University computing resources are not to be used for commercial purposes without written authorization from the university. In these cases, the university will require payment of appropriate fees. This policy applies equally to all university-owned or university-leased equipment.

Users and system administrators must all guard against abuses that disrupt or threaten the viability of all systems, including those at the university and those on networks to which the university's systems are connected. Access to information resources without proper authorization from the data owner, unauthorized use of university facilities, and intentional corruption or misuse of information resources are direct violations of the university's

standards for conduct as outlined in the Southeastern University Staff and Faculty Handbooks and the Student Handbook and may also bring civil or criminal charges.

## **Computer Network and Internet Access Policy**

### **Disclaimer**

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk and Southeastern University is not responsible for material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Internet at Southeastern University is governed by the following policy:

### **Permitted Use of Internet and Southeastern University Computer Network**

The computer network is the property of Southeastern University and may only be used for legitimate university purposes. Users are provided access to the computer network to assist them in the performance of their jobs. Additionally, certain employees may also be provided with access to the Internet through the computer network. All users have a responsibility to use Southeastern University's computer resources and the Internet in a professional, lawful, and ethical manner. Abuse of the computer network or the Internet, may result in disciplinary action, including possible termination, and civil and/or criminal liability.

### **Computer Network Use Limitations**

**Prohibited Uses.** Without prior written permission from Southeastern University, the Southeastern University computer network may not be used to disseminate, view, or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, self-replicating programs, etc.), political material, pornographic text or images, or any other unauthorized materials. Employees may not use Southeastern University's Internet connection to download games or other entertainment software (including screen savers), or to play games over the Internet. Additionally, you may not use the computer network to display, store, or send (by e-mail or any other any other form of electronic communication such as bulletin boards, chat rooms, Usenet groups, etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise inappropriate or unlawful. Furthermore, anyone receiving such materials should notify their supervisor immediately.

**Illegal Copying.** Users may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with

copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of Southeastern University.

### **Duty not to Waste or Damage Computer Resources**

**Accessing the Internet.** To ensure security and avoid the spread of viruses, users accessing the Internet through a computer attached to Southeastern University's network must do so through an approved Internet firewall or other security device. Bypassing Southeastern University's computer network security by accessing the Internet directly by modem or other means is strictly prohibited unless the computer you are using is not connected to Southeastern University's network.

**Frivolous Use.** Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all users connected to the network have a responsibility to conserve these resources. As such, the user must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-business-related uses of the Internet.

**Virus Detection.** Files obtained from sources outside Southeastern University, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail and files provided by customers or vendors may contain dangerous computer viruses that may damage Southeastern University's computer network. Users should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-Southeastern University sources without first scanning the material with Southeastern University-approved virus checking software. If you suspect that a virus has been introduced into Southeastern University's network, notify Information Technology immediately.

### **No Expectation of Privacy**

Employees are given computers and Internet access to assist them in the performance of their jobs. Employees should have no expectation of privacy in anything they create, store, send, or receive using Southeastern University's computer equipment. The computer network is the property of Southeastern University and may be used only for Southeastern University purposes.

**Waiver of privacy rights.** User expressly waives any right of privacy in anything they create, store, send, or receive using Southeastern University's computer equipment or Internet access. User consents to allow Southeastern University personnel access to and

review of all materials created, stored, sent, or received by user through any Southeastern University network or Internet connection.

**Monitoring of computer and Internet usage.** Southeastern University has the right to monitor and log any and all aspects of its computer system including, but not limited to, monitoring Internet sites visited by users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

**Blocking sites with inappropriate content.** Southeastern University has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

### **User IDs and Passwords**

Upon employment you may be assigned a user ID and password. Information Technology will assign you a temporary password. This must be changed immediately to a secure password known only to the user; failure to do so will create a security risk. Good practice in selecting a secure password involves:

1. The use of a combination of alphabetic and non-alphabetic characters.
2. Avoiding use of real names or words, particularly ones that may be closely associated with you and known to others, e.g. the name of your dog, cat, child, etc.
3. Avoiding use of sequences of numbers or letters.

The use of another's user ID and passwords is not permitted under any circumstances. Users must not disclose their passwords, and must take all reasonable precautions to ensure that their password remains confidential. Any user who discloses their password to another person will be held responsible for any improper actions committed under that user ID. It is a serious offense to disclose a password and in circumstances where a person using someone else's user ID and password commits further breaches of this acceptable use policy, accountability may fall on the holder of the account, as well as the person using the account at that time. Users should bear in mind that someone using their user ID and password can impersonate them in e-mail and damage their work.

Please ensure that you do not leave the machine, on which you are working, unattended for even a brief time. Always log out.

(7/02)

# **Appendix B**

## **Family and Medical Leave Act of 1993**

**Family and Medical Leave Act  
of 1993**

**To view or print a copy of this handout, please click onto the following link:**

<http://www.dol.gov/esa/regs/compliance/posters/pdf/fmlaen.pdf>

# **Appendix C**

## **Sexual Harassment Policy**

## SEXUAL HARASSMENT POLICY

### I. POLICY STATEMENT

In the context of a Christ-centered community, Southeastern University is committed to providing a professional working and learning environment free from sexual harassment. This form of misconduct is prohibited by the Scriptures and is a violation of law. Employees or students who believe they have been subjected to sexual harassment from a faculty member, staff employee, or student employee are encouraged to follow the procedures described in this policy. The university will investigate each complaint and will take corrective action to discipline behavior that violates this policy. Students who believe they have been subjected to sexual harassment from another student are to follow the guidelines established by the Office of the Vice President for Student Development.

### II. DEFINITIONS

Sexual harassment and misconduct have been determined to be a form of “sex discrimination” prohibited by state and federal civil rights laws. Sexual harassment is a prohibited practice under Title VII of the 1964 Civil Rights Act for employees as amended by the Equal Employment Opportunity Act of 1973, and under Title IX of the Education Amendments of 1972 for students. A current regulation of the Equal Employment Opportunity Commission specifies, in part:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Sexual misconduct includes sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. Examples of behavior that could be considered sexual harassment or sexual misconduct include, but is not limited to, the following:

Unwelcome (1) physical contact of a sexual nature including touching, patting, hugging, or brushing against a person’s body; (2) explicit or implicit propositions of offers to engage in sexual activity; (3) comments of a sexual nature including sexually explicit statements, questions, jokes or anecdotes, remarks of a sexual nature about a person’s clothing or body, remarks about sexual activity, speculation about sexual experience; (4) exposure to sexually oriented graffiti, pictures, posters, or materials; (5) physical interference with or restriction to an individual’s movements.

### III. IMPLEMENTATION

It shall be the responsibility of the President and Cabinet to make sure that all employees and students are aware of this policy.

#### IV. PROCEDURES

Complaints of harassment of misconduct may be conducted as follows:

The employee (or student) may resolve the matter of inappropriate conduct by discussing the matter directly with the person alleged to have caused the problem. Southeastern encourages such informal means of mediation when appropriate.

When informal resolution is impractical or unsuccessful, faculty, staff, and students should proceed with the following process:

1. Submit a signed, written complaint regarding the alleged misconduct or harassment to the Director of Human Resources. This written document must include the specific details of what occurred, time and place, persons involved, and any eyewitnesses present.
2. The Director of Human Resources will collaborate with the appropriate Vice President and the employee's supervisor, when appropriate, to investigate the allegation. The alleged offender will be contacted, and any witnesses who may have firsthand knowledge relevant to the allegation will be interviewed. Background research will be done to corroborate information gained during interviews. The alleged offender will be informed of the complaint and given a reasonable time to respond in writing to the allegation. Care and concern for the victim and fairness to the alleged offender will be paramount to this fact-finding process. The investigation will conclude as soon as possible. If the inquiry exceeds sixty days, a written justification for the delay will be presented to the President.
3. The Director of Human Resources will confer with the appropriate Vice President and they will render a decision concerning the allegation. Depending on the circumstances, discipline may include a written warning, suspension, demotion, transfer, or termination. Any written documentation, reports (including the final decision) will be kept in a confidential file. Ordinarily, employees who are found guilty of sexual harassment will be terminated for subsequent incidents of harassment. If either the complainant or alleged offender disagrees with the decision of the Human Resources Director and the appropriate Vice President, the individual may appeal to the President of the university.
4. The confidentiality of all members of the academic community will be respected to the extent permitted by law. This policy prohibits retaliation against individuals for bringing complaints of sexual harassment, those who participated in the investigation, or against those who are alleged to have committed the harassment or misconduct.

V. DISSEMINATION OF POLICY

This policy will be made available to all department heads, faculty, staff, and students at Southeastern University. Periodically, the university will take measures to educate employees and students regarding conduct that could constitute a violation of this policy.

# **Appendix D**

## **Southeastern University Institutional Affirmative Action Plan**

## Institutional Affirmative Action Plan

Southeastern University is regionally owned and operated by eight southeastern districts of the Assemblies of God Church. Because of its religious affiliation, the university and its religious standards are exempt from the Civil Rights Act of 1964. Guidelines and laws recognizing the rights of religious institutions to seek personnel and students who support the goals of the institution are followed. As such, Southeastern seeks employees who can subscribe to the Statement of Fundamental Truths of the Assemblies of God. Within the framework of this lawful exemption, it is the policy of Southeastern University to select the most qualified person available for employment without discrimination based upon race, color, national or ethnic origin, age, gender, disability or veteran status. Active efforts will be made to recruit qualified women and minorities for available positions. The following Affirmative Action Plan has been adopted voluntarily to formalize the university's commitment to encouraging diversity in its hiring practices.

### 1.0 APPROVAL OF AFFIRMATIVE ACTION PLAN

This Affirmative Action Plan for Southeastern University was adopted by the Board of Directors on April 27, 2001.

### 2.0 SCOPE OF THE AFFIRMATIVE ACTION PLAN

This policy has institution-wide applicability.

### 3.0 GOALS OF AFFIRMATIVE ACTION PLAN

- A. To implement recruitment procedures, which insure the utilization of advertising sources, designed to inform a reasonably large number of women and minority group members of available full-time position vacancies within the university.
- B. To take other appropriate steps to insure that the pool of applicants considered for all vacant full-time professional positions include qualified women and minority persons.
- C. To evaluate current staffing patterns to determine whether there is sufficient representation of women and minorities at each level of full-time employment within the university.
- D. To implement internal assessment and reporting procedures for evaluation of the effectiveness of the Affirmative Action Plan.
- E. To establish an affirmative action grievance procedure for the prompt disposition of individual or group discrimination complaints.

### 4.0 DEFINITIONS

**Affirmative Action** means the steps which Southeastern University will take to insure the continued recruitment of women and minorities; and to insure an objective search for new employees.

**University** means Southeastern University. (SEC)

**Discrimination** means the intentional application of personnel policies and/or practices in a way which distinguishes between and among individuals on the basis of race, color, ethnic or national origin, age, gender, or disability.

**Equal Employment Opportunity** means the concept that all personnel activities and actions will be undertaken in a manner which does not discriminate with regard to race, color, ethnic or national origin, age, political affiliation, sex, or disability; but which does differentiate solely on the basis of job related qualifications.

**Minorities** refers to the following classes of persons: Non-Hispanic Black, Hispanic, Asian or Pacific Islander and American Indian or Alaskan Native.

## 5.0 RESPONSIBILITY FOR ADMINISTRATION OF AFFIRMATIVE ACTION PLAN

- 5.1 The Vice President for Finance and Administration serves as Chair of the Affirmative Action Committee, and in that capacity is responsible for monitoring the Affirmative Action Plan.
- 5.2 The Chair of the Affirmative Action Committee will conduct an annual audit of the university's employment practices, including recruiting, hiring, retaining, and promoting statistics.
- 5.3 The Committee will submit reports or evidence of problems regarding the Affirmative Action plan, as well as the results of the annual audit to the President of the university.
- 5.4 The Affirmative Action Committee shall be responsible for modifications to the plan deemed necessary as a result of annual audits.
- 5.5 In addition, each department head has the immediate responsibility for implementing the Affirmative Action Plan with regard to his/her areas of responsibility.

## 6.0 POLICY

- 6.1 It has been, and will continue to be, the policy of the University to provide equal opportunity to all applicants for employment, and to administer all personnel policies and practices such as recruitment, hiring, promotions and other terms, conditions, and privileges of employment in a manner which does not discriminate on the basis of race, color, sex, national origin, age, or disability.
- 6.2 This policy has been adopted voluntarily and reaffirms our continuing commitment to provide equal opportunity to all employees and applicants for employment with respect to recruitment, interviewing, testing, screening, selection, placement, classification, evaluation, transfer, promotion, training, compensation, fringe benefits, layoffs, and termination.
- 6.3 The university will seek consistency in wages for personnel with equivalent responsibilities, while still recognizing that salary differences may result from individual variations in experience, skill, and length of service. Recommendations for salary increases or denials, of salary increases, will be made without discrimination on the basis of race, color, sex, national origin, age, or disability.

## 7.0 PROCEDURE

- 7.1 Internal Dissemination of Policy

- 7.1.1. The policy of equal opportunity will be included in the Employee Handbook and the Faculty Handbook, as well as in future guidelines for staff and faculty.
- 7.1.2. All department heads and supervisors will receive and retain a copy of the plan. Each of these individuals will be responsible for communicating the policy to each of the employees under his/her control.
- 7.1.3. The policy and its implementation will continue to be discussed at appropriate times and forums.
- 7.1.4. Changes will be publicized to ensure that each supervisor is aware of changes.
- 7.2 External Dissemination of Policy
  - 7.2.1 All appropriate recruiting sources will be informed of the Affirmative Action Plan whenever there is a staff or faculty vacancy.
  - 7.2.2 Subcontractors, vendors, and suppliers will be notified of this policy.
- 7.3 Recruiting new employees
  - 7.3.1 Advertisements for employment will be placed on a regular basis in publications known to have high readership among minority groups.
  - 7.3.2 Assemblies of God churches known to have a high minority constituency shall be notified of position availability.
  - 7.3.3 The phrase, “An Equal Opportunity Employer” will be used in all employment advertisements.
  - 7.3.4 All written job announcements, or other communications using University letterhead, will include the phrase, “An Equal Opportunity Employer.”
- 7.4 Employment Selection
  - 7.4.1 Individuals will be selected for employment entirely on the basis of ability, experience, training, and other factors that are related to job qualification.
  - 7.4.2 Employment and selection procedures will be regularly reviewed to ensure that they do not discriminate, knowingly or unknowingly, against any individuals on the basis of race, color, sex, ethnic or national origin, age, disability or veteran status.
  - 7.4.3 In accordance with the traditions of the Assemblies of God, the university may give preference in hiring to members of the Assemblies of God constituency and clergy.
- 7.5 Placement, Training, and Advancement
  - 7.5.1 Efforts will be made to recruit, place, retain, and promote women and minorities in all departments in overall numbers proportionate to their presence in the relevant labor market pool.
  - 7.5.2 Employees will be given equal opportunity for participation in all in-house and outside training without regard to race, color, sex, ethnic or national origin, age, disability, or veteran status.
  - 7.5.3 All qualified employees will be given equal consideration for advancement.

## 8.0 EVALUATION OF PROGRAM EFFECTIVENESS

- 8.1 An Affirmative Action Committee shall be charged with the responsibility of evaluating, on an annual basis, the effectiveness of recruitment efforts to increase representation of women and minorities among staff and faculty personnel.
- 8.2 The Affirmative Action Committee shall report directly to the Cabinet.
- 8.3 The following documentation of good faith recruitment will be provided and retained on file in the office of the Vice President of Administrative Services for a period of 2 years:
  - a. copies of the position vacancy notices and advertisements;
  - b. copies of letters sent to persons and institutions seeking referrals of applicants for the position;
  - c. copies of replies received;
  - d. a summary report of the outcome of the search, and the procedures followed; and
  - e. an Affirmative Action Compliance Form, signed by the Department Chair or administrator responsible for the search, indicating that the search and selection complied with the provision of the Affirmative Action Plan.
- 8.4 The Affirmative Action Committee shall annually audit the total selection and placement process, including applicant flow, promotion, transfer patterns, and salary equity.
- 8.5 Recommendations shall be made to the Cabinet regarding identification of problems relating to the implementation of the Affirmative Action Plan and remedial steps necessary for correction.

#### 9.0 AFFIRMATIVE ACTION GRIEVANCE PROCEDURE

- 9.1 An employee with a discrimination complaint may seek resolution of the matter through discussion with his/her immediate supervisor. Southeastern University encourages such informal means of mediation whenever appropriate.
- 9.2 When informal resolution is impractical or resolution is not forthcoming, the employee should proceed with the following process:
  - 9.2.1 Submit a signed, written complaint regarding the alleged discrimination to the Vice President for Finance and Administration within 30 days of the incident giving rise to the complaint.
  - 9.2.2 The Vice President for Finance and Administration shall interview the complainant within 7 days of receiving the complaint.
  - 9.2.3 The alleged offender shall be notified in writing of the complaint and shall have seven days to respond to the complaint in writing. The alleged offender's response shall be submitted to the Vice President of Administrative Services.
  - 9.2.4 After interviewing the aggrieved employee, the Vice President for Finance and Administration shall determine if the complaint is a proper subject for resolution under the Affirmative Action Grievance Procedure. If deemed inappropriate for consideration by the Affirmative Action Committee, the complainant shall be notified within 5 days of that decision.
  - 9.2.5 If deemed an appropriate complaint for the Affirmative Action Grievance Procedure, interviews will be conducted with the appropriate administrator and department chair for the area from which the complaint originated.
  - 9.2.6 All personnel who may have knowledge of the facts regarding the complaint will be interviewed.

- 9.2.7 A report of the findings, including summaries of interviews, will be submitted to the Affirmative Action Committee, which will determine if the complaint is valid and will implement appropriate corrective action, if needed.
- 9.2.8 The complainant shall have the right to appear before the Affirmative Action Committee and present any facts or witnesses that he/she believes are relevant.
- 9.3 A record of the complaint and results of the grievance proceedings shall be placed in a separate file retained in the Office of the Vice President for Finance and Administration.
- 9.4 At the request of the employee, a copy of the final decision shall be placed in the unit personnel file of the employee filing the complaint.
- 9.5 The complainant may appeal the decision of the Affirmative Action Committee to the President of the University within 5 days of the decision.
- 9.6 The President is not required to initiate a new proceeding, but may base his or her decision on the basis of the record. In these matters, the President's decision is the final university decision.

# **Acknowledgements**

## **Attachments A-G**

**Attachment A  
Performance Evaluation Form**

**To view a copy of this handout please see Jane Heideman in the office of the Vice President for Finance and Administration.**

**2<sup>nd</sup> Page**

**Attachment B**

**ACKNOWLEDGMENT OF UNDERSTANDING FOR  
EMPLOYEE INFORMATION TECHNOLOGY POLICY**

I have read and agree to comply with the terms of the Southeastern University Employee Information Technology Policy governing the use of Southeastern University's computer network, software, and hardware. I understand that violation of this policy may result in disciplinary action, including possible termination and civil and criminal penalties.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**Attachment C**

**STAFF HANDBOOK ACKNOWLEDGEMENT**

I hereby acknowledge receipt of the Southeastern University Staff Handbook. I have read the Staff Handbook and understand its contents. I agree to comply with the contents of said handbook on issues where my compliance is expected.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**Attachment D**

**PART-TIME ACKNOWLEDGEMENT**

I hereby acknowledge that the position I am accepting at Southeastern University is a part-time position and that the university has no plans to upgrade this position to full-time. I also acknowledge that as a part-time employee of Southeastern University I am not eligible for the meal benefit or any other full-time benefit.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**Attachment E**

**COMPLIANCE WITH DRUG-FREE WORKPLACE ACT OF 1988  
ACKNOWLEDGEMENT**

I hereby acknowledge receipt of the booklet titled The Drug-Free Workplace: Your Rights and Responsibilities. I have read the aforementioned booklet and agree to abide by the contents therein.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**Attachment F**

**STATEMENT OF UNDERSTANDING OF THE FAMILY  
EDUCATIONAL RIGHTS AND PRIVACY ACT  
ACKNOWLEDGMENT**

I understand that by virtue of my employment with Southeastern University, I may have access to records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974.

I acknowledge that I fully understand that the intentional disclosure by me of this information of any unauthorized person could subject me to criminal and civil penalties imposed by law.

I further acknowledge that such willful or unauthorized disclosure also violates Southeastern University's policy and could constitute just cause for disciplinary action including termination of my employment, regardless of whether criminal or civil penalties are imposed.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**Attachment G**

**SEXUAL HARASSMENT POLICY ACKNOWLEDGMENT**

I hereby acknowledge that I have received the Southeastern University Sexual Harassment Policy. I have read the policy and understand its contents. I agree to comply with the contents of this policy.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date