

New Orleans Baptist Theological Seminary & Leavell College

Employee Handbook



05/06/2025

ABOUT THIS HANDBOOK/DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with New Orleans Baptist Theological Seminary & Leavell College. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a member of the administration is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. New Orleans Baptist Theological Seminary & Leavell College adheres to the policy of employment at will, which permits the Seminary/College or the employee to end the employment relationship at any time, for any legal reason, with or without cause or notice.

No Seminary/College representative other than the President or the Vice President for Business Administration may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Seminary/College documents. These Seminary/College documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general Seminary/College guidelines. The Seminary/College may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and the President or the Vice President for Business Administration.

This handbook supersedes all prior handbooks.

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Section 1 - Governing Principles of Employment

1-1 Introduction

For employees who are commencing employment with New Orleans Baptist Theological Seminary & Leavell College ("New Orleans Baptist Theological Seminary & Leavell College" or "the Seminary/College"), on behalf of New Orleans Baptist Theological Seminary & Leavell College, let me extend a warm and sincere welcome.

For employees who have been with us, thanks for your past and continued service.

I extend my personal best wishes for success and happiness here at New Orleans Baptist Theological Seminary & Leavell College. We understand that it is our employees who provide the services that our seminary family and community members rely upon, and who will enable us to create new opportunities in the years to come.

Dr. Larry Lyon, Vice President for Business Administration

1-2 Employee Relations

New Orleans Baptist Theological Seminary & Leavell College believes that the work conditions, wages and benefits offered 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 Director of Human Resources and Payroll.

1-3 Equal Employment Opportunity

New Orleans Baptist Theological Seminary & Leavell College is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, pregnancy-related conditions, and lactation), marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. New Orleans Baptist Theological Seminary & Leavell College's administrative team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Director of Human Resources and Payroll. New Orleans Baptist Theological Seminary & Leavell College will not allow any form of retaliation against employees who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact Director of Human Resources and Payroll. To ensure the workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

New Orleans Baptist Theological Seminary & Leavell College gives preference to seminary and college related individuals for employment opportunities on the Seminary/College campus.

1-4 Immigration Law Compliance

New Orleans Baptist Theological Seminary & Leavell College 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 the Seminary/College 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 Director of Human Resources and Payroll. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

1-5 Reasonable Accommodations & Interactive Dialogue

New Orleans Baptist Theological Seminary & Leavell College is committed to complying with applicable federal, state, and local laws governing reasonable accommodations of individuals, including, but not limited to, the Americans with Disabilities Act (ADA). To that end, we will endeavor to make a reasonable accommodation to applicants and employees who have requested an accommodation or for whom New Orleans Baptist Theological Seminary & Leavell

College has notice may require such an accommodation, without regard to any protected classifications, related to an individual's:

- Disability, meaning any physical, medical, mental, or psychological impairment, or a history or record of such impairment;
- Sincerely held religious beliefs and practices;
- Needs as a victim of domestic violence, sex offenses, or stalking;
- Needs related to pregnancy, childbirth, or related medical conditions; and/or
- Any other reason required by applicable law, unless the accommodation would impose an undue hardship on the operation of our business.

Any individual who would like to request an accommodation based on any of the reasons set forth above should contact Director of Human Resources and Payroll. Accommodation requests can be made in writing using a form which can be obtained from Director of Human Resources and Payroll. If an individual who has requested an accommodation has not received an initial response within five (5) business days, the employee should contact Director of Human Resources and Payroll.

After receiving a request for an accommodation or learning indirectly that the employee may require such an accommodation, New Orleans Baptist Theological Seminary & Leavell College will engage in an interactive dialogue with the employee.

Even if employee has not formally requested an accommodation, New Orleans Baptist Theological Seminary & Leavell College may initiate an interactive dialogue under certain circumstances, such as when New Orleans Baptist Theological Seminary & Leavell College has knowledge that employee's performance at work has been negatively affected and a reasonable basis to believe that the issue is related to any of the protected classifications set forth above, in compliance with applicable law. In the event New Orleans Baptist Theological Seminary & Leavell College initiates an interactive dialogue with an employee, it should not be construed as New Orleans Baptist Theological Seminary & Leavell College's belief an individual requires an accommodation, but will serve as an invitation for the employee to share with New Orleans Baptist Theological Seminary & Leavell College any information the employee desires to share, or to request an accommodation.

The interactive dialogue may take place in person, by telephone, or by electronic means. As part of the interactive dialogue, New Orleans Baptist Theological Seminary & Leavell College will communicate openly and in good faith with the employee in a timely manner in order to determine whether and how New Orleans Baptist Theological Seminary & Leavell College may be able to provide a reasonable accommodation. To the extent necessary and appropriate based on the request, New Orleans Baptist Theological Seminary & Leavell College will attempt to explore the existence and feasibility of alternative accommodations as well as alternative

positions for the employee. New Orleans Baptist Theological Seminary & Leavell College is not required to provide the specific accommodation sought by the employee, provided the alternatives are reasonable and either meet the specific needs of the employee or specifically address the employee's limitations.

As part of the interactive dialogue, New Orleans Baptist Theological Seminary & Leavell College reserves the right to request supporting documentation to the maximum extent permitted by applicable law.

New Orleans Baptist Theological Seminary & Leavell College will endeavor to keep confidential all communications regarding requests for reasonable accommodations and all circumstances surrounding the employee's underlying reason for needing an accommodation.

New Orleans Baptist Theological Seminary & Leavell College will not allow any form of retaliation against employees who have requested an accommodation, for whom New Orleans Baptist Theological Seminary & Leavell College has notice may require such an accommodation, or who otherwise engage in the interactive dialogue process.

Employees with questions regarding this policy should contact Director of Human Resources and Payroll.

1-6 Non-Harassment

It is New Orleans Baptist Theological Seminary & Leavell College's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, student, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by New Orleans Baptist Theological Seminary & Leavell College.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on Seminary/College premises, while on Seminary/College business (whether or not on Seminary/College premises) or while representing the Seminary/College. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the

individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking.

- **Sexual Harassment:** Unwelcome conduct determined by a reasonable person to be so severe and pervasive and objectively offensive that it effectively denies an individual equal access to NOBTS's education program or activity.
- **Sexual Assault:** Includes a range of behaviors, from unwelcome touching of specific body parts to penetration, that happens without consent or instances in which an individual is incapable of giving consent.
- **Domestic Violence:** Violence, on the basis of sex, committed by a current or former spouse or intimate partner, or by a person with whom an individual shares a child in common, or by a person similarly situated under the domestic or family violence laws of Louisiana.
- **Dating Violence:** Violence, on the basis of sex, committed by a person who is in or has been in a social relationship of a romantic nature with the Complainant. Whether there was such a relationship will be determined by the length, type, and frequency of the interaction according to the Complainant's statement.

- *Stalking*: Engaging in a course of conduct, on the basis of sex, that would cause a reasonable person to fear for the person's safety, or the safety of others, or suffer emotional distress.

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

Reporting Procedures

If you experience, observe, hear about, or believe someone has been sexually harassed in any way, you should make a report of the facts of the incident(s) by contacting the Title IX Coordinator or Deputy Coordinators (contact information below). You can also complete [this form](#). In the case of an emergency, call 911 or the New Orleans Police Department at 504-821-2222. You can also call NOBTS Campus Police at 504-944-7711. NOBTS and Leavell College will not tolerate sexual harassment of its students or employees and will investigate all allegations of harassment. Where sexual harassment is found, steps will be taken to stop and remedy unwanted behavior immediately.

Title IX Coordinator Information

Conner Hinton

Office of Spiritual Formation and Student Life

Luter Student Center

3939 Gentilly Blvd, New, Orleans LA 70126

Phone: 504-816-8072 Email: chinton@nobts.edu

Deputy Title IX Coordinators

Rebekah Callahan - (504) 816-8320, rcallahan@nobts.edu

Shelly Cooper - (504) 816-8045, hr@nobts.edu

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy. Our full policy and procedures handbook may be found [here](#).

Retaliation Prohibited

In addition, the Seminary/College will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

1-7 Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect Seminary/College property, and to ensure efficient operations, New Orleans Baptist Theological Seminary & Leavell College has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Seminary/College.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale, or distribution of controlled substances (including medical marijuana), drug paraphernalia, or alcohol by an individual anywhere on Seminary/College premises, while on Seminary/College business (whether or not on Seminary/College

premises) or while representing the Seminary/College, is strictly prohibited. Employees and other individuals who work for the Seminary/College also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this exception does not extend any right to report to work under the influence of lawful recreational or medical marijuana or to use such as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, except as permitted by and in accordance with applicable law.

Violation of this policy will result in disciplinary action, up to and including discharge.

The Seminary/College maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any Seminary/College employee, including themselves.

1-8 Workplace Violence

New Orleans Baptist Theological Seminary & Leavell College is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Seminary/College and personal property.

New Orleans Baptist Theological Seminary & Leavell College does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, New Orleans Baptist Theological Seminary & Leavell College specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, New Orleans Baptist Theological Seminary & Leavell College does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or

signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Seminary/College policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any Seminary/College employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Seminary/College premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of the administration with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede New Orleans Baptist Theological Seminary & Leavell College's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Seminary/College determines, after an appropriate good faith investigation, that someone has violated this policy, the Seminary/College will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the Seminary/College to be aware of any potential danger in its offices. Indeed, the Seminary/College wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

Section 2 - Operational Policies

2-1 Employee Classifications

For purposes of this handbook, all New Orleans Baptist Theological Seminary & Leavell College employees fall within one of the classifications below.

Full-Time Employees - Employees who regularly work at least 40 hours per week who were not hired on a short-term basis.

Part-Time Employees - Employees who regularly work fewer than an average of 28 hours per week who were not hired on a short-term basis.

Short-Term Employees - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term employees generally are not eligible for Seminary/College benefits, but are eligible to receive statutory benefits.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

2-2 Employment Applications

New Orleans Baptist Theological Seminary & Leavell College rely 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 Seminary/College's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

2-3 Employee Service Credit

"Length of service" refers to the length of time that employees spend as active full-time or part-time employees with New Orleans Baptist Theological Seminary & Leavell College. Service begins on the day they become full-time or part-time employees.

Length of service may be used in determining certain employee benefits, such as time-off benefits. Employees will not lose credit for service with the Seminary/College provided their last day of service was within one year of again becoming an active employee. Human Resources will discuss this issue with any rehired employees upon hire.

2-4 Your Employment Records

In order to obtain their position, employees have provided personal information, such as address and telephone number. This information is contained in their personnel file. Personnel files are the property of New Orleans Baptist Theological Seminary & Leavell College, and access to the information they contain is restricted.

Employees should keep their personnel file up to date by making any changes in the current payroll management system. Employees also should inform Director of Human Resources and Payroll of any specialized training or skills they acquire, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem.

Employees who wish to review their own file should contact the Director of Human Resources and Payroll. With reasonable advance notice, employees may review their own personnel files in the Seminary/College offices and in the presence of the Director of Human Resources and Payroll or his/her designee, to maintain the files.

2-5 Ministry Safe

New Orleans Baptist Theological Seminary & Leavell College take the responsibility to care for and protect children very seriously. The Administration of the Seminary/College want to equip all staff members with the information necessary to protect a child from sexual abuse; therefore, the Seminary/College requires all employees to complete the Sexual Abuse Awareness Training provided online through MinistrySafe.

2-6 Working Hours and Schedule

New Orleans Baptist Theological Seminary & Leavell College normally is open for business from 8:00am to 5:00pm, Monday through Friday.

Employees will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of the business, at

some point New Orleans Baptist Theological Seminary & Leavell College may need to change individual work schedules on either a short-term or long-term basis.

Chapel attendance is encouraged and compensated for full-time employees, unless work requirements prevent it, at least once a week.

Employees will be provided meal and rest periods as required by law. A supervisor will provide further details.

2-7 Remote Work/Telecommuting

New Orleans Baptist Theological Seminary & Leavell College may allow employees to work remotely if their job duties and work performance are determined to be eligible for remote work. Eligibility will be decided on a case-by-case basis by the Seminary/College. Employees also may be required to work remotely during periods of weather-related situations and/or public health emergencies if government orders and mandates recommend such work.

This policy provides general information regarding remote work/telecommuting. Employees who are approved to work remotely should consult their individual agreement for specific details of their remote work/telecommuting arrangement, such as expected work hours, equipment provided, and other important information.

Any remote work/telecommuting arrangement may be discontinued by the Seminary/College at any time and at the discretion of the Seminary/College. Employees also may discontinue the arrangement but may not be guaranteed office space at the Seminary/College's location.

At-Will Employment

This policy and any individual agreement addressing this work arrangement do not create a contract of employment and are not intended to be considered or construed as a promise of continued employment. Employment is at will and may be discontinued at any time by the Seminary/College or employee without notice, cause, or liability.

Hours of Work

Employees will work full time from home. Scheduled hours of work will be set by the employees' manager or supervisor. Employees should maintain regular contact with their supervisors and managers.

Nonexempt employees must accurately record all hours worked pursuant to the Seminary/College's timekeeping system and take rest and meal breaks as if in the Seminary/College's workplace and as required by law. Nonexempt employees may not work beyond scheduled working hours (including working more than 40 hours in a workweek) without prior, written authorization from their manager or supervisor.

Location

Employees will provide, at their expense, a secure, dedicated work area. Employees are responsible for maintaining the work area in a safe, secure, and nonhazardous condition at all times. Employees will maintain security devices and procedures necessary to prevent use by unauthorized persons, including by preventing the connection of any Seminary/College-furnished computer system, network, or database to any computer, network, or database other than a computer, network, or database to which connections are provided or authorized by the Seminary/College.

Duties

Employees are expected to follow all existing Seminary/College policies and procedures. The duties, obligations, responsibilities, and conditions of employment with the Seminary/College remain unchanged. Employees must stay engaged with work throughout the workday and be fully available during normal business hours. If employees do not successfully perform their job duties remotely, this arrangement will be revoked. Employees are expected to follow existing Seminary/College policies with respect to scheduled and unscheduled time off, including the obligation to speak with their manager or supervisor before the scheduled start time in the event of an unscheduled absence, tardy, or early departure.

Accidents and Injuries

Employees agree to maintain safe conditions in the remote work space and to practice the same safety habits and rules applied on Seminary/College premises. If employees incur an injury arising out of the course and scope of the assigned job duties while working in the remote work space, the workers' compensation provisions in place for the state in which the employees are working will apply. Employees must notify their supervisors or manager immediately and complete all necessary and/or requested documents regarding the reported injury. The Seminary/College assumes no responsibility for injuries occurring in the remote work space outside normal working hours or for injuries that occur as a result of a reasonably recognizable unsafe remote work space.

Equipment

Employees agree to use electronic equipment that has been encrypted and meets all of the Seminary/College's security requirements. If the Seminary/College provides equipment for home use, employees agree to provide a secure location for Seminary/College-owned equipment and will not use, or allow others to use, such equipment for purposes other than Seminary/College business. Employees have no expectation of ownership in such equipment, linkages, property, or other items installed or provided by the Seminary/College. The Seminary/College will bear the expense of removal of any such equipment, linkages, and installations provided by the Seminary/College upon the termination of the remote work/telecommuting arrangement but not modification of or repairs to the work location. Employees hereby release the Seminary/College from any damage or liability incurred in the installing or removal of the equipment provided by the Seminary/College.

Return of Seminary/College Property

All equipment, records, and materials provided by the Seminary/College will remain Seminary/College property. Employees agree to return Seminary/College equipment, records, and materials upon request. All Seminary/College equipment will be returned by employees for inspection, repair, or replacement as needed or requested or immediately upon termination of the remote work/telecommuting arrangement. All equipment must be returned within five (5) business days of written notice to the employees.

Expenses

Upon presentment of receipts and in accordance with the Business Expense Reimbursement policy, the Seminary/College will reimburse employees for certain preapproved expenses.

Regular household utility charges, such as electricity, water, phone, Internet service, auto, homeowners' insurance, etc., are not reimbursable unless state law requires reimbursement.

Confidentiality

Employees agree that they are subject to the Seminary/College's policies prohibiting the nonbusiness use or dissemination of the Seminary/College's confidential business information. Employees will take all appropriate steps to safeguard the Seminary/College's confidential business information, including segregating it from personal papers and documents, not allowing nonemployees to access such information, and keeping such information in locked drawers or file cabinets when not in use. Employees will maintain confidential information, including, but not limited to, information regarding the Seminary/College's products or services, processing,

marketing and sales, client lists, client e-mail addresses and mailing addresses, client data, orders, memoranda, notes, records, technical data, sketches, designs, plans, drawings, trade secrets, research and development data, experimental work, proposals, new product and/or service developments, project reports, sources of supply and material, operating and cost data, and corporate financial information.

Contact

If employees have any questions concerning this policy or would like to apply to work remotely, they should contact Director of Human Resources and Payroll.

2-8 Artificial Intelligence

The Seminary/College recognizes that the use of artificial intelligence (AI) tools can potentially assist employees with the performance of job duties. However, there are many risks. To ensure the protection of confidential information and the integrity of our operations, as set forth below, all employees who wish to use AI tools must receive administrative approval and, if granted, comply with the below best practices.

Evaluation of AI tools. Employees must evaluate the utility and security of any AI tool before using it. This includes reviewing the tool's security features, terms of service, and privacy policy. Employees also should review the reputation of the tool developer and any third-party services used by the tool. But most importantly, employees must receive administrative approval prior to using any AI tool after explaining the manner in which it will be used and the benefits to the school.

Protection of confidential data. In using any AI tool, employees must not upload or share any confidential, proprietary, or protected data without prior written approval from the immediate manager. This includes data related to students, employees, or partners. Similarly, employees must ensure any AI tool does not utilize confidential or copyrighted information of a third party.

Access control. Employees must not give access to any AI tools approved for business use to anyone outside the Seminary/College without prior approval from the immediate manager and implementation of processes as required to meet security compliance requirements. This includes sharing login credentials or other sensitive information with third parties.

Compliance with security policies. Employees must apply the same security best practices we use for all New Orleans Baptist Theological Seminary & Leavell College and student data. This includes using strong passwords, keeping software up-to-date, and following the Seminary/College's data retention and disposal policies.

2-9 Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

Non-exempt employees may not start work until their scheduled starting time, which includes the checking of or responding to forms of communication including but not limited to emails, texts, and voicemails unless requested or prior approval is given by their supervisor.

It is the employee's responsibility to sign time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

2-10 Overtime

When New Orleans Baptist Theological Seminary & Leavell College experiences periods of extremely high activity, additional work may be required. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations. Employees may work overtime only with prior administrative authorization. Any non-exempt employee who works overtime without authorization may be subject to disciplinary action, up to and including termination.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) their regular hourly wage for all time worked in excess of 40 hours each workweek, unless otherwise required by applicable law. Overtime pay is calculated based on actual hours worked. Paid time off, holidays, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Sunday and ends 168 hours later at 12 a.m. on the following Sunday.

2-11 Travel Time for Non-Exempt Employees

Overnight, Out-of-Town Trips

Non-exempt employees will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work and on unscheduled work days (such as weekends). Non-exempt employees also will be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be limited absent advance administrative authorization.

Out-of-Town Trips for One Day

Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: time spent traveling between the employee's home and the local railroad, bus or plane terminal; and meal periods.

Local Travel

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when the employee goes directly home from the final job site, unless it is much longer than the regular commute home from the regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable.

Commuting Time

Under the Portal to Portal Act, travel from home to work and from work to home is generally non-compensable. However, if a non-exempt employee regularly reports to a worksite near their home, but is required to report to a worksite farther away than the regular worksite, the additional time spent traveling is compensable.

If compensable travel time results in more than 40 hours worked by a non-exempt employee, the employee will be compensated at an overtime rate of one and one-half (1.5) times the regular rate.

To the extent that applicable state law provides greater benefits, state law applies.

2-12 Safe Harbor Policy for Exempt Employees

It is New Orleans Baptist Theological Seminary & Leavell College's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper

deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for New Orleans Baptist Theological Seminary & Leavell College. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy or practice or after the employee has exhausted the leave allowance under the plan);
- full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave Act absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- the first or last week of employment in the event the employee works less than a full week; and
- any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness or disability;
- an absence because the Seminary/College has decided to close a facility on a scheduled work day;

- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should immediately contact Director of Human Resources and Payroll or any other supervisor in New Orleans Baptist Theological Seminary & Leavell College with whom the employee feels comfortable.

2-13 Emergency Closing

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 New Orleans Baptist Theological Seminary & Leavell College. In the event that such an emergency occurs during non working hours, employees should check the Seminary/College social media including Seminary/College website, FaceBook, X (formerly Twitter), as well as local media outlets. Additionally, employees are encouraged to sign up for the Seminary/College Emergency Text Message Services on the Seminary/College website.

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

2-14 Your Paycheck

Generally, Employees who are determined to be non-exempt from overtime will be paid bi-weekly for all the time worked during the past pay period.

Generally, employees who meet the qualifications as an exempt from overtime employee will be paid on a monthly basis. Paychecks will be issued on the 25th of each month for work performed during that calendar month.

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

Payroll stubs itemize deductions made from gross earnings. By law, New Orleans Baptist Theological Seminary & Leavell College is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in any employee's pay, the employee should bring the matter to the attention of Director of Human Resources and Payroll immediately so the Seminary/College can resolve the matter quickly and amicably.

Paychecks will be given only to the employee, unless the employee requests that they be mailed or authorizes in writing that another person may accept the check.

2-15 Direct Deposit

New Orleans Baptist Theological Seminary & Leavell College strongly encourages employees to use direct deposit. Direct Deposit can be set up by employees in the current payroll management system.

2-16 Salary Advances

New Orleans Baptist Theological Seminary & Leavell College does not permit advances on paychecks or against accrued paid time off.

2-17 Performance Review

Depending on the employee's position and classification, New Orleans Baptist Theological Seminary & Leavell College endeavors to review performance annually. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of the administration.

In addition to these formal performance evaluations, the Seminary/College encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

Section 3 - Benefits

3-1 Benefits Overview

In addition to good working conditions and competitive pay, it is New Orleans Baptist Theological Seminary & Leavell College's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs New Orleans Baptist Theological Seminary & Leavell College provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from Director of Human Resources and Payroll. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, New Orleans Baptist Theological Seminary & Leavell College (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the Seminary/College intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact Director of Human Resources and Payroll.

3-2 Employee Benefits Classification

It is the intent of New Orleans Baptist Seminary & Leavell College 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 is retained by both the employee and the Seminary/College.

CAREER STAFF are those employees who work full-time and have expressed their intention to stay with the Seminary/College indefinitely. The positions in this classification consist primarily of directors, assistant directors, and office managers in administrative and other types of academic and non-academic offices. The Introductory Period (see Section 3-3) for this employment classification is a 30-day period during which the employee will not be eligible for career status and related benefits.

STUDENT RELATED STAFF are those employees who work full-time and are primarily students or are related to students of the Seminary/College. The positions in this classification consist primarily of those directly interacting with students as well as those serving in the capacity of administrative or clerical assistants. Jobs filled by this group of employees are temporary but generally require full twelve-month service. The Introductory Period (see Section 3-3) for this employment classification is a 30-day period during which the employee will not be eligible for student-related status and related benefits.

MAINTENANCE FORCE employees are those employees who work full-time and render service in the day-to-day operation of the Seminary/College facilities. The Introductory Period (see Section 3-3) for this employment classification is a 30-day period during which the employee will not be eligible for maintenance force status and related benefits.

3-3 Employee 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 the expectations of the new employee. The Seminary/College uses this period to evaluate employee abilities, work habits and overall performance. Either the employee or the Seminary/College 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 or rehire. For staff (Career, Student-Related, and Maintenance Force) the Introductory Period is 30 days. Any significant absence will automatically extend an Introductory Period by the length of the absence. If the Seminary/College 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 entering the regular employment classification, the employees may also be eligible for other Seminary/College provided benefits, subject to the terms and conditions of each benefit program.

For full-time employees rehired within one year of separation, benefits may be available immediately upon rehire.

3-4 Medical Insurance Programs

Full-time employees may participate in the New Orleans Baptist Theological Seminary & Leavell College medical insurance programs. Under these plans, eligible employees will receive comprehensive medical insurance coverage for themselves. The same coverage will be available for eligible dependents. Contact the Director of Human Resources and Payroll for applicable premium rates.

For details of the plan, contact the Director of Human Resources and Payroll for information.

3-5 Life Insurance Programs

Full-time employees in the Career and Maintenance Force classification, may participate in the New Orleans Baptist Theological Seminary & Leavell College life insurance program. Under these plans, eligible employees will receive employer-sponsored term life insurance coverage for themselves. Additional coverage for the employee and coverage for eligible dependents will also be available. Contact the Director of Human Resources and Payroll for applicable premium rates.

Upon becoming eligible to participate in these plans, employees will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to contact the Director of Human Resources and Payroll with any further questions.

3-6 Long-Term Disability Benefits

Full-time employees in the Career and Maintenance Force classifications are eligible to participate in the employer-sponsored Long-Term Disability plan, subject to all terms and conditions of the agreement between New Orleans Baptist Theological Seminary & Leavell College and the insurance carrier.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-7 Retirement Plan

All employees are eligible to participate in New Orleans Baptist Theological Seminary & Leavell College's retirement plan. Plan participants may make contributions to a retirement account.

New Orleans Baptist Theological Seminary & Leavell College will contribute to a qualified retirement plan chosen by the Seminary/College on behalf of eligible full-time employees in the Career and Maintenance Force classifications.

Upon becoming eligible to participate in this plan, employees will receive an SPD describing the plan in greater detail. Please refer to the SPD for detailed plan information. Of course, feel free to speak to Director of Human Resources and Payroll if there are any further questions.

3-8 Employee Assistance Program

New Orleans Baptist Theological Seminary & Leavell College provides the Employee Assistance Program, which offers qualified counselors to help employees cope with personal problems they may be facing. Further details can be obtained through Human Resources.

3-9 Paid Holidays

Full-time employees who are eligible will be paid for the following holidays:

Actual dates for the holidays will be designated by the Seminary/College administration.

New Year's Day

Martin Luther King, Jr. Day

Mardi Gras Day

Good Friday

Memorial Day* (flex holiday)

Juneteenth National Independence Day* (flex holiday)

Independence Day

Labor Day

Thanksgiving Break

Christmas Break

*With the approval of the supervisor, eligible employees may choose one of the two flex holidays as offices will remain open on each of the floating holidays.

When holidays fall or are celebrated on what otherwise would be a regular workday for the eligible employee, eligible employees will receive one (1) day's pay at their regular straight-time rate. Eligible employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate and an additional payment of straight-time for the actual time they work that day unless otherwise required by applicable law.

3-10 Paid Vacations

New Orleans Baptist Theological Seminary & Leavell College appreciates how hard employees work and recognize the importance of providing time for rest and relaxation. New Orleans Baptist Theological Seminary & Leavell College fully encourage employees to get this rest by taking vacation time. The amount of paid vacation time received increases with the length of employment. Full-time employees accrue paid vacation time as follows:

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

(a) were hired as of January 31st of that year will be eligible for one week of vacation, accrued eight hours per month from March through July in the first year.

(b) were hired as of September 30th of the prior year will be eligible for two full weeks of vacation, accrued eight hours per month from October through July in the first year.

ONE WEEK (40 hours): full-time employees who meet the criteria stated in (a) above.

TWO WEEKS (80 hours): full-time employees who meet the criteria stated in (b) above or have completed one to nine years of continuous employment, accrued eight hours per month from January through October after the first year of employment.

THREE WEEKS (120 hours): full-time employees who have completed ten to nineteen years of continuous employment, accrued twelve hours per month from January through October.

FOUR WEEKS (160 hours): full-time employees who have completed twenty or more years of continuous employment, accrued sixteen hours per month from January through October.

Vacations should be taken during the year accrued. Accrued unused vacation will not be carried over to the following calendar year, unless otherwise required by law.

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

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

Vacations are to be approved by the employee's supervisor in advance.

Every effort will be made to grant employees' vacation preference, consistent with operating schedules. However, if too many employees request the same period of time off, the Seminary/College reserves the right to choose who may take vacation during that period. Employees with the longest length of service generally will be given preference of their vacation time.

Vacation time will be 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 separation from employment, employees will be paid for unused vacation time that has been accrued through the last day of work. Advanced but unaccrued vacation will be deducted from final paychecks to the extent permitted by law.

3-11 Sick Days

Full-time employees are eligible to receive up to ten (10) paid sick days each year. Sick days will be accrued eight hours per month from January through October after the first year of employment. During the first partial calendar year of employment, sick days will be accrued eight hours per month up to ten (10) in the partial year beginning with the first of the month following completion of the Introductory Period (see Section 3-3),

Sick leave benefits are intended solely to provide income protection in the event of illness, injury, preventive care and counseling appointments. Up to three days (24 hours) of the ten sick leave days may be used for mental health leave. Sick leave may not be used for any other absence.

If the employees are out of work due to reasons deemed acceptable use of sick leave, they must call in and notify their supervisor as early as possible, but at least by the start of the workday, each day that the employee is absent. If the employee calls in sick three (3) or more consecutive days, they may be required to provide their supervisor with a doctor's note on the day they return to work.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of not more than 80 hours per year. At the end of each calendar year, no more than 45 calendar days worth (360 hours) of sick leave benefits will be carried over to next year.

While sick days are intended to cover only the employee's own acceptable use of sick leave, if required by applicable state or local law, sick days may be used to care for a family member's illness, injury, preventive care or counseling appointment or for any other reason required by applicable state or local law. .

3-12 Lactation Accommodations

New Orleans Baptist Theological Seminary & Leavell College will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their child, in accordance with and to the extent required by applicable law. The break time, if possible and permitted by applicable law, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law.

The Seminary/College will make reasonable efforts to provide employees with the use of a room or location in close proximity to the employee's work area, other than a bathroom, to express milk in private. This location may be the employee's private

office, if applicable. Please consult Director of Human Resources and Payroll with questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

3-13 Workers' Compensation

On-the-job injuries are covered by New Orleans Baptist Theological Seminary & Leavell College's Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. Failure to follow Seminary/College procedures may affect the ability of employees to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-14 Jury and Witness Duty

New Orleans Baptist Theological Seminary & Leavell College realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Employees on jury duty leave will be paid for their jury duty service in accordance with state law; however, exempt employees will be paid their full salary for any week in which time is missed due to jury duty if work is performed for the Seminary/College during such week. Employees on Jury Duty leave will be paid for their time without deduction for Juror Fees received.

3-15 Bereavement Leave

The death of a family member is a time when employees wish to be with their families. If the employee is full-time and loses a close relative, the employee will be

allowed to use up to three (3) days of sick leave to assist in attending to obligations and commitments. For the purposes of this policy, a close relative includes a spouse, child, parent sibling, or a spouse's child, parent, and sibling, or any other relation required by applicable law. Paid leave days may be taken only on regularly scheduled, consecutive workdays following the day of death. Employees must inform their supervisor prior to commencing bereavement leave, New Orleans Baptist Theological Seminary & Leavell College may require verification of death.

3-16 Voting Leave

In the event employees do not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the employee may take off enough working time to vote. Such time will be paid if required by state law. This time should be taken at the beginning or end of the regular work schedule. Where possible, supervisors should be notified at least two (2) days prior to the voting day.

Section 4 - Leaves of Absence

4-1 Personal Leave

If employees are ineligible for any other Seminary/College leave of absence, New Orleans Baptist Theological Seminary & Leavell College, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to the administration at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records. Normally, a leave of absence will be granted for a period of up to eight (8) weeks. However, a personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted. During the leave, employees will not earn vacation, personal days, or sick days. New Orleans Baptist Theological Seminary & Leavell College will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the Seminary/College in a timely manner, subject to the terms of the plan documents.

When the employees anticipate returning to work, they should notify the administration of the expected return date. This notification should be made at least one (1) week before the end of the leave.

Upon completion of the personal leave of absence, the Seminary/College will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise the administration of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the Seminary/College will be considered a voluntary resignation of employment.

4-2 Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide the administration with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with

applicable federal and state laws. Employees should ask the administration for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give the administration as much advance notice of their need for military leave as possible so that New Orleans Baptist Theological Seminary & Leavell College can maintain proper coverage while employees are away.

4-3 Family and Medical Leave

The Leave Policy

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact Director of Human Resources and Payroll.

I. Eligibility

FMLA leave is available to "eligible employees." To be an "eligible employee," the employee must: 1) have been employed by the Seminary/College for at least 12 months (which need not be consecutive); 2) have been employed by the Seminary/College for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

II. Entitlements

As described below, the FMLA provides eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.

A. Basic FMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a 12-month period measured forward from the start date of the employee's first family and medical leave. Leave may be taken for any one (1), or for a combination, of the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent (but not in-law) who has a **serious health condition**;
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one (1) or more of the essential functions of the employee's job; and/or
- Because of any **qualifying exigency** arising out of the fact that the employee's spouse, son, daughter or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserves component of the Armed Forces for deployment to a foreign country in support of contingency operation or Regular Armed Forces for deployment to a foreign country.

A **serious health condition** is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents employees from performing the functions of their job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

B. Additional Military Family Leave Entitlement (Injured Servicemember Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered servicemember** is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single-12 month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "**covered servicemember**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." **Covered servicemembers** also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five (5) years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

C. Intermittent Leave and Reduced Leave Schedules

FMLA leave usually will be taken for a period of consecutive days, weeks, or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember. Qualifying exigency leave also may be taken on an intermittent basis.

D. No Work While on Leave

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by law.

E. Protection of Health Insurance Benefits

During FMLA leave, eligible employees are entitled to receive health plan coverage on the same terms and conditions as if they had continued to work.

F. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the Seminary/College substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The Seminary/College will notify employees if they qualify as "key employees," if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will

not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

G. Notice of Eligibility for, and Designation of, FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from the Seminary/College telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) Seminary/College's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The Seminary/College may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the Seminary/College's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the Seminary/College and employee can mutually agree that leave be retroactively designated as FMLA leave.

III. Employee FMLA Leave Obligations

A. Provide Notice of the Need for Leave

Employees who take FMLA leave must timely notify the Seminary/College of their need for FMLA leave. The following describes the content and timing of such employee notices.

1. Content of Employee Notice

To trigger FMLA leave protections, employees must inform their supervisor and/or Director of Human Resources and Payroll of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the Seminary/College to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- they or a covered family member are under the continuing care of a health care provider;

- the leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active duty status to a foreign country; or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Seminary/College's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the Seminary/College has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

2. Timing of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Seminary/College notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with the Seminary/College and make a reasonable effort to schedule treatment so as not to unduly disrupt the Seminary/College's operations, subject to the approval of the employee's health care provider. Employees must consult with the Seminary/College prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the Seminary/College and the employees, subject to the approval of the employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the Seminary/College may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the Seminary/College may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the Seminary/College of the reason why such leave is medically necessary. In such instances, the Seminary/College and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the Seminary/College's operations, subject to the approval of the employee's health care provider.

C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three (3) types of FMLA medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide the Seminary/College with timely, complete and sufficient medical certifications. Whenever the Seminary/College requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the Seminary/College's request, unless it is not practicable to do so despite the employee's diligent, good faith efforts. The Seminary/College will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven (7) calendar days to cure deficiencies. The Seminary/College will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the Seminary/College (through individuals other than the employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the Seminary/College with authorization allowing it to clarify or authenticate certifications with health care providers, the Seminary/College may deny FMLA leave if certifications are unclear.

Whenever the Seminary/College deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

1. Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the Seminary/College has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the Seminary/College's expense. If the opinions of the initial and second health care providers differ, the Seminary/College may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Seminary/College and the employee.

2. Medical Recertifications

Depending on the circumstances and duration of FMLA leave, the Seminary/College may require employees to provide recertification of medical conditions giving rise to the need for leave. The Seminary/College will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

3. Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the Seminary/College with medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The Seminary/College may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

D. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the Seminary/College may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the Seminary/College may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the Seminary/College may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

E. Substitute Paid Leave for Unpaid FMLA Leave

Employees must use any accrued paid time while taking unpaid FMLA leave.

The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with the employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Upon written request, the Seminary/College will allow employees to use accrued paid time to supplement any paid disability benefits.

F. Pay Employee's Share of Health Insurance Premiums

During FMLA leave, employees are entitled to continued health plan coverage under the same conditions as if they had continued to work. Unless the Seminary/College notifies employees of other arrangements, whenever employees are receiving pay from the Seminary/College during FMLA leave, the Seminary/College will deduct the employee portion of the health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the health premium through a "pay-as-you-go" method.

The Seminary/College obligation to maintain health care coverage ceases if the employee's premium payment is more than 30 days late. If the employee's payment is more than 15 days late, the Seminary/College will send a letter notifying the employees that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the Seminary/College for the cost of the premiums the Seminary/College paid for maintaining coverage during their unpaid FMLA leave.

IV. Questions and/or Complaints about FMLA Leave

If you have questions regarding this FMLA policy, please contact Director of Human Resources and Payroll. The Seminary/College is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact Director of Human Resources and Payroll immediately. The Seminary/College will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

V. Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state, or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the Seminary/College's other leave policies in this handbook or contact Director of Human Resources and Payroll.

Section 5 - General Standards of Conduct

5-1 Workplace Conduct

New Orleans Baptist Theological Seminary & Leavell College endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense, and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the Seminary/College's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing, or defacing New Orleans Baptist Theological Seminary & Leavell College property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of New Orleans Baptist Theological Seminary & Leavell College's Drug and Alcohol-Free Workplace Policy.
6. Smoking of any kind, including vaping, is permitted only in pre-approved designated areas on the Seminary/College property.
7. Fighting, threatening, or disrupting the work of others or other violations of New Orleans Baptist Theological Seminary & Leavell College's Workplace Violence Policy.
8. Possession of dangerous or unauthorized materials, such as explosives or firearms in the workplace, unless previously authorized by the administration.
9. Failure to follow lawful instructions of a supervisor.
10. Failure to perform assigned job duties.
11. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness, or unexcused absences.
12. Gambling on Seminary/College property.
13. Willful or careless destruction or damage to Seminary/College assets or to the equipment or possessions of another employee.
14. Wasting work materials.
15. Performing work of a personal nature during working time.
16. Violation of the Solicitation and Distribution Policy.
17. Violation of New Orleans Baptist Theological Seminary & Leavell College's Harassment or Equal Employment Opportunity Policies.
18. Violation of the Communication and Computer Systems Policy.

19. Unsatisfactory job performance.
20. Engaging in conduct unbecoming of a Seminary/College employee (including drug and alcohol use) in Seminary/College logo clothing during and outside working hours.
21. Any other violation of New Orleans Baptist Theological Seminary & Leavell College policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and New Orleans Baptist Theological Seminary & Leavell College reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The Seminary/College will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, New Orleans Baptist Theological Seminary & Leavell College will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

5-2 Punctuality and Attendance

Employees are hired to perform important functions at New Orleans Baptist Theological Seminary & Leavell College. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive and disruptive and place an unfair burden on fellow employees and supervisors. The Seminary/College expects excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

The Seminary/College does recognize, however, that there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify supervisors as early as possible, but no later than the start of the workday. Asking another employee, friend, or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call, stating the nature of the absence and its expected duration, every day of absenteeism.

Unreported absences of three (3) consecutive workdays generally will be considered a voluntary resignation of employment with the Seminary/College.

5-3 Employee Credit Hour Policy

1. Full-time staff class registration policy update

1. Full-time staff are not limited in the amount of courses they take in a semester. Staff may take 3-6 hours of traditional courses during normal business hours provided they work with their supervisor on absences and hours worked. Staff are responsible to work with their supervisor prior to enrolling to ensure that appropriate hours are worked according to HR/Payroll standards and that offices are adequately staffed. Supervisors should ensure that the offices remain open and accessible during business hours and that staff is working necessary hours for job completion and HR/payroll compliance. Hours may be “made up” through various means approved by supervisors, such as working lunches, coming in early/staying late, etc. as determined as appropriate by supervisors and administration. Students should clock out while attending class. Student employees should take courses designated as “on-campus” courses including regular weekly courses, intensives, hybrids, mentoring, and evening courses. Internet based courses, including Flex, should not be considered *during business hours*. Exceptions may be requested through the Registrar’s Office and in consultation with your supervisor.
2. Staff and course work on the clock
 1. Please assist the administration in supervising the amount of work being completed while on the clock. The primary concern of the administration is that the necessary work for the office is being completed. Student workers should normally not be working on school work while on the clock. If the supervisor allows this occasionally, it may not interfere with normal workflow and job completion. Further, staff that teaches or performs another like task not related to their employment for you, should clock out. Student employees should not select and participate in courses that are internet based, such as Flex, while an “on-campus” version of the course is available *during business hours*.

5-4 Employee Housing Eligibility Policy

Housing units are reserved for full-time students, full-time staff, and faculty in the primary Fall and Spring Semesters.

1. Full-time student status is a minimum of 12 credit hours for Undergraduate students or a minimum of 9 credit hours for Graduate students. On-campus hours qualify for full-time status. Students may request an exception by making a request to the Registrar’s Office in writing for any semester that the desired exception is being requested. Repetitive requests will not typically be approved. Students should take courses designated as “on-campus” courses including regular weekly courses, intensives, hybrids, mentoring, and evening courses.
2. If a resident is not career full-time staff or faculty, and it is not the resident’s graduating semester, failure to register for the minimum credit hours for a

semester will result in automatic termination of the resident's housing eligibility. Requests for exceptions may be made to the Student Life Office.

- a. Previous Policy (Prior to Summer 2020): same credit hour requirements, but only on-campus hours qualified for full-time status

5-5 Use of Communications and Computer Systems

New Orleans Baptist Theological Seminary & Leavell College's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other Seminary/College policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the New Orleans Baptist Theological Seminary & Leavell College systems.

New Orleans Baptist Theological Seminary & Leavell College may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the Seminary/College deems it appropriate to do so. The reasons for which the Seminary/College may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Seminary/College operations continue appropriately during the employee's absence.

Further, New Orleans Baptist Theological Seminary & Leavell College may review Internet usage to ensure that such use with Seminary/College property, or communications sent via the Internet with Seminary/College property, are appropriate. The reasons for which the Seminary/College may review employees' use of the Internet with Seminary/College property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Seminary/College operations continue appropriately during the employee's absence.

The Seminary/College may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The Seminary/College's policies prohibiting harassment, in their entirety, apply to the use of Seminary/College's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age,

disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since the Seminary/College's communication and computer systems are intended for business use, all employees, upon request, must inform the administration of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

5-6 Media and Social Media Policy

MEDIA and SOCIAL MEDIA:

NOBTS and Leavell College

COMMUNICATION WITH EXTERNAL MEDIA

All inquiries seeking an official response or a statement on behalf of the institution should be directed to the Director of Communications. Authorization to speak on behalf of the institution may only be granted by the President, Vice President of Business Administration, or Director of Communications. No person, faculty or staff, may make official statements on behalf of the institution without prior consent from the President, Vice President of Business Administration, or the Director of Communications.

Faculty and staff members should be aware that their public pronouncements to students and the public are taken as representing the views of the Seminary and the Southern Baptist Convention. Great care should be taken in public pronouncements and publications to shed a positive light on the Seminary, the Southern Baptist Convention, and our Lord.

NOBTS and Leavell College encourage faculty and staff to represent the institution and their work in the various areas in which they hold expertise. If contacted by media to speak as a subject matter expert, it is recommended that the individual coordinate responses with the Office of Communications to ensure accurate and timely coverage is appropriately communicated. The Office of Communications is willing and able to consult faculty and staff in matters of working with media.

Any questions that fall outside of a faculty member's academic interest or expertise should involve consultation with the Director of Communications, who can be a resource in these instances. Questions also may be referred to the Director of Communications for direct handling. Inquiries seeking an official institutional comment must be directed to the Director of Communications.

If a faculty or staff member is unsure of whether a question or request for comment from the media concerns the faculty or staff member's area of expertise or seeks an official institutional position, the Office of Communications must be consulted.

Nothing in this policy is intended to restrict the freedom of faculty and staff members to engage in their scholarly activities or their personal involvement in community activities. Nothing in this policy is intended to affect individual employees' rights to express personal opinions on institutional or non-institutional actions and policies. Nothing in this policy is intended to restrict faculty or staff members from commenting on matters of public concern implicating an employer's official dishonesty, deliberately unconstitutional action, other serious wrongdoing or threats to health and safety. When speaking or writing as a citizen, an employee should be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make every effort to indicate that he/she does not speak for the institution.

SOCIAL MEDIA & EMAIL

DEFINITION: SOCIAL MEDIA

Media designed to circulate through social interactions made by highly accessible and sizeable publishing strategies. Examples of online social media are: Twitter, Facebook, Instagram, Vimeo, LinkedIn, and more.

INTRODUCTION TO SOCIAL MEDIA POLICY

New Orleans Baptist Theological Seminary's goal is to strategically market our institution online in various social media platforms. Our social media policies provide information regarding guidelines and laws for the use of social media accounts registered in the name of the institution and related departments, centers or initiatives. These policies apply to all students, faculty and staff who serve as administrators to these accounts. These policies are in place to protect individuals and our institution from copyright infringement and other liabilities.

OFFICIAL SOCIAL MEDIA ACCOUNTS OF NOBTS

The following are the official media accounts of NOBTS:

- Twitter:

[@nobts](#)

[@leavellcollege](#)

- Instagram:

[@nobts](#)

[@leavellcollege](#)

- Facebook:

[facebook.com/NOBTS/](#)

- YouTube:

[@nobts](#)

INTRODUCTION TO EMAIL POLICY

New Orleans Baptist Theological Seminary's goal is to market our institution strategically to internal and external audiences through various email campaigns. Our email policy provides guidelines for email usage in the name of the institution and related departments, centers or initiatives. These policies apply to all students, faculty, and staff who serve as administrators to these email addresses. These policies are in place to protect individuals and our institution from various liabilities.

GENERAL EMAIL POLICY

New Orleans Baptist Theological Seminary allows for its various offices, academic programs, centers, auxiliary services, initiatives, etc. to communicate with their constituents through email as needed. The administrators of these institutional departments should make every effort to align their email campaigns with other offices in order to avoid sending too many emails to the same recipients within a short period of time. If needed, the President, the Vice President of Business Administration, and the Director of Communications may edit email scheduling for any institutional department.

UNIVERSAL CONTACT LIST EMAIL POLICY

The NOBTS' Universal Contact List contains every email address in our system, including but not limited to, current students, prospective students, alumni, faculty, staff, campus residents, donors, ministry partners, etc. Due to the scope of this list, its use is strictly prohibited except for special circumstances. In order to use this list, the respective institutional department (office, academic program, center, auxiliary service, initiative, etc.) must be granted approval from the Vice President of Business Administration and the Director of Communications. Initial inquiries about this list can be directed to the Director of Communications.

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ADHERING TO INSTITUTIONAL REGULATIONS, POLICIES & PROCEDURES

Social media accounts and email correspondences are to adhere to institutional regulations, policies and procedures. Text and images used in personal or institutional related social media accounts or email correspondences should adhere to all institutional regulations, policies and procedures including but not limited to: Student Handbook, Faculty Handbook, and Employee Handbook. Individuals involved in the text or images used on a social media account or email correspondence that conflict with any institutional regulations, policies or procedures do so at the risk of legal, disciplinary action and/or termination of employment. Ignorance of policy is not considered an acceptable excuse.

SOCIAL MEDIA AFFILIATED ACCOUNTS

Affiliated Account is defined as social media accounts that represent the institution or a part of the institution such as an academic program, centers, auxiliary service, office, etc such as the Admissions Office or Chapel. Affiliated accounts are not personal accounts used by persons employed by the institution.

USE OF SEMINARY LOGOS, TRADEMARKS OR IMAGES (affiliated accounts)

Do not use New Orleans Baptist Theological Seminary logos or trademarks without permission on affiliated accounts or email correspondences. On accounts associated with NOBTS, logos, official trademarks, or official seminary images must be approved by the Director of Communications prior to use. Images used as profile icons or backgrounds must be approved by the Director of Communications to maintain a consistent institutional image and message. On personal social media accounts or email correspondences, do not use logos, official trademarks, or official seminary images without prior approval.

PROTECT CONFIDENTIALITY & PROPRIETARY INFORMATION (affiliated accounts)

Protect institutional confidentiality and proprietary information. Do not post or email confidential information or proprietary information about the seminary, its students, employees, faculty, staff or alumni. Any individual who posts confidential or proprietary information does so at the risk of legal, disciplinary action and/or

termination of employment. Be aware of the rules and regulations pertaining to FERPA and

HIPAA as well as the legal ramifications for violating either. (Family Educational Rights & Privacy Act) (Health Insurance Portability and Accountability Act)

NEWS & MEDIA RELATIONS (affiliated accounts)

Do not announce or comment on seminary events, related media/news publications or announcements prior to announcements posted by the main institutional accounts unless pre-approved by the Director of Communications. Once the announcement has been released through media or social media affiliated accounts are encouraged to post or repost when appropriate. Our Director of Communications is the official spokesperson for NOBTS.

COPYRIGHT & FAIR USE LAW (affiliated accounts)

Adhere to copyright and fair use law. Be aware of the copyright and intellectual property laws when using text or images on a social media account or email correspondence. For any questions about fair use or copyrighted material contact the Communications department.

TERMS OF SERVICE (affiliated accounts)

Comply to the terms of service specified for the social media platform associated with your social media account. Each social media platform has its own terms of service. Be aware of the terms of service and comply accordingly.

REQUESTING AN AFFILIATED ACCOUNT (affiliated accounts)

Individuals, administrative offices, degree programs, centers, student groups etc. seeking to create a social media account affiliated with the institution must contact the Communications department for approval. The Director of Communications reserves the right to evaluate institutional affiliated accounts for content, relativity, or inactivity and reserves the right to shut down an affiliated account. Login information for an affiliated account must be given to the Communications department. Notify the Communications department if there is a change in login information or account administrator.

CONTENT MANAGEMENT (affiliated accounts)

Affiliated accounts must protect the institutional voice by remaining professional while displaying Christian love and conduct. Affiliated accounts must maintain frequent posting, with content relevant to their audience. Inappropriate content for affiliated accounts includes images or text expressing political association with a political party, political candidate, or political agenda. Inappropriate content for affiliated accounts include content that promotes debates or arguments of any kind including, but not limited to academic, theological or political debates. Do not use the name of our institution, New Orleans Baptist Theological Seminary, to promote a product or cause. Directors and one (1) specified account manager should be the only employees aside from the Communications Department with access to an affiliated account. The Director of Communications reserves the right to request content to be removed and/or to shut down an account that does not comply.

PERSONAL SOCIAL MEDIA ACCOUNTS

Content on personal accounts should display Christian love and conduct. Examples of content that is deemed in violation of this policy can include, but is not limited to, “cheap shots,” “debates/war,” attacks on SBC entities, entity heads, faculty/peers, or other denominational employees, etc. Content should adhere to the standards outlined in the current edition of the following handbooks that pertain to the individual: the Student Handbook, the Faculty Handbook, and the Employee Handbook. Do not post confidential information or proprietary information about the seminary, its students, employees, faculty, staff or alumni. Any individual who posts confidential or proprietary information does so at the risk of legal, disciplinary action and/or termination of employment. Do not use the name of our institution, New Orleans Baptist Theological Seminary, to promote a product, cause, theological ideology, political agenda or political candidate. Content deemed detrimental to the institution by administration may result in a request for content to be removed and/or clarified by administration or the Director of Communications.

5-7 Personal and Company-Provided Portable Communication Devices

New Orleans Baptist Theological Seminary & Leavell College-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through the Seminary/College's networks, and the PCD must be provided for inspection and review upon request.

All conversations, text messages, and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a Seminary/College-provided or personal device, employees must comply with applicable Seminary/College guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use, and operation of vehicles. Using a Seminary/College-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If employees who use a personal PCD for business resign or are discharged, they will be required to submit the device to the IT department for resetting on or before their last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, Seminary/College information and personal data (such as contacts, e-mails, and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of Seminary/College information. This is the only way currently possible to ensure that all Seminary/College information is removed from the device at the time of termination. The removal of Seminary/College information is crucial to ensure compliance with the Seminary/College's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a Seminary/College-issued device, the Seminary/College's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Portable Communication Device Use While Driving

Employees who drive on Seminary/College business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from

using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while driving, and permitted by law, employees must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving are prohibited in all circumstances.

5-8 Inspections

To the maximum extent permitted by applicable law, New Orleans Baptist Theological Seminary & Leavell College reserves the right to require employees while on Seminary/College property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Seminary/College or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the Seminary/College or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

5-9 Smoking

Smoking, including the use of e-cigarettes, is permitted only in pre-approved designated areas on Seminary/College premises. Smoking, including the use of e-cigarettes, is prohibited in all Seminary/College vehicles.

5-10 Personal Visits and Telephone Calls

Disruptions during work time can lead to errors and delays. Therefore, personal telephone calls must be kept to a minimum, and only be made or received after working time, or during lunch or break time.

For safety and security reasons, employees are prohibited from having personal guests visit or accompanying them anywhere in New Orleans Baptist Theological Seminary & Leavell College facilities other than the reception areas.

5-11 Solicitation and Distribution

To avoid distractions, solicitation by the employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time the employee is engaged, or should be engaged, in performing their work tasks for New Orleans Baptist Theological Seminary & Leavell College. Solicitation of any kind by non-employees on Seminary/College premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the Seminary/College is prohibited at all times. Distribution of literature by non-employees on Seminary/College premises is prohibited at all times.

5-12 Confidential Company Information

During the course of work, employees may become aware of confidential information about New Orleans Baptist Theological Seminary & Leavell College's business, including but not limited to information regarding Seminary/College finances, pricing, products, and new product development, software, and computer programs, marketing strategies, suppliers, and students and potential students. Employees also may become aware of similar confidential information belonging to the Seminary/College's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to New Orleans Baptist Theological Seminary & Leavell College's competitors. Any employee who improperly copies, removes (whether physically or electronically), uses, or discloses confidential information to anyone outside of the Seminary/College may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

5-13 Outside Employment

Employees of New Orleans Baptist Theological Seminary & Leavell College may hold outside jobs as long as the employees meet the performance standards of their job with the Seminary/College. All employees will be judged by the same performance standards and will be subject to the scheduling demands of the Seminary/College, regardless of any existing outside work requirements.

If the employee's Seminary/College supervisor determines that the employee's outside work interferes with performance or the ability to meet the requirements of

their job with the Seminary/College, the employee may be asked to terminate the outside employment if he or she wishes to remain with the Seminary/College.

Outside employment that constitutes a conflict of interest with New Orleans Baptist Theological Seminary & Leavell College is prohibited. Employees may not receive any income or material gain from individuals outside the Seminary/College for materials produced or services rendered while performing their jobs with the Seminary/College.

5-14 Conflict of Interest and Business Ethics

It is New Orleans Baptist Theological Seminary & Leavell College's policy that all employees avoid any conflict between their personal interests and those of the Seminary/College. The purpose of this policy is to ensure that the Seminary/College's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Seminary/College.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Seminary/College, by any employee who is in a position to directly or indirectly influence either the Seminary/College's decision to do business, or the terms upon which business would be done with such organization;
2. Holding any interest in an organization that competes with the Seminary/College;
3. Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Seminary/College or which competes with the Seminary/College; and/or
4. Profiting personally, e.g., through commissions, loans, expense reimbursements, or other payments, from any organization seeking to do business with the Seminary/College.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and the Seminary/College.

5-15 Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often 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.

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

Employees also are prohibited from any unauthorized use of the Seminary/College's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the Seminary/College is not responsible for any damage to employees' personal belongings unless the employee's supervisor provided advance approval for the employee to bring the personal property to work.

5-16 Health and Safety

The health and safety of employees and others on Seminary/College property are of critical concern to New Orleans Baptist Theological Seminary & Leavell College. The Seminary/College intends to comply with all health and safety laws applicable to our business. To this end, the Seminary/College must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Seminary/College's premises, or in a product, facility, piece of equipment, process, or business practice for which the Seminary/College is responsible should be brought to the attention of management immediately.

Periodically, the Seminary/College may issue rules and guidelines governing workplace safety and health. The Seminary/College may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

5-17 Shelter In Place

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments, this location can be made even safer and more comfortable until it is safe to go outside.

Basic Shelter-in-Place Guidance

When in the Quad, if the building you are in is not damaged, stay inside in an interior room or bathroom until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, passport, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter in the Library Reference Room or, if the Library Reference Room is the affected building, the secondary rally point is the Leavell Chapel. If police, fire department, or other first responder personnel are on the scene, follow their instructions.

When in the Luter Student Center, move to the first floor via the stairs, and gather in the downstairs bathrooms, the North hallway directly behind Café New Orleans, the interior classrooms in the NAMB office, or in the interior hallway of the Leavell College offices. If police, fire department, or other first responder personnel are on the scene, follow their instructions.

How You Will Know to Shelter-in-Place

A shelter-in-place notification may come from several sources, including Administration Personnel, Campus Police, Facilities, Housing, or other local authorities. New Orleans Baptist Theological Seminary & Leavell College will use the standard means of emergency communications for disseminating the notification. However, other means of communication may also be employed.

How to Shelter-in-Place

No matter where you are, the basic steps of “shelter-in-place” remain generally the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in an emergency. If you are outdoors, proceed into the closest building quickly or follow emergency personnel’s instructions.
2. Locate a room to shelter inside of. It should be:
 - a. An interior room.
 - b. Above Ground Level.
 - c. Without windows or with the least number of windows possible.
 - d. If there is a large group of people, split equally into several rooms.
3. Close and lock all windows (tighter seal when locked).
4. Close exterior doors.
5. Turn off air conditioners, heaters, and fans.
6. Close vents to ventilation systems as you are able.
7. Make a list of the people with you and ask someone to call Campus Police and relay the list to Campus Police.
8. Turn on a Radio or Television and listen for further instructions.
9. Make yourself comfortable.

5-18 Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, New Orleans Baptist Theological

Seminary & Leavell College may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of the Seminary/College. Accordingly, all parties to any type of intimate personal relationship must inform the administration.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The Seminary/College generally will attempt to identify other available positions, but if no alternate position is available, the Seminary/College retains the right to decide which employee will remain with the Seminary/College.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

5-19 Employee Dress and Personal Appearance

During business hours, New Orleans Baptist Theological Seminary & Leavell College 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 Seminary/College 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.

5-20 Operation of Vehicles

All employees authorized to drive Seminary/College-owned or leased vehicles or personal vehicles in conducting Seminary/College business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to the administration immediately.

Employees must have a valid driver's license in their possession while operating a vehicle off or on Seminary/College property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Seminary/College-owned or leased vehicles may be used only as authorized by the administration.

Portable Communication Device Use While Driving

Employees who drive on Seminary/College business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employees are driving, and permitted by law, they must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

5-21 Business Expense Reimbursement

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by the employee's Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All business travel must be approved in advance by their specific administrator documented by a signed travel authorization submitted to the Business Office prior to the date of travel.

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. Once approved the total amount of the cash advance will be posted to the employee's personal Seminary/College account and then removed once the receipts and any unspent cash are submitted to the Business Office.

All expenses incurred should be submitted to the employee's Supervisor along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their Supervisor in advance if they have any questions about whether an expense will be reimbursed.

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.

5-22 References

New Orleans Baptist Theological Seminary & Leavell College will respond to reference requests through the Human Resources Department. The Seminary/College will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Human Resources Department.

Only the Human Resources Department may provide references.

5-23 If You Must Leave Us - Return of Property

Should any employees decide to leave the Seminary/College, we ask that they provide a Supervisor with at least two (2) weeks advance notice of departure. Thoughtfulness will be appreciated. All Seminary/College property including, but not limited to, keys, parking passes, laptop computers, uniforms, etc., must be returned at separation. Employees also must return all of the Seminary/College's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the Seminary/College (through payroll deduction, if lawful) for any lost or damaged Seminary/College property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

5-24 Exit Interviews

Employees who resign are requested to participate in an exit interview with Director of Human Resources and Payroll, if possible.

5-25 A Few Closing Words

This handbook is intended to give employees a broad summary of things they should know about New Orleans Baptist Theological Seminary & Leavell College. The information in this handbook is general in nature and, should questions arise, any member of the administration should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, New Orleans Baptist Theological Seminary & Leavell College, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to the administration if they have any questions about the Seminary/College or its personnel policies and practices.

5-26 Distribution and Interpretation

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

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

General Handbook Acknowledgment

This Employee Handbook is an important document intended to help employees become acquainted with New Orleans Baptist Theological Seminary & Leavell College. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Seminary/College's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Handbook.

I have received and read a copy of New Orleans Baptist Theological Seminary & Leavell College's Employees Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Seminary/College at any time.

I further understand that my employment is terminable at will, either by myself or the Seminary/College, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of New Orleans Baptist Theological Seminary & Leavell College other than Vice President for Business Administration may alter "at will" status and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Seminary/College's Employee Handbook.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

Receipt of Non-Harassment Policy

It is New Orleans Baptist Theological Seminary & Leavell College's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, student, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by New Orleans Baptist Theological Seminary & Leavell College.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on Seminary/College premises, while on Seminary/College business (whether or not on Seminary/College premises) or while representing the Seminary/College. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking.

- *Sexual Harassment*: Unwelcome conduct determined by a reasonable person to be so severe and pervasive and objectively offensive that it effectively denies an individual equal access to NOBTS's education program or activity.
- *Sexual Assault*: Includes a range of behaviors, from unwelcome touching of specific body parts to penetration, that happens without consent or instances in which an individual is incapable of giving consent.
- *Domestic Violence*: Violence, on the basis of sex, committed by a current or former spouse or intimate partner, or by a person with whom an individual shares a child in common, or by a person similarly situated under the domestic or family violence laws of Louisiana.
- *Dating Violence*: Violence, on the basis of sex, committed by a person who is in or has been in a social relationship of a romantic nature with the Complainant. Whether there was such a relationship will be determined by the length, type, and frequency of the interaction according to the Complainant's statement.
- *Stalking*: Engaging in a course of conduct, on the basis of sex, that would cause a reasonable person to fear for the person's safety, or the safety of others, or suffer emotional distress.

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

Reporting Procedures

If you experience, observe, hear about, or believe someone has been sexually harassed in any way, you should make a report of the facts of the incident(s) by contacting the Title IX Coordinator or Deputy Coordinators (contact information below). You can also complete [this form](#). In the case of an emergency, call 911 or the New Orleans Police Department at 504-821-2222. You can also call NOBTS Campus Police at 504-944-7711. NOBTS and Leavell College will not tolerate sexual harassment of its students or employees and will investigate all allegations of harassment. Where sexual harassment is found, steps will be taken to stop and remedy unwanted behavior immediately.

Title IX Coordinator Information

Conner Hinton

Office of Spiritual Formation and Student Life

Luter Student Center

3939 Gentilly Blvd, New, Orleans LA 70126

Phone: 504-816-8072 Email: chinton@nobts.edu

Deputy Title IX Coordinators

Rebekah Callahan - (504) 816-8320, rcallahan@nobts.edu

Shelly Cooper - (504) 816-8045, hr@nobts.edu

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy. Our full policy and procedures handbook may be found [here](#).

Retaliation Prohibited

In addition, the Seminary/College will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same

manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

I have read and I understand New Orleans Baptist Theological Seminary & Leavell College's Non-Harassment Policy.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.