

Sterling College

Employee Handbook

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Sterling College reserves the right to correct unintended errors and to modify this policy if necessary. In the event that a change is made, the date of the last revision will be listed on the first page.

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STERLING COLLEGE'S MISSION STATEMENT, STATEMENT OF FAITH, AND FAITH PERSPECTIVES

MISSION

To develop creative and thoughtful leaders who understand a maturing Christian faith.

Our Faith

The board, faculty, administration, and staff possess an active and visible Christian faith, which encourages the entire campus community in our pursuit of a wholesome and practical Christian life. We personally trust and collectively bear witness to the one, eternal God, revealed as Father, Son, and Holy Spirit (Matthew 28:19; John 10:30). We are redeemed from our sins by Christ's life, death, and resurrection, and it is by God's grace alone that we joyfully receive our salvation through a personal faith in Christ Jesus. God the Holy Spirit is active, providing us with God's sustaining presence and power, and working sanctification in the faithful. We believe in the life of the world to come in which righteousness will dwell and God will reign forever. We accept the inspiration and authority of Scripture (II Timothy 3:16) which directs our daily living and illuminates our minds, and we embrace the Church as the body of Christ and God's witness of His love in the world.

Statement of Faith

- We believe in God the Father who created the heavens and the earth.¹
- We believe in God the Son, Jesus Christ² who was conceived by the Holy Spirit,³ and born of the Virgin Mary,⁴ Jesus suffered,⁵ died⁶ and was buried.⁷ He rose from the dead.⁸ Jesus ascended into heaven⁹ and remains with the Father and the Holy Spirit to judge the living and the dead.¹⁰ Jesus Christ alone is the way, the truth and the life.¹¹ There is salvation in and through no other.¹²
- We believe in God the Holy Spirit who is the comforter,¹³ sustainer, and sanctifier¹⁴ of all who profess faith in Jesus Christ as Savior and Lord.
- We believe that the Bible is God's revealed Word.¹⁵ It is authoritative¹⁶ and infallible¹⁷ in all matters of faith and practice.
- We believe that the Church is the body of Christ¹⁸ and God's witness¹⁹ in the world.
- We believe that Jesus Christ will return²⁰ and claim His own, ushering in the new heaven and new earth²¹ in which righteousness will dwell and God will reign forever.²²

Scripture References for the Statement of Faith

- 1 *Genesis 1:1; Isaiah 40:21-26; Acts 17:24-29*
- 2 *John 17:1-5; Colossians 1:15-20; John 1:1; Acts 4:11, 12; Hebrews 1:1-8; Hebrews 7:25; John 10: 28-30*
- 3 *Matthew 1:18-20; Luke 1:34-35; Isaiah 7:14*
- 4 *Matthew 1:18-20; Luke 1:34-35*
- 5 *Matthew 27:24-37 Luke 24:25-26, 46; 1 Corinthians 15:3-8; Philippians 2:5-11*
- 6 *John 19:31-36; I Corinthians 15:3-8*
- 7 *Luke 23:50-56; John 19:31-36; 1 Corinthians 15:3-8; Mt. 27:57-65; Isaiah 53*
- 8 *Matthew 28:1-10; 1 Corinthians 15:3-8; Acts 17:31*
- 9 *Luke 24:50-53; Acts 1:1-11; Acts 3:20-21; Ephesians 4:7-10*
- 10 *Ephesians 1:20-23; II Timothy 4:1*
- 11 *John 14:6; John 3:16-18; John 3:36*
- 12 *John 14:6; Acts 4:12; Ephesians 2:4-5.*
- 13 *John 14:16-17; John 14:26; John 15:26; John 16:7-10.*
- 14 *Galatians 3:2-5; Galatians 5:22-23; 1 Corinthians 6:11, 2 Corinthians 3:18; 1 Peter 1:2*

15 *II Timothy 3:16; II Peter 1:20-21; Isaiah 40:8.*
16 *16 Psalm 119: 9-11; John 10:35.*
17 *Proverbs 30:5-6; Hebrews 4:12 Isaiah 40:6-8 and 1 Peter 1:25*
18 *I Corinthians 12:12-27; Ephesians 5:23, 24; Colossians 1:18; Ephesians 2:19-22*
19 *Matthew 28:18-20; Isaiah 43:8-11; Acts 1:8; 2 Timothy 4:1-5*
20 *I Thessalonians 4:13-17; Hebrews 9:27-28; Revelation 19:11-16; 2 Thessalonians 1:5-2:12; Revelation 22:7-12*
21 *Revelation 21:1 – 22:5; Isaiah 65:17-25; Isaiah 66:22*
22 *Daniel 4:34; Daniel 6:26 and Psalm 146:10; Luke 1:33; I Timothy 1:17; Revelation 11:15*

Our Priorities

Sterling College is committed to an environment of academic excitement in the Reformed tradition of a thorough exploration of all truth in the light of God's Word. An enthusiastic Christian faith and experience permeate all aspects of the College life. Activities are designed to encourage and develop the skills necessary to understand our world and to create positive change in it. Specifically, we seek to build within our students' creativity, critical thinking, effective communication, and leadership for use in the workplace as well as in the community, church, and home. We seek to cultivate a Christ-centered worldview through which students are able to explore and understand themselves, their faith, their environment, and their heritage. We further strive to foster the values of independent inquiry, a thirst for lifelong learning, emotional maturity, positive self-worth, and an understanding of a maturing Christian faith that provides the foundation and meaning for life.

Our Process

The College works to achieve its priorities through the learning experiences of the liberal arts curriculum, faculty/student interactions, and a residential lifestyle. The liberal arts curriculum is designed to build breadth and depth of understanding through a general education core, specialization in a major, and attention within majors to career preparation. The College affirms the primacy of the faculty/student relationship and the importance of excellence in instruction and advising. Relationships of faculty to students are built around principles of serving, mentoring, modeling, and discipleship. The Campus lifestyle is designed to provide a unifying community experience for social, educational and faith development.

Core Values

In active, vital partnership with church, community, and strategic partners, and ever striving for first-class quality in all that it does, the Sterling College community will be guided in all its work by the following intrinsic values:

Faith: Faithful discernment of and response to God's self-revelation in Christ in Scripture.

Calling: Faithful discovery and pursuit of each person's particular calling in life.

Learning: A love of learning and a dedication to the pursuit of truth.

Integrity: Integrity in scholarship, the arts, athletics, and all other co-curricular activities.

Service: Faithful practice of redemptive servant leadership involving a vision of wholeness in a broken world.

Community: Mutual respect amid diversity as members of the body of Christ.

Sterling College Statement on Life, Marriage, Gender Identity and Human Sexuality

In support and agreement with the Sterling College Statement of Faith, Sterling College believes the following regarding life, marriage, gender, and sexuality:

- that in order to preserve the function and integrity of Sterling College and to provide a biblical role model to the community we serve, it is imperative that all persons employed by the College professionally support this statement. (Matt. 5:16; Phil. 2:14-16; I Thess. 5:22).
- that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; I Cor. 6:9-11; Ps. 32:5; Ps. 51:1-3).
- that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behaviors or attitudes are to be repudiated and are not in accord with Scripture or the goals of Sterling College.
- that the Bible is clear in its teaching on the sanctity of human life, and we encourage choices that affirm life for all of our employees. (Gen. 1:27; Gen. 2:7; Jer. 1:5; Ps. 139:13-16).
- that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes are both made in the image of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of this God-given trait.
- that marriage is designed to be the lifelong uniting of one man and one woman in a single, biblical, covenant union as delineated in Scripture. (Gen. 2:18-25).
- that God intends sexual activity to occur only between a man and woman who are married to one another. (I Cor. 6:18; 7:2-5; Heb. 13:4) We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, and bisexual conduct) is understood to be one of the disruptive consequences of the fall. (Matt. 15:18-20; I Cor. 6:9-10; Rom. 1:18-32).
- that the call of Christ on the married and unmarried is one of purity; faithfulness among the married couple (recognized as one man and one woman) and a chaste life for those who are unmarried (I Thess. 4:3-8). For those in our community who are attracted to persons of the opposite sex as well as those who struggle with same-sex attraction, the biblical mandate for sexual purity remains.

Board Reaffirmed 2/2/2024.

PURPOSE OF STERLING COLLEGE POLICIES

This handbook provides helpful information regarding policies and procedures at Sterling College and is intended for all Sterling College employees and must be adhered to by ***both faculty and staff. Where policies in this handbook apply to staff only, they will be noted as such.*** Policies specific to faculty are covered by a separate faculty handbook in addition to this one. Faculty members are expected to review both the Employee and Faculty Handbooks, and adhere to processes and policies within each.

All employees should review each section of this handbook to become familiar with the policies of Sterling College. Please keep this information close at hand, as you may need to refer to it from time to time. Questions regarding information in this handbook should be directed to Human Resources.

It is our prayer that you will be able to use your God-given talents and gifts to further His Kingdom as we strive to serve the Lord and the students here at Sterling College.

THIS HANDBOOK IS NOT INTENDED TO AND DOES NOT CREATE A CONTRACT

Matters in this Handbook are intended for informational purposes only, and Sterling College may amend or change any of the policies, rules, or benefits discussed herein at any time with or without notice. Nothing in this Handbook is intended to alter the at-will employment relationship or act as a contract or guarantee of employment for any particular duration. The College reserves the right to make any and all business and employment decisions as needs arise.

At-Will Employment.

All employees of Sterling College, except as otherwise specified in a faculty contract, are employed exclusively “at will.” No representative of the College, other than the President, has the authority to enter into an employment contract or to make any agreement inconsistent with “at will” status. Any such agreement must be in writing and signed by the employee and the President of Sterling College. No one has the authority to make any verbal statement or promise of any kind that is legally binding on the College without written authorization of the President of Sterling College. Either party may terminate employment at any time with or without reason and with or without notice.

Questions and/or concerns regarding policies and guidelines in this handbook should be directed to Human Resources at Sterling College.

Employment Definitions:

- **Full-time Employees** - Employees normally scheduled to work 40 hours per week. Full-time employees are eligible for full benefits after meeting required waiting periods.
- **Part-time Employees** - Employees scheduled to work in part-time positions requiring less than 40 hours per week and typically less than 30 hours per week. Employees who are normally scheduled to work less than thirty (30) hours per week are not eligible for benefits or holiday pay. Employees scheduled between 30 and 40 hours per week may be eligible for health care benefits as required by the Affordable Care Act. See Human Resources for additional information.
- **Temporary Employees** - Employees who are appointed for a limited duration, such as during the

summer. Seasonal help of less than 120 days is also considered temporary employees. These individuals are not eligible for benefits or holiday pay.

- **Faculty** - Employees having appointment for the instruction of students.
- **Staff or Support Staff** - Employees (who are not faculty) who work in clerical, administrative, management, executive, security, maintenance, and other functions.

Pay Period

Payment is distributed monthly on the 15th of the month, for the previous month, or the preceding workday when the 15th falls on a weekend or holiday. For hourly nonexempt employees, the pay period ends on the last Friday of the month and begins on the Saturday following the last Friday. For salaried employees, the pay period is from the 1st of the month through the last day of the month.

Work Week

The work week at Sterling College is defined as beginning Saturday morning (12:00 a.m.) and running through Friday evening (11:59 p.m.).

Exempt Employee

Exempt employees do not receive overtime pay. They are typically salaried employees and must meet the wage threshold required by the Department of Labor and the Fair Labor Standards Act (FLSA). They must also meet the duties requirements and be paid on a “salary” basis as outlined by FLSA.

Nonexempt Employee

Nonexempt employees are paid on an hourly basis. These employees must keep track of and turn in their worked hours and receive overtime pay at 1-1/2 times their hourly rate for hours worked in excess of 40 in a workweek, as defined above.

EMPLOYMENT POLICIES

Statement of Non-Discrimination

Sterling College is an equal opportunity employer and has a policy of equal access for all persons seeking admission or employment to the College. This policy is consistent with the goals of strengthening both the reality and the perception of the College and its mission. This policy applies to all areas of employment and all other conditions and privileges of employment in accordance with applicable local, state, and federal laws.

Sterling College does not discriminate on the basis of race, color, national origin, ethnic group identification, sex, age, or physical or mental disability. However, as a private religious institution, the College reserves the right to exercise preference on the basis of religion in all employment practices. All employees must demonstrate a spiritual attitude and a lifestyle consistent with the beliefs, methods, and goals of the College. It is Sterling College’s policy to recruit, hire, and promote within all job classifications on the basis of merit, qualification, competence, and spiritual commitment. This applies to all categories of employment.

Questions concerning the College’s non-discrimination policy should be directed to Human Resources.

Harassment

Harassment of any kind, by or toward any employee, or any other person, will not be tolerated. All forms of discrimination or harassment, in violation of this policy and applicable federal, state, or local laws, are strictly prohibited. Discussion or presentation of Biblical standards of conduct are not forms of harassment. All employees are responsible for ensuring their conduct does not violate the letter or spirit of this policy. Any violation of this policy may result in disciplinary action up to and including termination.

Harassment is defined as unwelcome or unsolicited verbal, physical, or sexual conduct that interferes with an employee's job performance or which creates an intimidating, offensive, or hostile work environment.

Sexual harassment is defined as any unwelcome sexual advances or request for sexual favors or any conduct of a sexual nature.

All reports of harassment, including sexual harassment, should be reported to your supervisor, department head, or Human Resources, as deemed appropriate. All such complaints will be taken seriously at all levels of management, with a timely investigation by Human Resources.

Title IX violations that employees become aware of are required by federal law and this policy be reported to the Title IX Coordinator. All employees are mandatory reporters except as defined in the Sterling College Title IX policy. For details see the Title IX Sexual Harassment, Sexual Misconduct & Bystander Education brochure and our website at <https://www.sterling.edu/title-ix>.

It is the responsibility of every employee to bring discrimination or harassment problems to the attention of the College administration in a prompt manner. Any person who feels they have been a victim of, have witnessed, or have otherwise become aware of discrimination or harassment prohibited by this policy is encouraged to report it immediately.

Sterling College will investigate all reports promptly and take immediate and appropriate action to stop the discrimination or harassment and discourage its reoccurrence. Complaints of discrimination and harassment will be kept confidential to the extent possible. All employees have a responsibility to cooperate in any investigation.

Retaliation

Sterling College prohibits retaliation against any employee who, in good faith, reports harassment or who participates in an investigation. All employees have the right to present, on its merit, a concern regarding employment to College administrators without fear of retaliation. The person accused of violating this policy is entitled to the same protection until the investigation is conducted and a determination and resolution made. Any violation of this policy may result in disciplinary action up to and including termination.

Open Door, Grievance and Complaint Procedure

Sterling College encourages resolving issues through an open-door policy. The open-door policy means that employees can bring issues to any administrator they feel can best address the particular concern. When possible, however, employees should go to their immediate supervisor first. Formal complaints should be reported to Human Resources for investigation and resolution.

Conflict Resolution

According to our Statement of Faith and Matthew 18, when attempts to resolve conflicts between two parties have been unsuccessful, they should be brought to their supervisor or Human Resources for resolution. Complaints and/or problems will be handled discreetly. However, there may be times when it is necessary to include others during an investigation or resolution.

Not all problems can be resolved to everyone's satisfaction. However, the College believes that honest discussion will build confidence between employees and management and help make Sterling College a better place to work.

Confidentiality

Employees are required to maintain the confidentiality of the proprietary information of the College, both during employment by the College and after separation of the employment relationship. Employees with access to confidential information may be asked to sign a confidentiality agreement as a condition of employment.

Improper use or disclosure of trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and additional legal action if deemed appropriate regardless of receiving any benefit from the information.

Conflicts of Interest

Sterling College employees must conduct themselves in accordance with the highest standards of ethical conduct, honesty, and integrity; and in a manner that will maintain and enhance the reputation of the College. Please refer to the Conflict of Interest policy on our website at <https://www.sterling.edu/human-resources> and click on the **Conflict of Interest Policy** link.

Whistleblower Policy

Sterling College seeks good stewardship of the resources that enable us to pursue our mission. We are committed to the highest possible standards of ethical and legal conduct. The Whistleblower Policy is intended to provide an avenue for employees to raise concerns regarding violations. It is the responsibility of all employees to report all violations or suspected violations.

In most cases, concerns should be directed first to the employee's supervisor or Human Resources. Sterling College also has a Whistleblower policy that can be found on the Sterling College website at <https://www.sterling.edu/human-resources> and click on **Whistleblower Policy** for more information.

Retaliation against a reporting employee following the Whistleblower Policy in good faith will not be tolerated. Any violation of this policy may result in disciplinary action up to and including termination.

Personal Conduct

Sterling College is a Christian community; therefore, employees are expected to always conduct themselves in a manner consistent with Biblical values and in accordance with local, state, and federal law. As a Christian community, employee habits and actions should be in keeping with Christian standards. Employees are expected to remember that their actions and behaviors are an example to the students on our campus, other employees, and to the community as a whole.

All employees, including supervisors and managers, are expected to treat each other with mutual respect resulting in fair and honest treatment of all employees.

Exemplary customer service is expected at all times. Employees are expected to be welcoming and cordial to all guests visiting the campus in person and all those who contact the College via phone or email.

Personal Appearance

Employees are expected to dress professionally during working hours or when representing the College and be prepared to meet with clients, vendors, or other professionals.

Employee-Student Relationships

Sterling College is committed to maintaining a healthy and safe environment for all students, staff, faculty, and visitors. Employees of Sterling College are prohibited from entering into a dating, sexual, intimate, and/or romantic relationship, including via digital means, with an enrolled student of the college, other than his or her spouse. The College requires employees to maintain a standard of professionalism, while providing the students with appropriate guidance, teaching, and direction for academic success. Employees must treat all students of Sterling College with respect. Attempting to influence students to commit illegal or immoral acts, supplying alcohol, tobacco products, or any illegal substance to students is included in this policy and is prohibited.

Violations of this policy may be subject to disciplinary action, up to and including termination of employment.

Substance Abuse

In accordance with the mission and beliefs of Sterling College and in compliance with federal, state, and local laws, Sterling College prohibits the possession, use, abuse, and sale of alcoholic beverages, controlled or illegal substances, smoking and chewing tobacco and the abuse of prescription drugs on College premises or at College-sponsored activities. See the Sterling College Alcohol Policy and Drug Policy brochure and the Sterling College website at <https://www.sterling.edu/human-resources> and click on **Sterling College Drug and Alcohol Policy** for more information.

Smoking Policy

Sterling College is committed to ensuring that no member of the College community, nor any visitor to campus, is required to work, study, or live in an environment where they are subjected to tobacco smoke. Sterling College prohibits smoking or the use of tobacco products including vape pens and e-cigarettes on campus. Violation of this policy or refusal to cooperate with any aspect thereof will be subject to disciplinary action up to and including termination of employment.

Drug Testing

Sterling College is committed to providing a safe, efficient, and productive work environment for all employees. There can be serious safety and health risks if an employee uses or is under the influence of drugs or alcohol on the job. The College may ask job applicants and employees to submit to drug and/or alcohol testing upon reasonable suspicion of being under the influence of such substances. Applicants who refuse to be tested for drugs and alcohol will be treated as a positive and the job offer rescinded. Employees

that refuse to be tested for drugs and/or alcohol or have positive tests may be subject to disciplinary action, up to and including immediate termination of employment. Employees involved in a work-related accident or injury may be subject to drug testing. Questions concerning the drug testing policy, or its administration, should be directed to Human Resources.

Political Activity

All Sterling College employees are specifically exempted from any obligation or compulsion to support any candidate or cause regardless of support by other employees of the College.

Employees of the College are prohibited from suggesting or implying that they speak as a representative of Sterling College on any political issue.

The College recognizes that its employees may choose to participate in and to assume the responsibilities of citizenship in government affairs. This includes seeking public office in local, county, state, and federal governments. Such political activity must not interfere with the performance of the employee's work obligation to Sterling College.

Discipline and Termination

Sterling College believes it is important to make sure that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The purpose of disciplinary action is to correct a problem and prevent it from recurring.

Staff - Disciplinary action may include any of the following steps including verbal warning, written warning, suspension with or without pay, or termination of employment. Sterling College reserves the right, at its sole discretion, to determine which steps to use or omit based on the severity of circumstances, the best interest of the College, its employees, and its mission.

Faculty – Disciplinary actions are found in the faculty handbook under section 2.9.3 – Dismissal for Cause.

Statement of Employee Conduct

Sterling College is a Christian community; therefore, employees are expected to exhibit habits and actions consistent with biblical standards and in accordance with Sterling College's Mission Statement, Statement of Faith, and Faith Perspectives. Any employee conduct deemed to be in violation of this policy may result in disciplinary action explained above in section "Discipline and Termination".

Voluntary Terminations (Staff only)

The college requests those who voluntarily resign give at least two weeks written notice to their immediate supervisor so adequate time may be available to find a replacement. After written notice is received, the employee is required to meet with the Director of Human Resources to schedule the use or payment for earned Paid Time Off and official last day. Employees must physically work on their official last day, Paid Time Off can not be used.

Return of College Property/Exit Interview

Sterling College may provide property, materials, equipment, or written information to help employees accomplish the objectives of their job. During the exit interview with Human Resources, employees are

responsible for returning said items upon request or upon termination and are expected to reimburse the College for any missing property. For convenience, employees may request that the value of the property be deducted from their final paycheck. Such a request must be submitted in writing to Human Resources.

THE EMPLOYMENT PROCESS

The College is committed to making employment-related decisions for all qualified applicants and employees according to our Statement of Non-Discrimination, our policies in this handbook and in accordance with federal, state, and local laws.

Hiring, Promotion and Vacancies

Current employees of Sterling College are encouraged to apply for open positions from within the College and will be considered for the open position based on qualifications.

Requests for hiring or replacing open positions are to be approved by the supervising vice president and president of the College. Job descriptions must be updated and submitted to Human Resources for approval prior to posting.

Job Descriptions

Job descriptions are required for each position. The job description must include primary duties and responsibilities, FLSA classification, reporting structure, qualifications, experience, and education necessary to accomplish the job. Job descriptions will be revised and approved by the supervising vice president and by Human Resources as job duties change and when hiring a new person for that position to stay current and up to date. Each employee should be provided with a current job description upon request.

Background Check Policy

The College seeks to provide a safe and professional environment for students, faculty, staff, and visitors. Background checks are required for all prospective new hires after accepting a conditional offer of employment. * Failure to pass the background check will result in employment offers being rescinded or employment terminated if already employed by Sterling College. Background or application information cannot be falsely reported or omitted by an applicant or employee. Any violation of this policy may result in disciplinary action up to and including termination.

** The exception to this policy is that current year Sterling College graduates are not required to have a background check done unless they will be living in the residence halls. Then current year graduates will also need a background check completed.*

Employee Orientation Policy

New employees will receive job information and orientation through a variety of sources. Human Resources will guide new employees through the onboarding process and will review and/or answer any questions concerning work hours, compensation, Paid Time Off, benefits and will give the new employee an overview of the College and policies. New employee onboarding must be completed no later than the employee's first day of work.

The new employee's supervisor will furnish department and operating information, instruction, and guidance.

Keys necessary for a new employee to do their job will be issued by the employee's supervisor or the Director of Physical Plant. Lost keys must be reported immediately to the employee's direct supervisor who will contact Physical Plant and Human Resources. A replacement charge may be assessed to employees for lost keys.

Employee ID

New Employees will receive their employee ID when their paperwork is completed during orientation. The first ID issued will be free of charge, but if a replacement is needed the cost to reissue will be \$15.00 if paying with cash or \$20.00 if paying by card. If your ID is not working, or if you have any other questions or problems related to your ID, please go to the Office of Student Life. It is mandatory that all employees have their ID cards visible, and on their person at all times while on campus. This is to improve safety and security on our campus.

Nepotism

Sterling College's decisions concerning employment are based on qualifications for each position, ability, performance, and mission fit. Sterling College employees may not supervise family or household members or have audit or control functions over family or household members. The College reserves the right to take action when employee relationships or associations impact the College's mission, its policies, procedures, or operations.

No College employee shall participate in decisions directly involving the terms and conditions of employment of a family or household member. No college employee shall advocate, solicit, or cause the employment, appointment, promotion, transfer, discipline or termination of a family or household member.

Exceptions to this policy can only be made by the President of the College, or the President's Designee.

Employee Performance Review Policy

The Employee Performance Review Process is a collaborative process between employees and managers based on a set of established competencies. All employees are entitled to know what is expected of them and if their performance meets expectations. Sterling College encourages supervisors to discuss employee job performance and goals on an informal, day-to-day basis. Formal performance evaluations should be done annually (typically by June 30) to provide full-time employees with clear guidelines, to set goals and objectives for the following year and to review productivity and goal completion from the previous year. All employee evaluations are to be filed with the Director of Human Resources.

Personnel Files/Records Policy

Confidential personnel files for each employee will be housed in the Human Resources Office. These files are the property of the College. Employees may request to see their files, but the files and items in them may not be removed or copies made unless approved by Human Resources and the College.

Employees should promptly report any change in status that would affect any aspect of payroll or contact information including address, telephone number, marital status, dependent information, number of dependents, etc. to Human Resources. It is important that employee files contain accurate information at all times.

The Office of Academic Affairs maintains a separate faculty file for faculty members.

COMPENSATION AND BENEFITS

Payment of Salaries

Employee pay is distributed on a monthly basis on the 15th of the month, for the previous month, or the preceding workday when the 15th falls on a weekend or holiday. Exempt salaried employees' pay period is from the 1st of the month through the last day of the month. Hourly nonexempt employees pay is for the previous month through the last Friday. The Saturday following will begin the next pay cycle for hourly nonexempt employees.

Direct deposit is available to the bank of an employee's choosing. Direct deposit forms are available in Human Resources. Checks that are not direct deposit will be available at the Business Office on each payday. Checks are not available prior to payday and requests for payroll advances will not be approved.

Statutory deductions (such as state and federal taxes, social security, and Medicare) will be deducted from payroll as required by law. Other voluntary deductions, such as employee benefits, will be deducted once all the enrollments are completed and accepted by the employee. Any changes to payroll deductions must be made in writing to Human Resources.

EMPLOYMENT BENEFITS

Health Insurance Benefits

Full-time employees and employees that regularly work 30 hours or more are eligible for health insurance benefits as of the first day of the month after 30 days of employment. Employees will not be eligible to enroll in benefits if not elected during the initial enrollment period until the next open enrollment period unless a qualifying event occurs. See Human Resources for eligibility and options available.

Supplemental Benefits

Full-time employees are eligible for other supplemental benefits on the first of the month after 30 days of employment. Supplemental benefits may include dental, vision plan, life insurance, cancer insurance, disability insurance, flex, and health savings accounts, etc.

The College reserves the right to change employee benefits and policies described in this handbook at any time, with or without notice. The administration of the plans and benefits is subject to the actual terms and provisions of the plans set forth in the formal plan documents.

Information regarding the plan details is available in Human Resources.

Retirement Savings Plan

Sterling College participates in a 403b retirement program and may offer matching opportunities for eligible employees. Please see Human Resources for eligibility and enrollment details.

The College reserves the right to reduce or eliminate the matching program at any time with or without notice.

Benefits Open Enrollment

Benefit plans may offer an Annual Open Enrollment allowing the opportunity to elect changes in coverage or to enroll employees and/or dependents in previously declined/waived coverage. Coverage declined at initial enrollment or at annual enrollment is not available except during open enrollment each year or if a qualifying event occurs. See Human Resources for additional information concerning enrollment opportunities and qualifying events.

Continuation of Health Benefits (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) helps employees and their dependents to continue their health insurance even if they are no longer eligible under our health plan. COBRA notification information is supplied to each new employee and when health coverage ends. For additional information concerning COBRA, please see the Human Resources Office.

Educational Benefits

Tuition waivers to Sterling College and CCCU/CIC institutions are provided to full-time Sterling College employees and immediate family members in support of their education based on the following:

Tuition Remission at Sterling College

- Application for Federal Student Aid is required prior to approval, unless employee/spouse/dependent(s) have a Bachelor's degree.
- Full-time employees are immediately eligible for 100% waiver for their own undergraduate tuition.
- Dependent children under the age of 24 and spouses of eligible employees are eligible for:
 - 33% after completion of 1 year of service,
 - 66% after completion of 2 years of service,
 - 100 % after completion of 3 years of service.
- Dependent children of Sterling College retirees (with 25 or more years of service) will be eligible for undergraduate tuition waiver if child is under 24 at the time of retirement.
- Tuition waivers are available to employees regardless of having obtained or earned an undergraduate degree.
- When other college-funded scholarships/awards and endowments are available, such financial aid will be applied to reduce the tuition waiver if attending Sterling College.
- PELL grant will be awarded to the student to help pay for other educational expenses (ie. Room and board).
- Kansas Comprehensive Grant (KCG) *may* be awarded to tuition remission students, depending on the level of funding the college receives for the applicable award year and the need status of the student.
- Tuition waivers apply only to tuition. Waivers do not apply to books, fees (overload fees, class fees etc.), room and board, or other miscellaneous charges.

Graduate level tuition remission is available to employees tax-free up to \$5,250 per year (January to December). Graduate level benefits in excess of that amount will be considered taxable compensation and added to the employee's paycheck and taxed accordingly. As for employee's spouse or dependents, 100% of graduate tuition remission is taxable to the employee.

Employees with 1-2 years of completed service with a CCCU/CIC institution are immediately eligible for 50% undergraduate tuition remission, increasing to 100% for 3 or more years of previous service.

Employees must complete the tuition waiver application form and obtain supervisor approval prior to attending any classes. Classes proposed to be taken during regular business hours must contribute to the professional improvement of the employee and be approved by their supervisor.

Forms for tuition remission are available in the Human Resources office. Additional information regarding the amount of the waiver and specific requirements can be found in the Office of Financial Aid.

Tuition Waiver Exchange Programs (TWEP) at other institution

Information regarding the TWEP Application and to find a list of eligible institutions visit the following websites:

CCCU - <https://www.cccu.org/programs-services/#heading-tuition-waiver-exchange-5>

CIC - <https://www.cic.edu/member-services/tuition-exchange-program>

- Employees are responsible for reviewing the list of eligible institutions and making sure the program of interest is eligible for TWEP. Not all programs at all institutions are eligible.
- Once a college is identified, the employee should complete the admissions process at the attending institution and be accepted to the program by all the applicable deadlines set by the attending institution.
- The employee should then contact the Sterling College TWEP liaison and request them to send the waiver. It is the employee's responsibility to request the waiver before any deadlines imposed by the attending institution.
- All fees and other charges incurred as a part of enrollment at the other institution are the employee's responsibility.
- If an employee or dependent is attending another CCCU/CIC institution other than Sterling College when KCG and/or Pell funds and/or other college funded scholarships/awards and endowments are available, such financial aid will be applied according to the attending institutions policy.

TWEP information can be obtained from the TWEP liaison in the financial aid department at Sterling College.

Jury Duty

Sterling College encourages all employees to fulfill their civic responsibilities by serving jury duty if summoned. Full-time employees called to jury duty in the county, state or federal courts shall be excused from work upon presenting the summons to their supervisor.

Employees will receive regular pay during service of jury duty and subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will continue as normal during jury duty leave. Employees dismissed from jury duty during scheduled work hours are expected to notify their supervisor immediately and return to work.

Funeral/Bereavement PTO

In the event of a death of an employee's immediate family member, up to three days Bereavement PTO will be granted. If the employee has catastrophic days available, they may request the use of up to seven catastrophic days in conjunction with Bereavement PTO. The employee must notify the supervisor and request time away from work. Immediate family for the purpose of paid funeral leave is limited to father,

mother, grandparents, brother, sister, spouse, child, grandchild of the employee and any of the above-mentioned that contain in-law or step. Documentation, such as a program or obituary, may be required.

Leave of Absence (LOA/FMLA)

The College recognizes that there are occasions when it may be necessary to grant a leave of absence to employees because of military reasons, illness, injury, maternity, or for personal reasons. Any leave of absence will be granted in accordance with the Family & Medical Leave Act and administered according to local, state, and federal laws.

FMLA and LOA leaves are unpaid and not counted in total service; however, such leaves do not interrupt continuity of service. All paid leave (PTO), including all catastrophic leave, must be exhausted before unpaid leave can be taken.

Time off for reasons other than those mentioned above may be considered on a case-by-case basis. Time off is not guaranteed and may be denied if business requirements exist.

Procedures for Requesting Leave of Absence

Forms for leave of absence can be obtained in the Human Resources Office. All leaves of absence must be approved in advance by supervisors and/or department heads except in an emergency.

Completed leave of absence forms, supporting documents and medical certifications by a medical professional must be submitted to Human Resources for final approval before the leave of absence begins unless illness or injury deem it impossible.

The employee must maintain contact with their supervisor and Human Resources during leave as outlined in FMLA documents.

For questions about qualified leave, contact Human Resources for more information.

Maintenance of Employee Benefits During Leave of Absence

Group health plan benefits will be maintained on the same basis as coverage if the employee continued to work. Therefore, any share of group health plan premiums paid by the employee prior to FMLA leave must continue to be paid by the employee during the leave period for coverage to continue. Payment will be due on the same schedule as payments are made under COBRA, which is the first day of the month.

If PTO is available during the leave, your share of premiums will be paid by the method normally used during any paid leave, such as payroll deduction.

Before the College drops coverage for an employee whose premium payment is late, the College will provide written notice to the employee that the payment has not been received. Such notice will be mailed to the employee at least 15 days before coverage is to cease, advising that coverage will be dropped on a specified date at least 15 days after the date of the letter unless the payment has been received by that date.

Sterling College will not discriminate against employees as a result of the approved use of family care or medical leave or for a request for such leave. All leaves will be administered in accordance with applicable

federal, state, and local laws.

Food Service

During the regular school year when the cafeteria is in operation, employees may receive a discount on regular meal costs. Employees may apply funds to their College employment identification card to use to purchase the reduced priced meals. This benefit applies only to the employees' meal and only for lunch.

Activity Passes

During the academic year, the employee and immediate family will receive free admission to most campus events (e.g., music, theatre, athletic, etc.). Employees may be requested to present their employee identification card upon entering the event.

Holidays (Staff Only)

The holiday schedule is generally announced in advance each year by the President and is subject to change without notice. Paid holidays apply only to full-time employees, both hourly and salaried. Temporary and part-time employees are not eligible to receive pay for holidays not worked.

Full-time hourly nonexempt employees required to work on a holiday will receive regular pay for hours worked, plus equal amounts of additional time off to replace the hours worked on the holiday. If hours worked total more than 40 hours for that workweek, the hours over 40 will be paid at the overtime rate of time and a half of base hourly rate. Holiday hours do not count toward the 40 worked hours in the calculation of overtime pay.

Paid Time Off – PTO (Staff Only)

The College's Paid Time Off (PTO) program is a flexible program, which provides full-time staff (salaried and hourly), who work at least 40 hours a week on a regular basis, with compensation for a prescribed number of days away from work. This includes vacation, illness, and personal business. Faculty, part-time and temporary employees are not eligible to receive PTO benefits.

PTO must be approved by the employee's supervisor in advance of taking the time off except in the case of an unexpected emergency or illness. The College maintains the right to approve or deny the scheduling of PTO at its discretion to meet its business needs. All PTO requests and time must be turned in to the Business Office by the 5th of the following month.

PTO is earned on a monthly basis at the rate according to the following annual schedule, which is from July 1 through June 30:

Length of Service	PTO
1 - 2 full years of service	12 days
3 - 5 full years of service	17 days
6 – 9 full years of service	22 days
10 – 15 full years of service	27 days
16 full years of service and over	32 days

PTO is earned as follows:

- Hire Date 1st – 15th, one day of PTO is earned for that month.
- Hire Date 16th -31st, no PTO is earned for that month.

****Residential Educational Directors and Coaches do not earn PTO but MUST report PTO for reduction of workers' compensation premium.***

PTO can only be used in increments of one hour. However, PTO will only be applied up to 40 hours for that specific work week. For example, if an employee works 37 hours of regular time and takes 8 hours of PTO, they will be paid 37 regular hours plus 3 PTO hours totaling 40 hours. The remaining 5 hours of PTO time will still be available to take later that year. If the employee does not work the full 40 hours for the week – Human Resources has the right to use the employees' PTO to make up the difference unless the supervisor approves their short pay.

PTO, holiday, jury duty, or bereavement time (or other unworked time) do not count toward hours worked in the calculation of overtime pay.

If PTO is used prior to the completion of the year of service, and employment terminates prior to completion of that year, the final paycheck will be adjusted for repayment of PTO not yet earned.

PTO time will not accrue during leaves of absence. All PTO must be exhausted before unpaid LOA may be used.

PTO for each year must be used by June 30 and cannot be carried over to the following year. Full-time employees may accumulate unused PTO days, which they would have normally forfeited, into "catastrophic" days. "Catastrophic" days may only be used in accordance with the Family & Medical Leave Act and under the Funeral/Bereavement PTO policy conditions. Catastrophic days used in conjunction with the Family & Medical Leave Act must be applied before any earned or unearned PTO days are used. Maximum accumulation of catastrophic days is twice the employee's current level of PTO and no more than twice the highest level qualified (64 days at the highest level).

Unused PTO is forfeited upon termination with the exception of employees who terminate employment with 15 years of continuous service to the College. Those employees with 15 years of continuous service will be compensated for earned, but unused, PTO days at half the hourly rate or a maximum of \$50 per day. Catastrophic days will not be included in the buy-back amount at termination.

Absences in excess of available PTO for a particular year will result in unpaid time off.

In order to promote our Christian mission, staff will be granted one PTO day for each two days of a College sponsored mission trip up to 5 days of PTO.

ATTENDANCE AND TIMEKEEPING (Staff only)

Business hours are generally from 8 a.m. to 5 p.m., Monday through Friday, however, other flexible hours or schedules may be specified by function and related job requirements. Supervisors will provide employees

with specific work schedules for their position.

Attendance (Staff only)

Employees are expected to maintain acceptable attendance. Excessive absenteeism, tardiness, and/or leaving early causes disruption to College business and other employees, and therefore must be kept to a minimum.

Employees must report absences, tardiness, or leaving early from work as soon as possible and prior to the absence whenever possible. Employees who are absent three consecutive days without notifying their supervisor are subject to disciplinary action, up to and including termination of employment.

Employees with excessive attendance violations or failure to notify their supervisors may receive verbal and/or written warning from their supervisor or Human Resources. Further violations of the attendance policy can result in disciplinary actions up to and including termination of employment.

Inclement Weather/Campus Closure (Staff only)

If the Office of the President announces a closing due to weather or other circumstances, pay will continue as scheduled for all full-time staff. If the closure occurs during the 8 a.m.- 5 p.m. workday, pay will continue through the end of the normal scheduled shift. Those asked to work during a campus closing will be paid at the regular hourly rate and will be given an equal amount of paid time off. In the absence of an official closing, failure to report to work or electing to leave early will require use of available PTO.

Chapel and Convocation

All employees are encouraged to attend chapel and convocation. Attendance to either event should replace the normal morning break for those employees who receive such a break.

Breaks (Staff only)

All employees who work eight or more hours in a day are **required** to take an unpaid lunch break, at least 30 minutes but no longer than an hour. Lunch breaks are not counted toward hours worked. Hourly nonexempt employees must be completely clocked out during their lunch break, but if required to perform any work duties the employee must clock back in. All employees are permitted a 15-minute morning and afternoon paid rest break for each four-hour work period. If an employee decides to leave campus during their rest break they must clock out. Employees who voluntarily work through their rest breaks will not be paid additional compensation.

Timekeeping (Staff only)

Time worked includes all time that an employee, salaried and hourly nonexempt, is required to be performing duties for the College. Time worked is used to determine overtime pay required for hourly nonexempt employees.

The Fair Labor Standards Act does not allow an employer to benefit from the work of an employee without compensating them for such work. All hours worked must be reported on the nonexempt employee's timecard in mySterling and are required to clock in before performing any work and are not permitted to clock out until all work has stopped.

Hourly nonexempt employees must accurately record the time they begin and end their work **daily**, as well

as the beginning and ending time of each meal break. They must also record the beginning and ending time of any departure from work for personal reasons.

Supervisors are responsible to monitor employee work schedules and approve such records for timely submission to Human Resources at the end of each month.

Paid Time Off (PTO) reports must be submitted to Human Resources by the 5th of the following month for accuracy in preparing payroll.

Working while not clocked in, or “off the clock” is strictly prohibited.

Employees that fail to report accurate hours worked, PTO taken, or in any way falsifies time records will be subject to disciplinary action, up to and including termination.

Remote Work

Not all positions are suitable for remote work. All requests to work remotely should be considered and approved by supervisors on an individual basis, based on the unique, specific needs of each department and role.

After Hour Phone Calls, Messages, Texts, and Emails (Staff only)

Checking and answering emails, phone calls, voice mail and texts or taking work home is considered work according to FLSA and the Department of Labor. If non-exempt employees receive emails, phone calls, voice mail and texts after scheduled work hours, and responding to them comprises more than 5 minutes in a single day, it is considered working time and must be reported and paid.

Supervisors and managers are encouraged to avoid sending such correspondence to their hourly nonexempt employees. Issues that must be resolved after an employee’s normal hours should be directed to exempt employees in such department for response or wait until the next day.

Compensatory (Comp) Time (Staff only)

Compensatory time is not allowed by FLSA in private employment. With prior supervisor/vice president approval, non-exempt employees may trade, or flex, their hours within a single workweek (Saturday through Friday) if necessary to meet business needs and alleviate overtime. Under no circumstances can the flex time be used outside of the workweek that hours were worked to avoid payment of overtime and must not violate the FLSA overtime requirements.

Overtime Policy (Staff only)

Hourly nonexempt employees will receive 1-1/2 times their base hourly rate of pay for all hours over 40 actually worked in a single workweek. Overtime hours ***must be approved*** by the supervisor in advance and must include, and be clearly identified, on the timecard and signed by the supervisor. Unapproved overtime will still be paid but may become a disciplinary issue.

Holiday, PTO and any other non-worked hours do not count toward the calculation of overtime hours. Only hours worked count toward overtime.

Travel Recordkeeping Policy for Nonexempt Employees (Staff only)

Whenever possible, travel should be restricted to exempt employees, but when hourly nonexempt employees must travel, the following policy shall apply. Accurate time records must be kept for hourly nonexempt employees when traveling so accurate pay can be calculated. Hours must be recorded on your timecard as would be during normal workdays. The following outlines what time spent traveling is compensable (paid) and what is unpaid time.

Home to Work Travel:

- Ordinary travel from home to work and back is not considered work and is not compensable.
- Work-related phone calls, running errands (i.e., picking up supplies) while traveling from home to work and back is considered work and is compensable.
- Going from place to place for work-related meetings or errands during the normal workday is compensable.

Overnight Travel:

Authorized travel time that occurs within the employee's normal work schedule counts as hours worked and is compensable. Overnight travel is compensable given the following terms:

Compensable Overnight Travel:

- Travel on non-workdays (like weekends) counts as hours worked if it occurs within the employee's normal work schedule.
- Driving a vehicle, regardless of whether the travel takes place within or outside normal work hours, counts as hours worked. In other words, the act of driving is considered manual labor activity by the DOL and must be counted as hours worked if it is for the benefit of the College.
- Time spent waiting at the airport counts as hours worked only if it occurs *within normal work hours*.
- Any work while traveling, which an employee is required to perform, is counted as hours worked (i.e., answering emails, taking business-related phone calls).
- If an employee is required to attend meals, social events, etc., that time is counted as hours worked.
- Employees *required* to ride as an assistant or helper in an automobile during travel counts as hours worked.

Non-Compensable Overnight Travel:

- Regular meal periods do not count as hours worked.
- Riding as a passenger outside of normal work hours, via airplane, train, boat, bus or automobile does not count as hours worked. In other words, the act of riding as a passenger is not considered work.
- Time spent sleeping does not count as hours worked.
- Time spent waiting at the airport outside of normal work hours does not count as hours worked.
- Travel between home and work or between hotel and worksite is considered normal commuting time and does not count as hours worked.

Miscellaneous Travel Issues:

- When an employee travels between two or more time zones, the time zone associated with the point of departure should be used to determine whether the travel falls within normal work hours.
- If an employee drives a car as a matter of personal preference when an authorized flight or other travel mode is available and the travel by car would exceed that of the authorized mode, only the estimated travel time associated with the authorized mode counts as hours worked.

WORKERS COMPENSATION, SAFETY AND SECURITY

Workers' compensation covers work-related injuries and illnesses incurred while performing job duties. Sterling College provides workers compensation in compliance with state and federal workers compensation regulations.

Reporting

In the event of a life-threatening emergency, call 911 first then call your supervisor and Human Resources once the emergency is under control. All injuries that occur on College property and/or while working on behalf of the College, no matter how minor, are to be immediately reported to your supervisor and to Human Resources within 24 hours, or unless unable to, as soon as reasonably possible. Employees are required to complete an accident report prior to seeking medical treatment unless it is an emergency.

If immediate medical attention is needed, contact call 911 first and then Human Resources once the emergency is over. If it is not an emergency, contact your supervisor and Human Resources to complete the proper paperwork and schedule an appointment for treatment needed.

Prompt reporting allows Sterling College to investigate the matter promptly and obtain appropriate treatment for the employee. As a part of a drug free workplace, an employee injured on the job may be subject to a drug screen as well as the person causing the accident.

If you have questions concerning a workplace injury or accident or how to report an accident or injury, contact Human Resources.

No retaliatory measures will be taken against any employee for reporting a work-related injury, illness, or unsafe work conditions.

Modified Work Duty

In some cases, modified duty will be necessary for employees with a work comp injury or illness to return to work. It is essential that all key parties (the employee, the attending physician, Sterling College, and the insurance carrier) communicate frequently and consistently during a worker's compensation claim to bring the injured employee back to work. Employees must keep their supervisor and Human Resources informed of their work/health status throughout the process.

Sterling College will assign modified duty when appropriate to do so. The supervisor will be informed of the specific restrictions and the employee must adhere to the modified duties until new restrictions or a release to full duty is obtained from the attending physician. While on "Modified Duty," regular attendance

is required. Any violation of this policy may result in disciplinary action up to and including termination.

Modified duty or time off will not be granted indefinitely. At the end of the 90-day period, if the employee is unable to perform his/her normal job duties, with or without reasonable accommodation, the physician will be asked to provide information determining when and if the employee can return to full duty. If there is no expectation of a definitive return date, the employee may be released from employment with the College.

GENERAL POLICIES

Telephone Usage

Company Phones

Company phones are the property of the College and are to be used for College business only.

Sterling College's telephone communications are an important reflection of the College's image to customers and the community. *Exemplary customer service is expected at all times.*

Cell Phones

Employees who bring cell phones into the workplace are encouraged to limit personal phone calls and texting to designated break and lunch periods except in case of emergency. If personal cell phones usage is found to be affecting performance or the performance of those they work with, disciplinary action may be taken up to and including termination of employment.

Cell phone usage while driving any vehicle while conducting College business requires the use of a hands-free device, such as a speakerphone or headset. Texting while driving any vehicle while on College business is strictly prohibited.

Automobile Use

College Vehicles – Reservation and Usage

The College may assign a vehicle to authorized employees (aged 21 or older) and departments as needed for College business. All vehicles owned, leased, or rented by Sterling College are for official College business only and may not be used for personal reasons. Use of College vehicles for any other reason is a violation of this policy and may be grounds for disciplinary action up to and including termination.

Before being authorized to drive a college vehicle, all employees must pass a Motor Vehicle Report and be placed on the approved drivers list which is maintained by the Service Department. For additional information on vehicle use, see vehicle reservation procedures provided by the Service Department or Human Resources.

Employees involved in an accident occurring while on College business or travel should immediately report the accident to his/her supervisor and to the Service Department after emergency contacts (if necessary) have been made.

Personal Automobiles

Sterling College is not responsible for damage to personal vehicles used for College business. Employees are

encouraged to use a College vehicle whenever possible. If no College vehicle is available, employees will be reimbursed for actual miles driven for College business at a rate established by the College and can change over time. Reimbursement is designed to compensate the employee for gasoline, wear and tear, insurance and other costs associated with vehicle use. Original receipts for expenses must be approved by the immediate supervisor or department head then submitted to the Business Office for payment.

Employee Parking Permit

New employees are given a parking permit at their new employee orientation. These permits must be displayed in the lower left corner of the windshield, on the driver's side, of the vehicle the employee parks on campus. The first permit is free of charge, but if a replacement is needed the cost will be \$5.00. Not having a current parking permit will result in possible fines and is also a security issue.

Expenses and Purchasing

Business Travel Expenses

The College will reimburse approved and reasonable travel expenses such as travel charges, fuel, meals, lodging, and other expenses necessary to meet the objectives of the trip.

Completed and approved travel expense reports must be submitted within 30 days of completion of trip with receipts for each expense.

Non-business related expenses should not be included on expense reports and will not be reimbursed. Reporting false, misleading, or inappropriate expenses and requesting reimbursement for such expenses will be subject to disciplinary action up to and including termination.

Purchasing Procedures

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

When incurring business expenses, Sterling College expects employees to:

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

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

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

Requisitions and purchase orders are used to ensure proper accounting takes place, to obtain permission for purchase, and to inform the Business Office of the appropriate details necessary to determine when and how payment is to be made.

Forms and procedures are available in the Business Office for requisitions, reimbursement requests, procurement (P) card policies, gas cards, and other purchase information.

All gas cards must be returned with a receipt as soon as possible during business hours. These cards cannot be shared between offices or employees. They must be checked in and out for each use. All purchases must have the proper authorization and receipts.

Procurement (P) cards are made available to various Sterling College employees, on the approval of the President and/or Vice Presidents. These are to be used for the payment of Sterling College expenses including lodging, car rental, meals, airline tickets, online purchases, and other miscellaneous expenses. These Pcards are intended for business related expenses only and are not to be used for any other purpose such as personal expenses. All purchases must have the proper authorization and receipts.

Questions regarding accounting and purchasing policies should be directed to the CFO.

Computer, Internet, and Email

Sterling College provides access to computers, software, computer files, email, and the internet to employees as necessary. The equipment, services, technology, and data used to access the college systems and the internet are the property of Sterling College. There is no expectation of privacy on college computers or other devices. Any personal devices are subject to the same restrictions governing the intellectual and proprietary information of Sterling College.

Therefore, the College reserves the right to monitor how employees use the internet, the college computer systems, and data that employees write, send, receive, or access through the College's online connections or stored on any device used to access College information.

Any questions concerning the use of the above should be directed to the Vice President of Academic Affairs at Sterling College.

Mass Email & College Posting

Announcements, mass emails, postings or other information for our employees, students or outside interests should be sent to the Office of Marketing and Communications for approval and distribution. Important messages sent via mass emails may be submitted by emailing marketing@sterling.edu. Please include the date and time that you would like the message to be sent at least one business day in advance.

Marketing, Media & Social Media

Members of the Sterling College community should refer media inquiries to the Director of Marketing and Communications. Requests for approval of media accounts, including social media accounts, and usage of such accounts must be approved by the Director of Marketing and Communications.

Brand and logo protections and information concerning news releases, logo as signature, logo as herald, and department materials can be found in the Sterling College Visual Identity Guide. Information and other marketing policies and information can be found on our website at <https://www.sterling.edu/marketing-and-communications>.

Sterling College employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time, and you must remember to protect your privacy. As with all online interaction, as a Sterling College employee, your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face. Consider your social media presence to be an extension of your classroom or office that thoughtfully and appropriately represents Sterling College's mission and core values.

Identity Theft Prevention/ Red Flag Rules

The Federal Trade Commission, Section 114 of the Fair and Accurate Credit Transactions Act of 2003 (FACTA), requires financial institutions and creditors to develop and implement written programs designed to detect, prevent and mitigate the risk of identity theft in connection with opening or maintaining certain covered accounts.

Additional information regarding Sterling College's Identity Theft Prevention Policy/"Red Flag Rules" can be found at <http://www.sterling.edu/human-resources>.

FERPA

The Federal Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Questions regarding FERPA may be directed to the Registrar's Office and can be found on our website at <https://www.sterling.edu/academics/registrar/ferpa>.

Records & Retention

The Document Retentions policy provides for the systematic review, retention, and destruction of documents received or created in the transaction of Sterling College business to eliminate accidental document destruction and to facilitate College operations by reducing unnecessary storage of documents. This policy applies to all records of the College and ensures compliance with federal and state laws and regulations.

For information regarding Sterling College's Document Retention Policy, visit <http://www.sterling.edu/human-resources> and click on Records Retention and Destruction Policy.

SAFETY AND SECURITY

Sterling College views the safety and welfare of employees, students, and visitors as integral to carrying out

the educational mission of the institution. The College will comply with local, state, and federal safety regulations.

All personnel are responsible for the incorporation of safety and security procedures and employee/student training in their respective areas.

Safety policies, procedures, and reports can also be viewed on Sterling College's website located at <https://www.sterling.edu/student-life/safety>.

Safety

Sterling College workplace safety program is a top priority to provide a safe and healthy place for employees, students, and visitors. A successful safety program depends on everyone being aware and committed to safety.

Communications with employees about workplace safety and health issues may include supervisor-employee meetings, bulletin board postings, memos, emails, texts, training, or other written communications.

Employees are expected to obey all safety rules and be careful at work. Unsafe conditions or accidents must be reported immediately to the appropriate supervisor, the Service Department or Human Resources. Violation of Sterling College safety standards may be subject to disciplinary action up to and including termination of employment.

First Aid Kits

First aid kits are available in each building on campus. First aid kits, provided through the office of the Campus Health Director, are stocked with basic first aid supplies.

Children in the Workplace

Sterling College is committed to maintaining a safe working environment for all faculty, staff, students, and visitors. Children of employees are welcome to visit campus, but the workplace is not an alternative to regular childcare. In an emergency, an employee must obtain permission from their direct supervisor to have a child or children accompany the employee at work. Sick children should not accompany employees to work. Children brought to the workplace are the responsibility of the parent and must be supervised by the parent at all times.

Animals on Campus

Animals kept for companionship are not permitted inside Sterling College buildings or on sports fields. However, the following are exceptions to the policy:

- Animals used for teaching **with prior approval** of the Vice President for Academic Affairs.
- Service animals assisting an individual with a disability.
- Events sponsored by Health & Counseling Services as part of a mental wellness program.

What is considered a Service Animal?

Under the ADA (Americans with Disabilities Act), a service animal is defined as a dog that has been

individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability.

Employees using service animals should contact Human Resources to read through the guidelines and sign an agreement form.

Energy Conservation

Employees are expected to be aware of ways to minimize the cost of utilities and supplies.

Immediately report any break in service, leaky faucets, etc., to the Service Department.

All equipment, lights, fans, and other equipment should be turned off when not in use. Employees are encouraged to reuse and recycle equipment and materials when appropriate.

Campus Security

The College's campus security program is an ongoing process that includes development and enforcement of regulations, procedures, and practices to provide a reasonable level of safety and security for employees, students and visitors, property, and information.

In accordance with the Crime Awareness and Campus Security Act of 1990, Sterling College annually publishes a campus security report, which includes security policies and campus crime statistics. The current report is available from the Office of Student Life and on our website at <https://www.sterling.edu/student-life/safety-security>.

Building Security

During periods when the campus is officially closed (e.g., holidays, etc.) the use of campus facilities is limited to staff and faculty in their official functions, and then further limited to buildings and/or offices normally associated with the staff member's or faculty's job function. School issued ID's may be requested for identification. Campus security personnel are authorized to ask any other persons to leave when in his/her opinion the College is at potential liability risk.

During normal workdays, the last person to leave the building is responsible for insuring that all interior lights are turned off and all exterior doors are locked. Each person in the building is responsible for locking their cabinets, windows, and doors to their offices.

Campus Security will monitor building closures and will report any violations of building security to the Service Department for follow up with individual employees.

Office Doors

When employees are in their office working, it is suggested that doors need to remain open to maintain a welcoming atmosphere, and to assist other employees or students if needed. Sterling College wants employees to be involved and contribute to the College's mission. Closed door meetings are an exception, but for safety reasons please **do not** cover or block the window of the door.

Secured Doors

External doors should not be propped open for any reason. An unsecured door jeopardizes the safety of the campus. When you properly close external doors, you take a critical step in protecting your safety and the safety of our students, faculty, and staff. If you find a door propped open, please close it and report that the

door was propped open to the Campus Safety Committee, campuscommittee@sterling.edu. Any violation of this policy will result in disciplinary action up to and including termination.

Security Inspections

Sterling College reserves the right to inspect all persons or property, at any time, with or without advance notice to the employee. Sterling College strives to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. Sterling College prohibits the possession, transfer, sale, or use of these materials on the campus premises.

Personal Property

Sterling College is not responsible for personal property brought onto the College campus by employees that is lost, damaged or stolen. Any personal property brought onto campus is at the risk of the employee.

Emergency Preparedness Policy and Procedures

Sterling College provides an environment that may be subject to major disruptions as a result of occurrences beyond the control of the institution. All members of the College community should exercise good judgment in responding to these events as the situation necessitates. The President or his Designee shall make the determination to close the entire institution, suspend or postpone classes, curtail activities, or to make the College available for community support.

When necessary, emergency communication will be forwarded to employees and students via the E2 campus alert system. Employees are encouraged to sign up in the Student Life Office for this service.

The Emergency Preparedness Plan has been provided to students and employees and can be accessed on the Sterling College website at <https://www.sterling.edu/emergency-preparedness-plan>.

GIFT POLICY

Sterling College wants supervisors to be able to find meaningful ways to recognize faculty, staff and student workers while also complying with the IRS regulations. Therefore, to protect the College from non-compliance, no employee is allowed to pre-purchase any gifts, gift cards, awards, prizes, flowers, gift baskets, etc. or have any parties paid with College funds without the written authorization of the Chief Financial Officer.

TIME –HONORED EMPLOYEE GIFT PROGRAM

In recognition of employees who have devoted many years of service and commitment to the College and for their valuable contributions, the employee will be given the following:

- For employees who have served over 20 years, an additional \$750 will be given in addition to their regular wages paid in the last month of service.
- For employees who have served over 25 years, an additional \$1,000 will be given in addition to their regular wages paid in the last month of service
 - For every 5 years of service after 25 years, the amount given will be increased by \$250