

EMPLOYEE PERSONNEL GUIDE



NEW ORLEANS
BAPTIST THEOLOGICAL SEMINARY



LEAVELL
COLLEGE

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MISSION STATEMENT

**New Orleans Baptist Theological Seminary
and Leavell College prepare servants
to walk with Christ, proclaim His truth,
and fulfill His mission.**



NEW ORLEANS
BAPTIST THEOLOGICAL SEMINARY



LEAVELL
COLLEGE

010 INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with NOBTS and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It is not an employment contract and is not intended to create contractual obligations of any kind. It describes many of your responsibilities as an employee and outlines the programs developed by NOBTS to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As NOBTS continues to grow, the need may arise and NOBTS reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or NOBTS to end our relationship for any reason at any time. Employees will be notified of such changes to the handbook as they occur.

Employee Acknowledgement Form

The employee handbook describes important information about NOBTS, and I understand that I should consult the Director of Payroll and Personnel regarding any questions not answered in the handbook. I have entered into my employment relationship with NOBTS voluntarily and acknowledge that there is no specified length of employment. Accordingly, either NOBTS or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to NOBTS's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Date

Employee's Name – Printed

www.nobts.edu/adminpolicies

- Employee Personnel Guide

EMPLOYMENT

101 NATURE OF EMPLOYMENT

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with NOBTS.

However, this handbook cannot anticipate every situation or answer every question about employment. **IT IS NOT AN EMPLOYMENT CONTRACT AND IS NOT INTENDED TO CREATE CONTRACTUAL OBLIGATIONS OF ANY KIND.** Neither the employee nor NOBTS is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, NOBTS reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized and signed by the chief executive officer of NOBTS.

102 EMPLOYEE RELATIONS

NOBTS believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are advised to voice these concerns openly and directly to the Personnel Director.

103 EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at NOBTS will be based on merit, qualifications, and abilities. NOBTS does not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, age, disability, or any other characteristic protected by law.

NOBTS will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensations, discipline, termination, and access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Personnel Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

NOBTS gives preference to Seminary related individuals for employment opportunities on our campus.

104 IMMIGRATION LAW COMPLIANCE

NOBTS is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with NOBTS within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Personnel Director. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

105 OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job with NOBTS. All employees will be judged by the same performance standards and will be subject to NOBTS's scheduling demands, regardless of any existing outside work requirements.

If NOBTS determines that an employee's outside work interferes with performance or the ability to meet the requirements of NOBTS as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with NOBTS.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside NOBTS for materials produced or services rendered while performing their jobs.

EMPLOYMENT STATUS AND RECORDS

201 EMPLOYMENT CATEGORIES

It is the intent of NOBTS to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and NOBTS.

CAREER STAFF are those employees who work full-time and have expressed their intention to stay with the Seminary indefinitely. The jobs in this classification consist primarily of assistant and secretaries to Administrative officers of the Seminary and include some other types of non-Academic work. Student spouses who occupy these jobs are classified as student-related staff.

STUDENT-RELATED STAFF are those employees who service any of the several departments of the institution in the capacity of secretarial or clerical assistants. Jobs filled by this group of employees are temporary but might require full twelve-month service. Employees in this group are paid on an hourly basis, accumulated and disbursed biweekly.

MAINTENANCE FORCE employees are those who render service in the day-to-day operation of our facility. These employees are paid an hourly wage, accumulated and disbursed biweekly. New Maintenance force employees that are not students shall be classified as temporary for the first three months of employment and shall not be eligible for career status and related fringe benefits until the end of such period.

202 STAFF EMPLOYEE ASSESSMENTS

Staff employee assessments are performed annually for all staff employee classifications. Department managers and employees will have the opportunity to provide feedback regarding the employee's job performance and/or training suggestions. Staff employee assessments are conducted for the purpose of continually advancing the mission of NOBTS and to foster the professional growth of each employee. The Human Resources Department will distribute the staff employee assessment form to department managers each year in April and is available to assist managers with any questions or concerns regarding the assessment process.

203 ACCESS TO PERSONNEL FILES

NOBTS maintains a personnel file on each employee. Personnel files are the property of NOBTS, and access to the information they contain is restricted.

Employees who wish to review their own file should contact the Personnel Director. With reasonable advance notice, employees may review their own personnel files in NOBTS's offices and in the presence of an individual appointed by NOBTS to maintain the files.

204 EMPLOYMENT REFERENCE CHECKS

The Personnel Director will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment date will be released without a written authorization and release signed by the individual who is the subject of the inquiry unless required by statutory law.

205 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify NOBTS of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed notify the Personnel Director.

206 INTRODUCTORY PERIOD

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. NOBTS uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or NOBTS may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new or rehired employees work on an introductory basis for a specified period after their date of hire. For Staff (Career and Student-Related) the introductory period is 30 days. For Maintenance Force employees the introductory period is 90 days. Any significant absence will automatically extend an introductory period by the length of the absence. If NOBTS determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other NOBTS provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

207 EMPLOYMENT APPLICATIONS

NOBTS relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in NOBTS's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

EMPLOYMENT BENEFIT PROGRAMS

301 EMPLOYEE BENEFITS

MEDICAL INSURANCE

For CAREER STAFF employees, a health insurance plan is offered to cover the employee, spouse, and dependents after one full month of employment. Details on the plan are available through the Personnel Department.

For STUDENT RELATED employees, a health insurance plan is offered to cover the employee after one full month of employment. Details on the plan are available through the Personnel Department.

DISABILITY INSURANCE

Long term disability insurance is provided at no cost to CAREER STAFF employees after one full month of employment. Details of the plan are available in a brochure available through the Personnel Department.

ANNUITY PROGRAM

An Annuity Program has been set up for all CAREER STAFF employees effective the first of the month following two full years of full time employment. The Seminary contributes 10% of the employee's base salary to the Convention Annuity Plan.

All employees may make employee contributions, tax-sheltered or tax-paid. Details of this plan are outlined in a brochure available through the Personnel Department.

302 VACATION BENEFITS

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Full-time employees (Career and Student-Related Staff and Maintenance Force) are eligible to earn and use vacation time as described in this policy.

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule.

Employees who have worked less than twelve months at July 31st each year but:

* (a) were hired as of January 31st of that year, and have been working five consecutive months, will be eligible for one week – five working days – vacation

* (b) were hired as of September 30th of the prior year, and have been working nine-consecutive months, will be eligible for two full weeks – ten working days – vacation

The length of vacation time is as follows:

- ONE WEEK – full time employees who met the criteria stated in (a) above
- TWO WEEKS – full time employees who meet the criteria stated in (b) above
- THREE WEEKS – full time employees with ten to nineteen years of continuous employment
- FOUR WEEKS – full time employees with nineteen or more years of continuous employment

Holidays occurring during vacations will not be considered as days of vacation.

Vacations are to be approved by Senior Administrators in advance. Employees who have worked less than twelve months as of July 31st, may take their vacation before July 31st. If employment should terminate before July 31st, compensation for the vacation days may be deducted from the employee's last check.

Employees with greater length of service will receive first choice of their vacation time.

Vacation does not accrue beyond the end of the calendar year in which an individual becomes eligible for the vacation.

Vacation time off is paid at the employee's base rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. However, if NOBTS, in its sole discretion, terminates employment as described in this policy for cause, forfeiture of unused vacation time may result. Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. They can request use of vacation time after it is earned.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees will forfeit the unused time.

303 HOLIDAYS

NOBTS will grant holiday time off to all employees on the holidays listed below. Actual dates for these holidays are designated by the administration.

New Year's Day
Martin Luther King, Jr Day
Mardi Gras
Good Friday
Independence Day
Labor Day
Thanksgiving
Christmas

NOBTS will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time

pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

Career Staff, Student-Related Staff, and Maintenance Force

If a recognized holiday falls during an eligible employee's vacation, holiday pay will be provided instead of the vacation benefit that would otherwise have applied.

Sometimes, due to particular circumstances, an employee/employees may be asked to work on a holiday. If this happens the employee/employees will be given an alternate day off during the same period.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

304 WORKERS' COMPENSATION INSURANCE

NOBTS provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

305 SICK LEAVE BENEFITS

NOBTS provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

Career Staff, Student-Related Staff, and Maintenance Force

Eligible employees will accrue sick leave benefits at the rate of 10 days per year. Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits. Newly hired employees will not be allowed to use any sick leave until the introductory period has been completed.

Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee's household.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of not more than 45 calendar days worth of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

306 BEREAVEMENT LEAVE

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

NOBTS defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling.

Up to three days of paid bereavement leave will be considered a valid use of Sick Leave for eligible employees in the following classification(s):

Career Staff, Student-Related Staff, and Maintenance Force

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Approval of bereavement leave will occur in the absence of unusual operating requirements.

307 JURY AND WITNESS DUTY

NOBTS encourages employees to fulfill their civic responsibilities by serving jury duty when required. Full compensation is paid for Jury and Witness time without deduction of Juror fees received.

To accurately compensate full time hourly employees, the Seminary requires that an authorized report of time actually spent on jury duty be remitted to the supervisor to be attached to the time sheet for the appropriate period. Compensation will be limited to this time reported.

Either NOBTS or the employee may request an excuse from jury duty if, in NOBTS's judgment, the employee's absence would create serious operational difficulties.

TIMEKEEPING/PAYROLL

401 TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. Federal and state laws require NOBTS to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to review their time records to certify the accuracy of all time recorded. The supervisor will review and then certify the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

Hourly personnel are required to keep and report accurate daily time. All time incurred on Seminary business should be listed.

Time cards must be verified by the immediate supervisor and/or department chief/division chairperson.

Time cards are to be verified and ready for payroll processing (unless otherwise designated) by:

- *BIWEEKLY PAYROLL – every other Monday by 12:00 noon

- *MONTHLY PAYROLL – on the 15th by 12:00 noon

- If the 15th falls on a weekend or on a holiday, time reports should be turned in the last workday before that time.

402 PAYDAYS

NOBTS has two payroll periods:

MONTHLY PAYROLL – Salaried (exempt) employees are paid monthly on the 25th of each month. Each paycheck will include earnings for all work performed that calendar month. Teaching Assistants will also be paid their monthly stipend on the 25th of each month.

BIWEEKLY PAYROLL – Hourly (nonexempt) employees will be paid every other Friday for work completed during the prior two-week period.

In the event that a regularly scheduled payday falls on the day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to NOBTS. Employees will receive an itemized statement of wages when NOBTS makes direct deposits.

403 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION – voluntary employment termination initiated by an employee.

DISCHARGE - involuntary employment termination initiated by the organization.

LAYOFF – involuntary employment termination initiated by the organization for non-disciplinary reasons.

RETIREMENT – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

NOBTS will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to NOBTS, or return of NOBTS-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with NOBTS is based on mutual consent, both the employee and NOBTS have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid.

404 ADMINISTRATIVE PAY CORRECTIONS

NOBTS takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Personnel Director so that corrections can be made as quickly as possible.

405 PAY DEDUCTIONS AND SETOFFS

The law requires that NOBTS make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. NOBTS also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." NOBTS matches the amount of Social Security taxes paid by each employee.

NOBTS offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Pay setoffs are pay deductions taken by NOBTS, usually to help pay off a debt or obligation to NOBTS or others.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Personnel Director can assist in having your questions answered.

WORK CONDITIONS AND HOURS

501 WORK SCHEDULES

The normal office hours of the Seminary are 8:00 a.m. to 5:00 p.m. Monday through Friday. Except for offices that are required to remain open, the lunch hour is between 12:00 noon and 1:00 p.m. The supervisor in the offices remaining open is responsible for scheduling lunch hours.

In operations that function at other than the above stated schedule, the supervisor is responsible for scheduling of all employee hours.

502 USE OF PHONE AND MAIL SYSTEMS

Personal use of telephones for long-distance and toll calls is not permitted. Employees should practice discretion in using company telephones when making local personal calls and may be required to reimburse NOBTS for any charges resulting from their personal use of the telephone.

The operator will inform you if your call is an “in-watts” call. This service is not free, and it is billed to us by time. Promptly and efficiently meet the requests of the caller and complete the call. We will all benefit if everyone does their part in keeping down telephone costs.

The mail system is reserved for business purposes only. Employees should refrain from sending or receiving personal mail at the workplace.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

503 SMOKING

In keeping with NOBTS’s intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace.

This policy applies equally to all employees, customers, and visitors.

504 REST AND MEAL PERIODS

Each workday, full-time employees are provided with two rest periods of 10-15 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their work stations beyond the allotted rest period time.

Chapel attendance is encouraged, unless work requirements prevent it, in place of the morning break once a week.

All full-time regular employees are provided with one meal period of 60 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees

will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

505 OVERTIME

Overtime is specifically prohibited without prior approval by the Vice-President for Business Affairs.

506 USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

507 EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, WWL-TV Channel 4 and/or WWL 870 AM and WBSN 89.1 FM radio stations will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. Employees in essential operations may be asked to work on a day when operations are officially closed.

508 BUSINESS TRAVEL EXPENSES

NOBTS will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by their specific administrator.

Employees whose travel plans have been approved should make all travel arrangements through NOBTS's designated travel agency.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by NOBTS. Employees are expected to limit expenses to reasonable amounts.

Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request to their supervisor when travel advances are needed.

When travel is completed, employees should submit completed travel expense reports within seven days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

LEAVES OF ABSENCE

601 MEDICAL LEAVE

NOBTS provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees who have been employed at the Seminary at least twelve months and who have worked a minimum of 1250 hours in that twelve month period are eligible to request medical leave as described in this policy.

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care providers statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. NOBTS reserves the right to request, at the expense of the Seminary, a second or third medical opinion. Any changes in the medical information should be promptly reported to NOBTS. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12 month period. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, NOBTS will continue to provide health insurance benefits for the full period of the approved medical leave.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide NOBTS with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the medical leave, NOBTS will assume that the employee has resigned. NOBTS is entitled to recover the cost of health care premiums paid by NOBTS during the leave if the employee elects not to return to work.

602 FAMILY LEAVE

NOBTS provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health

condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Employees who have been employed at the Seminary at least twelve months and who have worked a minimum of 1250 hours in that twelve month period are eligible to request family leave as described in this policy.

Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. Department supervisors are to contact Payroll when an employee is taking leave that may fall under the FMLA. There will be a fourteen day "discovery period" to determine if FMLA applies. Payroll will notify the employee in writing of his/her rights under the FMLA Act.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent are required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required. NOBTS reserves the right to request, at the expense of NOBTS, a second or third opinion of the verification of the need for the family member to provide care. If leave is for other than the employee's medical condition, an application for FMLA leave must be completed.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12 month period. Any combination of family leave and medical leave may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 15 calendar days. Employees will be required to first use any accrued paid leave time before taking unpaid family leave. When an employee request Family Medical Leave and has remaining sick or vacation time, the unpaid Family Medical Leave starting date will begin after vacation and sick days are used (FMLA, sick, and vacation days remaining unpaid cannot exceed 12 weeks). NOBTS observed holidays during the unpaid FLMA will not be paid to employees on such leave. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12 month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, NOBTS will continue to provide health insurance benefits for the full period of the approved family leave. Employees will be required to continue payments for any medical and/or life coverage while out on unpaid FMLA leave.

So that an employee's return to work can be properly scheduled, an employee on family leave is required to submit a notice of intention to return from leave (with doctor's signature) before returning from FMLA leave. Employees are requested to provide NOBTS with at least two weeks advance notice of the date the employee intends to return to work. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the approved leave period, NOBTS will assume that the employee has resigned. NOBTS is entitled to recover the cost of health care premiums paid by NOBTS during the leave if the employee elects not to return to work.

603 MILITARY LEAVE

A military leave of absence will be granted to full time employees to attend scheduled drills or training or if called to active duty with the US Armed Services. The leave will be unpaid. However, employees may use any unpaid earned vacation time for the absence.

If the employee returns to work within five years, they will be reinstated with the same seniority, pay status, vacation, sick leave, holiday pay, and other benefit rights the employee would have had if he or she had worked continuously for NOBTS.

Health benefit coverage will continue 31 days from the time the employee leaves with the option for the employee to pick up the cost after the 31 days and continue coverage up to 18 months, as required by USERRA. Upon reemployment the returning employee has the right to immediate reinstatement in the health care coverage in which he or she was enrolled prior to intervening military service.

Retirement benefits for the employee will be paid at the same level being paid at the time the employee was called to active duty and continue until he or she returns or for five years, whichever comes first.

Employees on uniformed service leave are required to apply for reemployment according to the following schedule:

- If the service was for less than 31 days, the employee must report to the employer for reemployment by the start of the first regularly scheduled work period on the first day after completion of service plus at least eight hours after the time when the employee could be safely transported home from the location of the military service.
- If the service was for more than 30 days but no more than 180 days, the employee must apply for employment within 14 days of completion of service.
- If service was for more than 180 days, the employee must apply for reemployment within 90 days of completion of service [38 USC 4312(e)].

Campus housing will be extended for the family of any employee or student on the same basis that existed for that employee or student at the time they were called to active duty for 90 days.

Tuition will be refunded if the student is called to active duty before half of the course time for the term is completed and no grade will be given. If the course is more than half complete, no refund will be given and the student will be given an incomplete status for the courses involved. The completion requirement will be determined by the particular professors involved upon return by the student.

EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

701 EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, NOBTS expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

Theft or inappropriate removal or possession of property

Falsification of timekeeping records

Working under the influence of alcohol or illegal drugs

Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment

Fighting or threatening violence in the workplace

Boisterous or disruptive activity in the workplace

Negligence or improper conduct leading to damage of employer-owned or customer-owned property

Insubordination or other disrespectful conduct

Violation of safety or health rules

Smoking in prohibited areas

Sexual or other unlawful or unwelcome harassment

Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace

Excessive absenteeism or any absence without notice

Unauthorized use of telephones, mail system, computers (see 1000 Section -- ITC), or other employer-owned equipment

Violation of personnel policies

Unsatisfactory performance or conduct

Employment with NOBTS is at the mutual consent of NOBTS and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

702 DRUG AND ALCOHOL USE

It is NOBTS's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on NOBTS premises and while conducting business-related activities off NOBTS premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences.

703 SEXUAL AND OTHER UNLAWFUL HARASSMENT

NOBTS is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Personnel Director. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Personnel Director who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

704 ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, NOBTS expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on NOBTS. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

705 PERSONAL APPEARANCE

During business hours, NOBTS/LC provides for a casual yet professional work environment. Even though the dress code is casual, it is important to project a professional image to our students, customers, visitors and coworkers. Presenting a clean and neat appearance and dressing in accordance with the requirements of each position is expected. Attire with text including NOBTS/LC logos and messaging, brand names, sports teams, or other innocuous things are acceptable. Attire with other messages including political, offensive or objectionable statements are discouraged. The administration reserves the right to ask an employee to change attire that may be viewed by the administration as being too political, offensive or objectionable in nature.

706 RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all NOBTS property immediately upon request or upon termination of employment. Where permitted by applicable laws, NOBTS may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. NOBTS may also take all action deemed appropriate to recover or protect its property.

707 RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with NOBTS. Although advance notice is not required, NOBTS requests at least two weeks' written resignation notice from all employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

708 SOLICITATION

In an effort to assure a productive and harmonious work environment, persons not employed by NOBTS may not solicit or distribute literature in the workplace at any time for any purpose.

NOBTS recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

Examples of impermissible forms of solicitation include:

The sale of goods, services, or subscriptions outside the scope of official organization business

The circulation of petitions

The distribution of literature not approved by the employer

EMPLOYEE HOUSING POLICY

801 GENERAL REGULATIONS

1. The seminary maintains several types of staff housing. Each type of housing is affected by general and unique regulations.
2. Staff housing may not be subleased.
3. Residents shall comply with all the rules, regulations, codes, and ordinances of the seminary, the Board of Health, and the city applicable to said housing units and premises.
4. Additional pertinent information regarding campus policies and campus departments may be found in the current edition of the Student Handbook.

802 RENT

1. Rent shall begin on the date the housing unit is assigned to the individual, whether the keys have been picked up or not. It is prorated per day for the first and last months of occupancy.
2. Rent is due on the first working day of each month.
3. Rent charges and other seminary related charges are posted to the staff member's account in the Business Office and should be paid there in accordance with the statements in the current edition of the student handbook. The accrual of unpaid rent or other charges may result in eviction from seminary housing.
4. A deposit fee of \$210 (\$150 rental deposit + \$60 confirmation fee) is required on all housing units. If the housing unit is left clean and in good condition, \$50 of the rental deposit is refundable.

803 PERSONAL PROPERTY LIABILITY

Each staff resident is responsible for the insurance of all personal property. The replacement or repair of the contents of dormitory rooms and apartments which may be lost or damaged by any means while in or on seminary property is not the liability of the institution.

804 PETS

1. Staff members living in student housing apartments (Lipse, Dement and Crutcher apartments, Manor apartments, States apartments, Farnsworth apartments, Off-campus apartments and Willingham) are not allowed to have pets (exclusive of aquarium and small caged pets). Dogs, cats, and ferrets are not considered to be small caged pets.
2. Staff members living in dormitories are not allowed to have pets of any kind (including aquarium and small caged pets).
3. Any stray animals on the seminary property are subject to impounding and removal by city authorities or campus authorities.
4. Staff members who reside in pet-approved staff housing are allowed to have pets. (Contact the Housing Office to determine if your housing is pet-approved.) See 805 STAFF VILLAGE PET OWNERSHIP POLICY for specific guidelines.

805 STAFF VILLAGE PET OWNERSHIP POLICY

New Orleans Baptist Theological Seminary is a “pet-friendly” employer and allows career staff

employees in selected “pet approved” housing to become pet owners under the guidelines detailed in this document and in compliance with New Orleans city ordinances pertaining to animals. This policy is designed to ensure the health and safety of campus community members, guard against damage to campus facilities, and ensure the health and well-being of approved pets. Owning a pet is a privilege extended by the seminary. The career staff pet ownership policy shall be administered by the Vice President for Business Affairs and his designated agents.

Approved Pets

1. Approved pets are fish kept in an aquarium (25 gallon maximum), small caged animals, cats, and dogs. No ferrets, wild or exotic animals are allowed.
2. A maximum of one (1) cat or one (1) dog is allowed per dwelling.
3. All cats and dogs must be suited to living indoors and must relate well to a campus community. Nervous or aggressive pets; pets that bark or meow loudly and frequently; and pets that need frequent care and attention at times that could interfere with work responsibilities are not considered suitable.

Pet Registration

All cats and dogs and caged animals must be approved by the Housing Office before purchase and/or being brought on campus. Once approved, pet registration must be completed with the Housing Office within two working days of the pet being brought on campus. Dogs and cats must maintain a current license from the City of New Orleans, obtainable from local veterinarians. (N.O.18:V:2:18:227.)

Pet Deposit

Pet owners assume all responsibility for damage to NOBTS buildings and grounds caused by their pet[s]. A pet deposit has been established to facilitate payment should damage occur. A \$100 pet damage deposit for a cat or dog is required at the time the pet is registered. The deposit will be collected and, unless all or a portion of the pet deposit is used to defray damage costs, be refunded in full by the Business Office within four weeks of the pet owner’s termination of employment or the pet’s permanent removal from NOBTS premises.

Pet Care

Pet owners assume all responsibility for the well-being of their animals and for their animals’ actions on campus. Pet owners agree to the following:

1. Pet owners are expected to provide adequate care to meet the animal’s needs with regard to food, hygiene, health care, and obedience training.
2. Dogs must be under the control of the pet owner on a leash at all times when outside the pet owner’s apartment. Dogs may not be tethered outside.
3. Pets are not allowed in any campus building, the front quadrangle, Faculty or student housing areas, and any of the recreational parks.
4. Pet owners are responsible for cleaning up any pet-related accidents in their apartments and for ensuring that dog waste is immediately picked up when being walked on campus.
5. Pets shall not be left unattended for inordinate amounts of time.
6. Flea infestation must be attended to immediately with the Operations Department Pest Control personnel.
7. Pets must not be allowed to disrupt others (e.g., barking, yowling, howling, etc.). Pets which constitute a nuisance or danger to other residents, as determined by the Housing Director, must be removed within seven (7) days of notification by the Housing Director.
8. Pets must not be involved in an incident where a person experiences either the threat of or an actual injury as a result of the animal’s behavior. All liability for the actions of the animal (bites, scratches, etc.) is the responsibility of the owner. Personal renter’s insurance by the owner is strongly encouraged.

9. The owner will notify the Housing Office if the pet has escaped its confines and is unable to be located within twelve (12) hours.
10. Cats
 - a. Must have all required immunizations and annual rabies shots with current documentation on file with the Housing Office. (N.O.18:IV:Sec.8-168 & 170.)
 - b. Due to the density of the Staff Village, cats must be spayed or neutered at the appropriate age. A copy of the vet report must be on file with the Housing Office.
 - c. Must have a litter box, must remain indoors and not be allowed to roam outside.
11. Dogs
 - a. Shall not exceed a maximum height of 24” and weight of 45 lbs.
 - b. Must have all required immunizations and annual rabies shots with current documentation on file with the Housing Office. (N.O.18:IV:Sec.8-168 & 170.)
 - c. Due to the density of the Staff Village, dogs must be spayed or neutered at the appropriate age. A copy of the vet report must be on file with the Housing Office.
 - d. Must be collared and on a leash when outside, but never tethered.

806 PARKING

Each staff resident is required to park in the assigned parking area. Only one space per apartment is provided. Information regarding the parking of additional vehicles or equipment and other parking regulations may be found in the current Student Handbook.

807 PEST CONTROL

The seminary is responsible for pest control. If you have bug problems, please call the Maintenance Department, ext. 3230. Cleanliness is an effective pest control method. Garbage, food, or dirty dishes should be appropriately stored.

808 LOCKOUTS

Call the Providence House desk at 944-4455 for Campus Police assistance.

809 GARBAGE PICK-UP

The seminary provides garbage pickup on campus six days each week (Monday - Saturday) between the hours of 7:00 a.m. and 10:00 a.m. All garbage must be in strong plastic bags, securely tied, and placed at the street no earlier than 7:00 AM and no later than 10:00 a.m. on the day of pickup. A garbage truck is located near the Swap Shop for after-hours and holiday garbage disposal. Personal exterior garbage containers are not permitted.

810 CONSTRUCTION AREAS

All construction sites are off limits to all campus residents. All residents are required to keep their children from maintenance and construction areas at all times.

811 REASONABLE CARE

Each resident shall take good care of the housing unit assigned, with its fixtures, and, to the best of the resident's ability, will see that no injury or misuse shall occur. Upon vacating, the resident shall leave the housing unit in good order and condition. Failure to do so will result in the forfeiture of the resident's deposit.

812 DAMAGE EXPENSE CHARGES

Whenever damage to any housing unit shall have resulted from misuse or neglect, the expenses for such repairs shall be charged to the resident at a fixed rate as repairs of any kind are made.

813 COMMON AREAS

1. Each resident is required to keep entrance halls, front and back, free from trash and personal belongings at all times. This includes hanging pots for plants. Each resident is responsible for assisting with the cleaning of common areas in his/her building (halls, stairways, landings, and porches).
2. Failure to comply with this regulation will be written up by the safety inspector and may result in the confiscation of the item(s) in question if not moved by the date specified on the safety notice.
3. Residents in single-family dwellings are required to take good care of the exterior of their homes and their lawns.

814 MAINTENANCE REQUESTS

1. 7:00 a.m. to 4:00 p.m.- Direct requests to the seminary Maintenance Department, 282-4455, ext. 3230.
2. EMERGENCY REQUESTS AFTER HOURS AND ON WEEKENDS - 944-4455 or in case of emergency 944-7711.

815 ALTERATIONS TO PROPERTY

1. Unauthorized alterations of any kind shall result in forfeiture of the deposit.
2. Personal ceiling fans are permitted in all houses and apartments except Willingham. The seminary maintenance electrician must install the fans. Call 282-4455, ext. 3230 for an appointment.

816 GROUNDS

Residents may not place anything on the grounds that will interfere with the care of the grounds.

817 LIGHTING

Each resident is responsible for replacing burned out light bulbs in his/her housing unit as needed. Bulbs

may not be removed from areas of the buildings common to all residents. Do not put bulbs requiring more than 60 watts in any permanent fixture (one attached to wall or ceiling) in any dorm room, apartment, bath, or hall.

818 TV HOOK-UP

1. Exterior TV antennas are not permitted (this includes Satellite dishes of any kind).
2. Cable service is available in on and off-campus apartments. One cable TV outlet has been installed in the living room area of each apartment. Additional Internet cable outlets may be added in any room at the occupant's expense. Occupants must contact the local cable service operator to arrange for service. Please contact the Housing Office for the name and phone number of the present Cox Cable TV representative.
3. Cable service is not available or allowed in dormitory rooms.

819 SOUND EQUIPMENT

Loud radios, stereos, or production of other disturbing noises are not permitted. *Please be considerate of your neighbors.*

820 YARD BUILDINGS

Any temporary or permanent building or masonry work (i.e., a barbecue pit, etc.) is prohibited in any student housing area. Residents in single-family dwellings must request, in writing to the Assoc. VP of Operations, any request for a temporary building, such as a tool shed, for approval.

821 UTILITIES

1. Water: Residents of housing units in which water is supplied by the seminary are expected to use water conservatively, as if each paid a personal water/sewerage bill each month. Vehicles may not be washed by residents except in the car wash area across from the Swap Shop.
2. Gas and Electricity: In apartments where utilities are not furnished, each resident has individual meters for gas and electricity and must deal directly with ENTERGY (1-800-ENTERGY) both for connecting and disconnecting services.

822 PORTABLE POOLS

Portable swimming pools are prohibited in all student housing areas.

823 SOLICITATION

No peddling or soliciting or commercial enterprise is allowed on campus. Violations should be reported to Campus Police immediately.

824 PRIVATE BUSINESS

1. Low Profile Business Policy: Door-to-door solicitation is not allowed on campus at all. Some low profile business operations, not requiring city permits or state licensing, may be engaged in from the student apartments. These activities cannot require that the apartment be used for storage or as a warehouse. Business activities which require bringing off-campus people onto the campus for the transacting of business, the finalizing of any agreement, or the completion of any sale must be approved in advance by the Dean of Students.
2. Garage/Yard/Porch Sales: Garage, yard, or porch sales are not permitted on campus or at the Gentilly or Elysian apartment complexes. Residents having items for sale may post notices on the bulletin board in the West entry of the Hardin Student Center after approval by the Dean of Students Office.

825 BABY SITTING

1. No member of any seminary family shall engage in regular baby-sitting for anyone else's children in the baby-sitter's apartment (i.e., for more than one or two days in any week, or for more than two weeks in a row).
2. Liability factors make it necessary that the seminary forbid any baby-sitting in any seminary apartment for any off-campus children at any time. Any resident accepting the responsibility of baby-sitting off-campus children must go to that infant's house or to a neutral location off-campus.
3. Whenever possible, even short-term baby-sitting should occur in the apartment of the child or children being attended.

826 RIGHT OF ENTRY

The seminary reserves the right to enter a residence to check conditions, perform repairs and maintenance, and to respond to emergencies. While entry for these purposes will not be used to search for prohibited items, seminary officials will, when they believe they have reason, search a residence, either with the consent of the resident, or with the written authorization of the seminary's Vice President of Business Affairs or the Dean of Students.

827 APPLIANCES

Residents in student apartments are required to use the appliances (stove and/or refrigerator) provided by the Seminary.

828 AUTOMOBILE REPAIRS

Minor car repairs, requiring no more than 24 hours to complete, may be conducted in the parking spaces; however, each resident doing such work must not drain oil onto the pavement or in storm drains and must clean up the area. Old oil should be deposited in the drum near the Swap Shop. Vehicles must not be left unattended at any time while elevated on jacks or ramps.

829 CHILD OFF-LIMITS AREAS

Willingham Manor and all the dormitories are off limits to children. They are not to enter the

dormitories to purchase/sell items or to use the bathrooms. Parents are responsible for their children's compliance with this and all other regulations.

830 RETURN ADDRESS INDICATION

Apartment residents are never to use 3939 Gentilly Boulevard or NOBTS in their return addresses. Neither may they rent NOBTS Post Office Boxes; these boxes are available to dorm residents only.

831 WATERBEDS

1. Waterbeds are not permitted in dormitories.
2. Waterbeds are not permitted in apartments.
3. Resident Liability: Should damage occur to seminary property as a result of illegal placement, use, or maintenance of a waterbed, the resident will be held responsible for damage compensation. The seminary will be the sole determiner of extent and value of loss.

832 HAZARDOUS MATERIALS

1. The outdoor storage of flammable, poisonous, or any other material the seminary shall deem as hazardous is strictly forbidden. *Highly flammable liquids such as gasoline, kerosene, etc. are not permitted in or around seminary housing. These materials must be stored in an off-campus location.*
2. Household items such as spray paint, charcoal lighter fluid, and/or other dangerous materials may be stored inside the apartment in a well-ventilated space out of the reach of children.

COMMUNITY RESOURCES INFORMATION

901 COMMUNITY RESOURCES INFORMATION SHEET

If a non-seminary person enters your office seeking assistance, please follow these steps:

1. Show genuine concern for the person. Assess the situation and immediate needs.
2. Be aware that the individual may not be telling you the truth and may be a safety risk. We recommend that you not intervene personally.
3. Inform the person that the seminary has no financial resources to assist non-students. **Do not refer** the person to the Student Development office.
4. Inform the person that you will call the Campus Police office (944-4455) who can assist the individual with information about community resources. The person may decline and leave your office, but call the Campus Police office in any case so that an officer can ensure your security.
5. Should you become concerned about your safety or feel the person is a threat to you, call the **Campus Police Emergency line** (944-7711). Once the dispatch answers, state the name of the office you are working in, and tell them that there is a 107" (One Oh Seven) in the office. You may do this discretely, for example, by simply saying, "This is the Business office, and we have your 107' (One Oh Seven) ready."
6. Engage the person in conversation until an officer arrives. The officer will escort the person to a phone to contact the appropriate community agency.

Information & Referral (some financial assistance)	The Salvation Army Services (Family) 4526 South Claiborne Ave. New Orleans, LA 70125	899-4569
Temporary Shelter & Meals	Brantley Memorial Center 201 Magazine St. New Orleans, LA 70130	523-55761
	Ozanam Inn (ages 18 and older) 843 Camp St. New Orleans, LA 70130	523-1184
Temporary Shelter, Meals, Clothing, & Showers	New Orleans Mission 1130 Oretha C. Haley Blvd. New Orleans, LA 70156	523-2116
Meals & Food Bank	Living Witness Community Social Service 1528 Oretha C. Haley Blvd. New Orleans, LA 70113	524-2959
Food Bank, Information & Referral (Mon-Fri, 9-5) (70126 residents, 18 & up)	St. Philip s Community Center 3333 Clouet St. New Orleans, LA 70126	944-8848 944-8853
Some Financial Assistance, Food Stamps, Job Training & Placement (for qualifying persons)	AFDC Office of Family Support 6800 Plaza Dr., Suite 100 New Orleans, LA 70127	243-7520

INFORMATION & TECHNOLOGY CENTER (ITC)

1001 ITC POLICIES

The following policies and information are placed here for the Student, Faculty, and Full-time Staff reference.

1. Authorized User is defined as a currently registered student or currently employed NOBTS faculty or staff member. The user should be able to produce a NOBTS student ID card upon request. Other students will have their name listed on enrollment sheets from their respective school and are also allowed to use the ITC.
2. All authorized users of the ITC must check in at the monitor station before proceeding to a workstation. There will be no exceptions to this rule.
3. During the hours of operation, certain workstations with software pertaining to a particular class will be limited to students officially registered as a student within that class. Statistics students will have priority over the workstations allocated for statistics software. Language students will have priority over the workstations allocated for language software.
4. Certain workstations will be reserved for official class functions pertaining to a classroom environment. When those particular classes are in session, those allocated workstations will be reserved for the use of those classes.
5. The ITC may close without notice for the purposes of maintenance. If a need to close should arise, every effort will be made to notify the campus. The ITC will be closed on all scheduled seminary holidays stated in the seminary calendar.
6. All diskettes entering the ITC must be scanned for viruses. There will be no exceptions to this rule. When checking in at the monitor station, the monitor will scan all diskettes for viruses. This is a very serious issue. Any users found or discovered violating this policy can be subject to expulsion from the ITC or and their user privileges will be subject to suspension for the remainder of their enrollment at NOBTS. The offender will be held liable for any damage caused by violation of this policy.
7. Only monitors of the ITC may perform any type of maintenance on the ITC workstations and hardware. Maintenance includes removing cable, moving hardware from the table, removing software from any hard drive or CD-ROM, or installing or setting up software on any hard disk drive (especially files downloaded from the Internet). This prohibition includes installing upgrades, drivers, fonts, or any executable files. All questions concerning these rights must be directed to ITC Manager.
8. To prevent damage to ITC workstations and resources, no food or drink of any type is permitted in the ITC.
9. Playing Games on the ITC Workstations has been classified as inappropriate use of workstations. This includes installing personal games by individual users or ITC monitors. The term "games" applies to both software-based games on disk as well as network or internet-based games (also described as MUDD, and similar games requiring multiple players online to compete against one another).
10. Installing software on ITC workstations is not permitted. This includes software upgrades, drivers, fonts, or any executable files. (This includes files ending with .exe, .bat or any other ending that starts a program.) Only designated IC employees are authorized to install software. All questions concerning these rights must be directed to the ITC Manager.
11. Users may not store personal files on the system Hard Disk Drive (HDD). Users should store their personal files on diskettes. The system HDD's are routinely purged of unnecessary files. The maintenance procedures of the ITC will not require the employees to make notification of the purging of files.

12. The ITC is considered a place of study. Because of the type of work being performed in the ITC, no loud conversations or group conversations will be permitted in the work areas. Playing of music is not permitted unless the user is using headphones.
13. No outside equipment may be connected to workstations, the network, or to workstation power strips or surge protectors. (This includes laptop computers and any other appliances.)
14. Children are not permitted in the ITC. Children are described as any person under the age of 18 years old.
15. Inappropriate use of the computers will not be tolerated. This is any use of the Internet or one's own personal files that were deemed to be offensive or contain any lewd or obscene material. Persons violating this policy are recorded on an ITC incident report and will be reported immediately to the Dean of Students. The Dean of Students will make any decisions on disciplinary action or expulsion.
16. Any users discovered violating stated ITC policies will be in jeopardy of losing their privileges to the ITC facilities and resources. The offender will be held liable for any damage caused by violation of this policy.
17. Any users who have knowledge of policy violation and/or deliberate abuse or damage to ITC facilities and resources should report these violations to the ITC monitor on duty or to the ITC Manager.
18. All users must maintain the ITC in good condition by cleaning up their work areas before they leave.

1002 APPROPRIATE ACCESS AND USE

1. Appropriate use of the computing resources should reflect:
 - a. The Christian Ethic presented in Christ's Sermon on the Mount (Matthew 5-7)
 - b. High standards of academic honesty and integrity
 - c. Respect for legal and ethical standards
 - d. Respect for intellectual property rights of others
 - e. Restraint in the consumption of shared resources
 - f. Courtesy and respect for others
2. Appropriate tasks include:
 - a. Instruction
 - b. Independent Study
 - c. Authorized research
 - d. Independent research
 - e. Communications
 - f. Official work of the offices, units, and recognized organizations of the Seminary

User's access to computing resources is by authorized users only. Passwords are measures insuring the security and protection of our data. Where Seminary password protection is in place, that password must not be made available to any other person.

3. Users of the Seminary's computing resources are prohibited from sending or displaying messages or images that:
 - a. Are libelous, offensive, or sexually explicit
 - b. Are intimidating or threatening
 - c. Are demeaning or harassing of individuals or groups
 - d. Bringing discredit to the Seminary or Christ

1003 USER PRIVACY, RIGHTS, AND RESPONSIBILITIES

Any user activity and/or data are to be considered private property and confidential. The Seminary, however, cannot guarantee complete confidentiality. Therefore, privacy confidentiality will be honored, but the Seminary reserves the right to monitor communications and/or usage when there is just cause. Users are responsible for the backup of their own data. The Seminary will not assume responsibility for loss of data due to system failure, user error, or any other cause. Users are expected to be knowledgeable of and comply with copyright laws. Seminary owned hardware and software is to be maintained by Seminary authorized personnel only.

1004 COPYRIGHT POLICY

NOBTS has the responsibility to uphold all copyright laws governing access and use of information. The purchase or lease of computer software provides a license to use the software, together with a copy of the software and associated documentation. No software may be installed, copied, or used on Seminary computers except as permitted by the owner of the software. Software subject to licensing must be properly licensed and all license provisions (installation, use copying, number of simultaneous users, term of license, etc.) must be strictly obeyed.

1005 ELECTRONIC RESERVES

In accordance with fair use (Section 107 of the U.S. Copyright Act), electronic reserve systems may include copyrighted materials at the request of a course instructor. The John T. Christian Library will serve as the repository for electronic reserves. The electronic reserve system should be limited to the New Orleans Baptist Theological Seminary community, which is comprised of students, faculty, and staff.

Following are examples of materials which will be place in the electronic reserve system without copyright permission: a) exams, b) lecture notes, c) student papers, d) one article from a journal issue, and e) one chapter from a book.

1. The following copyright warning should be attached to each document in the Electronic Reserve System: **WARNING CONCERNING COPYRIGHT RESTRICTIONS.** The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship, or research. If electronic transmission of reserve material is used for purposes in excess of what constitutes fair use, that user may be liable for copyright infringement.
2. If the original contains a copyright notice the electronic copy must also include a notice as follows (with the appropriate information filled in):
Copyright 19__, XYZ Publisher
Generally, permission from the publisher is needed when:
 - a. An article from a journal is needed by a professor for more than one quarter
 - b. Multiple articles from one journal issue are needed for electronic reserve
 - c. One chapter of a book is needed by a professor for more than one quarter
 - d. When multiple chapters of a book are needed for electronic reserve
 - e. An out of print book is needed for electronic reserve

Instructors are responsible for obtaining necessary permission from copyright holders. The library will maintain records of materials placed on reserve by instructors and will use these records in determining if an item has been used once by an instructor without obtaining permission from the copyright holder. The material cannot be used a second time without permission from the copyright holder.

1006 COMPUTER USE POLICY VIOLATIONS

Misuse of the Seminary's computing resources includes, but is not limited to:

1. Violations of federal or state law
2. Violations of Seminary regulations
3. Use of the systems for unauthorized commercial purposes
4. Displaying sexually graphic images or text
5. Abusive language
6. Harassing behavior
7. Plagiarism
8. Excessive use of non-official or frivolous purposes
9. Creating and/or propagating computer viruses
10. Damaging files, equipment, software, or data belonging to the Seminary
11. Circumventing or "hacking" through security mechanisms.
12. Deliberately wasting or overloading computer resources.

Seminary computing resources may not be used to collect, store, or distribute information in violation of federal, state, or local laws.

An attempt by a user to access unauthorized parts of the managed campus network, attempt to circumvent data protection schemes, and to discover security loopholes is prohibited.

Violations of the Seminary's computer use policy will be dealt with in the same manner as violations of other Seminary policies and may result in disciplinary review. Violations of the Seminary's computer use policy may result in the loss of computer and network access. Illegal actions are subject to prosecution by local, state, or federal authorities.

DISTRIBUTION AND INTERPRETATION

1101 DISTRIBUTION AND INTERPRETATION

The Vice-President for Business Affairs is responsible for ensuring that Administrative Policies are updated and disseminated.

The Administrative Council is responsible for the interpretation, promulgation, and enforcement of Administrative Policy, subject to the concurrence of the President.