



CENTRAL CHRISTIAN UNIVERSITY

OF

SOUTH CAROLINA

HUMAN RESOURCE POLICIES

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Welcome to Central Christian University of South Carolina, Inc.

We are excited to have you as part of our team. You were hired because we believe you can contribute to the success of our organization and share our commitment to achieving our goals as described in our mission statement.

Central Christian University of South Carolina, Inc. will hereafter be identified as CCU of SC, Inc.
Mission Statement

The mission of CCU is to equip and empower the body of Christ to do the work of the ministry and to advance the Kingdom of God; to provide biblical education and training that promotes spiritual growth and maturity and empowers believers to lives in Jesus Christ.

At CCU of SC we believe that ...

- *Educating students of all races and ethnic backgrounds for God's Kingdom and service to the humanity.*
- *Helping parents fulfill their obligation of raising their children in the fear and admonition of the Lord.*
- *Assisting each student in reaching his or her God-given potential in the best possible time.*
- *Creating a Christ-centered environment for each student's growth and development according to God's plan.*
- *Preparing students to make the choices of life according to the truth as revealed by the Word of God.*

The primary goal of Central Christian University of SC "is to live our mission statement and continue to be a leader in Christian School Education". We achieve this through dedicated hard work and commitment from every employee. Our hope is for all employees to succeed in their jobs and to be part of achieving our goals.

This employee handbook contains our key policies, goals, benefits, and expectations as well as other information you will need. You should use this handbook as a ready reference as you pursue your career with CCU.

We extend our warmest welcome to you. We pledge our prayer, support, and help as you minister to the spiritual, mental, and emotional needs of our students.

Sincerely,

Rev. Dr. Charles E. Graham
President/Founder



INTRODUCTION

Central Christian University of South Carolina, Inc. is an evangelical and mission multi-denominational, international and multi-ethnic community dedicated to the preparation of men and women for manifold ministries to Christ and His Church.

Under the authority of the Holy Spirit and a call to the education ministry, in Mims, Florida, July 15, 1978, Reverend Dr. Charles E. Graham, Pastor of Greater St. James Baptist Church with much prayer and consultation, founded the C.E. Graham Baptist Bible Institute and family and Pastoral Counseling Center. It operated for almost six years as an extension of Faith Evangelistic Christian Bible College in Morgantown, Kentucky and the National Christian Counselors Association (NNCA) in Sarasota, Florida.

On May 1, 1984, Dr. Graham amended the Scope of the Institute and Counseling Center so that it became the C.E. Graham Bible Institute/College and Seminary. It continued as an extension of Faith a National Christian Counselors Association (NCCA) in Seraco. Florida.

In August 1988 the school became independent of Faith and NCCA. On May 19, 1993, the school was chartered in the State of South Carolina as non-profit corporation.

On October 11, 1994, the South Carolina Commission on Higher Education acknowledged that the institution because, its sole purpose is religious or theological training, is exempt from oversight of the commission. January 3, 2007, the School was chartered as Central Christian University of South Carolina, Incorporated.

Our Philosophy

*From its inception, Central Christian University of South Carolina, Inc. has promoted the local church as the mechanism through which people of like faith develop a sound foundation in the gospel of Jesus Christ. Central Christian University of South Carolina, Inc. is an extension of the church and a partner in the mission of preparing individuals to be responsive leaders and servants of God. Central Christian University of South, Inc. embraces a mission of "**being an ever-expanding and vital educational vehicle for use by God to work in the lives of people as they serve and contribute to others.**"*

In brief:

- . . . to honor God in all we do. . .*
- . . . to help people develop and grow*
- . . . to pursue excellence in every phase of our ministry.*

Our Mission

The mission of CCU is to equip and empower the body of Christ to do the work of the ministry and to advance the Kingdom of God. To provide biblical education and training that promotes spiritual growth and maturity and empowers believers to lives in Jesus Christ.

Motto: "Study to show thyself approved unto God, workman that needth not be ashamed, rightly dividing the word of truth." II Timothy 2:15

Purpose of Employee Handbook

There are several things that are important to keep in mind about this handbook.

First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications or exceptions to the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your immediate supervisor.

Neither this handbook nor any other CCU's document confers any contractual rights; either expressed or implied, to remain employed by the School. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by CCU of SC, Inc. Similarly, you may resign for any reason at any time. No supervisor or other representative of CCU (except the President) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Second, the procedures, practices, policies, and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

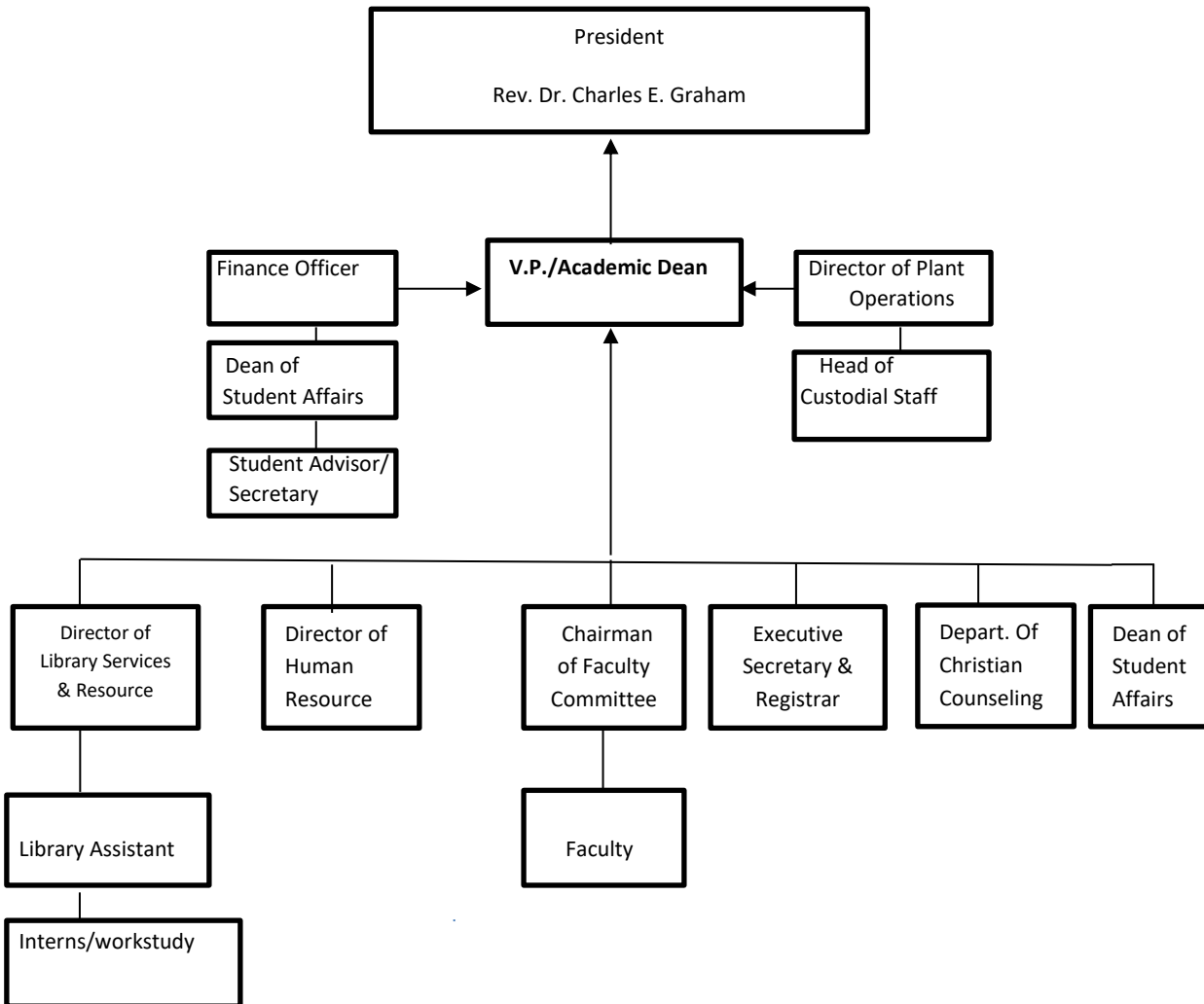
Third, this handbook and the information in it should be treated as secret and confidential. No portion of this handbook should be disclosed to others, except CCU of SC, Inc. employees and others affiliated with CCU whose knowledge of the information is required in the normal course of business.

Finally, some of the subjects described here are covered in detail in official policy documents. You should refer to these documents for specific information since this handbook only briefly summarizes those benefits. Please note that the terms of the written insurance policies are controlling.

CCU ADMINISTRATIVE STRUCTURE

The goal of CCU of SC, Inc. Administration is to facilitate the educational process for students and to support and foster a wholesome work environment for staff members. The following organizational chart and role descriptions are provided by way of general information only. In all instances, employees should consult their individual job descriptions for an in-depth explanation of the scope of their duties.

Central Christian University of South Carolina, Inc. Organization of Education



President

The President is responsible for the well-being of the CCU's community as well as the growth of institution's brand. He/she oversees all of the non-academic functions of the University: property, human resources, information technology and finances. In the event of the President's temporary absence, the Vice President may be called upon to assume the President's responsibilities for the duration of the absence or at the delegation of the President.

Vice President/ Academic Dean

The Vice President's role is reporting directly to the President. This position includes oversight of the faculty growth, coordination of the orientation and mentoring of new teachers, and the development of academic programs in the University. He/she is responsible for the administration of the University and the direction of all of the University's programs. He/she is capable of creating effective professional relationships, negotiate contracts and agreements and gain consensus from all academia. In the event of the President's temporary absence, the Vice President may be called upon to assume the President's responsibilities for the duration of the absence or at the delegation of the President.

Director of Library Services and Resources

The Director of Library Services and Resources reports to the Academic Dean, is the liaison with departmental academic staff organization and suppliers; searches reference materials, including on-line sources and the internet, determined needed information/ materials, and assist in furnishing or locating information, instructs patrons, keep records of circulation, and develops information access aids such as indexes and annotated bibliographies, web pages, electronic pathfinders, and on-line tutorials. She manages staff, including recruitment, training and/ or supervisory duties of the library.

Director of Human Resources and Administration

The Director of Human Resources and Administration have oversight over human relations matters concerning the University, including matters pertaining to payroll and human resources.

Director of Plant Operations

The Chief Operating Officer implements the directives of the Director of Human Resources and Administration and provides direct oversight of the University's building and grounds.

Dean of Students

The Dean of Students provides on-site spiritual, emotional, and disciplinary support.

Head Professor

All Professors are responsible for implement the University's curriculum. They are primarily responsible for communication with their students and for all assessments and school reports. They are responsible for reporting their students' progress to their colleagues and administration. Professors are responsible for the day-to-day mentoring of the assistant professor(s).

Head Custodial

The Custodial Staff ensure that the University's premises are clean and safe to facilitate a positive learning and working environment.

School Secretary/ Registrar

School Secretaries are responsible for collecting tuition payments, maintaining student records, and responding to questions from parents and others who inquire about CCU of SC. As indicated on the organizational chart CCU of SC Administrative, school secretaries report primarily to the Vice -President.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

CCU is committed to a policy of equal treatment and opportunity in every aspect of its relations with its employees. Equal employment opportunity is provided to all employees and applicants for employment without regard to race, age, gender, color, ethnicity, national origin, alienage or citizenship status, unemployment status, marital status, pregnancy, childbirth, or disability.

This following policy applies to all terms and conditions of employment, including, but not limited to, recruitment and hiring, compensation, placement, promotion, benefits, and termination.

AMERICANS WITH DISABILITIES ACT

In accordance with the Americans with Disabilities Act, employees with disabilities will be provided with reasonable accommodations. Employees requiring such accommodations must advise their immediate supervisor as soon as possible and, provide medical records requested to make determinations about their ability to carry out their essential job responsibilities. CCS will maintain the confidentiality of medical information and records of employees with disabilities in accordance with applicable laws and regulations.

ANTI-HARASSMENT POLICY

CCU endeavors to maintain a cooperative and professional environment that values mutual respect for all employees. For this reason, inappropriate behavior, and unlawful harassment on the basis of race, age, gender, color, ethnicity, national origin, alienage or citizenship status, unemployment status, marital status, pregnancy, childbirth, or disability will not be condoned.

Prohibited harassment is any unwelcome conduct that is subjectively offensive and would be objectively offensive to a reasonable person in the position of the object of the conduct.

Some examples of what may constitute sexual harassment are: threatening to take or taking employment actions, such as discharge, demotion, or reassignment, if sexual favors are not granted; demands for sexual favors in exchange for favorable or preferential treatment; unwelcome and repeated flirtations, propositions, or advances; unwelcome physical contact; use of stereotypes; offensive, insulting, derogatory, or degrading remarks; unwelcome comments about appearance; sexual jokes or use of sexually explicit or offensive language; gender- or sex-based pranks; and the display in the workplace of sexually suggestive objects or pictures. The above list of examples is not intended to be all-inclusive.

Discriminatory harassment, including sexual harassment, will not be tolerated by CCU. This policy applies to all harassment occurring in the work environment, whether on or off CCU's Premises, and applies regardless of the gender of the individuals involved. This policy covers all employees of CCU, including applicants for employment and third parties' contractors employed by CCU.

An employee who believes that he/she has been subject to discrimination or harassment should report the conduct to his/her immediate supervisor; or in the event the supervisor is the offending party or is unresponsive, the report should be made to the Director of Human Resources and Administration; or if concerning the Director of Human Resources and Administration, the report should be made to the Board of CCU in accordance with the "Complaint Procedure" section below. Upon receipt of a complaint, CCU will conduct a prompt

investigation and take such appropriate action as may be warranted. All such complaints will be treated as confidential to the greatest extent possible consistent with effective investigation and remediation.

An employee who is aware directly or indirectly that discrimination or harassment is occurring or has occurred against another employee is obligated to report such discrimination or harassment to his or her immediate supervisor, or if concerning the immediate supervisor, to the Director of Human Resources and Administration; or if concerning the Director of Human Resources and Administration, the report should be made to the Board of CCU in accordance with the "Complaint Procedure" section outlined below.

CCU employees and applicants for employment are protected from coercion, intimidation, interference, retaliation, or discrimination for filing a complaint or assisting in an investigation under this policy. Any employee who believes that he/she has been subjected to any acts of retaliation should immediately report such conduct to his or her immediate supervisor, or if concerning the immediate supervisor, to the Director of Human Resources and Administration; or if concerning the Director of Human Resources and Administration, the report should be made to the Board of Christian School Education in accordance with the "Complaint Procedure" section outlined below.

Employees with questions or concerns related to equal employment should feel free to contact the Director of Human Resources and Administration. All such communication, to the extent possible, will be kept confidential.

COMPLAINT PROCEDURES

CCU employees are encouraged to bring their complaints to their immediate supervisor; or if concerning their immediate supervisor, to the Director of Human Resources and Administration. A complaint against the Director of Human Resources and Administration should be made in writing to the President of Central Christian University.

CCU will give careful consideration to all **complaint(s)** in a continuing effort to improve relations with employees. Employees may be sure that their complaints will be handled in a fair and thorough manner.

ANTI-NEPOTISM POLICY

No person may hold a job or position at CCU over which a member of his or her immediate family exercises any direct supervisory or managerial authority unless such job or position is voluntary and unpaid. No person may make a decision to hire any member of his or her immediate family. For purposes of this anti-nepotism policy, immediate family includes: husband, wife, domestic partner, father, father-in-law, mother, mother-in-law, and brother, brother-in-law, sister, sister-in-law, son, son-in-law, daughter, daughter-in-law, niece, nephew, aunt, uncle, first cousin, and separated spouse.

VIOLENCE IN THE WORKPLACE

CCU strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to the Director of Human Resource and Administration. All complaints will be fully investigated, and CCU will promptly respond to any incident or suggestion of violence.

POLICY CONCERNING SMOKING, ALCOHOL AND DRUG USE

In accordance with Columbia, South Carolina State and Columbia Law, CCU has adopted a policy that prohibits smoking of any kind on all parts of its property.

Furthermore, the manufacture, distribution, dispensing, possession, sale, purchase, or use of a controlled substance on all parts of CCU property is prohibited. For the purpose of this policy, “controlled substance” includes alcohol and all drugs. Being under the influence of a controlled substance, except those drugs which are prescribed by a licensed healthcare professional or sold legally over the counter, during working hours and on any part of CCU property is prohibited. CCU employees are prohibited from making controlled substances of any kind (including prescribed or over-the-counter medication) available to CCU students, whether on or off CCU property.

EMPLOYMENT ELIGIBILITY

In order to be eligible for employment with CCU, prospective employees must provide the following along with an application for employment:

- Proof of identity and employment authorization in accordance with applicable laws.
- Proof of fingerprinting by the Department Investigation.
- Official copies of their educational records (official transcripts, diploma, State teaching licenses, etc.

Before a permanent offer of employment is made to any employees, CCU will conduct a thorough background check that includes contacting references, searching criminal records, and completing a review through the South Carolina State Central Register of Child Abuse and Maltreatment. CCU may make conditional offers of employment to new employees before the background check process is completed, subject to the findings of the background check.

EMPLOYEE CATEGORIES

As used in this Handbook, employees are those who perform compensated work for CCU in any capacity other than as independent contractors. Each employee’s job description will clarify the category into which the respective position falls under this rubric.

Full-Time Employees

Full-time employees are those who work at least 35 hours a week. Full-time employees are further classified as exempt or non-exempt employees under the Fair Labor Standards Act of 1938 ("FLSA"). FLSA requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at one and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

Exempt employees are those in certain administrative, executive, professional, and computer positions who are paid on a salaried basis and who are exempt from the provisions of FLSA. Under FLSA, as applied to CCU' staffing structure, exempt employees include head and assistant teachers (professionals) and principals and deans of students (administrators). Exempt employees are not eligible for overtime compensation regardless of hours worked. However, exempt employees as salaried employees are entitled to their full compensation for the week if they perform any work in the week, subject to the employer's policies on paid leave. For instance, a salaried employee who did not report to work on a day when she was otherwise required to report to work would receive her full compensation for the week, but CCU would charge that day against her paid leave.

Non-exempt employees are those whose employment is subject to FLSA. Non-exempt employees are paid an hourly rate consistent with the minimum wage requirements of federal and state law. Hourly workers who work more than 40 hours in any workweek are paid overtime compensation at the rate of one and one-half times their regular hourly rate. Hourly workers (including secretaries, food service staff, and custodial staff) are prohibited from working overtime without the prior express written approval of the Director of Human Resources and Administration.

Part-Time Employees

Part-time employees are classified as exempt or non-exempt and work a regular schedule of 20 to 35 hours per week. It is not a common practice of CCU to employ persons on a part-time basis.

Temporary Employees

A temporary employee is hired for a specified project or time frame and works an irregular schedule of less than 20 hours per week. A temporary employee in a non-exempt position is paid by the hour while a temporary employee in an exempt position is paid according to the terms of hire for that individual. Temporary employees do not receive any additional compensation or benefits provided by CCU. It is not a common practice of CCU to employ persons on a temporary basis.

PERSONNEL RECORDS

To keep necessary CCU records up to date, it is extremely important that you notify the Director of Human Resources and Administration of any changes in:

- Name
- Marital Status
- Mailing Address
- E-mail address
- Telephone number
- Number of eligible dependents
- W-4 deductions
- Person to contact in case of emergency

MEDICAL EXAMINATION

All employees are required to file with the School a report of a complete physical examination provided by a medical doctor at the time of initial employment and every two years thereafter. A health form listing the employee's complete immunization history, results of a tuberculosis test, and the date of the most recent Tetanus shot must be submitted to the CCU Executive Office at the time of initial employment.

SPECIAL NOTE REGARDING COMMENCEMENT OF THE FALL SEMEMSTER

The fall semester for CCU employees begins the last week of August—the week before the school opens to receive students each year in September. This is a week of professional development and planning, and all CCU employees are required to report to work Monday through Friday of this week in preparation for the upcoming school year. All employees return to work the day after Labor Day or when the school opens for students. The Administrative Office may be contacted at any time.

WORKWEEK

Because of the nature of education, work schedules may vary depending on the position. However, the standard workweek is at least 35 hours for each CCU employee. CCU office hours are from 9:00 am to 9:00 pm, Monday through Friday. Class schedules vary. Employees with questions regarding their work hours should consult their job descriptions and with their immediate supervisors. All employees must notify their immediate supervisor if they must leave the building during the school day.

ATTENDANCE AND PUNCTUALITY

All CCU employees are expected to begin work promptly at the start time for their respective positions. When possible, appointments should be scheduled outside of working hours. In the rare event that you are late, you should notify your immediate supervisor in advance as much as possible. If you will be absent, you must notify your immediate supervisor at least 24 hours.

All notifications of absence or lateness must be directly between you and your supervisor. Do not ask friends or relatives to call on your behalf, and do not leave messages with co-workers. If your supervisor is not available, you must give the information to someone in the respective school office or the CCU Executive Office.

TIME RECORDS

The attendance of all employees is recorded daily and submitted to the Director of Human Resources Administration. Attendance records are CCU records, and care must be exercised in recording the hours worked and leave taken.

All employees must record the time they arrived and departed each day by utilizing CCU's timekeeping system used by all CCU employees. Each employee is responsible only for his/her own recordkeeping. Employees are not to clock in or out for other employees.

Employees should begin work immediately after clocking or signing in. Failure to do so is considered falsification of timekeeping records.

Lunchtime is 30 minutes unless otherwise approved by the employee's immediate supervisor. The lunch break for hourly workers is not compensated time, so hourly employees are required to clock in and out for their lunch breaks.

If you forget to clock in or out, you must notify your immediate supervisor so the time may be accurately recorded for payroll.

APPEARANCE AND CONDUCT

CCU expects employees to maintain a neat, well-groomed appearance at all times. Employees should avoid extremes in dress. The orderly and efficient operations of CCU require that employees maintain proper standards of conduct at all times. All CCU employees must maintain proper standards of conduct toward their work, their co-workers, faculty and CCU's students.

PERFORMANCE REVIEW

CCU will annually measure each employee's job performance against the duties listed in the job description provided at the outset of employment relationship or, if applicable, any subsequent job description furnished to the employee during the course of the employment. After every evaluation, job objectives will be reassessed and reviewed, or rewritten if needed. In either case, the immediate supervisor will review and discuss the objectives with each employee. Employees will be asked to sign a statement indicating their agreement or disagreement with and understanding of the objectives.

Wage increases may be based upon an employee's annual review. Other factors for consideration are past performance improvement, dependability, attitude, cooperation, disciplinary actions, and adherence to all employment policies.

But in no event is a wage increase guaranteed to any employee by virtue of the result of the annual performance review. Wage increases are subject to funds availability.

PAYROLL

CCU employees are paid semi-monthly (2 times per month). Paychecks are distributed on the 15th and 30th days of each month. If the normal payday falls on a weekend or on CCU-recognized holiday, paychecks will be distributed on the workday prior to the scheduled payday.

CCU operates on a July 1 to June 30th fiscal year. Salary and leave calculations (with the exception of Sick Leave) must be made on the basis of this fiscal year, not the calendar year. Except for extreme emergencies in the sole discretion of CCU Human Resource Director and Administrator, no salary advances will be made.

Teaching Staff

Teachers who receive compensation during the summer months as part of their annual salary but do not return in the fall will be required to return the compensation in full to the School no later than September 15th of that year, as reflected in a brief agreement each teacher will sign before funds are released.

For the avoidance of doubt, this agreement is not an employment agreement and confers no special rights to any teacher to remain in the employ of the School. The agreement is for the sole purpose of ensuring that any monies owed to the School will be paid per the terms of the agreement, under penalty of law.

Non-Teaching Staff

Non-teaching staff will receive their full yearly salary over the course of 12 months, the equivalent of 24 pay periods. Non-teaching staff are required to work 12 months.

Direct Deposits

Each payday, employees who choose to participate in the direct deposit program may request to receive a pay stub for their records - much like a voided check with all the same information which would appear on a regular check. Direct deposit will be initiated one pay period following the receipt of the signed authorization form from the employee.

Payroll Deductions

As required by law, CCU will deduct social security, Medicare, and income taxes from each employee's compensation each pay period.

Apart from the legally required deductions, CCU may make deductions expressly authorized in writing by employees for the following purposes:

- repayment of a salary advance or salary overpayment,
- insurance premiums and prepaid legal plans,
- health benefits,
- contributions to a bona fide charitable organization,
- tuition, room, board, and fees secondary, and/or post-secondary educational institutions.

In addition, CCU may make deductions for wage garnishments and levies for child support and taxes, which do not have to be pre-authorized by the employee as long as they are made in accordance with the statutes and regulations authorizing them.

Tuition Discounts

Children who are related to CCU employees by blood or marriage are eligible for discounts on tuition. The base rate of the discount is forty (40) percent, and this rate increases by two (2) percent for every year of service the employee renders to the School until the discount reaches the cap of sixty (60) percent. Once the sixty (60) percent cap is reached, the discount continues at that rate for as long as the employee remains employed by the School. CCU reserves the right to vary from this policy on a case-by-case basis in its sole discretion.

The employee tuition discount cannot be combined with any other offer for reduced tuition. Existing arrangements for employee tuition discounts will continue to be honored, until and unless otherwise communicated to the employee by the School.

Ordained members of CCU and lay ministries may be eligible for full tuition scholarships for their children, in the sole discretion of Central Christian University.

New Hires

Any employee who is hired and begins work during the fiscal year (any time after July 1) will be compensated as follows:

- For the first fiscal year, they will be paid at a rate of their annual compensation (calculated by dividing the total salary by 24 pay periods) until the end of the fiscal year. The employee would not receive the total amount of the annual salary since the annual salary can only be earned once an employee completes his or her work requirements over the course of a full fiscal year.

For example, an employee begins working for the school on November 1st with an annual compensation of \$25,000. To calculate the employee's compensation for the first fiscal year, divide \$25,000 by 24. The resulting number is \$1041.67, representing the employee's gross

*earnings each pay period. As a result, for the 16 pay periods between November 15 and June 30, the employee's gross earnings will be \$1041.67 * 16, or \$16,666.72.*

- In the next fiscal year and for as long as the employee remains employed by the School, the employee will be paid their full annual salary over 12 months.

EMPLOYEE BENEFITS

Health Insurance

Each full-time employee is eligible to participate in the School's medical insurance plan. New employees become eligible to participate in the plan after thirty (30) days of employment. Eligible employees must enroll prior to the plan year (during the plan's open enrollment period) or when there is an enrollment event (such as being newly hired outside of the open enrollment period) to be eligible for that year.

CCU will determine the amounts, if any, to be contributed by eligible employees to the premiums and the other employee benefits, costs, and obligations under the health insurance plan no less than thirty (30) days prior to the initial coverage date for each health insurance contract, or for new employees, within the first thirty (30) days of employment.

The contracts of insurance with CCU's health insurers govern the terms of the insurance provided by CCU. Summaries of the contract terms will be provided to covered eligible employees, and each eligible employee should familiarize himself or herself with the basic terms of these policies. Subject to the requirement of applicable law, insurance coverage may be modified or terminated at any time by CCU.

Short-Term Disability Benefits

All employees are covered by short-term disability insurance for up to leave as is for off-the-job injuries. Additional information, forms, and answers to questions may be obtained from the Director of Human Resource and Administration. Employees are required to pay part of the cost of this benefit through payroll deduction. During any period in which an employee is receiving short-term disability benefits, he or she will not be paid by CCU.

Workers Compensation Benefits

Certain employees are covered by Workers' Compensation Insurance when engaged in the performance of their duties. Accidents occurring or injuries sustained in the performance of

duties, even if they seem of minor nature at the time, should be reported immediately to the employee's supervisor and the Director of Human Resources and Administration. The Director of Human Resources and Administration must be notified as soon as possible following the accident, but no later than thirty (30) days after the accident in order for the forms to be filed with the insurance company.

Retirement Plan

Each full-time employee is eligible to participate in the retirement plan offered by CCU. The retirement plan takes the form of a Savings Incentive Match Plan for Employees Individual Retirement Account (SIMPLE IRA), to which employees may make contributions from their pre-tax compensation. In accordance with SIMPLE IRA rules prescribed by the Internal Revenue Service and the Department of Labor, CCU will make matching contributions of 2% of the yearly compensation for each employee who elects to participate in the SIMPLE IRA and makes monthly contributions to the plan.

For more information on the SIMPLE IRA, please see the plan document available through the CCU Executive Office.

PAID TIME OFF POLICY

Vacation Days

Use of vacation leave requires prior approval of the employee's immediate supervisor. Requests for vacation leave must be made using the "Vacation Leave Request" form available on the School's website. Absent specific approval from an immediate supervisor, no new employee is eligible to use vacation time prior to 6 months of employment at CCU.

Any employee that becomes ill during a scheduled vacation cannot change a vacation day to a sick day; scheduled vacation days count as vacation days even if an employee would ordinarily take a sick day.

CCU vacation time for all employees, regardless of the distinctions below, is "use it or lose it:" unused vacation time does not accrue and will expire at the end of the School's fiscal year on June 30. No employees will be paid for any unused vacation days at the end of their employment relationship with CCU. All employees must note vacation days in the timekeeping system. Vacation benefits vary based on whether the employee is classified as teaching staff or non-teaching staff.

Vacation Days: Teaching Staff

- During the fall and spring semesters, CCU observes three week-long recesses as indicated on the school calendar: 1) Christmas Recess, 2) Winter Recess, and 3) Spring Recess. Teachers are not required to report to work during these recesses but will be compensated for these weeks as part of the CCU vacation package. This vacation time may be taken consecutively.

- During the fall and spring semesters, CCU observes three week-long recesses as indicated on the school calendar: 1) Christmas Recess, 2) Winter Recess, and 3) Spring Recess. Teachers are not required to report to work during these recesses but will be compensated for these weeks as part of the CCU vacation package.

Vacation Days: Non-teaching Staff

- CCU offers non-teaching staff ten (10) paid vacation days. No non-teaching staff member may take more than five (5) days of vacation leave consecutively. No employee may take vacation leave during the last week of August, the week prior to the week that school reopens for students in the fall semester. Non-teaching staffs are required to report to work during school recesses in accordance with the schedule set by the employee's supervisor, which schedule may be abbreviated in the supervisor's discretion.
- Every School office must remain open for the entire month of August, even when the School is closed to students. This is to encourage and allow students to enroll and pay tuition and fees with ease prior to the start of the fall semester. As a result, school secretaries must coordinate vacation leave carefully during this month to ensure that the office is always staffed by at least one employee during business hours for the entire month of August.

Sick Leave

All full-time employees are eligible for paid sick leave for absences from work due to:

- the employee's mental or physical illness; injury or health condition; need for medical diagnosis, care, or treatment, or need for preventative medical care,
- the care of a family member needing such medical diagnosis, care, treatment, of preventative medical treatment. For purposes of sick leave, a family member is considered to be the employee's child, grandchild, spouse, domestic partner, grandparent, parent or child of the employee's spouse or domestic partner, or sibling (including a half, adopted, or stepsibling).
- the closure of CCU premises due to a public health emergency (as declared by the State Commissioner Office or Health and Mental Hygiene or the state governing offices) or due to a public health emergency, CCU employees will be compensated for paid leave.

Each full-time employee is entitled to 40 hours (5 days) of paid sick leave in each calendar year. Existing employees are eligible to use their sick leave on January 1 of each year. New employees become eligible to use their sick leave 120 days (4 months) after their employment with CCU begins. Sick leave must be taken in no less than four (4) hour increments.

Each employee is required to verify their use of sick leave using the forms made available through the CCU Executive Office. CCU will require employees who use sick leave for three consecutive workdays to provide medical documentation from a licensed health care provider.

No employee may accumulate more than 40 hours (5 days) of sick leave in a calendar year, and unused hours will not be carried over into the next calendar year. No employees will be paid for any unused sick leave at the end of their employment relationship with CCU.

Paid Holidays

CCU observes the following holidays, during which the school is closed, and no employees are required to report to work:

New Year's Day

Dr. Martin Luther King, Jr.

Day President's Day

Good Friday

Memorial Day

Independence

Day Labor Day

Columbus Day

Veteran's Day

Thanksgiving

Christmas Day

When a holiday falls on a weekend, consult the school calendar to determine what day will be observed, which is at the discretion of CCU.

Special Note Regarding Paid Holidays and Non-Salaried Employees: Employees who are paid by the hour are ordinarily not entitled to pay for days they are not required to report to work. However, CCU provides all of the foregoing holidays as paid holidays to hourly workers as part of its paid time off policy.

Special Note Regarding Paid Holidays and Salaried Employees: As explained earlier in this Handbook's discussion of employee categories, salaried employees such as teachers, deans of students, and principals are entitled to their full pay for a week in which they perform any work. Consequently, when CCU's observance of a holiday shortens the typical 5-day workweek, salaried employees are still entitled to be paid as if they had worked a full 5-day workweek.

Personal Days

In South Carolina state employees are only entitled to compensation for time worked. As such, CCU will determine to provide paid personal days of family emergencies to any of its employees, based on the criteria's above.

School Closures

When the School is closed to students for a full day as indicated on the School calendar:

- Teaching staff are not required to report to work on any day on which the School is closed to students, with the exception of professional development days.
- Non-teaching staff are required to report

- Teaching staff may leave after dismissing their classes, with permission from the Administrator.
- Non-teaching staff may leave at the early closing time, provided that they have completed their duties for the day and have received permission from their immediate supervisors. Office staff should remain in the building until all children have been picked up or have left the building.

INCLEMENT WEATHER POLICY

In the event of inclement weather, CCU will follow the Columbia State Department of Education's schedule for school closures. With the exception of custodial staff, CCU employees are not required to report to work when the school is closed due to inclement weather. CCU employees may verify school closures by calling the school office for their respective locations, where a recorded announcement of the closure will be available by 4:30 a.m. Delays in school openings because of inclement weather will also be communicated through a recorded announcement at each school office. With the exception of custodial staff, employees are only required to report to work at the time of the delayed opening as per the announcement.

LEAVE UNDER THE FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act (FMLA) provides eligible employees with up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. During this leave, an eligible employee is entitled to continued group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position.

Employee Eligibility Criteria

To be eligible for FMLA leave, an employee must have been employed by CCU:

- for at least 12 months (which need not be consecutive);
- for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave; and

Events Which May Entitle an Employee to FMLA Leave

FMLA leave may be taken for anyone, or for a combination of, the following reasons:

- the birth of the employee's child or to care for the newborn child,
- the placement of a child with the employee for adoption or foster care or to care for the newly placed child,
- to care for the employee's spouse, child, or parent (but not in-law) with a serious health condition; and/or
- the employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job.

A "serious health condition" is an injury, illness, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. A more detailed definition of "serious health condition" can be found in the U.S. Department of Labor's Certification of Health Care Provider Form (Form WH-380), available online at the Department of Labor's website and upon request from the CCU Executive Office.

How Much FMLA Leave May Be Taken

An eligible employee is entitled to up to 12 workweeks of unpaid leave during a 12-month period for any FMLA qualifying reason(s). The 12-month period is CCU's fiscal year of July 1 to June 30.

Limitations on FMLA Leave

Leave to care for a newborn or for a newly placed child must conclude within 12 months after the birth or placement of the adopted child.

When both spouses are employed by CCU, they are together entitled to a combined total of 12 workweeks of FMLA leave within the designated 12-month period for the birth, adoption, or foster care placement of a child with the employees, for aftercare of the newborn or newly placed child, and to care for a parent (but not in-law) with a serious health condition. Each spouse may be entitled to additional FMLA leave for other FMLA qualifying reasons (i.e., the difference between the leave taken individually for any of the above reasons and 12 workweeks, but not more than a total of 12 workweeks per person).

For example, if each spouse took 6 weeks of leave to care for a newborn child, each could later use an additional 6 weeks due to his/her own serious health condition or to care for a child with a serious health condition.

Intermittent or Reduced Work Schedule Leave

Intermittent leave is leave taken in separate blocks of time. A reduced work schedule leave is a leave schedule that reduces an employee's usual number of hours per workweek or hours per workday.

Leave to care for a newborn or for a newly placed child may not be taken intermittently or on a reduced work schedule unless CCU agrees to an individual leave request. Leave because of an employee's own serious health condition, or to care for an employee's spouse, child, or parent with a serious health condition, may be taken all at once or, where medically necessary, intermittently or on a reduced work schedule.

If an employee takes leave intermittently or on a reduced work schedule basis, the employee must, when requested, attempt to schedule the leave so as not to unduly disrupt the School's Operations

Intermittent or Reduced Work Schedule Leave - Continued

When an employee takes intermittent or reduced work schedule leave for foreseeable planned medical treatment, CCU may temporarily transfer the employee to an alternative position with equivalent pay and benefits for which the employee is qualified and which better accommodates recurring periods of leave.

Special Rules Concerning Professor's: If a professor wishes to take intermittent leave, and that leave would cause the professor's absence from the classroom more than 20 percent of the time (i.e., more than 1 day out of a 5-day work week), the professor may be required either to take continuous leave throughout the treatment period or to be placed in an equivalent position that would not be disruptive to the classroom. Also, a professor may be required to extend leave through the end of a term if she/he would otherwise have returned within the last two or three weeks of the term, depending on the date on which the leave commenced and the duration of the leave.

Requests for FMLA Leave

An employee should request FMLA leave by completing the FMLA Leave Request Form and submitting it to his or her immediate supervisor. The forms are made available from the CCU Executive Office.

When leave is foreseeable for childbirth, placement of a child, or planned medical treatment for the employee's or family member's serious health condition, the employee must provide CCU with at least 30 days advance notice, or such shorter notice as is practicable (i.e., within 5 business days of learning of the need for the leave). When the timing of the leave is not foreseeable, the employee must provide CCU with notice of the need for leave as soon as practicable (i.e., within 2 business days of learning of the need for the leave).

Required Documentation

When leave is taken to care for a family member, CCU may require the employee to provide documentation or statement of family relationship (e.g., birth certificate or court document).

An employee may be required to submit medical certification from a health care provider to support a request for FMLA leave for the employee's or a family member's serious health condition. Medical certification forms are available from the Chief Operating Officer's office.

If CCU has reason to doubt the employee's initial certification, the School may: (i) with the employee's permission, have a designated health care provider contact the employee's health care provider in an effort to clarify or authenticate the initial certification; and/or (ii) require the employee to obtain a second opinion by an independent CCU-designated provider at CCU's expense. If the initial and second certifications differ, CCU may, at its expense, require the employee to obtain a third, final, and binding certification from a jointly selected health care provider.

During FMLA leave, CCU may request that the employee provide recertification of a serious health condition at certain intervals in accordance with the FMLA. In addition, during FMLA leave, the employee must provide the School with periodic reports regarding the employee's status and intent to return to work. If the employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide CCU with reasonable notice (i.e., within 2 business days) of the employee's changed circumstances and new return to work date. If the employee gives CCU notice of the employee's intent not to return to work, the employee will be considered to have voluntarily resigned.

Before the employee returns to work from FMLA leave for the employee's own serious health condition, the employee may be required to submit a fitness for duty certification from the employee's health care provider, with respect to the condition for which the leave was taken, stating that the employee is able to resume work.

FMLA leave or return to work may be delayed or denied if the appropriate documentation is not provided in a timely manner. Also, a failure to provide requested documentation of the reason for an absence from work may lead to termination of employment.

Use of Paid and Unpaid Leave

FMLA provides eligible employees with up to 12 workweeks of unpaid leave. If an employee has accrued paid leave (e.g., vacation, sick leave, personal leave), however, the employee must use any qualifying paid leave first. "Qualifying paid leave" is leave that would otherwise be available to the employee for the purpose for which the FMLA leave is taken. The remainder of the 12 workweeks of leave, if any, will be unpaid FMLA leave. Any paid leave used for an FMLA qualifying reason will be charged against an employee's entitlement to FMLA leave. This includes leave for disability or workers' compensation injury/illness, provided that the leave meets FMLA requirements. The substitution of paid leave for unpaid leave does not extend the 12-workweek leave period.

Designation of Leave

CCU will notify the employee that leave has been designated as FMLA leave. The School may provisionally designate the employee's leave as FMLA leave if it has not received medical certification or has not otherwise been able to confirm that the employee's leave qualifies as FMLA leave. If the employee has not notified CCU of the reason for the leave, and the employee desires that leave be counted as FMLA leave, the employee must notify his or her immediate supervisor within 2 business days of the employee's return to work that the leave was for an FMLA reason.

Maintenance of Health Benefits

During FMLA leave, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work.

To the extent that an employee's FMLA leave is paid, the employee's portion of health insurance premiums will be deducted from the employee's salary. For the portion of FMLA leave that is unpaid, the employee's portion of health insurance premiums may be paid at the same time as if made by payroll deduction; or paid pursuant to a system voluntarily agreed to by CCU and the employee.

If the employee's payment of health insurance premiums is more than 30 days late, CCU may discontinue health insurance coverage upon notice to the employee.

Return from FMLA Leave

Upon return from FMLA leave, CCU will place the employee in the same position the employee held before the leave or an equivalent position with equivalent pay, benefits, and other employment terms.

Limitations on Reinstatement

An employee is entitled to reinstatement only if he/she would have continued to be employed had FMLA leave not been taken. Thus, an employee is not entitled to reinstatement if, because of a layoff, reduction in force, or other reason, the employee would not be employed at the time job restoration is sought.

CCU reserves the right to deny reinstatement to salaried, eligible employees who are among the highest paid 10 percent of CCU' employees employed within 75 miles of the worksite ("key employees") if such denial is necessary to prevent substantial and grievous economic injury to CCU' operations.

Failure to Return to Work Following FMLA Leave

If the employee does not return to work following the conclusion of FMLA leave, the employee will be considered to have voluntarily resigned. CCU may recover health insurance premiums that it paid on behalf of the employee during any unpaid FMLA leave except that CCU' share of such premiums may not be recovered if the employee fails to return to work because of the employee's or a family member's serious health condition or because of other circumstances beyond the employee's control. In such cases, CCU may require the employee to provide medical certification of the employee's or the family member's serious health condition.

JURY DUTY

CCU supports employees called to fulfill their civic obligation to serve jury duty. Upon receipt of the notice to serve jury duty, the employee should immediately notify his/her supervisor, as well as the Director of Human Resources and Administration. Additionally, a copy of the notice to serve jury duty should be submitted to the CCU Executive Office.

CCU will pay each employee who is called to serve jury duty the state-mandated jury fee of \$40 for each day of the first three (3) days of jury service.

Thereafter, so long as the employee continues to serve on a jury, the employee will not be paid by the School but may be paid by New York State. Any employee may elect to use their paid vacation leave to serve on a jury, consistent with the limitations set forth in the "Paid Time Off" section above, but in no event will CCU require any employee to use paid leave during a time of jury service.

Upon the employee's return, the employee must notify the Director of Human Resources and Administration and must submit a signed Certificate of Jury Service indicating the number of days served and the amount paid per day.

Employees released from jury duty with at least four (4) hours remaining in their workday should return to work for the remainder of the day. If the jury duty falls at a time when the employee cannot be away from work, CCU may request that the court allow the employee to choose a more convenient time to serve if he/she makes a request in accordance with the court's procedures. The employee must cooperate with this request.

CELL PHONES

CCU understands and appreciates that employees utilize their cellular phones for business purposes. At the same time, cell phones are a distraction in the workplace. To ensure the effectiveness of instructional time, professors are asked to leave cell phones at their desk. Or, on the unusual occasion of an emergency that requires immediate attention, the cell phone may be carried in vibrate mode.

Cell phone use for personal purposes in the workplace or during work hours should be kept to a bare minimum.

CCU prohibits employee use of cellular phones, for any purpose, while driving an CCU vehicle or while driving a non-CCU vehicle to conduct CCU business.

REIMBURSEMENT AND PURCHASES

Employees may occasionally use their own resources to conduct CCU business. Where practical, employees are expected to absorb, without reimbursement, minor expenditures under \$5. *No reimbursement will be made for any item purchased or service rendered without specific advance authorization from the employee's immediate supervisor.*

All requests for reimbursement must be made in writing using the CCU Voucher Form. Receipts should be attached to the Voucher Form for all expenditures, and reimbursement will not be made in the absence of a receipt.

Furthermore, all purchases must be well-planned. All requests for purchases should be clearly detailed on the CCU Requisition Form and signed by the employee's immediate supervisor. Requisition Forms should be submitted at least 5 business days before the items are needed.

EQUIPMENT

CCU will provide you with the necessary equipment to do your job. None of this equipment should be used for personal use nor removed from the relevant CCU school building - unless doing so is approved by your immediate supervisor or the Director of Human Resources and Administration and the job specifically requires use of CCU-owned equipment off of CCU premises.

SAFETY

Safety is everyone's job at CCU. CCU provides a clean, hazard-free, healthy, safe environment in which to work in accordance with the Occupational Safety and Health Act of 1970. **As an employee, you are expected to take an active part in maintaining this environment.** You should observe all posted safety rules, adhere to all safety instructions provided by your supervisor, and use safety equipment where required. Your workspace/classroom should be kept neat, clean, and orderly. It is your responsibility to know the location of all safety and emergency equipment, as well as the appropriate safety contact phone numbers.

All safety equipment will be provided by CCU. Employees should not damage this equipment. As an employee, you have a duty to comply with the safety rules of CCU, to assist in maintaining a hazard-free environment, to report any accidents or injuries, and to report any unsafe equipment, working condition, process or procedure, immediately to your supervisor.

Furthermore, CCU requires all those handling foods to wear a hairnet and comply with all other food safety rules, as mandated by applicable law. All employees are prohibited from creating or perpetuating safety hazards.

EMERGENCY PROCEDURES

There is no more important responsibility for CCU employees than ensuring the safety and well-being of our students. Therefore, understanding and following the procedures described below is vital.

Illness and/or Student Accidents

1. CCU employees are prohibited from administering medication to students—including serving hot tea for illnesses such as the common cold and stomachaches—but providing basic first aid services (such as cleaning and bandaging a minor scrape) may be appropriate.
2. If the emergency contact or physician cannot be reached and the injury is severe, the student is to be taken to the emergency room of the hospital with which his/her doctor is affiliated. This hospital information is indicated on the student's emergency contact form.

3. If the above steps cannot be taken, the student is to be taken to the nearest emergency room where first aid treatment will be carried out. The accompanying CCU employee will await further instructions from the School.

Employee Accidents

1. In case of an accident on premises, the injured staff member must immediately notify the School Secretary and seek first aid care.
2. The School Secretary must immediately notify the President and Director of Human Resources and Administration, and a Worker's Compensation Accident Report must be completed.
3. If the staff member is taken to the emergency room, the emergency contact on file will be notified.

Emergency Evacuation Procedures

1. All persons must exit the building when the alarm goes off, including all visitors to the school. Do not assume it is a drill, even if you have prior knowledge that one is scheduled to take place.
2. The evacuation signal is the regular fire alarm.
3. Each professor must accompany his/her class during an evacuation. Turn out lights and close windows and doors upon leaving the room. Professors must enforce the following regulations:
 - a. No books or other possessions are to be carried from the room.
 - b. All persons should walk quietly, not run.
4. The employee through each outside door should appoint an assistant to hold the doors open.
5. The last employee off each floor will quickly check restrooms to ensure that all persons have left the building. He/she shall close the stairwell doors.
6. Clearance to reenter the building will be given by the Administrator or in her/his absence, the Dean of Students. Under no circumstances are children, visitors, or employees to reenter until instructed by the appropriate person.

Abuse

CCU employees and/or students shall not be subjected to any form of abuse including:

- Physical abuse (striking, spanking, kicking, punching, or otherwise causing physical trauma to a student)
- Sexual abuse (inappropriate touching, fondling, exposure, display of pornography)
- Verbal abuse (humiliating, degrading, threatening, or making sexually inappropriate comments to a child)
- Neglect (withholding food, water, or basic care)

The law requires certain professionals and school officials to report suspected abuse to the law. If not, civil and criminal liability will be charges can be file against a professional who does not comply with this mandated and reporting responsibilities.

School professionals and officials are required to immediately make such reports when, in their professional capacities, they have reasonable cause to suspect abuse, sexual abuse or maltreatment. But, of course, anyone can report and must report any suspected abuse or maltreatment of an employee or student at any time. Reasonable cause to suspect abuse or maltreatment means that, based on your observations, professional training, a student (if a student is a minor or under the age of 21) , and you suspect that the student is in imminent danger, you must report it immediately to either your immediate supervisor, or the Human Resource Department or the Dean of students.

In addition, if you suspect abuse or maltreatment, you must report your concerns by telephone to Bureau of Child Welfare, Columbia, South Carolina offices. The BCW hotline number is 803-788-6595 for mandated reporters (for Administrator and teaching staff) and for other employees, contact 803-497-3836. BCW is open 24 hours a day, seven days a week. All reports are confidential. Within 48 hours of calling BCW, you must file a written report with the State Office of Children and Family Services.

Reporting is an individual responsibility, and no supervisor or administrator may interfere with the individual reporting responsibility. Nor may a mandated reporter be absolved of responsibility by relying on a supervisor or administrator to meet her or his individual reporting responsibility. If you are in a situation about which you are unclear or uncertain, you should speak immediately with the Dean of Students or Director of Human Resources and Administration.

All employees, including professors are required to report the following:

- Suicide: If an employee is told by a student that he or she is contemplating suicide or if an employee comes upon evidence of intent (e.g., a note) to commit suicide, the employee should report this to the Dean of Students immediately.
- Physical evidence of crime: If an employee obtains physical evidence that a student has committed or is committing a crime, the employee must turn that evidence in to the the Dean of Students within 2 school days (2 calendar days, excluding weekends and holidays, if the evidence is obtained at the time of a vacation or at the end of the school year.) The employee may keep the source of the evidence anonymous. Intent to Harm: If a student expresses the intent to seriously harm another individual, an employee must inform the Dean of Students, who will then take appropriate action.
- Drug and Alcohol use: Drug and alcohol use, in or out of school, is illegal, a violation of school policy, and a risk to students' well-being. Employees' must report suspected cases of use or possession to the Dean of Students.
- Self-Harm: Employees must report evidence or student reports of self-harming behaviors or the intent to inflict self-harm to the Dean of Students.

I. Sexual Misconduct Complaints (Against CCU Employees)

These Procedures will be used to investigate and resolve all complaints of sexual misconduct against CCU faculty and staff members, affiliates, and non-affiliates (i.e. someone not associated with CCU), as

appropriate. For purposes of the University's these Procedures, includes, but is not limited to, visiting scholars and post-doctoral fellows who are not otherwise classified as CCU faculty, staff, or students. Complaints of sexual misconduct against CCU students will be investigated and resolved according to Human Resource and Administrative policies and according to the State of Columbia, South Carolina's law enforcement agencies.

All other complaints of discrimination or harassment against faculty and staff members, including but not limited to those based on race, color, creed, religion, ethnic origin, age, sex, disability, and sexual orientation, will be resolved using the University's Equal Opportunity and Discriminatory Harassment Policy.

All staff members are strongly encouraged to report to the University any incident of "Prohibited Conduct" which includes gender-based assault, harassment, exploitation, dating and domestic violence, stalking, as well as discrimination based on sex, sexual orientation, gender identity, and gender expression, and related retaliation (as defined in the Title IX Policy). Many University administrators are specifically trained to support individuals affected by Prohibited Conduct and the University is fully committed to promoting a safe and healthy educational and work environment.

II. Complaints Rights of the Compliant and Respondent

These Procedures for the investigation and resolution of sexual misconduct (including sexual harassment) complaints brought against faculty, staff, affiliates and non-affiliates are designed to be accessible, prompt, fair, and impartial. Throughout this process, both the complainant and respondent have the following rights:

- To be treated with respect, dignity, and sensitivity.
- To receive appropriate support from the University.
- The presence of an Adviser throughout the process
- Confidentiality to the extent possible, consistent with applicable law and University policy.
- Information about the University's Policy.
- A prompt and thorough investigation of the allegations.
- To refrain from making self-incriminating statements. A resolution, however, will be determined with the information made available by the parties.
- Notification, in writing, of the case resolution, including the outcome of any appeals.
- For the Complainant, to report the incident to law enforcement (including the CCUPD or with the police department in the jurisdiction in which the sexual misconduct occurred) at any time.

III. Resources and Reporting Options

All individuals are encouraged to seek support from on and off campus resources, regardless of when or where the incident occurred. Trained professionals can provide guidance in making decisions, information about available resources and procedural options, and assistance to either party in the event that a report and/or resolution under the Title IX Policy and these Procedures is pursued. Below is detailed information regarding reporting options, including, Confidential Resources.

A. Confidential Resources

Confidentiality exists in the context of laws that protect certain relationships, including with medical and clinical care providers (and those who provide administrative services related to the provision of medical and clinical care), mental health providers, counselors, and ordained clergy, all of whom may engage in confidential communications under Alabama law. The University has designated individuals who have the ability to have privileged communications as “Confidential Employees.” When information is shared by an individual with a Confidential Employee or a community professional with the same legal protections, the Confidential Employee (and/or such community professional) cannot reveal the information to any third party except when an applicable law or a court order requires or permits disclosure of such information. For example, information may be disclosed when: (i) the individual gives written consent for its disclosure; (ii) there is a concern that the individual will likely cause serious physical harm to self or others; or (iii) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18.

Employees who participate in any **Employee Assistance or Counselling Services**, and other mental health professional, all records will be deemed confidential.

B. Reporting Considerations and Options

1. Time for Reporting.

Although all members of the University community are encouraged to report sexual misconduct immediately in order to maximize the University’s ability to respond promptly and equitably, the University does not limit the time frame for reporting. However, the University’s ability to investigate and respond effectively may be reduced with the passage of time.

2. How to Make a Report.

Any person may make a report, including anonymously, of Prohibited Conduct to the Human Resources or to the Office of Dean of Students:

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Although all members of the University community are encouraged to report sexual misconduct immediately in order to maximize the University's ability to respond promptly and equitably, the University does not limit the time frame for reporting. However, the University's ability to investigate and respond effectively may be reduced with the passage of time.

2. How to Make a Report.

Any person may make a report, including anonymously, of Prohibited Conduct to the Human Resources, or the Office of Dean of Students:

Office of Students Affairs

Title: Dean of Academic Affairs
Name: Dr. Mary Stover
Address: 132 Monteith St. Columbia, SC 29203
Phone: 803-786-6594
Email: maostover@bellsouth.net

Student Advisor

Name: Dr. Shirley Brown
Address: 132 Monteith St, Columbia, SC 29203
Phone: (803) 786-6594
Email:

Human Resources

Director: LTC Howard Johnson
Address: 132 Monteith St., Columbia, SC 29203
Phone: 803.754.9618
Email: HJoh500@aol.com

Office of Student Dean

Name: Dr. Daryl Hayes
Title: Dean of Student Affairs
Address: 132 Monteith St, Columbia, SC 29203
Phone: (803) 786-6594
Email:

Reports can also be made to any **Responsible Employee**, or to another appropriate office such as Student Affairs or the Office of Provost. Reports shall be sent to the Human Resource Director. If the person to whom a report normally would be made is the Respondent, reports may be made to another "Responsible Employee."

- **Richland County Sherriff's Department**
- **Phone Number 803-576-3000**

With respect to anonymous reports, depending on the level of information available about the incident, the University's ability to respond to an anonymous report may be limited.

In cases in which the report was made anonymously or by a third party (such as a family member, friend, roommate, adviser, or faculty member), CCU Sexual Harassment and Abuse Policies will apply in the same manner as if the Complainant had made the initial report. The Human Resource Director or designee will make every effort to meet with the Complainant to discuss available options and on-campus and off-campus resources.

3. Emergency/Immediate Assistance

The University encourages all community members affected by sexual misconduct to seek immediate assistance. Doing so promptly may be important to ensure the person's physical safety or to obtain medical care or other support. It may also be necessary to preserve evidence, which can assist the University or law enforcement in responding effectively. Assistance is available from the **Richland County Sheriff's Department** 24 hours a day, 7 days a week at **803-576-3000**. The CCUHR will investigate every incident reported to them to determine if a crime has been committed. The CCUHR will also inform the University Title IX Coordinator of the incident. Any criminal investigation by Sheriff's Department or other law enforcement agency is independent from any conduct investigation undertaken by the University under the **Human Resource Policy**. Victims of sexual violence are not required to report to law enforcement in order to receive assistance from or pursue any options provided by CCU.

4. Prohibition on Retaliation

It is illegal and a violation of the University's Title IX Policy to retaliate against a person for filing a complaint of sexual misconduct or for cooperating in a sexual misconduct investigation. Any person who retaliates against a person for reporting sexual misconduct, filing a sexual misconduct complaint, or participating in a sexual misconduct investigation is subject to disciplinary action up to and including termination of employment.

CONFIDENTIAL NATURE OF WORK

All CCU records and information relating to CCU and its employees and students are confidential and employees must, therefore, treat all matters accordingly. No CCU or CCU-related information, including without limitation, documents, notes, files, records, oral information, computer files, or similar materials (except in the ordinary course of performing duties on behalf of CCU) may be removed from CCU's premises without permission from an employee's immediate supervisor. Additionally, the contents of CCU's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose. Employees must not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside of CCU. Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification.

COMPUTER INFORMATION SYSTEMS

CCU provides some of its employees with laptop or desktop computers, voicemail, e-mail, and Internet access to enable them to conduct the affairs of the School and to facilitate the flow of information among employees, students, and others.

School Property

The School's computers, voicemail, e-mail, Internet access, and any other communication or information system that may be available to employees as a result of their employment ("Information Systems") are the property of the School and should be used for School purposes only.

Voice mail, email, and Internet usage assigned to an employee's computer or telephone extensions are solely for the purpose of conducting School business. Some job responsibilities require access to the Internet and the use of software. Only people appropriately authorized, for CCU purposes, may use the Internet or access additional software. If you need access to software that is not currently on the School network or your designated computer, please talk with your Principal or the Director of Human Resources and Administration.

Employees may not share passwords or otherwise provide unauthorized persons with access to the Information Systems. Employees also may not establish connections that would allow unauthorized persons to gain access to the School's Information Systems, either through the Internet or otherwise. To protect data and software on the School's computers, only authorized employees and vendors are permitted to load software onto computers. No unauthorized software is allowed on School computers. You may not copy School software for personal use. You will be held responsible for any software or other copyright infringements attributable to you in violation of this policy.

In addition, technology is either assigned to a particular member of the School community for the duration of the school year or is made available from a pool that can be signed-out for a shorter duration, based on a project or some other specific need. All of us must take responsibility for the technology that has been assigned to us. Taking CCU portable technology off-campus is permissible if authorized by one's supervisor but, in doing so, one assumes responsibility for loss due to theft or accident. The specific technology distribution, based on position, is the responsibility of your Supervisor, who you should feel free to consult regarding specific aspects of the policy.

Internet Usage

Internet use during working hours is authorized to conduct CCU business only. This applies to the use of any CCU machines off premises after working hours as well. Additionally, under no circumstances may CCU computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites.

Email Usage

CCU email addresses are to be used for CCU business only. Similarly, employees are prohibited from conducting CCU business through personal email addresses and must use CCU email for CCU business. Do not conduct personal business using the School computer or email. Be conscious of maintaining a professional tone in your emails.

No Expectation of Privacy

Employees should have no expectation of privacy with respect to their use of any of the Information Systems or of any of the information contained therein. CCU can access information maintained on any Information System at any time. Employees should be cognizant of this in both the tone and content of their use of School Information Systems. CCU may (but will not necessarily) ask for an employee's assistance in accessing Information Systems information that the employee read or created. Moreover, employees should be aware that voicemail and e-mail messages that are sent or received remain on the system and can be accessed even if an employee has deleted them. It is against School policy to prepare, receive, or maintain personal or private information on any Information System that belongs to CCU.

Social Media

With the rapid growth and application of social media, CCU recognizes the need to have a policy which ensures that employees who use social media either as part of their job, or in a personal capacity, have guidance as to the school's expectations where the social media engagement is about the School, its products and services, its people, and/or other business - related individuals, organizations, and information.

The School's Three R's of Social Media Engagement are therefore 'guardrails' designed to protect the interests of employees and the School. In brief, the Three R's ask that when engaging in social media:

- be clear about who you are **representing**,
- take **responsibility** for ensuring that any references to CCU are factually correct and accurate and do not breach confidentiality requirements,
- and show **respect** for the individuals and communities with which you interact. It is important to note that this policy does not apply to employees' personal use of social media platforms where the employee makes no reference to CCU-related issues such as but not limited to CCU events, employees, or students and their families. No references to such CCU-related issues should be made in employees' personal use of social media platforms under any circumstances.

Personal Communication with Students

As a general rule, faculty and staff members should not communicate with current students of CCU through personal means of communication, including home phones, cell phones, personal e-mail accounts, or social media. In rare cases when it is necessary to share personal numbers with students e.g. class trips, etc., faculty and staff should exercise professional judgment and discretion and should inform the Dean of Students about the communication.

EMPLOYEE DISCIPLINARY PROCEDURE

Any violation of the policies enumerated in this Handbook or other employee misconduct may subject an employee to disciplinary action, as outlined below. CCU reserves the right to forego these disciplinary procedures and to discharge or reassign employees immediately dependent on the nature and seriousness of the infraction.

Step 1: Informal Discussion

The Informal Discussion creates an opportunity for the immediate supervisor to schedule a meeting with an employee to bring attention to the existing performance, conduct, or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of CCU policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve performance or resolve the problem. Bringing the matter to the staff member's attention is often enough to prompt him or her to correct it willingly.

Step 2: Oral Warning

If a private, Informal Discussion with the employee does not result in corrective action, the immediate supervisor should meet again with the employee and review the problem; permit the employee to present his/her views on the problem; and advise the employee that the problem must be corrected and that failure to do so will result in further disciplinary action, up to and including termination. Within five (5) business days of this meeting, the supervisor will draft a short memo summarizing the events of this meeting, which will be placed in the employee's personnel file and forwarded to the Director of Human Resources and Administration and the employee.

Step 3: Written Warning

If the employee fails to alter his/her behavior after an Oral Warning, the immediate supervisor should meet with the employee in private and once again discuss the need for remediation and the possibility of termination. The supervisor should issue a Written Warning (signed by the supervisor and the employee) to the employee and place a copy in the employee's personnel file. If the employee refuses to sign, a copy of the written warning will still be placed in the employee's file with a notation of the employee's refusal to sign.

Step 4: Suspension and Final Written Warning

There may be performance, conduct, or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal progression of this progressive discipline policy and procedure are subject to approval from the Director of Human Resources.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state, and local wage-and-hour employment laws. Unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or major misconduct problems, not less serious concerns about attendance or performance.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee.

During **Step 4** and based on the results of an investigation (if applicable), the immediate supervisor and the Director of Human Resources and Administration will meet with the employee to review any additional incidents or information about the performance, conduct, or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action will be issued within five (5) business days of a **Step 4** meeting. A warning outlining that the employee may be subject termination if immediate and sustained corrective action is not taken may also be included in the written warning.

Step 4 may not be necessary in all instances, and in some cases, CCU may proceed directly to **Step 5** from **Step 3**.

Step 5: Dismissal

In general, dismissal is recommended only when the employee does not respond to one or more of the above steps. Notwithstanding the foregoing, the School reserves the right to discharge any employee immediately, or to otherwise modify or omit any one or more steps in the disciplinary procedure, in its sole discretion. CCU reserves the right in its sole discretion to determine the appropriate disciplinary action for employee misconduct or non-performance.

RESIGNATION

All employees planning to leave the employ of CCU are requested to give written notice before departing. Principals should give notice of at least two (2) months; professors should give notice of at least one (1) month; all other employees should give notice of at least two (2)

weeks. Departing employees shall provide written notice to their immediate supervisors and the Director of Human Resources and Administration, specifying the final date of employment. Once minimum notice has been given, any subsequent unexcused and/or unexplained absences will be charged as vacation days. All fringe benefits end on the last day of employment.

In some instances, management may determine that the resignation should take effect immediately. In that case, the employee will receive compensation for any work performed following the notice of termination that has been approved by the immediate supervisor and Director of Human Resources and Administration.

CCU reserves the right to treat failure by an employee who has been on sick leave, vacation leave, or personal leave to return to active employment on the date previously approved by the employee's immediate supervisor as a voluntary resignation.

Departing employees are required to return all CCU property (e.g., professors' manuals, tools, keys, etc.) to the immediate supervisor in substantially the same condition in which it was received, normal wear and tear expected.

The employee's final paycheck will be mailed during the next regularly scheduled pay period following the employee's departure, or if applicable, by direct deposit.

DISMISSALS

Every CCU employee has the status of "employee-at-will," meaning that no one has a contractual right, express or implied, to remain in CCU' employ. CCU may terminate an employee's employment, or an employee may terminate his/her employment, without cause, and with or without notice, at any time for any reason. No supervisor or other representative of CCU (**except the President**) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Immediate Dismissals/Misconduct

Any employee whose conduct, actions, or performance violates or conflicts with CCU' policies may be terminated immediately and without warning.

Immediate Dismissals/Misconduct

The following are some examples of grounds for immediate dismissal of an employee:

- Breach of trust or dishonesty
- Conviction of a felony
- Willful violation of an established policy or rule
- Falsification of CCU records

The following are some examples of grounds for immediate dismissal of an employee:

- Gross negligence
- Insubordination
- Violation of the Anti-Harassment and/or Equal Employment

The following are some examples of **Grounds for Immediate Dismissal** of an employee:

- Opportunity Policies
- Use, manufacture, or distribution of drugs or alcohol on CCU property, or distribution of drug or alcohol to CCU students whether on or off School property
- Timecard or sign-in book violations
- Undue and unauthorized absence from duty during regularly scheduled work hours
- Deliberate non-performance of work
- Violation of the Paid Time Off Policy
- Larceny or unauthorized possession of, or the use of, property belonging to any co-worker, visitor, or patron- of CCU
- Possession of dangerous weapons on the premises
- Unauthorized possession, use or copying of any records that are the property of CCU
- Unauthorized posting or removal of notices from bulletin boards
- Excessive absenteeism or lateness
- Marring, defacing or other willful destruction of any supplies, equipment or property of CCU
- Failure to call or directly contact your supervisor when you will be late or absent from work
- Fighting or serious breach of acceptable behavior
- Violation of the smoking, alcohol, and drug use policy

The following are some examples of **Grounds for Immediate Dismissal** of an employee:

- Theft
- Violation of Confidentiality Policy
- Gambling, conducting games of chance or possession of such devices on the premises or during work hours
- Leaving the work premises without authorization during work hours
- Sleeping on duty

This list is intended to be representative of the type of activities that may result in dismissal. It is not intended to be comprehensive and does not change the employment – at will relationship between any employee and CCU.

In the event of a dismissal, all benefits end on the last day of employment. Departing employees are required to return all CCU property (e.g., professors' manuals, tools, keys, etc.) to the immediate supervisor in substantially the same condition in which it was received, normal wear and tear expected. The employee's final paycheck will be mailed during the next regularly scheduled pay period following the employee's departure, or if applicable, by direct deposit.

REFERENCES

Should an employee receive a request for a reference, he/she should refer the request to the Principal or the Director of Human Resources and Administration. No CCU employee may issue a reference letter or provide an oral reference to any current or former employee without the permission of the Director of Human Resources and Administration.

Under no circumstances should any CCU employee release any information about any current or former CCU employee over the telephone. All telephone inquiries regarding any current or former employee of the School must be referred to the Principal or the Director of Human Resources and Administration.

In response to an outside request for information regarding a current or former CCU employee, the Director of Human Resources and Administration will furnish or verify only an employee's name, dates of employment, job title, and department. No other data or information regarding any current or former CCU employee, or his/her employment with CCU, will be furnished unless ...

- 1) CCU is required by law to furnish any information or
- 2) the employee provides CCU with written authorization to provide this information and both the employee and the prospective employer agree in writing to release CCU from liability in connection with the furnishing of this information.

RECEIPT OF EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of Central Christian University's ("CCU") Employee Handbook that outlines the goals, policies, benefits, and expectations of CCU, as well as my responsibilities as an employee.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Employee Handbook provided to me by CCU. I understand this handbook is not intended to cover every situation that may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits, and expectations of CCU.

I understand that the CCU Employee Handbook is not a contract of employment and should not be deemed as such. Further, I understand that CCU is an "at will" employer and as such employment with CCU is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of CCU, (except the Chancellor) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this Handbook states CCU' policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with CCU or benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified, or terminated at any time.

Employee Signature

Employee Name (Print)

Date