



**Oklahoma Baptist University  
Administrative and Support Staff  
Handbook**

**2017**

**Acknowledgement of Awareness of Oklahoma Baptist University  
Administrative and Support Staff Handbook**

I acknowledge that I have been made aware of an electronic copy of the Oklahoma Baptist University (OBU) Administrative and Support Staff Handbook that is available at <http://www.okbu.edu/assets/documents/hr/handbooks.pdf> as well as a hard copy in Human Resources. I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as other policies and procedures of Oklahoma Baptist University. This handbook applies to all administrative and support staff.

I understand that the purpose of this Handbook is to inform me of OBU's policies and procedures and it is not a contract of employment. Nothing in this Handbook provides any entitlement to me or to any OBU employee. I understand that OBU has the right to amend these policies at any time at their sole discretion and the amendment(s) will supersede all previous personnel policies. Revisions and amendments shall become effective upon approval by the Oklahoma Baptist University President's Council or Executive Leadership Team and I will be bound by such changes.

I expressly agree to the provisions of Dispute Resolution of the Handbook (see section 14) and I have agreed to use alternative dispute resolution in lieu of litigation, as the sole means of resolving any dispute that may arise between OBU and me, subject to OBU's right to seek injunctive relief.

I acknowledge that my electronic signature (below) is equal to and binding as if I had signed the document by my own hand.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Please print your full name

Please sign and date one copy of this notice and return it to Human Resources electronically as a condition of employment. Retain a second copy for your reference.

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## **PREFACE**

This Handbook has been prepared and provided to you so that you may be better informed about Oklahoma Baptist University's employment practices and benefits. We appreciate the service of those of you who have been in OBU's family for some time, and we welcome our new employees. This Handbook applies to all administrative and support staff.

**This Handbook is not a contract of employment.** Neither this Handbook nor University practices, policies or procedures, nor other communications from the University to you should be understood by you to create a contract or an employment agreement for any period of time.

The benefits described in this Handbook may be more fully described elsewhere. For instance, they may be described in benefit manuals and policies of insurance. Those more specific and detailed explanations will prevail over the summary statements made about benefits in this Handbook if there are differences or inconsistencies.

The policies and procedures described in this Handbook and elsewhere are management guides. The University intends to follow these policies and procedures, but the policies and procedures are not contracts between the University and any employee.

Each employee is asked to sign a statement indicating that this Handbook has been carefully read and understood by the employee. That statement will customarily be signed by the employee during the first week of employment. Employees will find the handbook and the statement at <http://www.okbu.edu/assets/documents/hr/handbooks.pdf>. The signed statement must be returned to the Human Resources Office via email or in person.

## **SECTION 1 MISSION & GOVERNANCE**

### **1.0 Mission**

As a Christian liberal arts university, OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

### **1.1 Purpose Statement**

Oklahoma Baptist University is an institution founded on Christian principles and teachings whose primary purpose is to conduct educational programs in the traditional arts and sciences and in other disciplines with the intent to prepare students for effective leadership and service in the various vocations. The mission finds expression through a strong liberal arts core curriculum which supports degree programs designed to prepare students for careers and graduate study; through activities planned to stimulate spiritual, intellectual, social, cultural, and physical development; and through an environment that reflects the application of Christian principles and teachings. OBU is operated through a Board of Trustees. OBU engages in educational tasks in a manner consistent with the purposes of carrying out the Great Commission (Matthew 28:18-20). To achieve its purpose, the University has adopted several goals, among which are:

To be a Christian learning community where faith and knowledge contribute to the individual's awareness: of the person and the person's obligations within a diverse and interrelated society; of truth and its force; of the joy of discovery and the beauty of existence; and of the legacy of the past, the challenge of the present, and the promise of the future.

To cultivate Christian community in which the Baptist principles of individual freedom and dignity as well as mutual kindness, respect, and concern for others are stressed.

To encourage a climate of learning where the student may develop the lifelong habit of critical thinking in the search for truth.

To identify and communicate the knowledge, experience, and values which constitute man's cultural heritage.

To provide opportunities for the student to engage in a serious study of the Bible and to learn the philosophy and tenets of the Judeo-Christian heritage; to instill an awareness of and an appreciation for the distinctive Baptist contribution to Christian theology and for the values inherent in the Christian faith; to encourage Christian commitment.

To foster an awareness of the needs of the human community and the responsibility of each individual in an active life of service.

To offer a broad-based liberal arts education and specialized professional training in mutually supportive roles.

To afford the opportunity to explore the relevance of all academic endeavors to the Christian life.

To make personnel, services and facilities of the institution available to meet appropriate educational, cultural, and religious needs of its several constituencies.



To serve the Baptist constituency through the development of informed, enlightened, sensitive leadership.

## **1.2 Core values**

The following core values represent the institutional convictions, passions, and beliefs of Oklahoma Baptist University. These core values therefore shape the standards and beliefs of the mission and purpose of the university.

### **Christ Centered**

Jesus Christ is the center of all things, and as such is the ultimate goal of an OBU liberal arts education. Oklahoma Baptist University is genuinely committed to and operates within the framework of the Christian world and life view as set forth in the Old and New Testaments. At the center of this commitment is the person and work of Jesus Christ, the incarnate Son and Word of God, and the divine Creator and Savior of the world. OBU aspires to be a Christ-centered institution of higher education in its character and conduct, and in its academic pursuit of truth. This aspiration calls for all faculty, staff, and students to integrate the Christian faith in all learning based on the supposition that all truth is God's truth and there is no contradiction between God's truth made known in Holy Scripture and that which is revealed through creation and general revelation.

### **Excellence Driven**

Excellence should permeate all efforts and all facets of Oklahoma Baptist University. The Christian faith mandates excellence in service to God and humanity in all spheres of life and conduct. This commitment to excellence in all things is an expression of the Lordship of Christ and necessitates the stewardship of His creation. Because the Lord cares about our work, OBU strives to be motivated in humility to excellence in all things for the glory of God.

### **Learning Focused**

Oklahoma Baptist University seeks to promote the virtue of a life of learning and to fulfill the Great Commandment. Scripture affirms our responsibility to love the Lord with all our heart, our soul, and our mind. Every area of the University should be focused upon the mission of scholarship, teaching, and learning. Learning does not occur simply for its own sake, but learning should instead transform each believer into the image of Christ. Through the undergraduate and graduate curriculum, OBU values the life of the academy and seeks to instill in its students a lifelong pursuit of learning and wisdom.

### **Missional Purposed**

As a Christian liberal arts university, Oklahoma Baptist University exists to transform lives for missional purpose in global engagement. OBU strives to equip and educate students to engage a diverse world in obedience to the Great Commission and in submission to the Lordship of Christ. OBU seeks to prepare servant leaders with the character traits of Christ, the intellectual knowledge and wisdom attained from the liberal arts, competencies required for professions, and motivation for responsible Christian action and service.

### **Community Directed**

Oklahoma Baptist University strives to create and nurture a university community where persons relate to one another in Christian charity and compassion. Creation in the image of God is the basis for human dignity and uniqueness, and is therefore affirmed for all persons. Jesus Christ is the perfect image of God, and the result of the process of salvation is becoming fully like Christ and thus, most human. OBU is committed to the commandment to love others as ourselves and endeavors to value and relate to all persons in accordance with their created uniqueness. This belief applies both to individual persons and to all human social structures.

### **1.3 Employee Conduct**

Employees will conduct their activities in a manner which is consistent with the mission, purpose statement, and core values of the University. As a church-related institution, the University has a unique responsibility both to its constituency and to the academic community. Employees have a responsibility to behave in a manner consistent with the nature of the institution and the expectations of the Baptist constituency as expressed in the Baptist Faith and Message as adopted by the Baptist General Convention of Oklahoma, which supports the University.

Employees are encouraged to worship in local churches, in chapel services, and in special annual seminars and assemblies devoted to religious emphasis.

An understanding of the purpose and goals of the University is essential for every University employee. University employees including students employed to serve in any capacity and who accept appointment to the University should be in basic sympathy with the traditions and endeavors of the institution, should seek to further its interests, and should dedicate their influence and abilities to its continuing development. Students who are employed by the University in any capacity are considered to be employees of the University and are subject to all policies in the Student Handbook (Green Book) and the OBU Employee Handbook.

The University regards the Baptist Faith and Message as adopted by the Baptist General Convention of Oklahoma as the University's official faith statement (see Appendix A). All employees are expected to affirm and endorse the University's statement of mission and purpose and to behave in a manner consistent with the nature of the institution and the expectations of the Baptist constituency as expressed in the Baptist Faith and Message. Employees will express and conduct their professional and personal conduct in accordance with all policies and procedures as described in and prescribed by the Employee Handbook, Faculty Handbook and the Student Handbook (Green Book).

### **1.4 Human Sexuality Policy**

Oklahoma Baptist University's policy regarding sex, sexuality and gender identity is grounded in our longstanding institutional religious identity. This identity, in turn, is grounded in the teachings of the Bible as understood through the University's mission statement, founding documents, our Baptist heritage, and through our accountability as an entity of the Baptist General Convention of Oklahoma. This policy addresses transsexualism, transgenderism, homosexuality, and related gender identity issues. The University affirms that God's original and ongoing intent and action is the creation of humanity manifested as two distinct sexes, male and female. The University also recognizes that due to sin and human brokenness, human experiential perception of sex and gender is not always that which God the Creator originally designed and yet the University affirms God's capacity to heal and to transform our brokenness in keeping with His purposes and will. With this foundational understanding of creation, fall, and redemption, the University does not support nor affirm the resolution of tension between one's biological sex and one's experiential perception of same sex attraction or of gender by the adoption of psychological identity discordant with one's birth sex. Similarly, the University does not support nor affirm attempts to change one's given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity. Although as a Christian residential institution of higher learning, the University will respect those whose moral views diverge from ours, the University will make institutional decisions in light of this policy regarding housing, student admission and retention, employment hiring and retention, and other matters.

## **1.5 Governance**

The University's Board of Trustees, elected by the Baptist General Convention of Oklahoma, has the power and right to govern the University. The Board is composed of thirty-one (31) persons, ten (10) of whom are elected each year for three-year terms. The organization of the Board is described in the University's Charter and Bylaws.

Administration of the daily operation of the University is vested by the Board of Trustees in the President of the University. The President is responsible to the Board and makes regular reports to the Board on the work and condition of the institution.

The President delegates specific responsibilities for University programs and operations to the administrative officers of the University who report directly to him. Specific responsibilities for program and policy review is vested by the President in University Councils and Committees and in the University Forum which make recommendations to the President. The power of review or final decision in all areas is lodged in the Board of Trustees or delegated by it to the President.

The President is the official representative and spokesman for the University to all constituencies. Official communication involving students, faculty members, administrative officers, or other University personnel with the Board of Trustees or the Baptist General Convention of Oklahoma flows through the Office of the President. The President or his designated representative also serves as the University spokesman for communication concerning the University to the press or to the general public.

## **SECTION 2 EMPLOYMENT**

### **2.1 At-Will Employer**

The University does not offer tenure or any other form of guaranteed employment to Executive Officers, Administrative Officers, Administrators, Support Staff, or student employees. Either the University or the employee can terminate the employment relationship at any time, with or without cause and with or without notice. This is called Employment At-Will. Except for the President and faculty positions, this employment at-will relationship exists regardless of any other written statements or policies contained in this Handbook or any other University documents or any verbal statement to the contrary.

### **2.2 Policy on Non-Discrimination**

In compliance with federal law, including the provision of Title VII of the Fair Labor Standards Act Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, Oklahoma Baptist University does not illegally discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service; in its administration of educational policies, programs, activities, admissions policies, scholarship and loan programs, athletic or other University administered programs; or employment. Inquiries or complaints may be directed to the Director of Human Resources who acts for the University as the designated compliance officer for coordination of the University's employment nondiscrimination policies or mailed to OBU, Box 61207, 500 W. University, Shawnee, Oklahoma, 74804 (phone 405-585-5130).

### **2.3 Nepotism Policy – All Employees**

No family member may be directly supervised by another family member without the written permission of the President at the time of initial employment and at any change in employment or family status. Employees are expected to be forthcoming and advise the Human Resources office when family relationships violate this policy. A family member should neither initiate nor participate in University decisions involving direct benefits (initial appointment, retention, promotion, salary, leave-of-absence, etc.) to members of his/her immediate family. Also, a family member should not participate in the evaluation of another family member. For the purpose of this policy, a family member is defined as one related to another by blood or marriage.

### **2.4 Oklahoma Baptist University Code of Conduct and Anti-Fraud Policies**

This Code applies to each of Oklahoma Baptist University's trustees, officers and employees (referred to as "responsible persons"). Responsible persons are expected to conduct themselves with honesty and integrity. As responsible persons, we must ethically handle actual or apparent conflicts of interest between personal and professional relationships. Actions must comply with applicable laws, rules and regulations. This also includes the proper use of the University's resources including finances. See Appendix B, Oklahoma Baptist University Code of Conduct and Anti-Fraud Policies.

## **SECTION 3 EMPLOYEE POLICY AND PROCEDURES**

### **3.0 Employee Policy and Procedures**

This section contains the approved policies of Oklahoma Baptist University with respect to the employment conditions of employees of the University.

#### **3.1 Definitions of Employees**

##### Non-Exempt Employee:

An employee paid by the hour is subject to the Fair Labor Standards Act provisions concerning minimum wage, equal pay, maximum hours, and overtime pay. All hourly employees are non-exempt employees. Salaried employees who are not administrative, professional, or managerial employees (as defined by the U.S. Department of Labor) are likewise not exempt.

##### Exempt Employee:

Salaried employees who are classified administrative, professional, or managerial employees and meet minimum compensation levels (as defined by the U.S. Department of Labor) and are exempt from the Fair Labor Standards Act concerning minimum wage, equal pay, maximum hours, and overtime pay.

##### Full-Time Employee:

Any person working with an FTE (full-time equivalency) of at least .75, which equates to a minimum of 1,560 annual hours, and who is not hired as a seasonal employee, is considered to be a full-time employee of Oklahoma Baptist University.

##### Part-Time Employee:

Any person working less than 30 hours per week on a regular basis is considered to be a part-time employee. Part-time employees who work at least 20 hours per week are eligible for certain University benefits on a prorated basis as outlined in this manual. Employees working on a regular basis less than 20 hours per week are not eligible for certain University benefits.

##### Seasonal Employee:

Seasonal employees are hired to perform specified tasks with the realization that this at-will employment will end no later than the end of the season. Seasonal employees are not expected to work at that job for more than 3 months without renewed authorization. No benefits other than Worker's Compensation, scheduled holidays during that season (after 30 calendar days), F.I.C.A. and unemployment insurance will be authorized.

Temporary Employee:

A temporary employee is a person hired to work on a specific task and whose at-will employment is expected not to continue beyond the duration of that task. Benefits will be determined on a case by case basis.

Student Employee:

Student employees qualify for benefits as required by law. The University's policy is not to allow students to work more than 20 hours per week while school is in session. Student employees are subject to all requirements as written in the OBU Employee Handbook.

### **3.2 Orientation**

Orientation Period and Status:

All employment in a given position should have an orientation period of 90 days. However, all employment with Oklahoma Baptist University is at-will and, accordingly, the employee or OBU may terminate the employment relationship at any time with or without cause. It is expected that all employees receive a 90-day review by their immediate supervisor. A separate orientation period and 90 day evaluation will apply to any change of position within the University.

Nature and Purpose:

The orientation period should provide the opportunity for evaluation of an employee's ability to perform the duties and carry out the responsibilities of the position to which he/she has been appointed.

Orientation:

Prior to beginning work, new employees will complete required governmental and University forms at the Human Resources Office, (I-9, W-4 etc.). During the orientation period, it is expected that the Human Resources Office, Department Heads and supervisors will help each newly hired employee become familiar with the duties, responsibilities, authority, and reporting relationship of the position as set forth in the appropriate job description and with the personnel policies and benefits as set forth in this handbook. Department heads and/or supervisors are equally expected to help new employees understand what is expected of them in job performance, as delineated in the job description.

When the Human Resources Office completes the initial orientation, the new employee will then report to the appropriate supervisor who will begin orientation to the specific job assignment and to the department, in general. This orientation or training process is a continuing responsibility of the supervisor.

The University will make a serious attempt to successfully orient the new employee to the position, its work requirements, and the performance standards that apply to the work.

Each new employee will receive instruction as to where and how to access a copy of this handbook via electronic media. Hard copy of all handbooks are accessible in the Department of Human Resources.

The orientation period may be extended an additional 60 days, if deemed necessary at the

sole discretion of the University.

Health benefits and flexible spending options, become effective the first day of employment. Dental, vision, group life and disability insurance become effective the first day of the following month following the date of employment.

Vacation and sick leave may not be taken during an employee's orientation period at the beginning of the employment relationship with the University. Vacation and sick leave benefits will be granted to the employee upon satisfactory completion of this period based upon date of hire.

### **3.3 Code of Conduct and Ethics**

The University recognizes that our Code of Conduct based upon biblical principles, is the cornerstone of the ethical culture at Oklahoma Baptist University. It sets the standards of expected behavior for employees and provides information they need to act with integrity in the workplace and in compliance with laws, regulations and University policies.

Employees are to work as unto the Lord Himself. No set of rules or professional code can either guarantee or replace an employee's personal integrity. The following code is an attempt to set forth some of the more important ethical guidelines which represent the University's Code of Ethics.

#### **Code of Ethics:**

- Proper operation of the University requires that employees provide responsible service and use the designated organizational channels when seeking decisions and policy determinations.
- Employees of the University are to observe the highest ethical and moral standards and to faithfully discharge the duties of their position, regardless of personal considerations.
- The University is covered by current fair use and copyright laws. More explicit guidelines are available in the Faculty Handbook.
- Employees are responsible for knowing, adhering to, and supporting the regulations and policies of the institution, both those that apply to the whole University community and those that direct the workings of the various administrative units.
- Employees shall respect the integrity and confidentiality of University records. They shall not falsify or misrepresent information in University records, and they shall not disclose confidential information concerning the business of the University, its personnel, or its students.
- Employees should not act in any way to breach the law, nor should they ask others to do so.
- No employee shall engage in any business or transaction or shall have a financial interest, direct or indirect, which is not compatible with fully independent judgment in the performance of the employee's duties for the University.
- All employees must observe the following basic principles of work:
  - Perform a full day's work in an efficient and diligent manner in accordance with

accepted methods and standards.

- Be at work on scheduled working days at a proper starting time and remain at assigned work places during normal periods, unless permission to leave has been granted by the supervisor.
- Observe breaks or rest and lunch periods without abuse.
- Notify the supervisor as quickly as possible if absence from work is necessary.
- Use carefully and considerately and keep in proper condition all University property and equipment.
- Cooperate in keeping University premises and equipment clean.
- Carry out specific work related orders or instructions from the supervisor in charge.
- Truthfully give all pertinent facts on records when they are properly requested.
- Follow established safety practices and report all accidents immediately to the supervisor and/or Human Resources Office.
- Maintain a positive attitude and address all human relations problems with patience, tact, and diplomacy.
- Promote harmony among fellow workers, students, faculty, and staff.
- Avoid gossiping and furthering rumors.
- Anyone filing a complaint concerning a violation or suspected violation of the Code of Conduct or Title IX must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the policy. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false could result in disciplinary action. (SEE SECTION 4)

### **3.4 Teaching by Non-Faculty Personnel**

Employees who are qualified to teach may be appointed to adjunct faculty positions upon approval of the Provost with prior approval by the employee's supervisor.

If an employee is asked to teach, additional compensation may be in order commensurate with additional time required for the teaching assignment. Such a teaching appointment will be on a term contract basis and subject to specific sections of the Faculty Handbook which apply to part-time faculty positions. Compensated teaching assignments by non-exempt staff will not be done while the employee is engaged in the task of the normal hourly position.

(Certain employees have administrative and faculty status and their teaching responsibilities are included as a part of their contracts and are not subject to additional compensation as qualified by their Memorandum of Understanding.)

### **3.5 Employees Funded by Grants**

Persons employed under special grants from private sources may have different conditions of employment than non-grant University employees.

### **3.6 Dress**

Each employee is responsible to dress in a manner which is in good taste and in keeping with the rules of the work place. Employees will maintain good personal hygiene. Supervisory staff will determine and monitor appropriate dress for their particular work area.

### **3.7 Employee Professional Development and Training**

Emphasis is placed on hiring fully qualified staff and encouraging them to broaden their capabilities. The University encourages employees to seek continued development through participation in professional activities, reading of literature in his/her field, and attendance at seminars, etc.

The University also provides opportunities for on-campus training. Periodic seminars are held to provide training in skill development, communication, new business concepts, human relations, safety, and other relevant topics.

### **3.8 Off-Campus Consulting and Employment**

Employment with the University is the employee's primary employment however, a reasonable amount of consulting and other remunerative activities is permitted, provided they do not interfere with the employee's effective performance of duties. Off-campus employment is to be approved by the department supervisor and the executive team leader responsible for the employee's specific department. Approved time will be charged against the employee's vacation only if during the regular work schedule.

Consulting and off-campus remunerative activities shall not conflict with the characteristics of the University's Mission and Governance (see Section 1.0) and shall be commensurate with the individual's capabilities, experience, and professional status.

Employees shall exercise care to distinguish between, and make clear to others, their work within the scope of their employment by the University, and their other work or activities.

### **3.9 Policy for Support of Breastfeeding**

In recognition of the well documented health advantages of breastfeeding for infants and mothers, Oklahoma Baptist University provides a supportive environment to enable breastfeeding employees to express their milk during work hours. This includes a campus-wide lactation support program administered by the OBU College of Nursing. Stavros Hall has a space dedicated for the purpose of breastfeeding or expression of milk for employees.

Breastfeeding employees are allowed to breastfeed or express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may make up the time as negotiated with their supervisors or use vacation time to off-set the time used for this purpose.

## **SECTION 4 DISCRIMINATION AND HARASSMENT POLICY**

### **4.0 Illegal Discrimination and Harassment Policies**

Principle: Oklahoma Baptist University is committed to maintaining an atmosphere in which the age, gender, race, color, national origin, physical or mental disability, or veteran status of an individual is respected and not disparaged.



## **4.1 Sexual Harassment**

### **4.1.1 Principle**

Oklahoma Baptist University strives to maintain high standards of professional ethics in an atmosphere in which individuals do not abuse their personal authority or power in interpersonal relationships. Accordingly, the University prohibits sexual harassment or sexual misconduct by any member of the University community, whether faculty, staff, or student.

### **4.1.2 Definition**

Sexual harassment is defined as any unwelcome sexual advance or other unwelcome verbal or physical conduct of a sexual nature when (1) a reasonable individual would believe that his/her response to the conduct will affect his/her employment or academic status; or (2) the conduct creates an intimidating or hostile environment for work or learning. Sexual harassment can be verbal, visual, physical, or communicated in writing or electronically. Although sexual harassment may violate state or federal law, the University may consider conduct to be sexual harassment whether or not it rises to the level of illegal sex discrimination/harassment.

Stalking is also considered a form of harassment. It is defined as any person who willfully, maliciously, and repeatedly follows or harasses another person in a manner that:

1. Would cause a reasonable person, or a member of the immediate family of that person, to feel frightened, intimidated, threatened, harassed, or molested; and
2. Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

Sexual Misconduct is a broad term encompassing any nonconsensual conduct of a sexual nature. It may vary in its severity and consists of a range of behaviors including: unwelcome sexual touching/exposure, non-consensual sexual assault and forced sexual assault. Included in this definition of misconduct is "dating violence" which is defined as violence against a person with whom the perpetrator is in a dating relationship also known as courtship or engagement relationship. For purposes of this act, a casual acquaintance or ordinary fraternization between persons in a business or social context shall not constitute a dating relationship.

The following are some examples which may be sexual harassment: requests for sexual favors; unwanted and/or inappropriate hugging, touching, patting, or brushing another's body; inappropriate whistling or staring; veiled suggestions of sexual activities; requests for private meetings outside of class or business hours for other than legitimate mentoring purposes; use in the classroom of sexual jokes, stories, or images in no way germane to the subject of the class; remarks about a person's body or sexual relationships, activities, or experience.

### **4.1.3 Informal Response to Harassment or Misconduct**

Any person who wishes to make an informal response to unwelcome conduct, including conduct which may be sexual or other prohibited harassment, is welcome to communicate to the other party either in person or in writing that the conduct is offensive or unwelcome and request that the conduct cease. Frequently such a

communication will cause the unwelcome behavior to stop, particularly where the person may not be aware that the conduct is unwelcome or offensive. Such an informal response may be made in addition to pursuing the complaint process described below.

## **4.2 Complaint**

Oklahoma Baptist University encourages anyone who believes that he/she has been subjected to prohibited harassment, including sexual harassment, sexual misconduct, sexual assault or some other civil rights violation to make a complaint promptly. A faculty member or staff employee should make a complaint to the Vice-President in charge of his/her employment area or the Director of Human Resources. A student should make a complaint to the Dean of Students. The University will investigate the complaint promptly.

## **4.3 Confidentiality; Retaliation**

The University will undertake to protect, as much as possible, the confidentiality of persons reporting harassment or other civil rights violations, and of those accused. However, the University has a legal and moral obligation to investigate all complaints of civil rights violations and, if appropriate, to take corrective action. Therefore, complete confidentiality cannot be guaranteed. Oklahoma Baptist University strictly prohibits retaliation against any student or employee who makes a good faith complaint of sexual harassment or other civil rights violation, or who testifies, assists, or participates in any investigation, proceeding, or hearing involving such a complaint.

## **4.4 Investigation**

Oklahoma Baptist University will promptly investigate any claim of sexual harassment, sexual misconduct, sexual assault or other civil rights violation. If the investigation leads to charges of sexual harassment, sexual misconduct, sexual assault or other civil rights violations, the person charged will be given written notice of the charges and given an opportunity to respond.

# **SECTION 5 DOCUMENTS AND RECORDS**

## **5.1 Personnel Files**

Each employee shall have an individual personnel file, maintained by the Human Resources Office, which contains personnel actions and materials. All employees shall notify the Human Resources Office of any change of address and/or telephone/mobile number; otherwise, any notice sent by United States mail to the address of record shall be deemed to have been sufficiently given.

The personnel file is available only to the President, the employee supervisor and his duly authorized agent, the Human Resources office, accrediting agencies, federal and state auditors, and other authorized personnel and agents of the University as necessary to the performance of their duties.

Additionally, employees may review their file in the presence of the HR representative. The employee may request their supervisor to also be present.

The personnel file may be used by the University as evidence in any University procedure and in any external judicial or administrative proceeding and is subject to subpoena.

The employee may, for the cost of duplication, obtain copies of materials in his/her personnel file. Any such copies will be made by the Human Resources Director or his/her designee.

## **5.2 Job Description**

Current job descriptions will be given to each employee and the employee is expected to sign a copy which will be kept on file in the employee's file.

The major responsibilities of each position are outlined in the job description. It is the responsibility of each employee to competently and efficiently fulfill the duties described in the job description.

Employees may also be asked by supervisors to fulfill particular assignments not specified in the job description.

## **5.3 Leave Reports**

It is the responsibility of the Business Office to maintain accurate sick leave and vacation leave records for each employee. Supervisors are responsible for accurate and timely reporting of sick leave and vacation leave to the Business Office. It is the responsibility of the employee to provide accurate and timely information to their supervisor. Timely means:

- Vacation is requested two (2) weeks in advance of the vacation time.
- Sick Leave is to be reported as soon as possible directly to the supervisor in-person or by telephone.

## **5.4 Criminal Conviction**

Employees must notify the Director of Human Resources of any criminal conviction within five days of the conviction.

# **SECTION 6 SAFETY**

## **6.0 Safety**

A safe work place is of prime importance to the University. Every employee is responsible for safety and prevention of accidents. Employees should promote safety at all times. Unsafe conditions should be reported to the department supervisor immediately. Employees should at all times be aware of their surroundings and the behavior of individuals around them and should report behavior or odd appearance of surroundings to the University Police Department or to a supervisor.

### **6.1 Occupational Accidents**

If a work-related accident occurs to an employee while on duty, the employee must report the accident to the immediate supervisor as soon as possible completing the OBU Accident or Injury Report form found on the OBU website.

The supervisor is responsible for reporting the accident on Form-2 located on the OBU website referencing the accident report shared with them by the employee. This report is to be completed and submitted to Human Resources as soon as possible.

Depending on the severity and time of the accident, treatment should be sought at the following places in the order listed:

Campus Nurse  
Urgent Care Facility (For injuries between 8:00 a.m. and 8:00 p.m.)  
Emergency Room (For any life threatening injuries)

## **6.2 Worker's Compensation**

The University provides Worker's Compensation Insurance in compliance with federal and state laws. The worker's compensation policy is on file in the Human Resources Office.

Lost-time accidents require the employee's supervisor to complete an OBU Accident Report and a Form-2 (Oklahoma WC Administrative Report). Both of these reports will be reviewed with the injured employee by the Director of Human Resources and the Department Manager/Supervisor. The worker's compensation policy and procedure apply to OBU student workers who are injured during the hours they are working for the University.

## **6.3 Emergency Closing**

Occasionally it is necessary to cancel or change work schedules due to inclement weather or other emergency. Information may be obtained from the OBU website, radio, television, text alert, or the immediate supervisor.

## **6.4 Emergency Public Relations Procedure**

The University Communications Department shall be in charge of disseminating information concerning the University, its employees, students and visitors to the campus in the event of an occurrence that concerns the news media.

## **SECTION 7 Drug, Tobacco, E-Vapor and Alcohol policy**

### **7.0 Drug, Tobacco, E-Vapor, and Alcohol Free Workplace and Campus**

OBU is a drug, tobacco, e-vapor, and alcohol free workplace and campus.

#### **7.1 Drug-Free Workplace Policy**

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited. A violation of this prohibition or a failure to report the arrest, charge, or conviction of a violation of any criminal drug statute within 5 days of the event by an employee will result in disciplinary action up to and including satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency or termination of employment. In addition, illegal activity involving drugs may be referred to law enforcement officials for criminal prosecution as violations may result in severe criminal penalties under local, state and federal law.

Further information is available in the OBU Drug-Free Campus Workplace Policy, which is distributed annually to all employees and students.

## **7.2 Tobacco, E-vapor and Alcohol**

The manufacture, distribution, dispensing, possession or use of tobacco, e-vapor, and alcohol is prohibited on campus or at any university sponsored activity. Any employee found to be in violation of this policy shall be subject to disciplinary sanctions. The University reserves the right to exercise total discretion in the imposition of disciplinary sanctions which may include required participation in a treatment or rehabilitation program, and/or suspension without pay, or termination of employment. In addition, illegal activity involving tobacco, e-vapor or alcohol may be referred to law enforcement officials for criminal prosecution as violations may result in severe criminal penalties under local, state and federal law.

## **7.3 Drug/Alcohol Testing Policy**

OBU's Drug/Alcohol Testing Policy is to protect the welfare and safety of students, employees, and the public. Oklahoma Baptist University prohibits the illegal use and abuse of drugs and alcohol by its employees. OBU will conduct drug/alcohol testing of any employee where a reasonable suspicion exists that an employee is in violation of this policy.

This policy applies to all employees of Oklahoma Baptist University.

OBU requires mandatory drug testing for individuals offered employment in positions designated as Safety Sensitive Positions. Safety Sensitive Positions are positions in which the employee is engaged in activities that directly affect the safety of themselves or others or utilizes dangerous equipment.

For the purpose of this policy, Safety Sensitive Positions include, but are not limited to:

- All University Police Department personnel;
- All nursing clinical faculty, whether full-time or adjunct; and
- All Facilities Management personnel (except for office support staff).

Oklahoma Baptist University retains the right to designate additional positions as Safety Sensitive.

Safety Sensitive Positions are subject to mandatory pre-employment, post-accident, and random drug/alcohol testing.

Job offers made to applicants, whether internal or external, for employment in Safety Sensitive Positions are contingent upon the results of a drug/alcohol test.

OBU tests for all drugs included in standard 10 or 16 panel drug tests and alcohol.

All drug/alcohol testing shall be conducted in compliance with state and federal law.

## **7.4 Types of Drug and Alcohol Testing**

Pre-employment Drug Testing – OBU requires mandatory drug testing prior to employing any individual in a Safety Sensitive Position. The drug test shall be performed only after a conditional offer of employment but before the individual begins work in the Safety Sensitive Position.

All offers of employment in Safety Sensitive Positions shall be conditional upon successful completion of the applicable drug test.

If an individual refuses to submit to or fails a pre-employment drug test and the failure is confirmed, he or she is ineligible for employment and the conditional offer of employment will be withdrawn.

### **7.5 Reasonable Suspicion Drug/Alcohol Testing**

When a reasonable suspicion that any employee, regardless of position, possesses or is under the influence of illegal drugs, prescription drugs taken illegally or alcohol, the employee will be required to submit to a drug and or alcohol test. The employee may also be suspended with pay pending receipt of the test results and any investigation conducted. An employee who refuses to submit to or who fails a required reasonable suspicion drug/alcohol test is subject to discharge from employment.

### **7.6 Post-Accident Drug/Alcohol Testing**

When an employee is involved in an industrial accident resulting in \$2,500 or more in damage or resulting in injury of the employee and/or another person, the employee will be required to undergo drug/alcohol testing. When an employee is involved in a vehicular accident as the driver resulting in \$2,500 or more in damage or resulting in injury of the employee and/or another person, the employee will be required to undergo drug/alcohol testing based on the investigating police officer's report indicating their reasonable suspicion of drug or alcohol being present at the scene.

### **7.7 Evaluation of Drug Testing Results**

All non-negative drug-test results shall be confirmed by a second test using scientifically accepted method of equal or greater accuracy as approved by rule of the State Board of Health, at the cutoff levels determined by Board rule. Non-negative drug test results and results falling outside the validity test acceptable range will be received and interpreted by a medical review officer (MRO) with knowledge and training to interpret and evaluate an individual's test results together with the individual's medical history and other relevant information. Applicants and employees shall be given the opportunity to explain, in confidence, the test results.

### **7.8 Collection Procedures and Testing Methods**

#### **7.8.1 Collection Method is Urinalysis**

The collection shall be conducted with due regard to the privacy of the individual being tested. However, collection shall be in a manner reasonably calculated to prevent substitutions or interference with the collection or testing of reliable samples. To be accepted, the specimen must be within acceptable temperature range.

#### **7.8.2 Sample Collection**

Sample collection shall be documented, and the documentation procedures shall include:

Labeling of samples to preclude the probability of erroneous identification of test results, and

An opportunity for the applicant or employee to provide notification of any information which the applicant or employee considers relevant to the test, including identification of currently or recently used prescription or nonprescription drugs, or other relevant

information. The specimen will be tested in a certified laboratory.

### **7.9 Refusal to Submit to Drug Testing**

An applicant's refusal to submit to the required pre-employment drug test shall result in withdrawal of the conditional offer of employment. An employee who refuses to submit to a required drug-test is subject to discharge from employment. For purposes of this policy, adulteration and/or substitution of a specimen shall be considered a refusal to submit to a required drug test and will subject the employee to immediate discharge from employment.

### **7.10 Non-negative Test Result**

Only the MRO may make the final decision on a non-negative test result. A confirmed non-negative test result, validated by the MRO, will result in withdrawal of a conditional offer of employment for applicants and discharge of employees.

### **7.11 Cost of Drug Testing**

OBU shall pay all costs for drug testing, including confirmation tests required by law and the cost of transportation to the test site for current employees if the test is conducted off campus. However, an individual who requests a retest of a sample to challenge the results of a non-negative or positive result shall pay all costs of the retest. If the retest reverses the results of the challenged non-negative or positive test, OBU shall reimburse the employee for the costs of the retest.

### **7.12 Appeals Procedure**

Full-time and part-time employees who are subject to discharge, demotion, suspension without pay, or disciplinary loss of pay under this policy may appeal the decision under OBU Policy Section 4.2-Complaint.

### **7.13 Work Time**

All drug-testing of current employees shall occur during or immediately after the regular work period of the employee and shall be deemed work time for purposes of compensation and benefits.

### **7.14 Confidentiality**

OBU shall maintain as confidential records, separate from other personnel and applicant records, all drug test results and related information in its possession, including, but not limited to, interviews, reports, statements and memoranda.

Drug testing records shall be made available for inspection and copying by the applicant or employee tested, but, except as provided in Oklahoma state law, shall not be made available to any person other than the applicant, employee, and the MRO. Human Resources is notified as to pass or fail of any tests.

### **7.15 Employee Assistance Program (EAP)**

OBU offers an Employee Assistance Program (EAP) to employees and their immediate family members to provide assistance in assessing and evaluating their problems. Employees are encouraged to seek assistance with drug-related or alcohol related problems prior to having issues that lead to drug or alcohol-testing. Contact Human Resources for information

regarding the EAP or refer to employee benefit guide.

## **SECTION 8 EMPLOYEE PERFORMANCE EVALUATION**

### **8.0 Performance Evaluation System**

Each employee will normally receive an annual evaluation of job performance from his/her supervisor during the month of the employee's original month of hire. The evaluations will require personal discussions between the supervisor and the employee.

The Performance Review Program has four goals:

- To encourage the employee's personal and professional growth.
- To improve the employee's understanding of the job, the supervisor's objectives, and how well the employee meets these objectives.
- To aid management in selecting qualified people for promotion, transfer, and training.
- To provide safeguards for objectivity and fairness in the assignment of personnel.

### **8.1 Procedure**

Supervisors of all new administrative and hourly employees are required to conduct a 90 day performance evaluation. The orientation period (90 day evaluation) is designed to ascertain the desirability of continued employment.

Performance evaluations will be conducted annually during the employee's anniversary month.

The Process and the Timeline:

1. Human Resources (HR) will notify each reviewing supervisor by the 15<sup>th</sup> of the month preceding the employee's anniversary month.
2. The supervisor will complete the evaluation form (available on OBU's website), confer with their executive team leader, and present to the employee by the 15<sup>th</sup> of the employee's anniversary month.
3. The employee may make written comment to the document as desired.

The completed form will be sent to the Human Resources Office to become part of the employee's personnel file.

### **8.2 Promotion and Transfer**

Promotion is recognized by Oklahoma Baptist University as a cornerstone of good employment practice. The policy of Oklahoma Baptist University is to promote when possible. Job performance, competency, basic skills, and attendance record will be among those things considered when evaluating a promotion.

Length of service may be the deciding factor for the promotion only when all applicants for a job opening show equal qualifications. A recommendation for promotion will be discussed and approved by the department supervisor and appropriate administrative officer. Selection will be made as soon as possible after the vacancy occurs.

A transfer occurs when an employee is moved from one department to another. A transfer may take place without promotion. An employee, who wishes to transfer to a vacant position with a lower authorized wage rate than the position he/she holds, may not continue at his/her current wage rate in the new position. Personnel who wish to transfer from one department



to another should make this fact known to the Human Resources Office. All transfers shall be made for the convenience of the University.

In the cases of promotion or transfer from one department to another, the employee will complete an application and the hiring manager will consult with the employee's current manager regarding performance of employee and coordination of the transfer date. The hiring manager is responsible to create the Personnel Recommendation to begin the transfer of the employee.

Any accumulated sick leave and vacation time will be unaffected by transfer or promotion.

### **8.3 Service Awards**

Staff members are honored for service to the University at an annual awards program. The University presents awards at five year intervals.

## **SECTION 9 SEPARATION OF EMPLOYMENT FROM OBU**

### **9.0 Termination**

At times, Oklahoma Baptist University or individual employees may find it necessary to sever their employment relationship. All terminations of employment/discharge actions are required to be discussed with the Director of Human Resources **before** discussion of the matter with the President where it is determined by the President that the action is required. Then the matter may be discussed with the employee.

When this occurs, the employment termination date is determined as the last day the employee works. The employee will be paid only for work time performed.

Types of termination:

- At-Will Resignation
- Retirement
- Layoff
- Discharge

### **9.1 At-Will Employment –Section 2.1**

### **9.2 Resignation**

Resignation is a termination action by which an employee voluntarily severs relationship with the University. In the case of voluntary resignation, employees are expected to give at least a two-week written notice.

### **9.3 Retirement**

Although there is no mandatory retirement because of age, normal retirement age at Oklahoma Baptist University is full retirement age as defined by the Social Security Administration. An employee who is considering retirement should contact the Human Resources Office for information regarding retirement benefits, social security benefits, etc. This should be done at least 90 days prior to retirement. The employee should also provide notice to their supervisor of their intent to retire as early as possible and specify an actual end-date.

## **9.4 Layoff**

Occasionally it may be necessary to lay off employees. Such layoffs occur for reasons such as lack of work, loss of or lack of funds, market shifts, and program redirection in whole or in part. The Board of Trustees and/or the President shall be the deciding authority in such a situation. When the University initiates the layoff of an employee, the University will attempt to give at least two weeks' notice. When the University initiates the termination of an employee in good standing the individual will be paid for actual time worked.

The University's policy is to avoid layoffs whenever possible.

## **9.5 Discharge**

Discharge is a termination action by which the University terminates employment of an employee. All discharge actions are required to be discussed with the Director of Human Resources **before** discussion with an employee. An employee who is discharged will be paid for time worked.

### **9.5.1 Disciplinary Policy**

Oklahoma Baptist University has established the following employee disciplinary policy. However, the University has not promised or contracted with the employee to discipline only in keeping with this policy or the procedures described.

Certain employee actions will result in immediate discharge, while other actions will be dealt with in a less severe manner. The following section details these guidelines.

Preferably, an oral warning will be given in a formal meeting where a problem is discussed. A memo will follow to document the meeting and will be signed by both the supervisor and employee. The signed memo will be filed in the employee's personnel file.

A written warning will be given in a formal meeting where the problem is discussed. The supervisor and employee will sign the document, which will be filed in the employee's personnel file.

Preferably, notice of a discharge will be given in a formal meeting where the employee will be advised of his/her termination and any severance arrangements which need to be made.

### **9.5.2 Guidelines for Discharge**

The following are management guidelines and not promises to employees that discharge may only occur in keeping with these guidelines. These guidelines are designed to emphasize reminders of expected performance rather than reprimands. The guidelines reflect the University's desire to correct the problem rather than punish the employee. The steps described reflect the fact that some deviations by employees from the expected are more serious than others. The University may choose to utilize some, all or none of the steps. These guidelines neither promise the employee nor restrict the University. The identification of some of the reasons for discharge is to help the employee understand expectations. The reasons are not an exclusive list. Other conduct may result in immediate termination as well.

### **9.5.2.1 Immediate Discharge**

Some Reasons for Immediate Discharge:

- Possession or control of a handgun, concealed or otherwise, or other weapon, except as specifically authorized by the President or the Board of Trustees;
- Possession of, or use of, illegal drugs or alcoholic beverages on University property or while on University business;
- Attempts to sell drugs or promote drug use;
- Refusal to work (excluding safety reasons);
- Theft of University property;
- Willful destruction of University property;
- Insubordination;
- Sexual harassment or misconduct as defined under Title IX;
- Serious misconduct of an employee;
- Felony conviction, which causes position or bonding complication;
- Serious and demonstrable professional incompetence;
- Serious and demonstrable neglect of duties;
- Fraudulent or unethical behavior;
- Falsification of time records;
- Falsification, fraud or omission of information when applying for a job;
- Repeated failure to report to work;
- Failure to maintain a current license or certificate if required;
- Any act which endangers the safety, health, or well-being of another person which has caused serious disruption of work or gross discredit to the University;
- Conviction of a crime which compromises the fulfillment of professional duties and/or demonstrably and seriously harms the reputation of the University or the profession;
- Misappropriation or misuse of University resources, including financial resources, physical resources and/or human resources;
- Private conduct which compromises the fulfillment of professional duties and/or demonstrably and seriously harms the reputation of the University and/or the profession;
- Exploitation of students, staff, faculty members or their families for personal benefit or gain;
- Verbal or physical abuse directed toward students, staff, faculty members or their families;
- Engaging in or promoting sexual conduct that contradicts biblical standards for sexuality. OBU affirms the biblical understanding as a faithful commitment in marriage between a man and a woman and purity in relationships outside of marriage;
- Serious or repeated breach of Code of Ethics Section 3.3 and Rules of Conduct 3.4.

### **9.5.2.2 Two Step Discharge**

1. Written warning
2. Immediate discharge

Some reasons for two step discharge:

- Gambling on campus;
- Possession or use of tobacco products or non-cessation nicotine alternatives on campus;
- Careless, negligent use of University property;
- Unauthorized attempts to access offices, files, information to which an employee should not have access;
- Unauthorized or improper use of a leave;
- Failure to report to the University for 1 or 2 days without notification;
- Release of confidential information without proper authority;
- Sleeping on the job;
- The failure to comply with a supervisor's order or published rules and regulations of the University;
- Breach of Code of Ethics Section 3.3 and/or Rules of Conduct Section 3.4.

### **9.5.2.3 Three Step Discharge**

1. Oral warning
2. Written warning
3. Immediate discharge

Some reasons for three step discharge:

- Uncivil conduct;
- Tardiness;
- Unauthorized absence from job;
- Failure to maintain a harmonious working relationship with employer and students;
- Foul and abusive language;
- Inefficiency in performance of duties;
- Incompetence in performance of duties;
- Negligence in performance of duties.

The above examples are not all-inclusive.

Persons who believe they enjoy some right which has been violated or believe that disciplinary action has been taken on the basis of incorrect or incomplete information should file a grievance under Section 15 of this handbook. Persons who believe that the disciplinary action is the result of illegal discrimination should make a complaint as provided in Section 14 of this handbook.

### **9.5.3 Discharge Procedure**

**Immediate Release:** If the employee's action is of extreme severity, the employee may be released immediately. Usual discharge procedures are described below.

**Discharge Procedure:** Prior to discharge notice, the employee's supervisor should take the steps outlined above (Section 9.5.2), if appropriate.

The supervisor should provide the Executive Officer of the area and the President with a written record containing the events leading up to the recommendation for discharge. The Executive Officer of the area should review the recommendation for discharge.

He/she may endorse the discharge recommendation and forward it to the President, or he/she may reject the discharge recommendation and forward to the President a recommendation for a lesser disciplinary action as outlined above.

The President has the ultimate authority to order a discharge and may at his discretion overrule any recommended action.

#### **9.5.4 Suspension with Pay**

Suspension is the temporary separation of an employee from the University. This action requires discussion with the Director of Human Resources and documentation of employee's behavior **before** presentation of the matter to the President or his designee. This is an action that is taken usually when there is a strong likelihood that the employee's continued presence at the University poses an immediate threat of harm or disruption to the University or to individual members of the University community. Suspension shall be with pay and shall last only so long as the threat of harm continues or until the employee is discharged. Employees may appeal through the grievance procedure.

#### **9.5.5 Exit Interview**

Exit interviews are conducted to obtain all necessary information pertaining to the termination process. An opportunity also exists for an employee to voice concerns that need to be reviewed by the University.

All regular employees whose employment with the University ends should have an exit interview before leaving.

It is the responsibility of the Department Manager to schedule the exit interview for the departing employee with the Director of Human Resources.

A Clearance Form is to be completed prior to the Exit Interview and be brought by the employee that is separating to the Exit Interview. This form includes sections for the supervisor to sign that he/she has checked to make sure all borrowed items from the library or department are returned. The employee must receive signatures from IS&S that all laptop computers/tablets have been turned in. The business office must inform the employee of any outstanding debts, parking tickets owed, or unpaid fees. These outstanding monies owed must be paid before the employee can be terminated. The university may withhold monies from the final paycheck to satisfy in whole or in part the amount owed to the university.

### **9.6 Vacancies**

Responsibility for anticipating personnel needs resides with the department head in consultation with the appropriate budget head. The Department Manager/Dean is responsible to prepare and circulate for approval a Position Vacancy form. The Department Manager/Dean with the vacancy screens prospective candidates for employment. If a staff member reports to multiple departments, the officers will confer together concerning the selection. When a Department Manager/Dean selects a candidate for the position, they complete a Personnel Recommendation and circulate it for approval at the executive level **prior to notifying the successful applicant**. The Human Resources Office acts as a clearinghouse for information and as a depository of records.

## **9.7 Job Posting**

Vacancies will be posted for at least 3 working days on the OBU website.

## **9.8 Reemployment**

All benefits will be reinstated as of the original date of employment for any rehired employee who is out of University employment for 90 days or less.

If an employee is out of University employment for more than 90 days, and had less than 1 year of previous service, all benefits will be dated as of the new date of employment with no credit for previous experience.

If an employee with at least 1 year of prior continuous service is out of University employment between 90 days and 1 year, insurance, sick leave and retirement benefits will be effective on the most recent date of hire. Continuous service credit for the calculation of vacation, service awards, and educational benefits will be granted. No continuous service credit will be granted for the time out of University employment.

If an employee is out of University employment more than 1 year, all benefits will be as for a new employee with no credit for previous service.

## **SECTION 10 BACKGROUND/PRE-EMPLOYMENT SCREENING**

### **10.0 Background/Pre-employment Screening Policy**

Purpose: OBU's background/pre-employment screening policy is established to protect employees, students, and financial resources of the University. The Human Resources Department will oversee the establishment and enforcement of background checks for candidates for employment and students of Oklahoma Baptist University who engage in any activity that may involve minors where they practice teach/coach, demonstrate and practice skills learned through a course of study at the University or perform in any leadership role as a representative of the University. Screening will be done by a vendor selected by the University.

#### **10.1 Policy Statement**

Scope of Policy: This policy applies to all employees of Oklahoma Baptist University, as well as all students who perform student nurse practicums, student teaching practicums, students who perform practicums in behavioral clinical settings, students engaged in teaching/coaching practicums, students who work in churches and any other student activities where they may be in contact with minors, including camps, and for all candidates hired as an employee of Oklahoma Baptist University.

#### **10.2 Procedure**

Candidates for OBU employment: Once a candidate has been approved by the Executive Officers, a verbal offer of employment may be made to the candidate **pending** background checks. This includes employees hired for the Music Preparatory program. All background records are retained by the Human Resources Department.

Students enrolled in various University colleges with coursework designed to provide practice teaching, medical service interaction, or internships, will be required to submit to a background verification as prescribed by the University before admittance to, or participation in, the specific University program. All student background verification information will reside with the college in which the student is enrolled.

### **10.3 Pre-employment Background Verification**

Authorization form is to be completed by the candidate and submitted to the Human Resources Department. The form may be found on the University's website.

### **10.4 Background Screening Process**

The Human Resources Department will conduct the background screening process. All job offers to candidates for full- or part-time employment will have a background check to include:

Criminal/Sex Offender (C/S) – Required by all positions.

C/S + Motor Vehicle (MVR) – Required if the position uses a University owned vehicle or personal vehicle on a regular basis as part of the position responsibilities.

C/S + MVR + Credit – Required if the position uses a University owned vehicle or personal vehicle on a regular basis as part of the position responsibilities and duties entailing oversight of a University budget or possesses a University credit card.

C/S + Credit – Required if the position entails oversight of a University budget or possesses a University credit card or handles cash for the University, such as a cashier.

Standard 10-panel drug test – All candidates for safety sensitive positions or who will participate in clinical rotations who pass pre-employment background check.

#### **10.4.1 Background Screening Results**

All results will be kept confidential. If the background search produces information which may negatively impact a candidate, the information will be shared with such candidate. Information regarding possible adverse results will be submitted to the appropriate Executive Officer for approval and recommendation to continue employment offer or to retract offer.

### **10.5 Student Nursing and Behavioral & Social Sciences Students**

The Student Background Verification Authorization form is to be completed by the candidate and submitted to the Department of Nursing. The form may be found on the University website.

The College of Nursing will conduct the background screening process. The background check will include:

Residency History

Social Security Trace

7 Year All Country Criminal Search

Nationwide Criminal Records Database (includes Nationwide Sex Offender Registry)

Nationwide Healthcare Fraud and Abuse (FACIS III)

Standard 10-panel drug test (where applicable)

All records will reside in the Department of Nursing.

## **10.6 College of Christian Service, College of Education, College of Mathematics and Sciences, College of Behavioral and Social Sciences, and Department of KALS and Athletic Department Students**

The Pre-employment Background Verification Authorization form is to be completed by the candidate and submitted to the respective department. The form may be found on the University's website.

The respective department will conduct the background screening process which will include:

- Social Security Trace
- Nationwide Criminal Records Database (includes Nationwide Sex Offender Registry)
- Nationwide Criminal Records

All records will reside in the respective department or college.

## **SECTION 11 LEAVE – PAID/UNPAID**

Employees must use any available leave (vacation/sick leave) before unpaid leave is allowed.

### **11.1 Sick Leave**

Sick leave is a pay continuance policy and it is important that employees protect their sick leave time and accrue to the maximum of 70 days as a financial protection against the possibility of long periods of illness.

A maximum of 12 days of sick leave is accrued per fiscal year (June 1 through May 31) for full-time, regular employees. All part-time employees (except for student workers) who work at least 20 hours or more per week on a regular basis accrue sick leave prorated on the basis of Full-Time Equivalency (FTE).

Sick leave cannot be used until the completion of the initial 90 day orientation period of employment.

Sick leave is to be used for absence due to personal illness, injury, medical emergency situations and medical appointments for the employee and/or the employee's immediate family (dependent child, spouse and parent only). The employee should notify their supervisor/manager as soon as possible, and in keeping with the department's guidelines.

A maximum of 70 days of sick leave can be accrued and carried forward from fiscal year to fiscal year. Sick leave must be approved by the department head prior to receipt of pay for such absence. The University reserves the right to require a doctor's written statement for the use of any sick leave. Anytime an employee is hospitalized or has outpatient surgery, a doctor's written statement is required releasing the employee to return to work. If an employee is in disciplinary status, a doctor's statement is required to use accrued sick leave.

Upon termination, an employee is not paid for accrued sick leave.

### **11.2 Maternity Leave**

The University is firmly committed to protecting the rights of expectant mothers and complying with Title VII of the 1964 Civil Rights Act as amended by the Pregnancy Discrimination Act of 1978. The University's policy is to treat women affected by pregnancy, childbirth or related medical conditions in the same manner as other employees unable to work because of their physical condition in all employment aspects, including hiring, training,



promotion and benefits.

### **11.3 Court Leave**

When an employee is summoned to jury duty or subpoenaed to appear as a witness by a proper authority to serve as a witness in any state or Federal Court where the employee is not a party, the employee may be granted time off without loss of pay or benefits. The employee is responsible for notifying the supervisor or department head of impending jury or witness duty immediately upon receipt of the notice to serve.

### **11.4 Military Leave**

OBU provides reemployment and other benefits for employees engaged in military service as provided by the Uniformed Services Employment and Reemployment Rights Act. Any employee may take a leave of absence for military service in the uniformed services of the United States, including the Oklahoma National Guard. An employee going on military leave shall give advance notice of the leave to his or her supervisor as soon as practical. If advance notice cannot be given because of military necessity or other circumstances, notice shall be given as soon as reasonable after the beginning of the military leave.

An employee may elect to use any accrued vacation time during a military leave. To the extent vacation time is not used, military leave shall be unpaid. During military leave which lasts for more than 30 days, employees may elect to continue employee and dependent health insurance coverage, at the employee's expense, for up to 180 days.

Time spent on military leave shall be counted in calculating years of service for all purposes, including service awards, eligibility for vacation, and consideration for promotion. Neither vacation leave nor paid sick leave shall accrue during military leave.

Upon termination of military service, any employee who makes a timely application for reemployment shall be reemployed by the University unless reemployment is impossible, unreasonable, or an undue hardship under the circumstances. An employee returning from a military leave lasting longer than thirty (30) days shall provide official, written documentation showing that the employee is entitled to reemployment and that the application for reemployment is timely.

### **11.5 Bereavement Leave**

An employee will receive up to 3 days at regular straight-time pay for necessary time lost from work in the event of the death of a spouse (husband or wife), child (natural, foster, step), parent, father-in-law, mother-in-law, brother or sister only. In the event of the death of a grandparent or other relative that has played a major role in the rearing of an employee, 1 day is authorized. Any time off in excess of the above will be considered vacation time or leave without pay.

### **11.6 Holidays**

The following days are authorized University holidays.

New Year's Day

Martin Luther King, Jr. Day

Spring Break Day - 1 day selected by the employee and approved in advance by the department head.

Good Friday

Memorial Day  
 Independence Day  
 Labor Day  
 Thanksgiving – Wednesday, Thursday and Friday  
 Christmas Eve and Christmas Day

If any of the above holidays fall on Saturday, generally Friday will be the approved holiday. If it falls on Sunday, generally Monday will be the holiday. The University reserves the right to schedule which calendar day a holiday will be observed.

All employees (excluding students), who work at least 20 hours or more per week on a regular basis, will be eligible for holiday pay. Employees working less than 40 hours per week will receive holiday pay prorated on an FTE basis. Holiday pay is based on an 8 hour day.

To ensure the continuous operation of the University, it is necessary for certain employees (typically OBU Police Department, Residential Life and Facilities Management) to work on an actual University recognized holiday. In such instances, the employee will be paid one and one half (1 1/2) times his/her regular rate of pay for the hours worked on the actual holiday in addition to Holiday pay.

**11.7 Energy Conservation Days (ECDs)**

The University may schedule annual energy conservation days based on the University’s Christmas and New Year holidays and the J-term class schedule.

Non-exempt/hourly employees required to work on scheduled ECDs will be allowed to take equivalent time based on a straight-time basis with pay by May 31 as scheduled with the employee’s supervisor.

**11.8 Vacation**

The University provides vacation time to eligible employees to allow them time off from their regular work schedule each fiscal year. All full-time and part-time employees are given vacation leave as follows:

Length of Service or Years of Experience	Vacation Days per Year
0-2 years	10
2-5 years	12
5 to 15 years	15
15+ years	18

Vacation leave is prorated on an FTE basis for employees who work less than full-time. For example, an employee with 6 years of experience, regularly scheduled to work 30 hours each week (.75 FTE) receives 11.25 days of vacation each year.

Employees are also given their birthday as a vacation day in addition to those granted based on years of service. Employees should use the day during their birthday month and must coordinate the day off with their supervisor.

Candidates for employment with prior relevant experience may be approved to receive vacation leave based upon their years of experience. The President or his designee must approve such requests in advance of employment.

Vacation time is given at the beginning of the fiscal year or pro-rated based on the date of employment if the employee begins work after the beginning of the fiscal year. Vacation may not be used by new employees until the 90-day orientation period is completed.

All part-time employees who work at least 20 hours or more per week on a regular basis are given vacation time on a pro-rated basis.

Whenever possible, the University will grant vacation at the convenience of an employee; however, departmental needs must be met and vacation should not be scheduled or taken without prior request and approval of the employee's supervisor.

Each supervisor is responsible for ensuring that each person under his/her supervision is scheduled for appropriate vacation time.

Vacation may **not** be carried forward from one fiscal year to the next. Cash payment in lieu of vacation is not permitted.

Employees will not be paid for any unused vacation time upon separation of employment.

## **11.9 GO Mission Trip**

Oklahoma Baptist University encourages all full-time OBU employees to participate in mission activities supported and managed by the OBU Department of Spiritual Life. Full-time employees may participate in a GO Mission Trip without having to use personal vacation time. OBU will credit fulltime employees up to 10 days of vacation upon completion of a GO trip. Employee participation must be approved by the employee's supervisor prior to application for the trip. All required elements for each trip must be satisfied including participation in all development and training activities as specified by the OBU Department of Spiritual Life. This benefit will only be provided for one (1) GO trip every three (3) fiscal (June 1-May 31) years.

## **11.10 Unpaid Leave**

### **11.10.1 Family Medical Leave Act**

Occasionally, an employee may be absent from work for an extended period due to personal or family related illness or injury. All support staff who hold positions with an FTE of .50 or greater can access their paid leave (vacation, sick leave) for such a leave. In addition, after 1250 hours of work during the previous 12 months of employment for the University, the employee is eligible for up to a total of 12 work weeks of leave (combined paid and unpaid) during a 12 month period in accordance with the following provisions of the federally mandated Family and Medical Leave Act of 1993.

#### **11.10.1.1 Qualifying Events for Family/Medical Leave**

- Birth of a son or daughter of the employee and in order to care for the son or daughter.
- Placement of a son or daughter with the employee for adoption or foster care.
- To care for a spouse, son or daughter or parent who has serious health condition.

By definition, a serious health condition is one that greatly diminishes or eliminates ability to perform daily living functions such as preparing and eating foods, performing personal hygiene tasks, or walking,

sitting, standing, seeing, hearing, and touching such that the care giver employee is unable to perform the functions of the job.

#### **11.10.1.2 Terms of Family/Medical Leave**

FMLA is, in and of itself, unpaid leave; however, if the employee has unused vacation and/or eligible sick leave time, the University requires that time to be used concurrently by the employee until both vacation and sick leave are depleted. If no vacation/sick leave is available, leave without pay may be used for the remainder of the 12 weeks, if needed. While on leave of absence, if vacation/sick pay is exhausted, then employees do not receive additional vacation, sick leave accrual, service credit, or holiday pay.

Medical leave may be taken intermittently (e.g., by working fewer days in a week or fewer hours in a day) if such a schedule is needed for medical reasons. Medical documentation from a physician will be required.

#### **11.10.1.3 Procedures**

Requests for family or medical leave must be in writing using the FMLA Request Form. This form should be completed 30 days in advance, (except for emergencies) and must include the reason for the request and the anticipated time period for the leave. For a serious health condition, the employee may be required to provide medical certification using the FMLA Certification of Health Care Provider form. Notification forms and forms for obtaining medical certification are available on the University's website.

#### **11.10.1.4 Return to Work**

Eligible employees who take a family or medical leave of absence will be able to return to the same or equivalent position and employment benefits. Employees who were under medical care must provide a certification from the health care provider that the employee is able to resume work.

If an employee does not return to work as agreed upon after the 12 week period, unless other arrangements are made, he/she shall be considered to have resigned from the University effective the last day worked.

#### **11.10.2 Extended Leaves of Absence Without Pay**

Leaves of absence without pay for personal reasons may be recommended by the department manager for full-time employees when it appears to be in the best interest of the University and the employee.

##### **11.10.2.1 Factors in Evaluating a Request**

- The purpose for which the leave of absence is requested.
- The length of time the employee will be away.
- The effect the leave will have on the ability of the department to carry out its responsibilities.
- The employee's position and length of service.

### **11.10.2.2 Terms**

A leave of absence of up to 6 weeks may be approved for personal reasons. One extension of six weeks may be requested in writing to the President for extraordinary situations. While on leave of absence, employees do not receive sick leave accrual, service credit, or holiday pay. Health and life insurance coverage will remain effective, provided the employee prepays the appropriate premium (if applicable) on a monthly basis.

When employees are granted leaves of absence without pay, the University will make an effort to reinstate the employee to the same position he/she previously occupied or to a similar position at the conclusion of the leave.

## **SECTION 12 BENEFITS**

### **12.1 Benefits**

The benefit program has been developed over a period of years through careful consideration and cooperative effort. Its purpose is to provide a foundation for employees which will enhance their quality of life by offering a variety of benefits to fulfill the needs of employees at all points of career development. Benefits are determined by the University administration and may be excluded from current taxable income as defined by the Internal Revenue Service. Benefits are subject to change by the University administration. As these changes occur, every effort will be made to provide advance notice of such changes. The benefits described below are afforded to all full-time employees unless otherwise determined at the point of hire.

### **12.2 Open Enrollment**

Once a year employees have the opportunity to make changes to benefits based on the employee's needs. Changes to benefits cannot be made any other time of the year unless there is a qualifying "life-change" in status to the employee. Open enrollment is established as a two-week period in the fall with a beginning and ending date. Employees who fail to respond to Human Resources with an Open Enrollment form indicating their election of benefits by the Open Enrollment "ending date" will receive the same level of benefits as indicated the previous benefit year in which we received enrollment forms. In any case, enrollment in the Flexible Spending Account is not possible without a current enrollment form.

Any qualifying event changes in status (as permitted under the Internal Revenue Code) **must** be made known to the Human Resources Office within 30 days of the qualifying change. This is mandated by contract with insurance carriers with no exceptions.

Qualifying event changes in status may include, but are not limited to:

- Change in employee's legal relationship status
- Events that change an employee's number of dependents
- Events that change the employment status of the employee

### **12.3 State and Federal Mandated Programs**

Eligibility for state and federal mandated programs begins the first day of employment with OBU.

#### **12.3.1 Social Security and Medicare**

Participation in the Federal Social Security and Medicare Program is automatic for each employee with the University and the employee contributing to the program as prescribed by law.

### **12.3.2 Withholding Tax**

According to federal and state laws, income tax is withheld from each employee's paycheck if earnings exceed the allowance for exemptions as claimed on the Withholding Exemption Certificate (Form W-4). This certificate must be on file for each employee and may be changed or revised if the employee's exemption status changes. Such action may be completed in the Human Resources or payroll office.

### **12.3.3 Unemployment Insurance**

All employees of the University are covered by the Oklahoma Employment Security Act. The University pays all cost of unemployment insurance. Oklahoma law provides that under certain conditions weekly benefits may be paid to unemployed individuals from an unemployment insurance fund contributed to by employers. Detailed information may be obtained from the Human Resources Office.

### **12.3.4 Worker's Compensation**

All employees are covered under the regulations of the State of Oklahoma covering Workers' Compensation. The University carries and pays the cost of Workers' Compensation Insurance. Detailed information may be obtained from the Human Resources Office.

## **12.4 OBU Benefit Plans**

Health insurance and Retirement begins on the first day of employment. All other benefits begin the first day of the month following date of employment.

### **12.4.1 Premium Payment Plan**

Under the premium payment plan eligible employees pay eligible premiums with pre-tax dollars by payroll reduction. Detailed information may be obtained from the Human Resources Office. Change of employment status (i.e. termination, resignation, etc.) that affect benefit plans requires the employee to make arrangements on or before their last day of employment to pay premium payments in full. This will include withholding any balance owed from the last paycheck.

### **12.4.2 Medical/Dental/Vision Reimbursement Account (Flexible Spending Account-FSA)**

The Medical/Dental/Vision Reimbursement Account allows eligible employees to reduce their salary by an amount equal to the cost of planned health care expenses less the amount paid by medical programs in accordance with applicable laws. The salary reduction contributions are deposited into the reimbursement account on a pre-tax basis. After the employee incurs eligible expenses, a reimbursement may be requested. The payment received is tax free. Detailed information may be obtained from the Human Resources Office or the University's website.

### **12.4.3 Dependent Care Reimbursement Account (Flexible Spending Account-FSA)**

The Dependent Care Reimbursement Account allows eligible employees to reduce their salary by an amount equal to the anticipated cost of their work-related dependent day

care expenses in accordance with applicable laws. The salary reduction contributions are deposited into the reimbursement account on a pre-tax basis. After the employee incurs eligible expenses, a reimbursement may be requested. The payment received is tax free. Detailed information may be obtained from the Human Resources Office or the University's website.

## **12.5 Insurance**

### **12.5.1 Medical Insurance**

The University shares in the cost of major medical insurance for full-time employees. The employee's share of the premium is paid with pre-tax dollars through the Premium Payment Plan. Each qualifying employee receives insurance identification cards and materials which describe the benefits when coverage becomes effective. The medical insurance program is administered by the Human Resources Office. Applications, forms and information concerning coverage are available on the University's website. Medical Insurance coverage begins the first day of employment.

### **12.5.2 Dental Insurance**

The University shares in the cost of dental insurance for full-time employees. The employee's share of the premium is paid with pre-tax dollars through the Premium Payment Plan. The insurance program is administered by the Human Resources Office. Applications, forms, and information concerning coverage are available on the University's website. Dental coverage begins the first day of the month following the date of hire.

### **12.5.3 Group Life and Accidental Death and Dismemberment**

The University provides, at no cost to full-time employees, group life and accidental death and dismemberment insurance equal to 1.5 times the employee's base wage. A detailed description and certificate of insurance for each plan is available to each employee. The master policies are held by the University and are on file in the Human Resources Office which administers the plans.

### **12.5.4 Long-term Disability Insurance**

Full-time employees of the University are provided long-term disability insurance. No benefits are paid during the first three months of disability. Coverage becomes effective after a 90 calendar day elimination period.

## **12.6 Retirement Plans**

The University participates in 403(b)(9) retirement plans offered by GuideStone Financial Resources (GuideStone) and by the Teachers Insurance Annuity Association/College Retirement Equity Fund (TIAA/CREF).

Upon employment, a full-time or part-time employee is eligible to participate on a voluntary basis subject to limitations established under Internal Revenue Service regulations and the summary plan description as follows:

### **12.6.1 Eligibility**

Employees are eligible to make tax sheltered contributions and/or Roth elective deferrals of more than \$200 (annually) upon employment. Student employees are not eligible to make Tax Sheltered Contributions and/or Roth Elective Deferrals.

Employees are eligible to receive employer contributions if employee:

- normally works at least 20 hours per week
- is not a student employee
- does not elect to participate in another plan maintained by the employer
- is not classified as seasonal or temporary employees or adjunct faculty

Employees are eligible to begin participation in the plan on the first day on which eligibility requirements are met.

### **12.6.2 Employer Contributions**

#### Employer's Non-Matching Contributions:

Upon employment, the University will contribute an amount equal to 6.0% of the employee's gross salary to the GuideStone or TIAA/CREF retirement fund(s) chosen by the eligible employee. Employees failing to make a selection within ten (10) working days of the first day of employment are automatically enrolled with GuideStone.

#### Employer's matching contributions:

- OBU will match employee 403(b) contribution of exactly 1%.

Compensation is defined for purposes of contributions as your W-2 wages that are taken into account for purposes of income tax withholding, and

- excludes reimbursements or other expense allowances, fringe benefits (cash and non-cash), moving expenses, deferred compensation, and welfare benefits
- includes employee's salary reduction contributions to certain plans or arrangements maintained by employer
- includes Minister's housing allowance only for non-highly compensated employees.

### **12.6.3 Employee Contributions**

The plan allows Roth elective deferrals and tax sheltered contributions.

#### **12.6.3.1 Age 50 Catch-up Contributions**

Employees who have attained age 50 (or older) before the close of the plan year may be eligible to make age 50 catch-up contributions to the plan. Contact GuideStone or TIAA/CREF to find out more about this type of contribution and the requirements that must be met.

#### **12.6.4 Vesting Period**

The amounts contributed by the University are fully vested to the employee after completion of one year of service with the university. The amounts contributed by the employee are fully vested to the employee upon contribution.



Tax sheltered contributions and/or Roth elective deferrals are made by entering into a legally binding salary reduction agreement. After you sign your salary reduction agreement, your employer will then reduce your salary by the agreed amount and contribute it to the plan for you. You may change your salary reduction agreement prior to the beginning of the time period specified by your employer.

## **12.7 Education Benefit**

Oklahoma Baptist University provides certain education benefits for its employees to (1) assist employees in obtaining a college education and/or in acquiring college courses that enhance job performance and (2) assist employees with the cost of college education for a spouse and/or children. In order to receive this benefit the student must meet the admissions requirements for either the undergraduate or graduate programs and meet the requirements for continuing enrollment.

If the employment relationship ends during a semester, the Education Benefit for that semester will be prorated and the balance of the tuition cost of that semester will be the student's responsibility. Should a student who is receiving the Education Benefit be disqualified for the benefit because the parent is no longer employed by OBU, that student may apply for any OBU-funded scholarships for which the student was eligible at the time the student first enrolled at OBU, effective at the beginning of the next semester. Likewise, when an employee begins employment in the middle of a semester, the tuition benefit will be prorated for the remainder of that semester.

Summary of benefits provided under this policy:

### **12.7.1 Undergraduate**

#### **12.7.1.1 Full-Time Employees**

Undergraduate tuition and certain fees (specifically, Student Life Fee, Technology Fee) will be paid by OBU. The employee will pay all other required fees, including online course fees.

Employees are limited to **five credit hours** of course work per week during normal work hours (typically 8:00 a.m. to 5:00 p.m.) The five-hour limitation also applies to the amount of work time that is missed due to the course. Employees who wish to take courses during their normal work hours must submit written requests to their immediate supervisors for approval before enrolling. Employees must demonstrate in the requests that their revised schedules will not disrupt their work or availability to the campus. They must also demonstrate that their revised schedules will not disrupt the work of their co-workers. The approved requests should be submitted by the respective supervisors to the Office of Human Resources. Hours missed for class will not be compensated.

Under this limitation, most employees will not be able to take J-term or summer courses. If a supervisor and employee are agreeable to altering the work load of an employee on a temporary basis to enable that employee to take a J-term or summer school course, they must utilize the Personnel Recommendation Form to secure approval through the established chain of command. This could result in a reduced work load, which would typically require a reduction in

compensation.

Employees taking OBU courses outside of their normal work schedules need to submit written requests to their supervisors so that the supervisors can verify that the courses do not interfere with their work schedules.

If an employee's work schedule does permit a full load, OBU will pay for a maximum of 16 credit hours in the fall and/or spring semesters, or 4 hours in J-term, or a total of 8 hours during the summer terms. This would typically only apply to employees who work a night/weekend schedule.

Employees utilizing the OBU Education Benefit must meet criteria required for maintaining the benefit including an overall minimum grade point average of 2.00. Students who receive a disciplinary penalty from the University may lose their education benefit temporarily or indefinitely as deemed necessary.

### **12.7.1.2 Spouses of Full-time Employees**

Undergraduate tuition for the spouse of a full-time employee will be paid by OBU. The spouse will pay all required fees.

For the purposes of this policy, a "spouse" is defined as the legally married husband or wife of an OBU employee and according to the tenets of the Baptist Faith and Message (see appendix A., page 61, Section XVIII). The education benefit for spouses of qualified employees will be extended for enrollment in a maximum cumulative total of 150 earned credit hours from OBU and for as long as the spouse remains a qualified OBU employee.

### **12.7.1.3 Children of Full-time Employees**

Undergraduate tuition for children of full-time employees will be paid by OBU. The student will pay all fees.

For the purposes of this policy, a child is defined as a qualified OBU employee's legal child by birth or adoption or a stepchild.

The **cost of tuition** is the maximum amount of funding that a student may receive utilizing the OBU Education Benefit and utilizing OBU scholarship funds.

Children utilizing the OBU Education Benefit must meet criteria required for maintaining the benefit including an overall minimum grade point average of 2.00. Students who receive a disciplinary penalty from the University may lose their education benefit.

The education benefit for children of qualified employees will be extended for enrollment in a maximum cumulative total of 150 earned credit hours from OBU and for as long as the parent remains a qualified OBU employee.

Credit hours for which OBU has granted credit that are not counted against the 150-credit-hour cumulative total include: AP (Advanced Placement Exams) and IB (International Baccalaureate) taken in high school; CLEP (College Level Examination Program); AS (Advanced Standing Exams); and overload hours paid by the student. The student is required to pay all fees related to achieving these four types of credit.

Education benefits paid by OBU cease at the time the child earns a bachelor's degree whether or not the student has acquired 150 hours at OBU.

#### **12.7.1.3.1 Dependent Children of Full-Time Employees**

Tuition Benefits for child(ren) who are dependent(s), as defined by the Internal Revenue Service (IRS), **are not taxable.**

Dependent students do have the option to accept awards through other scholarship programs, such as a full-tuition Academic and/or Athletic Scholarship, or a combination of such other OBU-funded or administered gift aid for which a student qualifies instead of the employee education benefit. Should the student decide to accept scholarships through these other programs, the student is subject to the guidelines set forth for maintaining such scholarships.

If a dependent qualifies for both an employee dependent benefit and an OBU scholarship(s), then the dependent must choose at time of enrollment each academic year (2 consecutive semesters) which funding source they want to use. In no case will the dependent be allowed to use both sources of funding within the same academic year. However, the student may use the Employee Tuition Benefit for the J-term and/or summer terms as OBU scholarships typically do not apply to these terms.

It is important to note that while completion of the FAFSA is not required to use the employee education benefit, employees are encouraged to complete the FAFSA and submit it for the opportunity of qualifying for as much scholarship as possible regardless of source(s).

#### **12.7.1.3.2 NON-Dependent Children of Full-Time Employees**

Tuition Benefits for child(ren) who are NON-dependent(s), as defined by the Internal Revenue Service (IRS), **are taxable.**

**The tuition benefit will be provided after all aid from various OBU gift aid sources which OBU funds or administers for which the recipient is eligible, is applied,** i.e. OBU Education Benefit, Academic Scholarship, Church Vocation Scholarship, OBU's portion of the Partnership Scholarship, etc. Under no circumstances will gift aid sources which OBU funds or administers exceed the cost of tuition if any portion of the Employee Tuition Benefit is used for that term. The recipient may apply outside funding sources such as OTAG, Pell Grant, a church's portion of the Partnership Scholarship, loans, outside scholarships, etc. to other costs of education.

It is important to note that while completion of the FAFSA is not required to use the employee education benefit, employees are encouraged to complete the FAFSA and submit it for the opportunity of qualifying for as much scholarship as possible regardless of source(s).

#### **12.7.1.4 Part-time Employees**

Part-time employees who work at least half-time (1,040 hours per year) on a regular basis are eligible for an undergraduate tuition benefit for one course per semester and appropriate fees as specified in 12.7.1.3 will be funded by

OBU. For additional courses, OBU will provide a 15% discount on undergraduate tuition charges and the employee will pay 85% of tuition cost. The employee will pay all required fees other than those specified in 12.7.1.3.

Education benefits for dependents of part-time employees will be provided for those employees with long-term service to the University. These benefits will be provided for those persons who have been employed continuously for at least five (5) years in at least a part-time capacity (1,040 hours per year). The amount of benefit is as follows:

- 5 years 25% benefit
- 10 years 50% benefit
- 15 or more years 75% benefit (maximum)

#### **12.7.1.5 Concurrent Enrollment**

To qualify for the Education Benefit for concurrent enrollment, the student must be eligible for admission to the concurrent program at OBU. The student will pay all fees.

Hours earned through concurrent enrollment are counted as part of the 150-hour total provided for children as defined above in part 12.7.1.3.

### **12.7.2 Graduate Level Education Benefit**

#### **12.7.2.1 Graduate Program**

**The tuition benefit will be provided after all aid from various OBU gift aid sources which OBU funds or administers for which the recipient is eligible, is applied** i.e. OBU Education Benefit or CGAP. Under no circumstances will gift aid sources which OBU funds or administers exceed the cost of 50% tuition if any portion of the Employee Tuition Benefit is used for that term. The recipient may apply for outside funding sources such as OTAG, Pell Grant, a church's portion of the Partnership Scholarship, loans, outside scholarships, etc. to other costs of education.

The tuition benefit is taxable to the extent it exceeds the IRS limit.

#### **12.7.2.2 Full-time Employees**

On a space-available basis, full-time employees will receive a 50% discount on graduate tuition charges and the employee will pay 50% of graduate tuition cost. Space available for each cohort will be determined by the Chief Academic Officer and the Director of Graduate Programs by the first day of class.

Employees are limited to five credit hours of course work per week during normal work hours (typically 8:00 a.m. to 5:00 p.m.) The five-hour limitation also applies to the amount of work time that is missed due to the course. Employees who wish to take courses during their normal work hours must submit written requests to their immediate supervisors for approval before enrolling. Employees must demonstrate in the requests that their revised schedules will not disrupt their work or availability to the campus. They must also demonstrate that their revised schedules will not disrupt the work of their co-workers. The approved requests should be submitted by the respective

supervisors to the Office of Human Resources. Hours missed for class will not be compensated.

Employees taking courses outside of their normal work schedules need to submit written requests to their supervisors so that the supervisors can verify that the courses do not interfere with their work schedules.

If an employee's work schedule does permit a full graduate load, OBU will apply the tuition discount for a maximum of nine hours per twelve-week term or six hours in a term shorter than twelve weeks.

### **12.7.2.3 Part-time Employees**

Part-time employees who work at least .5 Full-time Equivalency (FTE) (1,040 hours per year) on a regular basis are eligible for graduate tuition discount equal to one-half benefit of a fulltime employee and the tuition benefit is limited to one course per semester and all other appropriate fees paid by the employee. One-half of a full-time employee benefit is equal to a 12.5% discount. Those who work less than .5 FTE do not qualify for any discount.

Education benefits for spouse and dependents of part-time employees will be the same as defined for the part-time employee.

The tuition benefit is taxable to the extent it exceeds the IRS limit.

### **12.7.2.4 Spouses of Full-time Employees**

On a space-available basis, spouses of full-time employees will receive a 50% discount on graduate tuition charges and the employee will pay 50% of graduate tuition cost. Space available for each cohort will be determined by the Chief Academic Officer and the Director of Graduate Programs.

For the purposes of this policy, a "spouse" is defined as the legally married husband or wife of an OBU employee and according to the tenets of the Baptist Faith and Message (see appendix A., page 61, Section XVIII).

The tuition benefit for spouses is taxable based on IRS guidelines.

### **12.7.2.5 Children of Full-time Employees**

On a space-available basis, children of full-time employees will receive a 50% discount on graduate tuition charges and the employee will pay 50% of graduate tuition cost. Space available for each cohort will be determined by the Provost and the Director of Graduate Programs.

Note: For the purposes of this policy, a child is defined as a qualified OBU employee's legal child by birth or adoption or a stepchild.

The tuition benefit for child(ren) is taxable based on IRS guidelines.

### **12.7.2.6 Fees and Other Charges**

Graduate Students are responsible for all applicable fees and charges outside of tuition.

## **12.8 Other Privileges**

The University provides a variety of privileges for employees. These include membership in the RAWC, admission to certain University concerts, general admission tickets to sporting events, use of the library, parking privileges, and the service of a notary.

Identification cards, available through the Office of the Dean of Students, are required to utilize many of these privileges.

## **12.9 Benefits for Retired Employees**

The University provides a variety of privileges for retired employees. These include membership in the RAWC, use of the library, and the service of a notary.

## **12.10 Disclaimer**

OBU reserves the right to change, increase, decrease or eliminate any benefits at any time without notice.

# **SECTION 13 SALARY AND COMPENSATION PROVISIONS**

## **13.1 Starting Salaries and Wages**

Starting salaries and wages for new personnel will be appropriate to the position requirements and in perspective with similar positions. Salaries and wages must be authorized by the appropriate member of the executive leadership team, the chief financial officer, and President.

## **13.2 Salary and Wage Increases**

Salary and wage increases, based on individual merit and availability of funds, are usually made at the beginning of the pay period following the anniversary month of the employee date of hire.

## **13.3 Pay Period for Employees**

Support staff employees are paid bi-weekly, on the first Friday following the end of the payroll period.

The pay period for administrative personnel is monthly and the payday is on the last business day of the month (unless determined otherwise by the Business Office typically based on how holidays fall within the calendar). Every administrative employee must report their leave for each pay period to the payroll department by the 20<sup>th</sup> of each month.

Administrative employees are paid monthly on the last business day of the month.

For payroll purposes, the University work week commences at 12:00 a.m. Sunday and ends at 11:59 p.m. Saturday.

If the University decides to close for emergency reasons, employees regularly scheduled to work will be paid for the hours missed due to the cancelation or change of schedule.

### **13.4 Breaks**

One hour is the normal meal period during which time is not paid. Two daily fifteen minute breaks are optional privileges for all employees. Department heads and supervisors are charged with the responsibility of staggering break schedules so that offices will be adequately staffed at all times. Time required to go from the place of work to the break area and to return is included in the 15 minute period as paid time. Break time is not cumulative.

### **13.5 Recording Time**

Support Staff employees who work in positions classified as non-exempt/hourly as described by the U.S. Department of Labor, Fair Labor Standards Act (FLSA), are responsible for making an accurate time record using the time-collection-system as directed by their supervisor. Hourly support staff time worked is to be entered daily. Arrival and departure times must be recorded. Each day's work hours must be totaled and posted in quarter hour increments (7.75, 7.50 hours, for example). Sick leave, vacation, and other paid leave will be recorded as approved by the supervisor.

Time records must be approved by the employee and their supervisor or a designated representative. Any adjustments or corrections to the time record must be approved by the employee and the supervisor before payment is made. Failure to do so may result in delayed payment or disciplinary action.

### **13.6 Overtime**

Only non-exempt/hourly support staff are eligible for overtime compensation. Support staff employees who work in excess of 40 hours in a work-week (see 14.3) will be paid overtime at a rate of 1½ times their regular rate of pay for hours worked. All overtime work must be specifically approved by the employee's supervisor **prior to the actual work.**

### **13.7 Appointment of Administrative Personnel**

All executive officers, administrative officers, and administrative personnel are appointed by the President in consultation with those administrators to whom the employee will report.

The precise terms and conditions of appointment will be approved by the President and stated in the memorandum of understanding (original offer of employment).

The President will screen prospective candidates for executive officer positions. If deemed necessary, the President may appoint a search committee to assist in the screening process.

### **13.8 Definition of Administrator**

An administrator of Oklahoma Baptist University is defined as an employee tasked to assist in the management of the administrative operation of the university. Administrators are exempt from wage and hour provisions of the Fair Labor Standards Act.

Office hours for administrators are normally 8:00 A.M. to 5:00 P.M. The University recognizes that administrative duties will sometimes require extended time or time spent in off-campus activities. It is the responsibility of the administrator to schedule in such a way that both on-

campus and off-campus responsibilities can be fulfilled adequately within a reasonable amount of time within the work week. When an administrator is off-campus, the appropriate supervisor should know where he/she can be reached in case of an emergency.

The appropriate supervisor is to be notified when an administrator cannot report to work due to illness, death in the family, or other similar conflicts.

### **13.9 Emergency Call-In Pay**

Support Staff (non-exempt/hourly) employees called back to work after they have left work following their scheduled work period, or during their scheduled day off, will be paid the equivalent of 2 hours pay at the regular rate or the applicable hours worked, whichever is greater. This does not apply if employees have been previously scheduled to report in early for their regular shift. If an employee is scheduled, prior to his/her leaving for the day, to return to work later that same day, all time worked will be considered an extension of that work day and the employee will not be eligible for emergency call-in pay.

### **13.10 Reporting Absences**

The University recognizes that there are occasions when an absence from work cannot be avoided or when an employee may be late for work due to unforeseen circumstances. In these instances, the employee should personally call (no texting or leaving messages) his/her supervisor as early as possible concerning the reason for the absence and the expected date of return. If the supervisor is unavailable, the employee should contact the Human Resources Office. The employee should not leave a message with, or send a message by, another employee. Any absence up to three (3) consecutive days without contacting the University will be considered a voluntary resignation. Supervisors may require a physician's note attesting to the need for time off for sick leave for any period of time requested.

### **13.11 Payroll Advances**

Advances on pay will not be authorized.

### **13.12 Dues and Membership Payments**

The University will pay only those dues and membership fees which are for the institution or which will provide needed publications, books or other instruction-related data associated with membership in an organization. No personal dues or fees will be paid unless these requirements are met.

All requests for approval of University payment of dues and membership fees must be approved by the appropriate budget director and included in the departmental budget.

## **SECTION 14 DISPUTE RESOLUTION AND FORMAL GRIEVANCES**

### **14.0 Dispute Resolution and Formal Grievances**

The University recognizes that problems involving employer-employee relations will arise from time to time. It is in the best interest of both the University and the employee to resolve these matters as quickly as possible and at the lowest possible level. In order that employees may be assured fair consideration, the University has established a dispute resolution/grievance process for the impartial review of complaints, including appeals to higher levels of authority. The person making a complaint is called the "complainant" and the party named in the complaint is the "respondent."



## **Section 14.1 Dispute Resolution**

Under most circumstances a staff member should seek to resolve a problem by informally discussing the complaint with his/her immediate supervisor. If the matter is not resolved to the employee's satisfaction, the employee may request dispute resolution through the Director of Human Resources by submitting the complaint in writing to his/her immediate supervisor and the Director of Human Resources. The complaint should identify the complainant and the respondent and describe the specific complaint and the desired remedy. This represents the first step in Dispute Resolution.

If the problem is not resolved at this level, the employee may take the written complaint to the second level of review, the immediate supervisor's manager with assistance from the Director of Human Resources.

If the complaint is not resolved to the employee's satisfaction at that level, he/she may submit the complaint to the Grievance Coordinator for resolution.

## **14.2 Grievances**

The grievance procedure applies only to matters as follows:

- An alleged violation of a right perceived to be held by the employee;
- A complaint of illegal discrimination which has been made as provided in this handbook but which has not been resolved to the employee's satisfaction;
- An allegation that a decision concerning the employee has been made based upon incorrect or incomplete factual information.

### **14.2.1 Grievance Coordinator**

The Grievance Coordinator for staff grievances shall be the Director of Human Resources. The Grievance Coordinator shall:

- Provide information about the grievance procedure.
- Assist in seeking resolution of an alleged complaint through normal institutional channels prior to commencement of the grievance process.
- Assist any complainant in preparing a grievance. The Grievance Coordinator shall not act as an advocate, but shall be available to advise a complainant about proper procedure to ensure a comprehensive and orderly presentation of a complaint.
- Coordinate scheduling for the Staff Grievance Committee and maintain appropriate records throughout the grievance procedure.

### **14.2.2 Filing a Complaint**

The written complaint must be filed with the Grievance Coordinator no later than 30 calendar days following the date of the event or discovery of the action that caused the complaint. If the 30th day falls on a Saturday, Sunday, or holiday, the next working day shall be the deadline for filing with the Grievance Coordinator.

### **14.2.3 Response**

The Grievance Coordinator shall promptly send copies of the written complaint to the

respondent and the appropriate department manager. Within 7 calendar days after receiving the complaint, the respondent shall submit a written answer to the Grievance Coordinator, who will send copies to the complainant and appropriate department manager.

#### **14.2.4 Mediation**

Upon receiving the response to the complaint, the complainant should initiate a meeting with the Grievance Coordinator to discuss possible means of informal resolution. The Grievance Coordinator should offer his/her services to assist in any reasonable way as a mediator to try to foster communication and understanding among the various parties involved.

#### **14.2.5 Grievance Committee**

A hearing before a Staff Grievance Committee should be considered a final resort after all other negotiation and mediation has failed to produce an acceptable resolution of a specific complaint. However, if the complaint is not resolved within 30 days from the time the respondent files a response to the complaint, the Grievance Coordinator shall cause a Staff Grievance Committee consisting of three members to be named. The Staff Grievance Committee shall be selected by the President from OBU full-time employees if the need arises.

Whenever a conflict of interest exists among members of the Staff Grievance Committee and a complainant, or between the Grievance Coordinator and the complainant, a substitute shall be agreed upon between the complainant and the President of the University.

The Staff Grievance Committee shall designate one of its members to chair the committee.

#### **14.2.6 Hearing**

Within 45 calendar days of receiving the respondent's answer, the committee shall conduct a hearing as scheduled by the Grievance Coordinator. Any specified hearing deadline may be extended by mutual written agreement of the parties. The Grievance Coordinator or the chair of the Staff Grievance Committee if a chair has been selected, shall notify all parties in writing of any extension.

In advance of the hearing, the Grievance Coordinator shall provide the Staff Grievance Committee copies of the complaint and answer. The hearing shall be conducted by the chair under informal procedures. The Staff Grievance Committee shall hear the complainant first and then the respondent. The Staff Grievance Committee shall have broad discretionary power to question the complainant and respondent, to hear any witnesses present at the request of a party or the Staff Grievance Committee, and to request additional witnesses or other evidence. The Staff Grievance Committee may interview the parties or witnesses following the hearing.

The complainant or respondent may consult legal or other advisers in preparing for any hearing. However, in order to preserve the informal, non-judicial nature of the grievance process, advisers and representatives may not attend any hearing. The University may have its legal counsel at any hearing to assist the Staff Grievance

Committee or to protect the University's interests.

The Staff Grievance Committee and the parties shall not discuss information of a private or confidential nature obtained in the course of these procedures. Any such disclosure, except where required by law, shall be grounds for disciplinary action.

The Staff Grievance Committee shall prepare a written report of its findings and recommendations within 30 days of the hearing unless more time is reasonably required. The report shall be sent to:

- The Grievance Coordinator;
- The complainant;
- The respondent; and
- The appropriate department manager.

#### **14.2.7 Ruling by Grievance Coordinator**

Within 14 days of receipt of the committee's report of findings and recommendations, the Grievance Coordinator shall make a decision accepting, rejecting or modifying the Grievance Committee's findings or recommendations. The decision shall be communicated in writing to the individuals who received the committee's report and the Grievance Committee.

#### **14.2.8 Appeal to the President**

Within 10 calendar days of receiving the Grievance Coordinator's ruling, the complainant or the respondent may appeal the ruling to the President of the University in writing. The President shall:

- Review the case in whatever manner he/she feels appropriate;
- Make a decision within 30 days of receiving the appeal; and
- Communicate his/her actions to the parties directly or through the Grievance Coordinator.
- The Grievance Coordinator shall make a record of whatever disposition is made by the President and distribute it to the complainant, the respondent, and the department manager. The President's decision is final.

#### **14.2.9 Grievance File**

The file on each grievance will be maintained in the Human Resources Office for at least 2 years. Such a file will be open to the complainant and will be used only for the specific grievance it involves. The grievance will not become part of an employee's personnel file.

### **SECTION 15 UNIVERSITY SERVICE**

#### **15.0 Oklahoma Baptist University Commitment to Excellence**

In 1974, the Oklahoma Baptist University Faculty, Administration, and Trustees adopted the Oklahoma Baptist University Commitment to Excellence, which provides a definition for and vision of institutional excellence.

The following Criteria for Excellence in University Administration has been adopted from the

Commitment to Excellence and applied to the duties of the University administrators:

**Administrative Ability:** Knowledge of the area of expertise: an administrator should both have and continue to gain knowledge of his/her administrative field. He/she should read literature related to the area of expertise, attend professional meetings and seminars, and in other ways keep abreast of the latest knowledge related to the area of responsibility.

**Communication:** An effective administrator will communicate ideas and instruction clearly to those supervised, to administrative colleagues, to supervisors, to members of the faculty, to students, and other members of the University community. Instruction to those supervised will be set forth clearly so that each member of the administrative unit knows what is expected and whether or not those expectations are being met. Reports to supervisors will be clear and concise. When called upon to communicate with members of the constituency, he/she will attempt to represent the University fairly and honestly. He/she will work to enhance communications between the administrative unit and others in the University community.

**Organization and planning:** An effective administrator will develop organizational skills and use them to lead the administrative unit toward thorough and efficient fulfillment of its responsibilities. He/she will plan personal and unit activities in such a way that assigned tasks are completed within the appropriate time frame. He/she will manage the expenditures for the administrative unit in a way that serves well the interests of the program and of the University as a whole. He/she will direct the unit in productive long-range planning to help the University meet its goals and thus fulfill its mission.

**Self-criticism and improvement:** The effective administrator will continually work to improve himself/herself. He/she will explore new methods and experiment with new ideas which might benefit the area. He/she will seek information to assess the effectiveness of his/her leadership.

**Interest in the students:** An effective administrator realizes that the primary purpose of the University is to educate students. In dealing with students, the administrator will be fair and helpful. When a student requires guidance, the administrator will provide guidance in a manner that is benevolent and humane. When the administrator is not empowered to help a student who seeks advice, the student will be directed toward those who can satisfactorily consider and address the student's concerns.

**The life of the mind:** An effective administrator will recognize his/her responsibilities as one who is a leader in an academic community. He/she will foster intellectual interests broader than his/her own discipline; he/she will cultivate an appreciation for literature and the arts; he/she will have a vital concern for contemporary social issues; he/she will try to be aware of developments outside of personal professional interests.

**Service to the University:** The administrator has an obligation to promote the general welfare of the University. When asked to serve on committees, he/she shall consider these tasks an essential part of professional duties. He/she will seek to enhance the development of the whole institution as well as his/her unit.

**Christian faith and professional life:** The administrator at Oklahoma Baptist University will perceive the relevance of the Christian faith to personal and professional life. He/she will be concerned about issues of faith, particularly those which bear upon the processes of liberal arts education. He/she will seek to practice the Christian virtues in relationships with those whom he/she works and with others in the University community. He/she will appreciate the obligation of stewardship in his/her vocation. He/she will carry on his/her work in a manner

that preserves personal and professional integrity.

**15.1 University and Ad Hoc Committee Assignments**

Administrators are frequently appointed to committees. The administrator shall consider committee service an important responsibility and shall participate in the work of the committee.

**15.2 Chapel Attendance**

Administrators are encouraged to attend weekly chapel/assembly programs as schedules permit.

**15.3 University Forum**

Administrators are expected to attend meetings of the University Forum which are called by the President each semester.

**15.4 Commencement, Convocation and Other Formal Academic Occasions**

Administrators are encouraged, and may be required, to attend University Commencement, Convocation, and other formal academic occasions. Academic administrators and executive officers may be expected to wear academic regalia.

## **Appendix A**

### **The Baptist Faith & Message as adopted by the Baptist General of Oklahoma**

#### **I. The Scriptures**

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.

#### **II. God**

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

##### **A. God the Father**

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.

##### **B. God the Son**

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully

man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; Isaiah 53:1-12; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.

### **C. God the Holy Spirit**

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.

### **III. Man**

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.

## IV. Salvation

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior.

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.

## V. God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.



Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.

## **VI. The Church**

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by scripture.

The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.

## **VII. Baptism and the Lord's Supper**

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.

## **VIII. The Lord's Day**

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; I Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.

## **IX. The Kingdom**

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.

## **X. Last Things**

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.

## **XI. Evangelism and Missions**

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.

## **XII. Education**

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.

### **XIII. Stewardship**

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4,19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21,42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.

### **XIV. Cooperation**

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.

## **XV. The Christian and the Social Order**

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16,43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.

## **XVI. Peace and War**

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

Isaiah 2:4; Matthew 5:9,38-48; 6:33; 26:52; Luke 22:36,38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.

## **XVII. Religious Liberty**

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom, no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.

## **XVIII. The Family**

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.

## **Appendix B**

### **Oklahoma Baptist University Code of Conduct and Anti-Fraud Policies**

#### **Introduction**

This Code applies to each of Oklahoma Baptist University's trustees, officers and employees (referred to as "responsible persons"). Responsible persons are expected to conduct themselves with honesty and integrity. As responsible persons, we must ethically handle actual or apparent conflicts of interest between personal and professional relationships. Actions must comply with applicable laws, rules and regulations. This also includes the proper use of the University's resources including finances.

The following statements address frequently raised ethical concerns and should be read in conjunction with the University's other policies. A violation of the standards contained in these

policies, or in such other relevant policies, may result in corrective action, including but not limited to, possible removal or dismissal.

### **Compliance with Laws**

In fulfilling its mission, the University and every responsible person must obey and comply with applicable laws, rules and regulations. It is every responsible person's job to be aware of these laws and to comply with the legal requirements affecting all duties.

If there are any questions regarding compliance with applicable laws, please call the office of the Senior Vice President for Business Affairs immediately. The University also has available outside legal counsel for advice and assistance. However, every responsible person must remember that compliance with applicable laws and regulations is his/her responsibility.

### **Accounting For and Recording Transactions**

The University's books, records, accounts and financial statements must be maintained in reasonable detail accurately depicting Oklahoma Baptist University's transactions and conforming to applicable legal and accounting standards giving effect to the University's system of internal controls. Unrecorded or "off the books" assets must never be maintained under any circumstances. The accurate and timely reporting of the University's financial statements requires all financial information to be recorded in the normal course of business, precisely and promptly. The University's systems for recording and reporting information should function properly and be subject to periodic and thorough evaluations.

This obligation applies to all reports or records, financial or otherwise, prepared for either internal or external purposes. While every responsible person may not always be familiar with specific accounting or other applicable procedures, he/she is responsible to make sure that every business record prepared by him/her, or under his/her direction, is accurate, complete and reliable. If any responsible person is uncertain regarding these matters, he/she should contact the office of the Senior Vice President for Business Affairs.

Casual notes, internal memoranda, email, faxes, other written communications and business records often become subject to public scrutiny. Exaggerations, derogatory remarks, guesswork or inappropriate characterizations that can be misunderstood or misconstrued should be avoided. Documents and records should always be retained or destroyed according to any internal document retention guidelines adopted by the University.

Responsible persons must not coerce, manipulate, mislead or improperly influence the University's auditors in the performance of an audit or review of the University's financial statements.

### **Assets**

The University's assets must be safeguarded and used only for legitimate purposes. This obligation applies to all tangible property of Oklahoma Baptist University (for example, its physical facilities, office equipment, furniture and supplies) and all intangible property of the University (for example, computer software, trademarks and records). The University's confidential and proprietary information must also be safeguarded, as discussed in the section "Confidential Information."

## **Theft and Dishonesty Policy**

Responsible persons are expected to safeguard and avoid misuse of the funds, records, tangible assets, intellectual property, and other property of the University. Responsible persons are also expected to conduct the business affairs of the University in a manner that complies with applicable state, federal and local laws.

Responsible persons are prohibited from engaging in any activity that may involve theft, misappropriation, or other misuse of University property, or violation of law, including but not limited to the following:

- theft or unauthorized use of the University's funds, equipment, supplies, and other tangible property, and data, software, and other intellectual property;
- misuse of the University's cash, credit cards, checks, and other financial instruments to purchase personal items or divert University funds to personal use or to unauthorized third parties;
- falsification of the University's time or payroll records, expense reimbursement reports, and other University forms, reports, and records;
- misappropriation of University data, trade secrets, logo, copyrighted material and other intellectual property for personal use or unauthorized use by third parties;
- conducting University business affairs in violation of local, state and federal laws; and
  - intentional misstatements in University financial statements, tax or information returns, accreditation reports, institutional effectiveness reports, or any other financial reports and records, including the intentional misstatement of the results of operations.

Responsible persons are encouraged to report immediately any known or suspected violation of the theft and dishonesty portions of this policy. In appropriate circumstances, Oklahoma Baptist University may report the matter to law enforcement authorities.

## **Conflicts of Interest**

Responsible persons must adhere to Oklahoma Baptist University's Conflict of Interest and AntiFraud Policies for trustees, officers and employees.

## **Confidential Information**

"Confidential information" refers to information that is not available to the public (or that someone would normally expect to be non-public). For example, confidential information includes:

- information marked as "Confidential," or with a similar marking;
- information deemed confidential under FERPA;
- information relating to hiring decisions, and to current, former and prospective employees;
- information relating to current, former and prospective trustees and other volunteers that has not been made public; and
- financial reports and data that have not been made public.

Responsible persons must use reasonable care to protect the confidentiality of all confidential information of the University, and must not disclose confidential information of the University to unauthorized persons, even subsequent to termination of their affiliation with the University. This means he/she should:

- be prudent and aware of where, when and how the University's matters are discussed;
- not leave confidential information unattended or in public view;
- not access confidential information unless he/she is specifically authorized to do so and the information is required in order to conduct University affairs;
- not disclose confidential information to other personnel of the University except on a legitimate "need to know" basis;
- not remove confidential information from the University's premises or make copies of any material containing confidential information, except as required to conduct the University's legitimate affairs;
- never use or disclose any University confidential information for personal gain or profit, or to the advantage of any other person; and
- contact the Office of the President for permission before disclosing University's confidential information to a third party.

Responsible persons should also contact the Office of the President for permission prior to requesting, accepting, using or disclosing confidential information from a third party. Acquiring confidential information, without adequate legal safeguards, can be improper and could expose the University to legal liability. In some circumstances, it may be necessary to enter into a written agreement with a third-party before obtaining confidential information. If such information is acquired, the responsible person must protect its confidentiality to the same degree as the University's confidential information, and must take care to observe the terms of any agreement under which the information has been acquired.

### **Gifts, Bribes and Kickbacks**

Other than modest gifts (logo type gifts) given or received in the normal course of business (including travel or entertainment), responsible persons may not give gifts to, or receive gifts from, persons doing business with or seeking grants or other financial commitments from the University. Educational materials (books) received from publishers given in order to evaluate their value for the University's curricula are specifically exempted from this policy. Gifts offered to you from vendors or students other than those modest gifts identified above must be reported to the Office of the President.

### **Fair Dealing**

Every responsible person should always respect the rights of, and deal fairly with, Oklahoma Baptist University and its employees, volunteers, and vendors. A responsible person should never inappropriately take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, innuendo or any other unfair dealing practice.



## **Compliance Officer**

The Organization's Compliance Officer is the Chairman of the Audit Committee of the Board of Trustees and is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. At his/her discretion, the Compliance Officer shall advise the President, Senior Vice President for Business Affairs and/or the Audit Committee. The Compliance Officer has direct access to the Audit Committee of the Board of Trustees and is required to report to the Audit Committee at least annually on compliance activity. The Audit Committee shall report to the Board of Trustees on issues it deems appropriate.

## **Accounting and Auditing Matters**

The Audit Committee of the Board of Trustees shall address all accounting and auditing matters, including complaints and allegations as well as issues referred to the committee by management or auditors. The Compliance Officer shall immediately notify the Audit Committee of any such complaint or allegation and work with the committee until the matter is resolved.

## **Suspected Violations**

The University maintains an open door policy and urges that responsible persons share questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, a responsible person's supervisor is in the best position to address an area of concern. If a responsible person is not comfortable speaking with his/her supervisor or is not satisfied with a supervisor's response, the responsible person is encouraged to speak with the Office of the President or anyone in management whom the responsible person is comfortable in approaching. Supervisors and managers are required to report suspected violations of the Code to the University's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when a responsible person is not satisfied, or is not comfortable, with the University's open door policy, individuals should contact the Organization's Compliance Officer directly. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## **Reporting Violations**

If a responsible person suspects with good cause that there is an ethical violation, whether before or after it has occurred, the responsible person must promptly report it to the President, Senior Vice President for Business Affairs or report it to his/her supervisor or senior management in accordance with such other relevant policies of the University as may be applicable. All reports to management will be reported to the Compliance Officer. Further, the responsible person may choose to report to the Compliance Officer of the Board of Trustees, Ray Cripps at 1-580-765- 9835.

## **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the policy. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false could result in disciplinary action.

Retaliation for reporting an ethical violation is prohibited. No responsible person who in good faith reports a violation of the policy shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable responsible persons and others to raise serious concerns within the University prior to seeking resolution outside the University.

### **Confidentiality**

Violations, or in-good-faith suspected violations, may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations, or in-good-faith suspected violations, will be kept confidential to the extent possible consistent with the need to conduct an adequate investigation.

### **Handling of Reported Violations**

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within ten business days. All allegations will be reviewed/investigated and appropriate corrective action will be taken if warranted by the investigation.

### **Conclusion**

Every responsible person is responsible for safeguarding and promoting Oklahoma Baptist University through ethical and principled leadership and action that is informed and directed by core values. This type of ethical and principled leadership is sometimes difficult. There will be times when situations will involve subtleties and complexities that lead to difficult choices. When in doubt, ask whether those actions and decisions would withstand objective scrutiny. If there is any doubt, it will often be helpful to seek guidance and advice from this policy and from other trustees and officers.

If there is uncertainty about a contemplated course of action or if there are questions about this policy, the issue should be raised with a supervisor or senior management. Further, a responsible person may choose to report to the Senior Vice President for Business Affairs by phoning 405- 585-5810, the President at 405-585-5810 or the Compliance Officer at 1-918-825-0610.