faith baptist bible college and theological seminary

with the word to the world

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Mission Statement (New 2022)
To equip vocational Christian workers and other servant leaders while inspiring them to take the Word to the world

Vision Statement (New 2022)
FBBC&TS provides a thoroughly biblical, academically excellent education, which produces God-focused, eternity minded, servant-hearted leaders for life and ministry in churches, families and communities around the world.

For the purposes of this handbook, "the college" shall mean Faith Baptist Bible College and Theological Seminary collectively and respectively.

Part One: General Policies

Confidentiality Acknowledgement

Employees should respect the privacy of students, coworkers, and the institution in regard to college and seminary business. Employees are expected to hold in confidence all information obtained in the course of the normal operation of FBBC&TS, whether that information is obtained through written records or through daily interaction with others. Therefore, employees should not disclose an individual's confidences to anyone, except

- as mandated by law;
- to prevent a clear and immediate danger to a person(s); or
- where the employee is compelled to do so by a court or pursuant to the rules of a court.

Employees are expected to maintain a professional attitude by upholding confidentiality concerning any sensitive situations arising within FBBC&TS and toward the people we serve, such as colleagues, students, and applicants. Violation of this confidentiality statement may be cause for immediate dismissal.

Upon termination of employment, employees should maintain student and coworker confidentiality and hold confidential any information concerning sensitive situations within FBBC&TS.

Disclaimer

The Employee Handbook contains the personnel policies of FBBC&TS. The institution retains the right to modify or alter these policies with or without advance notice. The college and seminary will provide timely notice of any changes.

Hiring and Onboarding Process (New 7-2020)

Our goal in the onboarding process is to integrate new employees into the organization of Faith Baptist Bible College and Theological Seminary, assist them in acclimating to Faith's environment and culture, and guide in profitable connections with key coworkers, local churches, and the community. The process begins once approval for the job posting is approved and it continues on through the employees' first year of ministry. There are three key people that are involved in this process, which includes, but is not limited to, a department head, human resources, and a hospitality coordinator. The onboarding checklist will be given to the department head by the Human Resources Coordinator.

New Employee Orientation

Orientation is an important part of becoming familiar with the employee's job and with FBBC&TS. The employee's supervisor is primarily responsible for his or her department orientation. A payroll and benefits orientation will be handled by the human resources coordinator promptly following the employee's start date. Assistance will come from the Employee Handbook and fellow employees. All new employees should work with their supervisors on any work related issue. Should employees have other questions, they should go to Human Resources for any other questions or services.

Background Checks (New 10-28-2013)

Faith Baptist Bible College and Theological Seminary (FBBC&TS) conducts criminal background checks on all applicants hired for full-time or part-time work. This includes administrators, faculty, staff, temporary workers, and student workers. A background check will be done on visiting module professors, athletic camp workers, and volunteer workers. FBBC&TS reserves the right to apply the policy to any and all positions. Refer to the complete policy on the shared I: drive under fac_staff_admin_share/ Faculty-Staff Information.

Employment At-Will

The information contained in this Handbook represents guidelines for the college. The College reserves the right to modify this Handbook or amend or terminate any policy, procedure, or employee benefit program at any time.

The contents of the Handbook do not form a written employment contract. Either the College or the employee has the right to terminate employment at any time.

Diversity Statement (approved 9-13-2018)

We believe that human beings were originally created in the image and after the likeness of God. In light of these truths, we affirm that every human being, male and female of all races, ethnicities, and people groups ought to be shown compassion, love, and kindness, and afforded dignity and respect as God's creatures, created uniquely in His image, and the objects of His love. Based on biblical principles, befitting our doctrinal and institutional position statements, we embrace both diversity and promote a culture of respect and equity."

Equal Employment Opportunity Statement

FBBC&TS is an equal opportunity employer whose policy is to not discriminate against any employee because of race, color, sex, age, national or ethnic origin, veteran's status, or disability in relation to admission or access to employment in its programs and activities.

It is the policy of FBBC&TS to make reasonable accommodation for the limitations of qualified persons with disabilities and to provide them with employment opportunities to the extent that it is practicable.

Should an employee believe that he or she has been discriminated against, he or she may follow the procedure for grievance outlined by the Equal Employment Opportunity Commission (EEOC). These procedures have been posted at the college and seminary in accordance with the regulations of the EEOC.

Evaluation Process

The employee's job performance will be evaluated by his or her supervisor annually. This evaluation allows the employee and his or her supervisor to review together the quality of the employee's work and determine professional development plans. All original performance communication documents will be kept in the Human Resources Department. A copy of the review may be kept by the supervisor. The employee may review job performance evaluations with the supervisor upon request. Upon termination of employment at FBBC&TS, the evaluation file will be put into the employee's personnel file in the Benefits Office.

Communications

Good working relationships and open lines of communication are essential to doing jobs well and to meeting the expectations of the campus community. To ensure that relationships between employees and students are positive, the college has adopted the following policy:

All students and employees of FBBC&TS deserve to be treated with dignity and respect. The college and seminary will not condone actions of any employee or student that are threatening or intimidating to another employee or student, or any member of its various constituencies. Severe disciplinary action may be taken by the college in any case in which such action occurs.

Courtesy

Alumni, parents, prospective students and their families, and other friends of the college and seminary visit the campus each year. All persons associated with FBBC&TS are to be helpful and courteous to each of these visitors.

Telephone Use

Every time an employee answers a telephone or makes a call, he or she either builds goodwill or damages it for an individual or the college. To build goodwill, employees should answer telephone calls by stating their name and department. In addition, for outside calls, they should identify the college first. Employees should give their name when making calls to other offices.

Employees should avoid making personal calls, including cell phone use and text messaging, whenever possible. If it is necessary to make or receive such a call, employees should be as brief as possible.

Employees should maintain a helpful attitude whenever someone calls and needs information. If an employee does not have the information requested, he or she should courteously refer the caller to another office where such information is available.

Employee Accounts

Employees are eligible to have an accounts receivable account and may charge bookstore purchases to this account through the services offered by FBBC&TS, subject to the provisions stated below.

An employee will have 30 days to pay his or her FBBC&TS account. Receipt(s) are placed in an employee's mailbox after the charge has been applied to his or her account. A monthly statement will also be placed in the employee's mailbox.

If the employee has <u>not paid</u> his or her account by 60 days, the employee and his or her family will <u>not</u> be able to charge on the account until it has been paid in full.

The employee who fails to pay his or her FBBC&TS account in 90 days will be required to set up a payroll deduction with the human resources coordinator. This form is available in the Human Resources Department. Employees must acknowledge that FBBC&TS may deduct funds from their payroll. The employee's account will need to be paid in full before any other charges will be accepted.

Upon termination of employment at FBBC&TS, the employee's charge account will need to be paid in full or the balance will be deducted from the employee's last pay.

Gift Card Policy (New 7-14-2014)

Any purchase requisition authorizing the purchase or reimbursement for gift cards, purchase cards, or any instrument providing a cash surrender value shall include the following information:

1. Name of each person receiving a gift card,
2. The social security number of each person receiving a gift card,
3. The address of each person receiving a gift card, and
4. The amount for each person who will receive a gift card.

The information listed above shall be provided for the entire amount being paid for by Faith Baptist Bible College and Theological Seminary prior to the issuance of any payment.

As part of the approval process, prior to issuance of any reimbursement by Faith Baptist Bible College and Theological Seminary a complete list of the individuals and the amounts being given to each individual for the entire amount being paid by FBBC&TS shall be provided with the request for payment or reimbursement.

The amounts provided shall be added as additional compensation for payroll purposes to each person receiving a gift card, who is an employee of FBBC&TS. The date of the additional compensation will be recorded as the date of the payment by FBBC&TS for the gift cards.
The use of FBBC&TS credit cards to purchase gift cards is prohibited. The purchase of gift cards, purchase cards, or similar instruments with a cash redemption value using FBBC&TS credit cards will require the employee using a FBBC&TS credit card to reimburse the school for the full value of the transaction, and may result in the revocation of their authorization to carry and use a FBBC&TS credit card.

Weapons in the Workplace

Faith Baptist Bible College and Theological Seminary wishes to maintain a work environment that is free of firearms, explosives, or other improper materials. To this end, the college and seminary prohibits the unauthorized control, possession, transfer, sale, or

use of such materials on its premises and requires the cooperation of all employees in administering this policy.

Smoking

Faith Baptist College is a smoke-free workplace. Smoking on campus will be subject to disciplinary action.

Solicitations

According to rulings of the National Labor Relations Board, solicitation will be permitted during the employees' nonworking time, such as break periods, meal times, or other specified periods during the work day when the employees are not engaged in performing their work tasks. Any employee who is not on working time may not solicit an employee who is on working time.

Personal Property

Faith Baptist Bible college and Theological Seminary maintains a security service which is on duty 24 hours a day. In addition to security and safety operations during the day, the security service checks building access, safety, operations, personnel activities, and other routine security matters when the offices are closed. Security personnel will attempt to prevent theft or damage to campus facilities. However, FBBC&TS does not assume responsibility for loss or damage to personal property or belongings. Employees should provide their own insurance coverage for loss of or damage to personal property kept on campus.

In the case of fire, theft, or emergency, security personnel are authorized to enter faculty offices. For special service or needs in this regard, please make arrangements with security personnel.

Campus Security (updated 9-2018)

The college and seminary will provide reasonable security measures to protect its employees, property, equipment, and campus facilities. Each employee is also encouraged to participate in maintaining and promoting campus security efforts. The following policy statements cover miscellaneous areas related to security. Additional information can be obtained from the Business Office or on Faith's website - https://www.faith.edu/federal-compliances.

Transportation
Security personnel are available to escort employees who prefer not to walk alone at night to their cars or between buildings on campus.

Keys
The Maintenance Office issues keys. The employee will be required to sign for keys issued, and all keys must be returned upon termination of employment.

Careful control of keys is necessary to protect college property. By receiving keys, the employee accepts full responsibility for them and agrees to keep them in a safe place and to refrain from duplicating them or permitting other people to use or duplicate them.

The employee must immediately report all lost, stolen, or misplaced keys to the Maintenance Office.

Securing Work Areas
Employees who are the last to work in a given location during the day are responsible for securing the work area (turning off lights, closing and locking windows and doors, and securing any property or equipment as necessary).

Anytime an employee enters a college or seminary facility after hours or on weekends and holidays, he or she should ensure that all doors remain locked and secured.

Personal Property
Personal belongings should be kept in a safe place. Purses or other valuables should not be left on desks or in other visible, easily accessible places. Employees should report all thefts to the Security Department immediately. The college and seminary does not accept responsibility for the loss of personal property.

Reporting of Security-Related Incidents
Employees who encounter any suspicious persons, conditions, or incidents on campus that may jeopardize the security of the college and seminary are encouraged to contact the Security Department immediately at 210-6563.

Damages
If an employee should accidentally damage college or personal property while performing his or her duties, the employee should immediately report the incident to his or her supervisor.

Travel Time

Time spent commuting between home and work normally is not compensable. However, travel time during the workday normally is compensable if it is part of the job or is done at the employer's request (e.g. traveling between job sites). An employee who travels out of town on a one-day assignment must be paid for travel time but need not be paid for the time spent traveling between home and the airport or train station. If the travel requires an overnight stay, the employee must be paid for all travel time during normal working hours; travel time outside normal working hours generally is compensable only if the employee works while traveling. If an employer offers public transportation for out-of-town travel but the employee chooses to drive his or her own car, he or she may be compensated either for the time spent driving or the time that would have been compensable if public transportation had been used. An employer may pay a different rate for travel time if the rate is not below the minimum wage and if the employee is informed of the rate.

The Wage and Hour Division of the U.S. Department of Labor has established regulations on the subject (29 CFR, Sec. 785).

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that deals with and protects a student's educational records. All student identifiable information is protected from disclosure to anyone without the student's written authorization. Written authorization should consist of the date, the person receiving the information, what records are to be released, and the student's signature. The authorization to release is retained on permanent file in the student's records. Employees are responsible to abide by FERPA regulations regarding student confidentiality.

The only information concerning a student that can be disclosed is directory information, which, as defined by FERPA, includes, but is not limited to, the following: a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized sports and activities, weight and heights of athletes, dates of attendance, degrees and awards received, e-mail address, class schedule/roster, full- or part-time status, photograph, and other similar information. The following are examples of things not disclosed as directory information: GPA and credits earned, grades, country of citizenship, race/ethnicity, gender, and social security number. Nondirectory information should be treated by employees as confidential.

Parents of a student do not have access to their son's or daughter's information without the student's written authorization unless the parent(s) have supplied the Registrar's Office with a copy of their IRS forms showing that the student is a dependent.

During telephone conversations, employees should limit information disclosed to directory information.

If the employee has questions regarding the release of information, he or she should contact the Registrar. A complete copy of the FERPA policy may be obtained in the Registrar's Office.

Whistleblower Protection Policy (5-3-2006; revised 1-16-2007)

Policy for Protection from Retaliation (Whistleblower Protection Policy)

Faith Baptist Bible College and Theological Seminary is committed to protecting employees and applicants for employment from interference or retaliation for having disclosed anything inappropriate, unethical, immoral or illegal**.**

General

Faith Baptist Bible College and Theological Seminary (FBBC & TS) relies on the Word of God as it's Code of Ethics. The Bible requires directors, advisory board members, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As believers, who are employees and representatives of FBBC & TS, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, advisory board members, officers and employees to follow Biblical principles when they observe or hear someone doing something sinful; morally, legally or ethically. The first step is to recognize the directive given in Galatians 6:1. The goal should always be restoration, even if some disciplinary or punitive measures have to be taken.

Reporting Violations

Depending upon the nature of the violation, it may be necessary, after addressing the issue with the person involved, to go with them to their supervisor to discuss the matter. This follows the pattern of Matthew 18, even though the violation may not have been personal between these individuals. There may in fact be situations where it is necessary to involve a supervisory level individual in the initial discussion. The Bible clearly directs us to address one another in a forthright but loving manner. Genuine Christian love takes risks and overcomes fear, I John 4: 11-25. Should the situation not be taken care of and violations continue, it is appropriate to take the matter to the next levels of responsibility, so the violation does not continue.

No Retaliation

No director, advisory board member, officer or employee who in good faith addresses a violation, or reports a violation, shall suffer any retaliation or adverse employment consequence. An employee who retaliates against someone who has addressed or reported a violation in good faith must also be confronted using the same Biblical principles. This Whistleblower Policy is intended to encourage an enable employees and others to raise serious concerns within FBBC & TS, using Biblical principles, prior to seeking resolution outside the Organization.

Accounting and Auditing Matters

Financial violations must be reported to the finance committee of the board of directors, whether they be complaints regarding accounting practices, internal controls or auditing. The chairman of the finance committee is considered to be the organization's Compliance Officer and will work with the finance committee, and the appropriate administrative personnel.

Acting in Good Faith

Anyone who files a complaint concerning a suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed is accurate. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious offense.

Confidentiality

Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

All reports will be investigated and acted on promptly.

Part Two: Personnel Policies

Personnel Classification

Administration (President and Vice Presidents)
A member of the administration is one who is under an administrative contract, has authority to hire or fire employees, or has significant influence in suggestions or recommendations about hiring, firing, advancement, promotion, or any other change of status, performs office work directly related to the management of the college and seminary, or performs primary duties consisting of the performance of work requiring a knowledge or degree in the field of administration

Faculty
A faculty member is one who is engaged in academic instruction, counseling, or administration, is qualified through advanced degrees (beyond high school) in one or more areas of knowledge pertinent to his/her assigned duties, is engaged in intellectual pursuit of knowledge through writing, research, teaching and/or counseling, is engaged in classroom and laboratory instruction, or is employed under a faculty contract. The Faculty Handbook supports, and in some cases may supersede, the Employee Handbook as it relates to members of the Faculty.

Professional Staff
A professional staff member is one whose primary duty consists of the performance of work requiring advanced knowledge in a field of science or learning acquired by specialized instruction and study beyond a general education or apprenticeship, that is original and creative in a recognized field of artistic endeavor (beyond what can be produced by reading a manual, applying intellectual skills, or acquiring minimal training), or that requires theoretical and practical application of highly-specialized knowledge in computer systems analysis, programming, and software engineering

Support Staff
A support staff member is one whose position does not fit into one of the other three personnel classifications.

- **Full-time Employee**
  A full-time employee is one who is hired to work 30 or more hours per week on average during a calendar year.

- **Part-time Employee**
  A part-time employee is one who is hired to work less than 30 hours per week on average.

- **Temporary Employee**
  An employee is one who is hired to work in a full-time or part-time position for a short period of time defined as a project, a seasonal position, or a period of time not to exceed 120 days.

Personnel Files

Collection and Retention of Personnel Records

The human resources coordinator will maintain a complete file of each employee's records containing information as regulated by state or federal law and as determined by the vice president for business.

Department supervisors may maintain a file on each employee relating to that employee's job and personal performance. Whenever an employee's employment with the College terminates, then all files related to the employee shall be delivered to the Human Resources Department.

Personnel payroll data will be kept separately from the personnel file and the departmental file, although both may include information about an employee's salary history.

FBBC&TS is committed to protecting the privacy of personal information kept in its personnel records and all other records in accordance with federal and state law and regulations.

Corrections or Additions by an Employee to His or Her File

In order to make corrections on a personnel file, the employee must first submit a formal request in writing to the human resources coordinator. If the request is granted, then the changes will be made by the human resources coordinator under the employee's direction while that employee is present. If the request for a correction is turned down, that employee can then request that his or her statement of disagreement with the personnel file be placed within the file. That statement of disagreement is to be a permanent fixture in the personnel file.

Access and Privacy of Records

Access to the employee's personnel file at the college and seminary is limited to the employee, the human resources coordinator, and supervisor. The employee has the right to review his or her personnel file and may request copies of documents in his or her file.

Information in the employee's file will not be released to any source outside the college and seminary unless the employee has provided written authorization to the supervisor or the human resources coordinator or the college and seminary is issued an appropriately executed court order. Release of performance communication documents to other FBBC&TS supervisors within the college and seminary may occur if being considered for a

position in another department. Unless the employee provides written permission, the release of information to future or potential employers is limited to the first and last date of employment and the title of the last position held with the college.

Working Hours

Normal office hours are 8:00 A.M. to 4:30 P.M. with 30 minutes for lunch. Many workstations require employees to work prior to or after these hours; however, every office should be staffed during these regular business hours. Specific employee schedules are the responsibility of each department supervisor.

Fifteen minutes is allowed for the morning and afternoon breaks. If an employee desires a 45-minute lunch break, he or she may begin work 15 minutes early, stay 15 minutes late, or skip one of the breaks. Lunch breaks are not to exceed 45 minutes in length without prior approval of the employee's supervisor. If a longer lunch is taken, the employee must make up the time or take it without pay.

No employee may skip lunch or breaks in order to arrive after 8:00 A.M. or leave before 4:30 P.M. Any deviations from the regularly scheduled work hours should have prior approval from the employee's supervisor.

Staff Development (New 2014)

FBBC&TS encourages staff members to pursue training and further development opportunities. These opportunities should be of direct benefit to Faith and to the individual staff member in improving his/her present performance and preparing for future assignments. Employees are encouraged to speak to their supervisors about continuing training and education. Attendance at and reimbursements for courses and seminars requested by the supervisor must have prior approval from the Director of Human Resources.

Employee Children in the Workplace

Children at the work location of an employee can cause disruption in the employee's responsibilities or create unsafe working conditions. While the college recognizes that situations may arise that require children to visit their parents at work, it discourages the presence of employees' children for extended periods of time during the workday.

When children are present, the employee should be aware that some locations are unsafe for them, particularly those with industrial equipment, toxic chemicals, or areas which are

potentially harmful to untrained individuals. To comply with federal and state safety regulations and to ensure the safety of all persons concerned, the college and seminary expects all employees to abide by established standards presented by vice presidents and department managers, particularly in areas designated for employees only.

Conflict of Interest

To preserve institutional integrity, accountability and fairness, it is appropriate that institutions have conflict of interest policies and accompanying procedures. A conflict of interest exists when the institution's employees or their immediate family members have an outside interest that has the potential of being at variance with the best interest of the institution.

This situation could include conflicting financial interests, use of confidential information for personal gain, unauthorized disclosure of confidential information, or unauthorized use of institutional time or facilities for personal purposes or other activities.

All Advancement Department employees are required to sign a "Not to Compete Agreement."

The college and seminary recognizes and respects the individual employee's right to engage in activities outside his or her employment which are private in nature and do not in any way conflict with, or reflect poorly on, the college and seminary. The administration reserves the right, however, to determine when an employee's activities present a conflict with college and seminary interests and to take whatever action is necessary to resolve the situation, including termination of the employee.

Nepotism Policy (New 2014)

FBBC&TS hires personnel and makes decisions concerning current employees based upon qualifications and individual merit. Family members and other closely affiliated persons of current employees are not given preferential treatment in employment. Personnel who are incompetent and inadequately experienced for a given position are not to be hired. Refer to the complete policy on the shared I: drive under fac_staff_admin_share/ Faculty-Staff Information.

Outside Employment and Activities

Employees are free to accept outside employment as long as the duties do not affect the ability to perform their college or seminary job satisfactorily. Employees are encouraged to

consult with their supervisor about outside employment activities that could conflict with the interests or mission of the college or seminary.

Employee Dress and Appearance (Revised 12-2014; 8-2015; 5-2020; 4-2022)

Dress Code

FBBC&TS employees are expected to represent themselves as professionals. An employee's manner of dress and deportment reflects not only on him or her and on the college and seminary but also on the Lord Jesus Christ. Therefore, employees should exercise discernment and wear clothing that is modest, appropriate, and shows deference in keeping with the commitment to project a positive and professional image to students, coworkers, and the public.

The employee is responsible to adhere to these dress code guidelines. The supervisor is responsible to see that the dress code is enforced and that individuals are dressed appropriately (e.g., overall personal appearance including cleaned, pressed clothing, clean and well-kept hair, and neatly trimmed nails). If a supervisor considers an employee's appearance to be inappropriate and unprofessional for an educational institution, he or she is authorized to require the employee to make immediate corrections, even if the employee must return home to change. If an hourly employee is sent out of the office to change, the period of absence will either be accounted for with personal time, if available, or it will be unpaid.

If an employee is unsure of whether an item is appropriate, he or she should not wear it. These guidelines reflect a desire to be flexible and recognize a degree of diversity in dress preference. However, employees are expected to look professional. Repeated abuse of these guidelines will result in disciplinary action, up to and including termination of employment.

Business Dress Guidelines – Work, Conference sessions, Scholarship Chapel, Summer School, Sunday Morning Church Services

Acceptable attire for FACULTY & STAFF women	**Unacceptable attire for women**
Modest dress pants, khakis, skirt or dress to the bottom of the knee, blouse, shirt, jacket, or sweater. Slits may not be open above the middle of the knee. Clothing must not draw inappropriate attention to the body form (e.g., close-fitting; low necklines). **Colder weather:** May wear a sweatshirt, or similar casual wear, over Business Casual clothing to stay warm outside.	Calf-length pants, denim pants regardless of color, T-shirt, sweatshirt, sleeveless blouses, or revealing apparel

Must be removed in class, office and chapel.	
Optional: Nylon hosiery or tights. If you choose to go bare legged, please be appropriately groomed (includes feet).	N/A
Casual dress shoes, dress sandals, dress boots, nice canvas shoes, or dressy flip-flops	Tennis shoes, flip-flops, or casual/hiking boots
Jewelry for neck, ears, fingers, wrists, ankles and toes Pierced ears are permitted and a maximum of three pair of earrings may be worn at a time.	No visible tattoos and body piercing, piercing or jewelry not traditionally worn in a professional workplace (e.g., nose, tongue, lip, eyebrows).
Acceptable attire for FACULTY & STAFF men Dress pants, khakis, collared shirt, long- or short-sleeved dress shirt (tucked in)	**Unacceptable attire for men** Cargo pants, Denim jeans regardless of color, sweatpants, jogging suit, shorts. T-shirt, sleeveless shirt, sweatshirt, no flannel or revealing apparel
Dress socks	White athletic socks
Casual dress shoes and socks. Leather shoes preferred, canvas/fabric shoes maybe allowed. Belts or suspenders are to be worn with pants that have belt loops. **Colder weather:** May wear a sweatshirt, or similar casual wear, over Business Casual clothing to stay warm outside. Must be removed in class, office and chapel.	Athletic shoes, Tennis shoes, casual sandals, or casual/hiking boots No hats worn in class or chapel.
Jewelry for fingers and wrists; facial hair is allowed if neatly groomed	No visible tattoos, body piercing, or jewelry not traditionally worn in a professional workplace (e.g., ears, tongue neck, nose, lip, eyebrows)

Ministry Exception:

For midweek and Sunday evening services, employees should wear attire appropriate for the ministry in which they are participating and according to the guidelines of the church they attend.

Spouses of employees will no longer be required to follow the Faith dress code because they are not employed at Faith.

Summer Attire:

Faculty are not required to wear business casual in the office when school is not in session. However, if they have a meeting on campus during this time, they are expected to dress appropriately for the meeting.

Staff will be expected to wear business casual Monday through Thursday. Every Friday during the summer will be a casual day.

The casual Fridays begin the Friday after Commencement and end on the last day of In-Service.

Exceptions

Some jobs in certain departments (e.g., Buildings and Grounds, Dining Services) require activity that prevents men or women from adhering to these dress standards. In these instances, the supervisor will use his or her discretion as to what clothing is appropriate and practical.

Church Attendance and Membership (Revised 12-18-2012; 10-31-2022; 5/2024)

Because of the importance that the college and seminary places on the local church, all administration, faculty, and staff, full-time or part-time, are required within one year of employment to belong to and regularly attend a partnering church.

Payroll and Pay Dates (Revised 11-1-2011)

Pay periods run from the 24th to the 8th and from the 9th to the 23rd of each month for those part-time or full-time employees using a time clock to record hours worked. They are paid for these hours on the 15th and the last day of each month. All other employees' salaries are annualized and paid semi-monthly on the 15th and the last day of the month. Paychecks are issued on the 15th and the last day of each month. When the 15th or last day of the month falls on a Saturday or Sunday, pay checks will be issued on the proceeding Friday. When the 15th or last day of the month falls on a holiday, pay checks will be issued according to the discretion of the Business Office. The normal work week is Saturday through Friday. Any hourly employee who works more than 40 hours during this time period will receive overtime payments.

Paychecks show hours worked, pay rate, and any deductions. An employee may have his or her payroll monies directly deposited in any bank in a checking or savings account. FBBC&TS reserves the right to obey all laws that pertain to paychecks, including garnishment.

Promotion

Policy

It is the policy of the college and seminary to fill job vacancies by promoting from within if qualified employees are available and provided such promotions are consistent with the goals of the college and seminary. The college and seminary encourages promotion from within by posting job openings as they occur. Job bulletins are posted on various bulletin boards around the campus or on the intranet.

The college and seminary strives to provide opportunities for employees to realize their potential and assist them both to function more effectively and to reach a level commensurate with their abilities and ambitions. In furthering this aim, supervisors have the following responsibilities relative to promotions:

- To develop opportunities for growth and advancement of employees
- To assist employees to receive necessary training
- To discuss promotion opportunities and requirements with each employee
- To open promotion opportunities to the handicapped, disabled, and veterans

The Christian Life

We believe that all believers today are enabled to live a life of victory over bondage to sin because of what Christ accomplished through His death and resurrection and because of the indwelling presence and power of the Holy Spirit. Believers are to yield themselves to the Holy Spirit's control and allow Him to lead and direct their lives. Christians are to live a life of faith, trusting in the ability of God to supply their needs.

We believe that God calls believers to live a life characterized by holiness and a desire to be separated from sin unto the Lord in every area of our lives. We want to be separate from those things which are clearly spelled out in Scripture as sin, as well as from those questionable things which may harm our testimony, cause a brother or sister to stumble, or sidetrack us from the priorities and goals which the Lord has for us. We believe that immoral behavior, such as the use of pornography and any sexual act outside of heterosexual marriage, is wrong.

We believe that to aid personal spiritual growth, for the sake of Christian testimony, and the achievement of our institutional purposes, we must abstain from the use of alcoholic beverages, tobacco, the nonmedical use of narcotic drugs, social dancing, gambling, the use of unwholesome media materials, and membership in secret societies. We also believe that Christians have an obligation to dress appropriately and modestly.

FBBC&TS has had a long tradition of employee honesty. Even the slightest hint of dishonesty in one employee may jeopardize everyone else's reputation as well.

If an employee is found to have stolen or misappropriated property of any kind, he or she is subject to immediate termination.

Relationship Policy (New 10-8-2020)

Policy: Members of staff can engage in relationships within the Faith Community so long as the following provisions are met:

1. They conduct themselves in accordance with the appropriate section under "The Christian Life".
2. They are diligent to follow the biblical principle of 1 Thess. 5:22 in avoiding circumstances and situations that could be:
    - Compromising to their Christian testimony;
    - Detrimental to their walk with Christ; and/or
    - Damaging to the reputation of FBBC&TS.
3. There exists no power imbalance in regard to their respective roles or a conflict of interest that might have a negative impact on the learning and working environment at FBBC&TS.
    a. A supervisor should not commence a relationship with someone she/he supervises.
    b. A staff member should not commence a relationship with someone over whom they have authority or the ability to influence the status or circumstances of the other individual (in some cases, students or another member of staff).
    c. A college professor should not commence a relationship with a college student.
    d. A seminary professor should not commence a relationship with a seminary student.
    e. A college professor might commence a relationship with a seminary student if the college professor had no teaching responsibilities in the seminary, and the seminary student was not taking any classes in the college.
    f. A seminary professor might commence a relationship with a college student so long as the student maintained college status, and the seminary professor does not teach any class in the college.

This policy is in effect for full-time, part-time members of staff, as well as full-time and adjunct faculty. If a pre-existing relationship exists that would otherwise violate paragraph 3(a)–(d) above, the individuals in the relationship should follow the Procedures for Disclosing a Consensual Relationship, below.

All relationships within the Faith Community must be voluntary, mutual, and consensual. Conduct that is unwelcome may create a hostile environment in violation of FBBC&TS Title IX and the Sexual Misconduct Policy in the Employee Handbook, the Faculty Handbook, and College Catalog.

Procedures for Disclosing a Consensual Relationship:
Those who want to pursue a relationship that adheres to the above guidelines may do so by informing their immediate supervisors. The parties may be asked to sign a written statement affirming that the relationship is voluntary, mutual, and consensual and to take reasonable actions to mitigate the risk of a conflict of interest that might arise due to their relationship. Each supervisor needs to inform the representative vice-president of the department.

Procedures for Pre-existing Relationships:
Relationships pre-existing before a promotion and/or move into a different department can continue with a mitigation process on a case by case basis (ex. tandem evaluations with an additional supervisor).

1. This is necessary for relationships which work out well (other coworkers could feel like there is preferential treatment).
2. This is necessary for relationships which come to an end (the subordinate one can feel like they are being punished or mistreated).

Movie Theater Policy (New 5-2017; updated 5-2018)

In our desire to lead by example, all faculty and staff should meet the expectations given in the student handbook as a minimum. This means no one is allowed to attend a movie theater when school is in session. Beyond where we watch a movie is the importance of what we watch. As the student handbook states, "In light of this high calling, any media with any swearing, immodesty, sexually suggestive language or behavior or extreme violence will not be tolerated." Our highest calling should be to love God and to live our lives in a way that honors Him.

With these things in mind, we will allow a faculty or staff member to attend a theater and watch a movie that does not violate God's standards and that does not exceed a PG-13 rating. This will only be allowed from the first Saturday of Christmas Break to the last Saturday of Christmas Break and from June 1 to July 31, as there are classes and students on campus every other time of the year.

Exception: If you leave the state of Iowa (i.e. vacation or if you are done teaching for the summer) and you don't post it on social media, you can go to an appropriate movie at a theater while school is in session. This exception to the rule is given with the reasoning that we want to be a good example to students while they are in classes.

Drug Use and Abuse (updated 2-16-2026)

Policy
It is the policy of the college and seminary to maintain a drug- and alcohol-free campus in accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public

Law 101-226) and the Drug-Free Workplace Act of 1988 (Public Law 100-690). Therefore, the use, possession, or sale of tobacco, narcotics, non-prescribed drugs or alcohol is not allowed.

Please refer to the following sanction link and counseling link on Faith's website.

Child Abuse Policy (New 2026)

The College is committed to the protection and well-being of all minors and requires all employees to act in ways that promote their safety. This Child Abuse Policy applies to all College employees, regardless of position or reporting designation. Any employee who becomes aware of suspected child abuse or inappropriate conduct involving a minor in connection with college programs, activities, or personnel must follow College procedures and applicable law outlined below.

Pursuant to Iowa Code §§ **256.183(1)(h),** any Faith Baptist Bible College & Theological Seminary employee located in Iowa who, in the scope of the person's employment responsibilities, examines, attends, counsels, or treats a child must report suspected physical or sexual abuse to the institution's administration and to law enforcement. Any report of suspected child physical or sexual abuse should be made as soon as possible, but within 48 hours, to the Title IX Coordinator, and the employee shall immediately make a report to local law enforcement.

This policy is adopted and implemented in accordance with Iowa Code §§ **256.183(1)(h).**

Mandatory Reporter Policy (New 2026)

In addition to the responsibilities required of all employees, those designated by law as mandatory reporters have specific legal obligations. Mandatory reporters who reasonably suspect that a child has been abused must make a report promptly in accordance with Iowa law and established reporting procedures. Mandatory reporters must comply with all training, reporting timelines, and documentation requirements associated with their legal status.

Sexual Misconduct (New 2014, updated 2-16-2026)

In an effort to safeguard its ideals of scholarship as well as the spiritual and moral atmosphere on the campus, and in light of the clear commands of Scripture, the College is strongly committed to maintaining an environment that is free from any form of sexual harassment, sexual assault, and sexual abuse. The College believes that counseling, campus security, and campus-wide education about abuse prevention, protection, and the rights and duties of all students and employees are important and necessary components in the process of maintaining a harassment-, assault-, and abuse-free campus. The College's complete

Sexual Misconduct and Relationship Abuse Policy, which explains each of these components in detail, can be found on our **Title IX Policy** on Faith's website. This policy also prescribes the proper step-by-step procedure for the prompt and accurate reporting of sexual abuse to the duly constituted law enforcement authorities.

Sexual Abuse (updated 2-16-2026)

Definition
Sexual abuse is any form of verbal or physical sexual activity, harassment, or abuse by any individual against any other person of either sex, outside of wedlock, with or without consent. Within wedlock, the above would apply only without consent. All degrees of sexual abuse as stated in Vol. III, Code of Iowa, 1991, Chapter 709, are included and expanded in this definition**. Refer to the Title IX policy on Faith's website.**

Counseling
Counseling is available for victims of sexual misconduct. Victims are encouraged to seek counsel, beginning with their supervisor or the vice president for business, depending on the situation. (counseling link on Faith's website)

Security
The institution provides security personnel who are on duty 24 hours per day. Security personnel are responsible for patrolling the campus, checking campus buildings and dormitories, letting students into dorms after hours, and watching for their safety.

In **nonemergency** situations employees may call **515-210-6563** anytime to talk directly to security personnel. In **emergency** situations, employees should **call 911** and then call **515-210-6563** to inform security personnel of the emergency**.**

Sexual Harassment Policy Procedure

What is Sexual Harassment?
Sexual harassment is any unwelcome sexual advance, request to engage in sexual conduct, or other physical and expressive behavior of a sexual nature.
Sexual Harassment may include, but is not limited to

- Unwelcome sexual advance;
- Repeated sexually-oriented kidding;
- Teasing, joking, or flirting;
- Verbal abuse of a sexual nature;
- Commentary about an individual's body, sexual prowess or sexual deficiencies;
- Derogatory or demeaning comments about women or men in general;
- Leering, touching, pinching, or brushing against another's body; or

- Displaying objects or pictures which are sexual in nature and which create a hostile or offensive work or living environment.

The college and seminary seeks to maintain a work environment free from discrimination and sexual harassment. The college and seminary will act where necessary to eliminate these practices and to remedy their effects.

Should employees feel they are the victims of sexual harassment, they should report it immediately to their supervisor. Should employees not feel comfortable reporting this activity to their supervisor, they may contact the Human Resources office to discuss the issue in total confidence.

Racial Discrimination

FBBC&TS does not base hiring, compensation, promotion, or any other employment decisions on the basis of an individual's race, color, or ethnic origin. All such decisions are based on job-related performance standards that can be measured objectively, such as production records or attendance.

FBBC&TS will not tolerate racial slurs or ethnic epithets at the workplace and is absolutely committed to maintaining a bias-free working atmosphere. Employees who are subjected to this abuse are urged to report it to their supervisors or deal with the matter according to the provisions set forth in this handbook. Employees who are found guilty of this harassment will be subject to discipline, up to and including discharge.

FBBC&TS seeks to foster a balanced atmosphere of unity without ignoring or denouncing each other's God-given differences. Therefore, employees should accept one another's differences, racial or other, as we work together under His direction and care.

Discrimination

Age Discrimination in Employment

The Age Discrimination in Employment Act of 1967, as amended, prohibits age discrimination and protects applicants and employees 40 years of age or older from discrimination due to age in hiring, promotion, discharge, compensation, terms, conditions, or privileges of employment**.**

Americans with Disabilities

FBBC&TS does not discriminate in the interviewing, hiring, or promotion of individuals on the basis of disability. This institution is committed to compliance with the Americans with

Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973. It shall endeavor to provide reasonable accommodations requested by all employees with documented disabilities who are otherwise able to perform the essential functions of their jobs.

Business Office personnel in the Administration Building and the individual department supervisors shall work with all employees and their immediate supervisors in determining the most effective accommodations that can be reasonably provided on an individual basis. Business Office personnel shall maintain records of such requests and accommodations in a confidential manner.

Grievance Policy

The purpose of the grievance policy is to promote an efficient investigation and resolution of grievances. In the event of a personal grievance and in accord with the spirit of Matthew 18, the college and seminary encourages employees to resolve the grievance prior to filing a formal charge by arranging a personal meeting with any individual(s) involved.

Layoff and Recall (revised 9-5-2012)

There may be occasion for temporary employee layoffs due to lack of work or lack of funds. The selection of the individual employee(s) for layoff will be based on the needs of the college and seminary. A decision to implement a reduction in staff will not be made on the basis of an employee's race, color, gender, age, national origin, disability, or political affiliation. Affected employees will be notified by written notice at least 10 working days in advance of the layoff. At the discretion of FBBC&TS, two weeks' pay can be given in lieu of advance notice.

Benefits

Life and health insurance benefits will be maintained through the end of the calendar month of the day the layoff notice period ends for those employees who have been laid off. (For example, if a layoff notice is given on the 12th of the month to be effective 10 days later on the 22nd of the month, then life and health insurance benefits will continue through the last day of that month). Sick leave will not be credited during the time off. All other benefits associated with employment will cease beginning the first day without work.

Recall

If recall is possible, the college and seminary will recall employees based on need. Notice of recall will be sent to the employee at his or her last known address by certified or registered mail. FBBC&TS will also make an effort to contact the employee by telephone. If the employee fails to report to work within 10 days of mailing or 5 days of receipt of the notice, the employee will be deemed as having waived the right of recall.

Extensions may be granted by the college and seminary under certain circumstances such as hospitalization, absence from the area, death in the family, or illness. Such extensions will be determined on a case-by-case basis by the vice president for business.

Separation from Employment

Retirement

Employees wishing to retire from FBBC&TS need to make their intent known in advance because retirement involves the Social Security Office, FBBC&TS, and possibly other agencies. Advance planning is critical to all involved. Questions regarding this important issue should be directed to the vice president for business.

Resignation

The college and seminary requests a written two-week notification to the supervisor of an employee wishing to resign voluntarily. An exit interview is required with the human resources coordinator.

An employee failing to return from a leave of absence as arranged with the college and seminary per policy will be considered to have resigned.

Work Performance Assessment

Employees at FBBC&TS are expected to exercise their responsibilities as unto the Lord with integrity, faithfulness, high personal ethics, exemplary conduct, and spiritual leadership. These characteristics should also be evident in the personal lives of FBBC&TS employees since they are representatives on and off campus.

FBBC&TS has a responsibility to the board of directors and its supporters to ensure that the work expectations are being met. This assessment may be in the form of work and performance reviews, supervisor evaluations, student evaluations, and self-evaluation.

Termination of Employment

Dismissal

It is important that all employees perform to the best of their abilities at all times. When employees perform at an unsatisfactory level, violate a policy, or commit an act that is inappropriate, the college and seminary may exercise its discretion to utilize forms of discipline that are less severe than termination, depending upon the individual case. Examples of such less severe forms of discipline include verbal warnings, written warnings, probationary status, and demotion. A record of all formal disciplinary actions, including verbal warnings, is placed in the employee's personnel file. The employee will be given a copy of all written warnings acknowledging that he or she has received, read, and

discussed its contents with the supervisor. The employee's signature is required verifying the receipt of the warning, but the signature does not acknowledge that he or she agrees with the content.

Although one or more of these steps may be taken in connection with a particular employee, no formal order or procedure is necessary for appropriate action. An employee may, of course, resign at any time. FBBC&TS may also terminate the employment relationship without following any particular series of steps whenever it determines, at its own discretion, that such action should occur.

Before discharging an employee, the department supervisor will communicate dissatisfactions with the employee. If discharge is deemed necessary, the employee must be told the reason. The following procedures are generally followed by the department supervisor prior to a dismissal. Depending on the seriousness of the offense, the employee may be terminated immediately without proceeding through these steps.

- The employee must be advised of the deficiencies in at least two conferences. The department supervisor must keep on file written records of the deficiency interviews indicating the time and date such interviews take place.
- The vice president in whose area the employee works and the human resources coordinator must be notified.
- The vice president for business must be advised of the supervisor's intention to discharge the employee.

In all cases, a written record of the termination must be placed in the employee's personnel file.

Exit Interview

An exit interview will be scheduled with the human resources coordinator upon termination. During the exit interview, an employee is expected to return all college-furnished equipment, keys, credit cards, and I.D. cards. Arrangements for receiving final pay and for clearing any outstanding debts with the Accounting Office will also be made at this time, and the employee must provide a forwarding address. All employees leaving FBBC&TS are eligible for continuing health insurance coverage under the requirements of the federal law known as COBRA.

Part Three: Benefits

Bookstore Discount

A discount of 33 percent on most FBBC&TS bookstore items (excepting those marked "Net") is extended to full-time college and seminary personnel and their immediate family members who are living at home or who are enrolled in a college or university. The bookstore requests that this discount be reserved for items intended for personal use and reserves the right to determine discountable items.

To receive this discount, employees or their family members should identify themselves or show their college and seminary identification card before the cashier begins to process the sale. Such discounts do not apply to purchases made on behalf of organizations or individuals outside the college and seminary.

Dining Services Discount (updated 7-2014; 8-2015; 7-2019; 7-2022)

College and seminary personnel are invited to eat meals in the FBBC&TS dining hall particularly as another means to interact with students. The established discounted price for college and seminary personnel is currently $4.50 for any meal. This policy applies to any full-time member of the faculty, staff, or administration and his or her immediate family members (spouse and children) still living at home. Children ages 0-3 always eat free.

This policy does not apply toward the board plan rate of any student at FBBC&TS.

Employee Benefit Program (F.I.T./Wellness)– (Revised 12-2014; 1-2017; 1-2019)

The purpose of this program is to encourage the health of employees through regular exercise.

Eligibility
All full-time employees of FBBC&TS and their spouses are eligible to participate**.**

Requirements

- A wellness portal has been set up with required activities to not get an increase in health insurance premiums.
- Thirty minutes of aerobic exercise (e.g., walking, jogging, swimming, etc.)
- Success of the above during at least 36 days of each quarter.

Incentives

- Employees successfully completing the minimum activity receive a $25 bookstore gift certificate.
- Employee spouses successfully completing the minimum activity receive a $10 bookstore gift certificate.

Reporting

Reporting is recorded on the wellness portal.

Free Admission to Selected Campus Activities

College and seminary personnel and their families are given free admission to such activities as concerts, recitals, drama productions, and athletic events. The school calendar provides a complete listing of these activities.

Employee Tuition Waiver for Full-Time Employees (Revised 11-2015; 8-2016; 10-6-2016; 7-7-2020; 3-1-2021)

Tuition Waiver—Full-time Employees

The president, vice presidents, faculty, professional staff, support staff, any former employee who has completed at least 20 years of full-time employment, or disabled employees whose previous work assignments conform to the following guidelines are eligible to receive a tuition waiver under this policy.

Tuition Waiver— Employee

• Administration, faculty, and professional staff employees may receive a 100% tuition and related fees (i.e., Student Benefit Fee and Technology Fee) waiver immediately upon employment.

• Support staff employee may receive a 100% tuition and related fees (i.e., Student Benefit Fee and Technology Fee) waiver after the employee has completed two consecutive years of employment as a full-time.

The tuition waiver is available for both undergraduate and graduate classes.

The employee's ability to take classes is dependent on arrangements with and approval of his or her department supervisor. The president, vice presidents, faculty, and exempt professional staff are not required to make up hours spent in class. Non-exempt professional staff and support staff are expected to make up in the same week the hours spent in class unless the employee is required to take the course work to enhance skill levels in the field of his or her employment. Employees are able to take the time without pay if prior approval is obtained by his or her supervisor.

If a full-time employee of any classification begins employment within an academic semester, tuition waiver benefits will be delayed for eligible family members and for the employee until the beginning of the next semester with the exception of modules.

In cases where tuition waiver is available to the employee, auditing of classes is permitted with the consent of the faculty member teaching the course. All tuition waiver benefits cease at the end of the semester in which employment was ended unless the employee or his or her qualifying dependents are eligible to receive the benefits because of retirement or disability.

Tuition Waiver – Dependent
All dependents of administration, faculty, professional staff and support staff may enroll for a full class schedule for any semester, summer school, or module program.

- Administration, faculty and professional staff dependents: A qualified dependent (as defined below) may receive a 100% tuition waiver immediately.

- Support staff dependent: A qualified (as defined below) may receive a 100% tuition waiver after the employee has completed two consecutive years of employment as a full-time.

The amount of the tuition waiver will be calculated as follows:
- Spouse: 100% tuition and related fees (i.e., Student Benefit Fee and Technology Fee).
- Children in college: If the Free Application for Federal Student Aid (FAFSA) is submitted prior to July 1st and Iowa Tuition Grant (ITG) received then 100% tuition plus related fees (i.e., Student Benefit Fee and Technology Fee) plus music lessons minus ITG minus PELL Grant. If living on campus PELL Grant will first be applied towards room and board and then tuition and related fees.
- Children in college: If FAFSA submitted prior to July 1st and no ITG received then 100% tuition only.
- Children in college: If no FAFSA submitted prior to July 1st then no tuition waiver.
- Children in high school: 100% tuition and Technology Fee.
- Graduate child: 100% tuition only.

The tuition waiver is available for both undergraduate and graduate classes.

For the purposes of this policy, the following people are considered immediate family members:
- Spouse of an eligible employee
- Dependent children or stepchildren or former dependent children of an eligible employee, who are claimed or have been claimed prior to their marriage, as dependents on the Federal tax return of the eligible employee
- Spouse of an eligible employee who separates from service with the college and seminary after completing at least 20 years of full-time employment or disability.
- Dependent children or stepchildren, or former dependent children, of an eligible

employee who separated from service with the college and seminary after completing 20 years or more of full-time employment or disability and who are claimed, or have been claimed prior to their marriage, as dependents on the Federal tax return of the eligible employee

- Surviving spouse of an eligible employee who died while employed by the college and seminary until he or she remarries
- Dependent surviving children, or former dependent children, of a deceased employee who is claimed, or have been claimed prior to their marriage, as a dependent on the Federal tax return of the surviving spouse
- Dependent surviving children, or former dependent children, of a deceased eligible employee whose other parent is also deceased

Personal Time (revised 9-2017 – effective 7-1-2017)

Employees are allowed time to conduct personal business that requires them to be away from work for a short period of time. Personal time will be earned on a fiscal year basis.

Support and Professional Staff

- Over 30-40 hour per week employee: 16 hours (accrue 1.33 hours per month)

Any unused portion of personal time in a given year cannot be carried over to the next year.

Examples of personal business would be dental, doctor, or optometrist appointments, car or house repairs, attendance at a local funeral, or attendance at a child's program.

Vacation (Revised 9-2017 – effective 7-1-2017)

Employee benefits sheets include detailed information regarding the use and amount of vacation time for which each employee is entitled. The employee is to complete a vacation request form and have it signed by the employee's supervisor whenever he or she uses vacation time. These forms may be obtained from the human resources coordinator. Vacation time will be earned on a fiscal year basis. Any unused portion of vacation time in a given fiscal year cannot be carried over to the next fiscal year.

Administration
Four weeks each fiscal year

Support and Professional Staff (working more than 30-40 hours per week)

1–5 years	10 days (accrue 6.67 hours per month)
6–15 years	15 days (accrue 10 hours per month)
16–20 years	20 days (accrue 13.33 hours per month)
21+ years	25 days (accrue 16.67 hours per month)

Emergency Closings
Any FBBC&TS emergency closing which occurs during an employee's vacation does count against the vacation. In other words, if an employee is on vacation and the offices are closed due to an emergency, the employee must still use that time as vacation time.

Holiday Policy – (revised as of 8-1-2012; 11-2015; 8-1-2017; 5-2021; 7-25-2025)

Faith Baptist Bible College and Theological Seminary recognizes and observes the following paid holiday periods each year during which time the offices will be closed. This benefit applies to all full-time administration, professional staff, and support staff personnel.

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Friday after Thanksgiving (fourth Friday in November)
- Christmas Eve (December 24 when on Monday-Friday)
- Christmas Day (December 25)
- Winter Break (week days between Christmas and New Year's)
- Easter Break (Monday after Easter)

If the holiday falls on a Saturday, the preceding Friday is a compensated holiday. If the holiday falls on a Sunday, the following Monday is a compensated holiday.

If Christmas Eve falls on a Saturday or Sunday, it is not a compensated holiday for that year.

A holiday must fall within the authorized employment period of the employee to qualify as a paid holiday. If a paid holiday falls during an employee's scheduled vacation, the holiday will not be counted as vacation taken.

If a full-time hourly employee is required to work on a designated holiday, he or she will be paid time and a half for all hours worked plus the eight hours of holiday pay.

Hourly employees must have been employed for 60 calendar days to be eligible for holiday pay.

Discharged employees who are in the process of receiving severance pay will not be eligible for holiday pay after the last day worked.

Veterans Day Holiday

In compliance with Iowa Code 91A.5A, Faith offers all honorably discharged veterans the option to take November 11, Veterans Day, as an unpaid holiday unless the employee uses vacation or personal leave. If an employee requests the day as unpaid and provides the necessary documentation (see below), the employee must complete a leave request for an unpaid day and note in the comments section "Veterans Day."

Follow these procedures:

- Submit a written notice to your supervisor at least a month in advance (by October 11) and document your veteran status. Also submit a copy of your federal certification of release or discharge from active duty or a similar federal document.
- Your supervisor will notify you no later than November 1 if your request is granted.
- Requests from veterans who have certified their veteran's status cannot be denied leave time unless providing time off would impact public health or safety or would cause the employer to experience significant economic or operations disruption.

Submit the documentation to the Human Resources office where it will be kept in your personnel file.

Illness (Revised 9-2017 – effective 7-1-2017)

All employees, including administration, faculty, professional staff, and support staff members, must notify their immediate supervisor each day of their illness unless physically unable to do so. If the supervisor is not available, the employee should leave a message with the receptionist or on the receptionist's voice mail to be forwarded to the supervisor.

Repeated or prolonged absences from work may impair the performance of an employee's duties. If supervisory personnel feel the sick leave privilege is being abused, the employee in question may lose pay for absences and, in extreme cases, may be subject to dismissal**.**

Sick Pay

Each full-time new employee will be given the following sick time after his or her 60-day orientation period has been completed. Sick time will be accrued up to a 90-day limit.

Professional and Support Staff (working more than 30-40 hours per week):

- After 60-day orientation period—40 hours
- Accrue 8 hours per month

Employees may also donate sick days to a "bank" from which others may draw. Sick days will assume their actual dollar value (based on employee's salary) when they are donated.

Time Missed Report forms, available in the Human Resources office, are to be completed for all absences including sick time. Following an absence due to illness extending for more

than three days, a supervisor may request documentation from a physician concerning the employee's ability to return to work.

Any unused sick or emergency leave remaining at separation is lost.

Pregnancy
Pregnancy will be handled in the same manner as an illness. For additional information, refer to the Family and Medical Leave Act policy.

Emergency Closing

In the event weather conditions or other emergencies necessitate the cancellation of work, the phone chain will be activated and an announcement will be made as soon as possible through local television and radio stations. Full-time and part-time employees will be compensated only for the hours in which they would normally have performed their duties.

Any FBBC&TS emergency closing which occurs during an employee's sick or vacation time does count against sick or vacation time. In other words, if an employee is using sick time or is on vacation and the offices are closed due to an emergency, the employee must still use that time as sick or vacation time. If FBBC&TS has an emergency closing, employees are eligible to be paid for that emergency time as long as they have worked the weekday immediately before or after the emergency closing.

Essential services employees will be required to work during a closing and will be given compensatory straight time off for the hours worked during the closing.

Bereavement Leave

Employees are entitled to up to five days leave with pay for a death in the immediate family or any of the following: husband, wife, son, stepson, daughter, stepdaughter, mother, stepmother, father, stepfather, brother, stepbrother, sister, stepsister, son-in-law, daughter-in-law, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandmother, grandmother-in-law, grandfather, grandfather-in-law, grandchild, aunt, uncle, guardian, or ward.

In the event that an employee is the executor of an estate, he or she will be allowed up to an additional ten days leave with pay.

Military Leave

If an employee is drafted or called to active duty by the U.S. military services, FBBC&TS will grant him or her extended leave of absence. The employee will receive the difference between his or her salary and the military compensation. This time off will not be counted as vacation days or personal time.

The employee may take as many as 90 days of unpaid leave after he or she is released from duty but may return immediately if he or she so desires. After being discharged, the employee will be able to retain his or her job or a comparable position at FBBC&TS.

An employee may elect to continue the existing health plan coverage for both the employee and his or her dependents for up to 24 months while in the military. Even if the employee does not elect to continue coverage during military service, he or she can be reinstated in the health insurance plan when reemployed.

An employee who is a member of the National Guard or Reserve Forces of the Armed Services of the United States of America is eligible for an annual two-week training leave of absence. Such an employee will receive the difference between his or her salary and the amount the Guard or Reserve pays. This time off will not be counted as vacation. If the employee takes vacation time during summer camp, he or she will be entitled to full pay in addition to the compensation paid by the government.

Employees will continue to accrue vacation and sick time during unpaid leaves of absence for military service.

Basic training will not be covered as paid leave. However, the employee will be allowed to take the time off without pay.

Time Off To Vote

Employees who lack sufficient time outside of work hours to vote in local, state, and national elections may request time off with pay for this purpose. This time off is at the discretion of the supervisor and is dependent upon the departmental work load.

Jury Duty

Regular pay will be continued while an employee serves on jury duty, but any remuneration given to the employee must be returned to FBBC&TS to offset the wages paid. This remuneration cannot be considered as a donation. Reimbursement paid to the employee for expenses incurred while serving on jury duty does not need to be returned to the college and seminary.

Court Appearance Leave

For Matters Pertaining to Personal Interests

If an hourly employee must appear in court on matters pertaining to his or her personal interests, the time will be considered leave without pay. The employee may choose to use available personal or vacation time if he or she wishes to be compensated for this time off, provided that prior arrangements have been made with his or her supervisor. Salaried employees must discuss their time away from work with their supervisors to determine the appropriate payment or use of personal or vacation time.

As a Result of Being Subpoenaed As a Witness

If an employee must appear in court as a result of being subpoenaed in a school-related matter, the time will be considered part of his or her job and will be handled by payroll as normal working hours.

If an hourly employee must appear in court as a result of being subpoenaed in a matter not related to the school, this time will be considered unpaid leave. The employee may use personal or vacation time or simply take the time without pay. The employee must make prior arrangements with his or her supervisor. Salaried employees are to discuss their time away from work with their supervisors to determine the appropriate payment or use of personal or vacation time.

Family and Medical Leave of Absence Policy

The Family and Medical Leave Act of 1993(FMLA) grants special provisions for employees who work at a business that has 50 or more individuals living within a 75 mile radius of the worksite. Since Faith meets these standards, it will grant family and medical leaves of absence to "eligible employees" for the following:

1. The birth and care of an employee's newborn child;
2. The placement of a child with the employee for adoption or state-approved foster care;
3. The care of an employee's spouse, child, or parent ("family member") who has a serious health condition;
4. The employee's serious health condition which prevents the employee from performing any one essential function of the employee's position; or
5. The employee has qualifying exigencies arising out of the fact that the his or her spouse, child, or parent is on active duty or called to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider.

Eligible Employee
Any active full-time or part-time employee is eligible for family and medical leave under the Family and Medical Leave Act provided that on the date the employee requests leave

1. He or she has been employed with the college for at least 12 months; and
2. He or she has worked 1,250 hours during the 12-month period immediately preceding the commencement of leave.

Length of Leave
An eligible employee is entitled to a total of 12 work weeks of unpaid leave within a 12 month period. The amount of leave available to an employee will be calculated by looking at the amount of leave taken within the 12-month period immediately preceding the first date of leave. Leave taken for the care of a newborn child or placement for adoption or foster care must be taken as an uninterrupted, continuous leave of absence and must be taken within 12 months of the birth or placement of the child. If both a husband and wife are employed by the college and are eligible for leave (except for leave due to the employee's serious health condition), the two may take a combined total of 12 weeks.

Intermittent leave or a reduced schedule may be approved for the employee's serious health condition or a family member's serious health condition where medically necessary and where the need for such leave is best accommodated through such scheduling. An employee requesting intermittent leave/reduced schedule may be transferred temporarily to an available alternative position with equivalent pay and benefits or to a part-time position if such a position better accommodates the need for intermittent leave/reduced schedule.

In addition to the above, the Family and Medical Leave Act provides up to 26 weeks of unpaid leave during this same 12-month period for an employee who is the spouse, child, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty. The military caregiver is entitled to a combined total of 26 weeks of all types of FMLA leave.

Substitution of Paid Leave
An employee taking a family medical leave due to the employee's serious health condition must use all available, accrued vacation, sick, and personal time, except where an eligible injury is covered by Worker's Compensation. This paid time will run concurrently with the family medical leave. An employee taking leave for reasons other than an employee's own serious health condition must exhaust all vacation, sick, and personal time at the onset of the leave, and this time will run concurrently with the family medical leave. Therefore, any family and medical leave, whether paid or unpaid, or a combination thereof, will be counted toward the 12-week leave entitlement.

Employee Notification Requirements
If an employee expects to take family and medical leave, the employee must notify the human resources coordinator of the intention to take leave at least 30 days in advance of

the expected leave. Following proper notification, the employee must complete a Leave of Absence Request form and provide any required medical certification.

If the need for leave is not foreseeable, the employee must provide notification of leave to the supervisor or the human resources coordinator as soon as is practicable under the circumstances. An employee's failure to provide 30 days advance notification for a foreseeable leave may result in a delay of leave.

Medical Certification
An employee who takes leave for his or her serious health condition or to care for a family member with a serious health condition must submit to the supervisor or the human resources coordinator written medical certification of the need for such leave from the applicable health care provider. Failure to provide the certification in a timely manner may result in a delay of leave. The college may request a second or third medical opinion at the college's expense for verification of an employee's serious health condition. The opinion of the third health care provider, who is approved jointly by the college and the employee, shall be final and binding on the college and the employee. In addition, when the employee is on leave, the college may require the employee to provide periodic recertification of the employee's medical condition (not to exceed once every 30 days), and the college may inquire as to the employee's intentions to return to work.

An employee on uninterrupted, continuous leave due to the employee's own serious health condition will be required to provide a job-related medical certification of fitness before he or she is allowed to return to work. Failure to provide this certification may result in the delay or denial of job restoration.

Benefits Continuation
The same health care benefits coverage provided to an employee on the day prior to taking family and medical leave will be maintained for up to the 12 weeks or as required by law, provided the employee continues to pay any required contribution for benefits. If the employee fails to make timely payments of these premiums (i.e., within 30 days after the due date), health insurance coverage will terminate (lapse) and the employee will not be eligible to re-enroll until the next open enrollment period. The college will provide the employee written a notice at least 15 days in advance advising that coverage will cease if payment is not received.

Upon completion of the 12-week leave, or if an employee fails to return to work at the end of the leave, a loss of coverage will occur, and continuation of health care coverage would be offered through COBRA. An employee who does not return from leave may be required, under certain circumstances provided by the Medical and Family Leave Act, to reimburse the college for any employee contributions paid by the college while the employee was on unpaid leave.

While on leave, an employee must continue to pay the employee's contributions or loan payments for any applicable benefits which would otherwise be automatically deducted

from the employee's wages (e.g., supplemental life insurance, identify theft insurance , or any other elective employee benefit deductions). Contact the Human Resources office for details regarding employee contributions and/or loan payments.

The period of time an employee is on family and medical leave will be treated as continued service for purposes of vesting and eligibility to participate under any available pension or retirement plan. Absences due to leave will not be counted as time worked for the purpose of seniority or computing vacation or sick leave.

Job Restoration
An employee will be returned to the same or equivalent position when he or she returns from family and medical leave with no loss of benefits accrued prior to leave. An employee who does not return to work at the end of an authorized leave is subject to termination of employment. In the event an employee's position with the college is affected by a decision or event not related to the employee's leave of absence (e.g., job elimination due to a reduction in force), the employee will be affected to the same extent as if he were not on leave.

Certain "key employees" as defined under the Family and Medical Leave Act may not be eligible to be restored to the same or an equivalent position after leave if doing so would cause substantial and grievous economic injury to the operations of the college. The college will notify such employees of their "key employee" status and the conditions under which job restoration will be denied, if applicable.

Questions about Family and Medical Leave
If you have any questions about your rights or responsibilities under this policy, contact the human resources coordinator. The college will comply with all applicable federal, state, and local laws in administering this policy.

Health Insurance

FBBC&TS offers group hospital and medical insurance coverage options for full-time employees, spouses, and dependent children. Coverage begins the first day of the first full month of employment.

The employee is required to complete an enrollment form upon employment. The employee may elect coverage option or may waive coverage if he or she is covered under another health insurance plan.

Refer to individual employee benefits sheets for cost of premiums. Employees cost of their premium will be on a pre-tax. Changes in monthly premiums are effective as of July 1.

Changes in an employee's family status (such as marriage, birth, dependent child status, divorce, or retirement) can affect the employee's insurance status. Employees are encouraged to inform the human resources coordinator of changes in family status as they occur.

Dental Insurance

FBBC&TS offers a dental plan to full-time employees, spouses, and dependent children. Coverage begins the first day of the first full month of employment.

The employee is required to complete an enrollment form upon employment.

Changes in an employee's family status (such as marriage, birth, dependent child status, divorce, or retirement) can affect the employee's insurance status. Employees are encouraged to inform the human resources coordinator of changes in family status as they occur.

Vision Coverage

FBBC&TS offers a vision plan to full-time employees, spouses, and dependent children. Coverage begins the first day of the first full month of employment.

The employee is required to complete an enrollment form upon employment.

FBBC&TS will pay the premiums for the employee only. Employees should refer to their benefits sheets for cost of premiums for spouse and dependents. Employees may choose whether their cost of premiums will be on a pre-tax or after-tax basis. Changes in monthly premiums are effective as of July 1.

Changes in an employee's family status (such as marriage, birth, dependent child status, divorce, or retirement) can affect the employee's insurance status. Employees are encouraged to inform the human resources coordinator of changes in family status as they occur.

Cafeteria/Flex Plan

FBBC&TS offers a Cafeteria/Flex plan for all full-time employees. The employee may enroll to participate in pre-tax dollars that can be used for unreimbursed medical, dental, and vision expenses; dependent care assistance plan; and individual health premiums. The plan year is from July 1 through June 30.

The employee may decide the amount of payroll reduction that he or she wants to commit to the Cafeteria/Flex plan and the accounts for which he or she wants funds withheld. Employees are encouraged to estimate their costs carefully for each account they choose because unreimbursed account funds will be forfeited.

The amounts that an employee chooses to have withheld and the accounts he or she designates cannot be changed during the plan year unless there is a change in his or her family status. Because changes in family status (such as marriage, birth, dependent child status, divorce, or retirement) can affect an employee's insurances status, employees should let the human resources coordinator know of changes in family status as they occur.

Requests for reimbursement of Dependent Care & Individual Premium expenses incurred during the plan year (July 1 to June 30) must be submitted by August 31 or any remaining funds will be forfeited. A request for reimbursement of medical expenses incurred during the plan year (July 1 to June 30) has a 2 ½ month "grace period" with a 60-day "run out" period. Medical expenses must be submitted by November 14.

Employees should refer to their benefits sheets for a summary of benefits.

Worker's Compensation

In case of serious injury or illness at work, employees should go immediately to a designated physician for treatment. Employees should request that a fellow employee notify their supervisor. If an employee is unable to drive to the physician's office, he or she should request a coworker's help. A First Report of Injury for the State of Iowa must be completed within 24 hours of the incident.

An employee should complete an incident report for injuries, no matter how small they may seem, to his or her supervisor and the human resources coordinator.

Medical and hospital expenses resulting from injuries suffered while employees are on the job are paid by Worker's Compensation Insurance. Worker's Compensation report forms are available in the Human Resources office. If an employee does not report the accident or injury promptly, these benefits may be delayed or denied.

Disability Insurance (Revised 7-1-2017)

Upon completion of 30 days of employment, full-time employees are covered by disability insurance. Coverage comes into effect in case of injury or sickness that extends beyond 90 days. Depending on accrued sick pay, employees will be paid full wages for up to 3 months. After 3 months, employees will receive 60% of their basic monthly earnings or up to a $5,000 maximum monthly benefit.

Premiums for this insurance are paid by FBBC&TS. The employee is taxed on the premiums. The benefit becomes non-taxable for income tax purposes if an employee becomes disabled.

Employees are required to complete an enrollment form upon employment.

Life Insurance (revised 7-1-2017)

All full-time faculty, administrators, and staff are covered by a life insurance policy provided by FBBC&TS. This coverage becomes available at the beginning of the first full month of employment. The coverage is $50,000.

Coverage amount is reduced by 35% at age 70 and an additional 20% at age 75. Benefits cease at retirement.

Employees are required to complete an enrollment form upon employment.

Voluntary Life Insurance

FBBC&TS offers voluntary life insurance at group rates. This coverage is a group term life insurance plan that covers the employee and his or her dependents for as long as the employee remains an eligible employee. It does not build any cash value for the employee to borrow against or receive upon policy cancellation.

Enrollment application and evidence of insurability forms are available in the Human Resources office.

Retirement Plan (Revised as of 9-17-2012; 7-1-2016)

A retirement plan was adopted for full-time employees on August 1, 1973, and was last revised as of September 17, 2012. The 403(b) retirement plan is a voluntary plan. Each plan year begins on July 1 and ends on June 30 of the following calendar year. The 403(b) plan provides for immediate 100% vesting. The employer's contribution is a discretionary contribution plan for the participants. The employer will follow the chart below when contributions will be made based on years of service completed as further described below.

An employee's years of service shall be calculated at the beginning of each plan year and remain unchanged until the end of the plan year. FBBC&TS and each participating employee will contribute to a retirement annuity as follows: **YEARS OF SERVICE**	**COLLEGE**	**EMPLOYEE***
0–5	1%	1%
6–10	2%	2%
11+	3%	3%

*Employees may contribute more than the required minimum percentage shown here if they choose. Employees may also contribute into a supplemental retirement plan.

Full-time employees:
All full-time employees are eligible to participate in the retirement plan beginning the first day of their employment. The program is voluntary for employees age 26 and older.

Part-time employees:
When a part-time employee reaches 1,000 hours during the plan year, he or she is immediately eligible for 403(b) benefits and eligibility will continue until the end of the 403(b) plan year, which is the following June 30. Part-time employees will not be considered eligible for 403(b) benefits until they reached 1,000 hours worked. The program is voluntary for employees age 26 and older after one year of employment.

Adjunct Faculty:
When an adjunct faculty member teaches six or more credit hours during a semester, he or she is immediately eligible for 403(b) benefits and eligibility will continue until the end of the 403(b) plan year, which is the following June 30. Adjunct faculty members will not be considered eligible for 403(b) benefits the following year unless or until they teach six credit hours in a single semester.

Forms for enrolling in the retirement plan and for changing the employee's contribution percentage can be obtained from the human resources coordinator in the Human Resources office.
Years of services will be based on total years worked at FBBC&TS. These years of services do not have to be consecutive and do include part-time hours worked if employee worked 1,000 hours or more.

An employee under 26 years of age may contribute to the retirement plan. However, FBBC&TS will not contribute to the plan until the employee reaches age 26.

EMPLOYEE ACKNOWLEDGMENT FORM

All employees must sign, detach and give this form to the Human Resources office to be eligible for employment at Faith Baptist Bible College and Theological Seminary.

The Employee Handbook contains important information about Faith Baptist Bible College and Theological Seminary. I understand that I should consult the Human Resources office regarding any questions not answered in the handbook or any policies that I do not understand. I have entered into my employment relationship with Faith Baptist Bible College and Theological Seminary voluntarily, and I acknowledge that there is no specified length of employment. Accordingly, either Faith Baptist Bible College and Theological Seminary or I can terminate the relationship at will, with or without cause, at any time so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur, except to Faith Baptist Bible College and Theological Seminary's policy of employment at-will. Any changes that are made will be communicated through official written notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the president of the college has the ability to adopt any revisions to the policies in this Handbook.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Faith Baptist Bible College and Theological Seminary Employee Handbook.

Confidentiality and/or Non-Disclosure: I understand that employees may be required to sign an agreement under separate copy.

Employment-at-will: I further understand that my employment is terminable at will, either by myself or Faith Baptist Bible College and Theological Seminary, regardless of the length of my employment or the granting of benefits of any kind.

Policy Changes: I understand that the policies, rules, and benefits described in the Employee Handbook are subject to change at any time at the sole discretion of Faith Baptist Bible College and Theological Seminary. I understand that this Employee Handbook replaces all other previous Employee Handbooks for Faith Baptist Bible College and Theological Seminary.

Discrimination: I understand that Faith Baptist Bible College and Theological Seminary is an equal employment opportunity employer and that discriminatory practices, including unlawful harassment, will not be tolerated.

Privacy: I understand that Faith Baptist Bible College and Theological Seminary reserves the right to access and/or monitor the use of all computer and electronic communications with or without notice. I further understand that I have no expectation of privacy when using Faith Baptist Bible College and Theological Seminary's computer and electronic communications systems.

Safety: I pledge to be safe at all times and to report immediately any safety violations or perceived safety problems that I observe. I understand I must report such potential safety problems to the Human Resources office under penalty of disciplinary action up to or including dismissal and that no action or retribution will be taken against any employee who reports a possible safety problem (unless not reported immediately upon observation).

Acknowledge Receipt of Policies: I understand that my signature below indicates I have read and understand the above statements and have received a copy of the Faith Baptist Bible College and Theological Seminary Employee Handbook.

_____

Employee's Printed Name Position

_____

Employee's Signature Date