



# Employee Handbook

Revised October 2020

## Disclaimer

This Louisville Presbyterian Theological Seminary Employee Handbook is meant only as a guide and not an employment contract. This handbook should be referred to only as a reference guide, not as a definitive operations manual.

The Employee Handbook is updated and published by the office of the Vice President for Finance & Administration. Any possible changes or updates should be directed to that office.

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# Introduction Section

## ***Statement of Purpose and Mission***

***We Build Bridges.***

### ***OUR MISSION***

***Louisville Seminary educates and forms servant leaders for tomorrow's ministries.***

***We build bridges:***

- ***between sacred texts and human lives;***
- ***between the past and the future;***
- ***among persons of different faiths, Christian denominations, and cultures;***

***. . . all in the name of Jesus Christ, the bridge between God and humanity.***

### **Commitments**

The Seminary is a community that affirms and trusts the ever-faithful presence and activity of the triune God. Empowered by the Holy Spirit, we confess the Scriptures to be the unique and authoritative witness to God's redemptive love for the world. As an institution of the Presbyterian Church (U.S.A.), the Seminary has a particular responsibility to preserve and develop the values and insights of the Reformed tradition.

### **Relationships**

Consistent with the Reformed tradition, we are committed to an ecumenical vision of the ultimate unity of the Body of Christ. This vision recognizes the wholeness of the church's mission, respects the global and cross-cultural character of Christian ministry in the world and motivates continuing efforts at interfaith dialogue and practice. The faculty, staff, student body, administration and Board of Trustees of the Seminary represent a broad range of Christian confession. The United Methodist, the African Methodist Episcopal, the African Methodist Episcopal Zion and the Christian Methodist Episcopal communions officially recognize the Seminary as an appropriate school for their candidates to receive their theological education.

## **Educational Vision**

The Seminary strives to provide an educational context in which students and teachers may explore and nurture their vocational commitments while becoming biblically, theologically and historically informed and competent in the diverse skills necessary for ministry. In the Seminary's integrated curriculum, the historical and contemporary resources of the church's thought and practice are in continual interaction with the contributions of our wider culture and with first-hand experiences of the practices of ministry. Through our commitment to scholarly research and teaching, the Seminary provides theological resources for the church by striving to interpret the gospel in an ever-changing world, by extending the horizons of theological inquiry and by shaping the church's intellectual foundation for its faith and ministry.

In all these activities, our aim is to nurture the convictions, character, vision, wisdom and forms of life vital to leadership in the Christian community and the wider culture.

## **Strategies**

The majority of students are preparing for ministries of the Word and Sacrament through the Master of Divinity degree. A significant number are preparing for other types of ministry and scholarship related to the Doctor of Ministry, Master of Marriage and Family Therapy, Master of Theology and Master of Arts in Religion degree programs.

The Seminary serves the wider church community by generating scholarship, educational opportunities, programming and research through the Louisville Institute, continuing and lay education, field education, and the Louisville Seminary Counseling Ministry.

In our life of worship, spiritual development, learning and mutual Christian care, the Seminary community is led by the Holy Spirit to respond to God in Jesus Christ. In our planning and stewardship, and through engagement with significant social struggles and ethical issues, the Seminary community seeks to model faithful Christian discipleship.



## ***Louisville Presbyterian Theological Seminary Institutional Goals***

**Mission Statement: Louisville Presbyterian Theological Seminary is called by God through the church to educate men and women to participate in the redemptive ministry of Jesus Christ in the world.**

In order to fulfill this mission, the Seminary intends to:

1. Provide a theological education that is grounded in the history and scripture of the Christian movement, informed by the Presbyterian Church (USA) and Reformed tradition, and guided by the vision of an ecumenical church that is committed to ministry in a global, multicultural, and religiously diverse context and to religious leadership that is competent in the practices of Christian ministry.
2. Provide an educational context in which students and teachers may explore and nurture their vocational commitments through the guidance and wisdom of outstanding teachers and scholars, the provision of all necessary student services, the development of excellent library and information technology resources, and the leadership of a highly qualified administration.
3. Provide theological resources for the ecumenical church by interpreting the gospel in an ever-changing world, by extending horizons of theological inquiry, and by shaping the church's intellectual foundation for its faith and ministry, thereby continuing the historic commitment of the Reformed tradition and the Presbyterian Church to a theologically educated and critically reflective ministry.
4. Serve the wider Christian community by offering opportunities for lifelong learning, by preparing students for professional roles as pastoral counselors and as church leaders, by providing public leadership to encourage critical reflection and response to issues of social injustice, and by promoting interfaith and ecumenical dialogue and practice.
5. Nurture the convictions, character, vision, wisdom, and forms of life which are vital to leadership in the Christian community and the wider culture through worship and Christian practices, through the curriculum and first-hand ministry experiences, and through Seminary governance practices and community life.
6. Provide the financial and physical resources needed to support and sustain the educational programs of the Seminary, with commitment to fiscal and operational integrity.  
(Approved, April 17, 2009)

### ***The Purpose, Conditions and Quality of Our Working Together***

The purpose of Louisville Presbyterian Theological Seminary is, according to the Board of Trustees, “to serve the church by educating men and women for participation in the continuing ministry of Jesus Christ in the world.” With that purpose and goal in mind, we seek to grow in providing a pleasant and cooperative atmosphere in which students can learn and teachers can teach. It is important for each employee to be pleasant and be committed to the further training and development of skills and to cooperation in that process.

Since we are an educational institution of the church and for the church, it is important for us to model dependability, trustworthiness, and initiative. In addition, we need to deal in a sensitive fashion in all matters, which are confidential and personal.

As in any good work environment, we need to give attention to safety and health. Our mutual work in all these areas enhances the education process and makes life more agreeable for everyone. All job descriptions specify other experience, education and skills, but these ingredients all affect our work together.



# Personnel Policies Section

### **Absences**

Employees who are absent from work or late due to illness or emergencies should call their supervisors. If an employee is unable to reach his/her supervisor, he/she should call their supervisor's supervisor.

Staff members not calling in early on a day missed will not be eligible for pay for that day.

### **College Tuition Scholarship**

The Seminary offers tuition scholarships to the dependent children for full-time (30 hours per week or more over a six month period) faculty, administrators and staff members toward a first college degree. The plan is generally as follows:

The amount of the tuition scholarship shall be up to \$3000 a year and \$12,000 over a maximum of six years in tuition costs per child.

The payments each year will be divided equally among the normal semesters or quarters of the institution which the student is attending. The Seminary will pay tuition payments directly to the school upon receipt of tuition bills.

Employees will be eligible for benefits from the tuition scholarship plan after one year of continuous full-time service at the Seminary prior to the day of the dependent student's registration. Each term payment of the tuition scholarship presupposes the continued employment of the employee as of the date of the request for the payment; if employment terminates for any reason, the employee shall reimburse the Seminary, on a pro rata basis, for the tuition payment. The one year requirement may be waived in the case of an employee whose move to the Seminary would mean the loss of a comparable benefit at another institution. This waiver must be specifically stated in the initial contract.

A college or university is defined as an institution granting a B.A. or B.S. degree, which is accredited by one of the established accrediting agencies. Attendance at an institution granting an A.A. degree, but in a program leading toward a B.A. or B.S. degree, will be considered acceptable by its respective accrediting agency.

The payment shall continue only so long as the dependent remains a student in good standing at the university or college, as defined by that institution.

If both husband and wife are employees, only one tuition scholarship per child is permitted.

Children of eligible employees are eligible to begin receiving benefits for a five year period after finishing secondary school. After they begin receiving benefits, eligibility continues for six years or until the degree is earned, whichever comes first. No part of this shall be assumed to apply toward any graduate educational program, nor shall it apply to courses taken by students to obtain advanced standing while still attending high school.

Effective with the 2015-16 academic year, employees must request, in writing, their request for tuition scholarship assistance from the Seminary. For budget purposes, this request must be made each year and must be completed by January 15 of the year before the funds are needed. For example, a College Tuition Scholarship Request form must be completed by January 15, 2015 if the benefit is being requested for the 2015-16 school year. One form per student and forms must be completed EACH year to request assistance. The form can be found on the Seminary intranet.

Updated 08/2014

### **Compensation- Wage Rates**

Hourly rates for employees are a function of (1) a scoring process, which establishes hourly wage rates at percentages of a Seminary full professor's salary, and (2) staff employees' longevity at Seminary. The percentages within a range are established based on a scoring of the job description using the following criteria: initiative, judgment and decision-making, mental effort, physical effort, cost of errors and equipment usage. Normally, hourly wage rates are incremented for longevity by 2% at the end of three, six, nine, twelve, and fifteen full years of service to a maximum of a 10% premium on the hourly base rate. Annual pay increases for staff members are normally calculated on the base pay rate and are effective June 1. Annual letters stating compensation, including benefits, for each new fiscal year will be issued each year during June.

Students hired as staff members in student-designated positions receive wages at levels in excess of the minimum wage, but at rates that are ordinarily below the range of hourly rates for staff members in regular positions.

Administrative salaries are intended to be competitive within the appropriate markets for professional positions. Any salary adjustments are normally effective June 1.

## *Compensation- Benefits*

Regular full-time employees, those working an average of 30 hours per week or more over a six month period are offered the following benefits, paid for by the Seminary except where noted:

- Disability, life and accidental death and dismemberment insurance;
- Health insurance – the Seminary pays for 90% of single coverage plus 65% of two-party family coverage;
- Retirement annuity;
- Social Security benefits;
- Workers compensation;
- Participation in the Seminary's section 125 plan through employee payroll deductions.

For eligibility requirements relating to group insurance benefits, please consult the applicable benefits booklets.

In addition to workers' compensation, the Seminary provides business travel accident insurance, which provides disability, life, and accidental death and dismemberment coverage to employees who work 30 hours a week or more and who suffer accidental injury or death while traveling on Seminary business.

Regular full-time employees, as defined above, who retire from employment following age 62, but prior to age 65, will continue to receive the Seminary's basic health insurance coverage until age 65, assuming they are already receiving that coverage. If the retiring employee has a spouse, assuming he/she is already receiving coverage, the spouse will continue to receive the Seminary's normal health insurance coverage for up to 5 years, or until he/she reaches 65, or until alternate coverage is available through any other employment group, whichever occurs first. These health insurance benefit policies make it possible for employees to consider retirement at age 62. If an employee retires in the year he/she turns 65, assuming he/she is already receiving coverage, his/her spouse will continue coverage under the Seminary's plan for up to two years or until a maximum age of 65, or until alternate coverage is available through any other employer group, whichever occurs first. In all cases, the employee will participate in the premium cost by the percentage currently in place for all employees participating in the health plan.

Employees in regular positions who work fewer than an average of 30 hours per week over a six-month period and employees in student positions receive social security benefits and worker's compensation. They do not receive disability, life and accidental death and dismemberment insurance, health insurance, paid holidays, vacation time, sick leave, family leave, or retirement annuities. Employees who have worked a minimum of 1,250 hours during the 12 month

period prior to the time that an unpaid leave is requested may receive unpaid leave of absence in accordance with the Family and Medical Leave Act of 1993 if certain conditions are met.

Full-time regular employees may, at their own expense, select from among several optional benefits plans: supplemental retirement contributions (with tax benefits), dental coverage, cancer coverage, and payroll savings.

Revised 2016

### **Conflict of Interest Policy**

The trustees and employees of Louisville Presbyterian Theological Seminary are entrusted by the Presbyterian Church (USA) with responsibilities that affect the whole church.

This requires honesty, competence, and care in managing the financial arrangements of the Seminary, but also the avoidance of even the appearance of conflict of interest of special interest.

No trustee or employee shall accept any gift, gratuity, service or any special favor from any person or persons, agents or businesses that provide or receive goods and services or that seek to provide or receive goods and services to or from the Seminary. However, minor courtesies such as luncheons, dinners, or similar arrangements in connection with business discussions may be received. Other than the President (if he or she is a member of the Board of Trustees), no trustee shall become an employee of or otherwise render compensable services to the Seminary; to facilitate specified projects through limited contracts, exception may be granted by the Board of Trustees.

No trustee or employee in the process of soliciting a gift for the Seminary or building a long-term relationship with a donor will ask for a gift that benefits the trustee or employee personally. This includes personal property, cash, stocks, bonds, or other property.

A trustee or employee shall be considered to have a conflict of interest if the trustee or employee has existing or potential financial or other interests that impair or might reasonably appear to impair the trustee's or employee's independent, unbiased judgment in the discharge of the trustee's or the employee's responsibilities to the Seminary; or the trustee or employee is aware that someone in the trustee's or employee's family (which for the purposes of this policy shall be a spouse, parents, siblings, children, and any other relative if the latter resides in the same household as the trustee or employee), or any organization in which the trustee or employee (or someone in the trustee's or employee's family) is an officer,

director, employee, member, partner, trustee, or controlling stockholder, has exiting or potential financial or other interest.

Trustees shall disclose to the Board any possible conflict of interest at the earliest possible time. Employees shall likewise notify the President of any possible conflict of interest at the earliest possible time. A trustee shall not vote on any matter, under consideration at a Board or committee meeting, in which the trustee has a conflict of interest. Employees may not vote on any matter, under consideration by any body of the Seminary's Plan of Governance, in which the employee has a conflict of interest. The minutes of such meetings shall reflect that a disclosure was made and that the trustee or employee having a conflict of interest policy may exist in any matter may request the Board to resolve the question by majority vote. In the case of faculty, the resolution will be determined by the faculty. In the case of administrators and staff, the resolution will be made by the President's Cabinet. In the case of members of the President's Cabinet, the resolution will be made by the Board of Trustees.

### **Continuing Education**

The Seminary encourages regular full-time employees and their families to continue their educations, both through seminars/workshops and through degree/diploma programs.

The Seminary will give time off with pay to a regular full-time employee to participate in seminars and workshops judged by the employee and his/her supervisor to be beneficial to the employee and to the Seminary. The supervisor may also approve payment of the costs of the seminar or workshop within the limit of the department's continuing education budget.

Regular full-time employees and their spouses are eligible to audit courses at the Seminary at no charge and may take courses of credit at one-half tuition.

The Seminary may pay tuition for selected courses taken in a degree program to the extent that the course will add to the employee's knowledge and ability in the performance of his/her Seminary responsibilities. The employee's supervisor should make a recommendation to the Vice President for Finance if he/she believes such a situation exists. The Seminary will not give time off with pay to a regular employee to participate in degree or diploma programs, unless accrued vacation is used or unless time off is made up with the supervisor's approval. However, an employee may take such programs during non-working hours.



### **Dress on the Job**

Dress should be professional, as supervisor deems appropriate in each particular regular staff or student position. The Seminary normally observes casual dress day each Friday. On these days, more casual attire may be worn with the supervisor's approval.

### **Employment of Relatives**

It is the Seminary's goal to hire the best-qualified candidate for each position which is open. However, it is necessary that judgment be exercised in placing employees of those who are closely related to avoid situations that may lead to conflicts of interest, complaints of favoritism, or lack of objectivity. Ordinarily, the Seminary will not employ relatives of employees. For this policy, the term "relatives" is meant to include those related by blood or marriage. Exceptions to this policy require concurrence of the President that such an employment relationship would be in the best interest of the Seminary.

### **Family Leave**

Regular eligible full-time employees, both men and women, may receive up to 12 weeks of family leave during the period immediately preceding and following the arrival (via birth, adoption or guardianship) of a child for which they assume responsibility or to care for a spouse, child or parent who has a serious health condition. Employees are eligible for family leave after completing one full year of service, including at least 1,250 hours in the last 12 month period and after using all available sick leave and half of accumulated available vacation as of the beginning of the leave. A request for family leave should be directed to the employee's supervisor. The supervisor will act upon the request in consultation with the Vice President for Finance and the President. The first eight weeks of leave will be with full pay; thereafter, any additional leave will be unpaid. Benefits will be continued through the duration of the leave.

### **Funeral Leaves**

Regular leave will be allowed up to 3 days leave with pay at the time of the death of a brother, sister, grandparent, mother-in-law or father-in-law. Regular employees will be allowed up to 5 days leave with pay at the time of the death of a spouse, child, mother or father. Shorter periods of time for attendance at other funerals or memorial services may be allowed with the approval of the supervisor.

All periods of funeral leave must be reported by the supervisor to the Business Office.

### **Garnishments**

The Seminary will abide by all federal laws and state regulations regarding garnishments of wages to satisfy employee debts.

### **Holidays**

The Seminary normally provides 13 paid holidays each year for full-time regular employees. Employees in student positions are not eligible for paid holidays. The schedule is announced annually in early January for the upcoming calendar year.

Full-time regular employees will be paid for the number of hours that they normally work daily. Employees who are required to work on a holiday will be paid double time for that day or they will receive an alternate day off within the same week. Holiday hours for time not actually worked will not be computed as work time in determining hours worked toward overtime pay.

### **Hours of Work**

Office and Library staff members work 37 ½ hours per week, from 8:30 a.m. to 5:00 p.m., with one hour off for lunch. Facilities Department staff members work 40 hours per week as scheduled by the Director of Campus Facilities, with one half-hour for lunch. The Food Service Manager schedules Food Service Department staff members' work hours.

Lunch hours may be staggered among employees by supervisors to enhance the quality of service provided by the Seminary.

Employees are invited to worship with the Seminary community and to participate in the leadership of worship.

The schedule of hours worked during the summer may be reduced by the administration depending on the workload.

The staff members and their supervisors are required to sign time sheets or time cards. For staff members normally working 37 ½ hours per week, additional pay at

the regular rate will be paid for any hours in excess of 37 ½, but less than 40. Time and one-half is paid for all hours worked over 40 in any workweek.

Vacation time, sick leave or holiday time will not be considered work time in calculating overtime; only the hours actually worked will be counted in calculating overtime. With the approval of the supervisors, staff members may take compensatory time within the same workweek in lieu of overtime pay.

### **Hours of Work- Flexible Schedule**

The standard workweek for full-time employees is from 8:30 a.m. to 5:00 p.m. with a one-hour lunch break, Monday through Friday. The flexible work schedule allows employees to adjust their work schedules providing the following conditions are met:

1. All flexible work schedules must be approved in writing by the employee's immediate supervisor and departmental Vice President.
2. Full-time employees must work a total of 37 ½ hours per week or 75 hours in a two-week period.
3. Flexible work schedules will be implemented on a trial basis with a time schedule for evaluation points determined by the supervisor.
4. The employee and the department must maintain or increase their level of productivity.
5. Schedules must be predetermined, and the employee may not work a random variation of hours to accomplish a 37 ½ hour week.
6. Schedules must include at least a half hour break for each workday consisting of five hours or more.
7. Employees are required to attend any meetings their position would normally require.
8. With their supervisor's approval, employees are required to make the necessary adjustments in their schedule to allow their working when events or deadlines dictate.
9. The schedule must allow the employee to make arrangements for adequate coverage for telephones and services required by the department.

10. Employees regularly update their voice mail greetings and place notices on their office doors to keep co-workers and “customers” well informed of their schedules and to direct callers to another person in their absence.
11. Implementation of a flexible schedule does not add expense to the Seminary (i.e., require temporary staffing or overtime).
12. Approval for flexible work schedule may be withdrawn if in the judgment of the supervisor the schedule has led to diminished work quality or quantity, has hindered the normal flow of work of the department, or has been abused by the employee.
13. Work schedules may be changed by the employee with supervisor approval provided reasonable notice as agreed upon by the employee and the supervisor is given.

#### Procedure

1. Employees may request a flexible work schedule by submitting to their supervisor an Alternative Work Arrangement Request Form.
2. The Alternative Work Arrangement Request Form signed by the employee, the supervisor and the departmental vice president will be filed in the employee’s personnel file.
3. Employees working on flexible work schedules will keep a daily record of their arrival and departure times, agreed upon in advance, with their regular time sheet.

#### Benefits and Compensation

1. Employees working full-time hours while on a flexible schedule will earn the same rate of pay and are eligible for the same benefits as those working full-time on a traditional schedule. Overtime eligibility is on the same basis as for employees working on traditional schedules.
2. Holidays, vacation and personal days will be paid at 7.5 hours.

#### **Hours of Work - Flex-Time Definition**

Flex-time is a work that permits flexibility in starting and quitting times without changing the required number of hours in a given period (i.e. a week).

## **Human Resources Policy**

The Vice President for Finance & Administration serves as the Chief Human Resources Officer for Louisville Seminary. In this capacity the Vice President is responsible for all aspects of the human resources function including negotiation of health insurance coverage for Seminary employees, maintenance of employee pension contributions and the related plans, the maintenance and periodic updating of all compensation systems, and directing changes to personnel policies contained in the Employee Handbook in cooperation with the Board of Trustees. The Employee Handbook is the primary source containing all personnel related policies, including policies related to sexual harassment and procedures for addressing these types of issues. An example of one such policy relating to employee loans would read as follows: "Regular full-time employees who have completed their initial review period may apply for loans in amounts up to \$500. Check requests are submitted to the Accounts Payable Specialist and returned in order to issue the loan. The employee comes to the Business Office to pick up the check and signs the loan term agreement at that time. All employee loans are balanced to the general ledger."

The Board of Trustees reviews and approves all significant seminary personnel policies and proposed changes. The Seminary Employee Handbook can be found on the Seminary's intranet. This is communicated to each employee who, as part of the orientation process, must sign that they have read the handbook and related policies.

## **Initial Review Period**

It is the policy of the Seminary to hire all new regular staff members for an initial review period of three months. A supervisor may extend the initial review period to six months, if in his/her judgment additional time is needed to evaluate the hire decision. If a supervisor decides to extend the initial review period, the reasons for the extension will be clearly communicated to the staff member.

## **Job Classifications**

Staff members include all Seminary employees whose employment is not exempt from the terms of the Federal Fair Labor Standards Act. Seminary staff includes both full-time and part-time employees in regular staff positions and full-time and part-time employees in student positions.

Staff members in regular positions may temporarily shift between full-time and part-time hours with the approval of their supervisors and the Vice President for

Finance. Subject to approval, staff members may subsequently return to full-time status.

### **Job Descriptions**

Job descriptions have been prepared for all positions. Each description identifies the duties of the job as well as the level of training and experience required to apply for the job. Job descriptions outline broad job duties; they do not serve as comprehensive lists of job duties. Employees may initiate reviews and revisions of their job descriptions to meet changing staffing needs.

### **Job Openings**

The Seminary believes that it is to the benefit of the institution and its employees for there to be a good fit between each employee and his/her position. From time to time openings will occur, and as a courtesy to our employees, we will make the opening known so that anyone who feels they are qualified and interested in the opening can make their interest known in the most appropriate way.

Since it is to the advantage of the Seminary to have the best-qualified employee in each position, any internal candidates for the position will be considered, along with any external candidates, and the most qualified candidate will be selected. This will give the hiring supervisor the ability to make a considered judgment on the areas of strength and those that need improvement of the internal and external candidates. This will also provide the internal candidate with some valuable feedback on his/her qualifications which may help in planning future professional development opportunities.

In order to keep communication open and constructive, and to balance the needs of the Seminary and the individuals employed, the following guidelines will be used to notify internal candidates of openings:

1. There will be a public notice of all open full-time positions (e.g. in the "Seminary Times", posted on the bulletin board located across from the mailroom, etc.). A deadline for submitting an application will be given.
2. The hiring supervisor may simultaneously place an advertisement in outside publications.
3. Any full-time (i.e. working 30 hours per week or more) employee may apply for the position, provided they have been in their current position for at least one year.
4. The hiring supervisor will conduct interviews and other tests as necessary in order to select the most qualified candidate for the opening.

5. Employees applying for an opening will be encouraged to discuss their application with their current supervisor; however, they will be required to make their application known to their supervisor prior to being offered the position so that the hiring supervisor may obtain a reference from their current supervisor.
6. The hiring supervisor will discuss with each internal applicant their qualifications compared to the requirements of the open position. This will be done in the spirit of discussing opportunities for professional development with the applicant.

### **Jury Duty**

Wages will be continued to regular full time employees for any periods of jury duty, provided the reimbursement to the employee by the court is turned in to the Business Office immediately upon the return of the employee to work. It is Seminary policy that an employee serving on jury duty who is not selected to serve on a jury for a particular day will report to work at their normally scheduled work time. An employee who is selected, but is subsequently released from service before 1:30 p.m., should report for work for the remainder of their scheduled shift.

### **Leaves of Absence**

Louisville Presbyterian Theological Seminary provides leaves of absence to eligible employees pursuant to the Family and Medical Leave Act of 1993 ("FMLA"). Employees are eligible for leave if they have worked for the Seminary for at least one year and have worked 1,250 hours during the 12 month period preceding the request for a leave.

An employee is entitled to a leave of absence for the following reasons:

1. To care for a newly born or newly adopted child of the employee;
2. To care for the employee's spouse, son, daughter or parent who has a serious health condition;
3. Because of the employee's own serious health condition.

A leave of absence because of a full-time regular employee's own serious health condition will be compensated at 100% of the employee's regular salary for the first 44 days under the Sick Leave and Short Term Disability Policy, unless the employee is entitled to receive worker's compensation benefits. After that time, if the employee is still unable to return to work, he/she may qualify for partial compensation under the Seminary's long-term disability insurance.

An unpaid leave of absence to care for a newly born or newly adopted child, or to care for the employee's spouse, son, daughter or parent who has a serious health condition will be granted for up to twelve weeks. However, a full-time regular employee who has exhausted sick leave and half of accumulated earned vacation available at the beginning of the leave may substitute Family Leave and be compensated at 100% of the employee's regular salary for the first eight weeks of leave. Any remaining period of leave will not be compensated.

Whenever possible, a request for a leave of absence should be directed to the employee's supervisor and should be in writing. The supervisor will act upon the request in consultation with the Vice President for Finance and the President.

When a leave is required for a foreseeable event, such as the expected birth or placement of a child, or planned, medical treatment, employees should give the Seminary 30 days advance notice of the need to take leave. For matters that cannot be planned in advance, employees are asked to give as much notice as practicable.

All employee benefits will be continued through the duration of the 12 weeks leave to which an eligible employee is entitled under this policy. However, if any employee contributes to any portion of the health insurance benefits, the employee must continue to pay his/her contribution during the leave.

At the conclusion of any leave of 12 weeks or less, an employee will be returned to the same position held before the leave, or will be placed in an equivalent position with equivalent pay, benefits and other terms and conditions of employment.

If any employee requires additional leave beyond the twelve weeks provided in this policy, the employee should make a written request for additional leave. This request should be directed to the employee's supervisor, who will act upon the request in consultation with the Vice President for Finance and the President. Any additional supplemental leave beyond the 12 weeks provided in this policy will be at the sole discretion of the Louisville Presbyterian Theological Seminary and, if granted, will be unpaid (unless the employee is entitled to disability benefits or workers' compensation benefits).

Benefits will not continue to accrue during any period of additional or supplemental leave beyond the 12 weeks provided for in this policy. The Louisville Presbyterian Theological Seminary reserves the right to fill any position in which the incumbent has been on a leave that exceeds 12 weeks. At the conclusion of the leave, the employee may be placed in any available position for which a vacancy exists and for which he/she is qualified.



### **Loans**

Regular full-time employees who have completed their initial review period may apply for loans in amounts up to \$500. To apply, contact the Vice President for Finance.

### **Military Services**

Regular employees will be paid for time off when required to take an examination for the armed services. An employee who is a member of the military reserve will be granted a leave of absence when ordered to duty or annual training. During these absences, an employee will be paid the difference between their Seminary hourly rate and the armed services hourly rate.

### **Non-Discrimination**

Louisville Presbyterian Theological Seminary is an equal opportunity employer. It is the policy of the Seminary to comply with all applicable employment laws, and accordingly the Seminary does not discriminate on the basis of race, color, religion (except as religion may be a bona fide occupational qualification for certain positions at the Seminary), sex, sexual orientation, gender identity, national origin, age, veteran status, or disability.

Louisville Seminary has established a policy of treating all students and student applicants equally without regard to ethnic and national background, sex, sexual orientation, gender identity, religion, age, or physical disability. This is in compliance with the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1972, Title IX of the Educational Amendment of 1972, Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975.

Louisville Seminary has been approved for attendance by nonimmigrant alien students by the Immigration and Naturalization Service.

Revised 09/06

### **Orientation and Training**

Supervisors are responsible for ensuring that all staff members receive adequate and appropriate orientation to the Seminary and training in their positions. Supervisors should schedule compensation orientation meetings for new staff members with the office of the Vice President for Finance.

### **Performance Reviews**

Regular staff members and their supervisors participate together in annual performance reviews. Performance is reviewed by staff members and their supervisors relative to job descriptions, mutually agreed-upon goals for the past year and the Seminary's statement, "The Purpose, Conditions, and Quality of Our Work Together." Staff members are encouraged to evaluate their own performance problems, and dialogue about any other issues related to the quality of Seminary life; and to set and document goals for the coming year.

Administrators, their supervisors and an administrative peer reviewer participate together in annual performance reviews. The purpose of the process is to document job performance; job performance problems and dialogue about any other issued related to the quality of Seminary life; and to set and document goals for the coming year. Administrators are responsible for conducting performance evaluations or employees whom they supervise.

### **Personal Days**

An employee has the option of taking three of their existing 10 sick days as personal days. These days will normally not be used consecutively, not in conjunction with a holiday. They are intended to cover issues such as car repair, furniture delivery, home repair, tax audits and the like. Personal days must be scheduled with the approval of the person's supervisor.

### **Process for Resolving Employee Issues**

In order to provide a consistent means for resolving employment related issues LPTS has developed the following process for all regular full time and permanent part-time employees that have successfully completed their initial review and probationary period. Employees and their supervisors are encouraged to communicate regularly regarding employment-related issues. If an employee and his/her supervisor are unable to resolve an issue, they should jointly take the issue to the supervisor's supervisor. If the issue cannot be resolved, the issue will be referred to the President. The President will attempt to resolve the issue. If this cannot be done satisfactorily, a panel will be formed to review the issue. If the issue involves a staff level employee, the panel will consist of the Moderator of the Staff Council, the faculty representative to staff council and the Vice President for Finance. Should the employee involved desire a peer to accompany them they may do so. If the issue involves an administrator, the panel will consist of a Vice President in an area other than that where the issue has arisen, the Dean of the Seminary and one other administrator. The panel will listen to the employee, the

employee's supervisor and the supervisor's supervisor and recommend a resolution to the President. The President will consider the advice of the panel in making a decision. This process does not apply to issues of termination of employment, which are handled as outlined on page 25 of this handbook. Revised 06/06

### **Rest Breaks**

Staff members are encouraged to take 15-minute rest breaks in the morning and in the afternoon. Breaks may be staggered among employees to enhance the quality of service provided by the Seminary. Breaks should not be shifted to lengthen a lunch hour or skipped to shorten the length of the workday.

### **Rights and Responsibilities**

The Seminary Bill of Rights and Responsibilities is contained in the Seminary's Governance Manual.

### **Salary Advances**

In case of special emergencies, requests by regular full-time employees for short-term salary advances may be approved by the Vice President for Finance.

### **Sick Leave and Short Term Disability**

All full-time regular employees begin earning paid sick leave upon completion of their initial review periods, normally at the end of the three months of continuous service. Each employee accumulates sick leave at the rate of one day for each month of services up to a total of 10 working days per year.

#### Accumulation Schedule

At the end of the first two months	0 days
At the end of the third month	1 day
At the end of the fourth month	2 days
At the end of the fifth month	3 days
At the end of the sixth month	4 days
At the end of the seventh month	5 days
At the end of the eighth month	6 days
At the end of the ninth month	7 days
At the end of the tenth month	8 days

At the end of the eleventh month	9 days
At the end of the twelfth month	10 days

Sick leave accrues each month except for any month during which the employee is paid less than half their normal working hours. Such a month is not counted as a month of service.

Supervisors may require statements from doctors affirming that employees are unable to perform work for medical reasons. Unless such statements are furnished when requested, sick leave pay will be limited to three days per occurrence.

Sick leave may be taken for the employee's routine medical examinations. Sick leave may also be taken to care for a spouse, child or parent who is sick.

After having used all available sick leave, an employee may request up to 44 workdays of interim short-term disability leave. The request may be made after 5 consecutive working days of absence from work due to disability. If the short-term disability leave is granted, compensation will be covered retroactive to the first day of disability not already covered by sick pay. The employee should request short term disability coverage in writing from his/her supervisor, along with a written statement from the physician which details the expected actual date of the start of the disability and the approximate date when attendance at work would no longer adversely affect the health of the employee. The supervisor will act on the request in consultation with the President. The Seminary may require a medical examination by a physician of its choice and at its expense as a condition of continued salary payments.

If an employee continues to be unable to work because of a personal illness or injury after 44 work days, he/she will be eligible for the Seminary's long term disability plan.

If, after sick leave is exhausted, more time is needed to care for a spouse, child or parent with a serious health condition, the employee may request a leave under the Seminary's Family Leave policy. After employees have used all compensated leave for which they are eligible, they may be entitled to additional unpaid leave of up to a total of 12 weeks under the Family and Medical Leave Act of 1993.

Employees receiving workers' compensation payments will not be eligible for sick leave. When employees voluntarily terminate their employment, or are dismissed, they will not receive pay for unused sick leave.

### **Student Positions**

There are two types of positions filled only by Seminary students; field education positions and positions funded by College Work Study money. These positions are intended to provide financial aid and/or experience which will further the student's education.

Persons in these student positions receive the minimum wage, but at rates that are ordinarily below the range of hourly rates for staff employees in regular positions. Employees in student positions receive social security benefits and workers' compensation. They do not receive disability, life and accidental death and dismemberment insurance; health insurance; or retirement annuities. They also do not receive paid holidays, parental leave, sick leave or vacation. Employees in student positions do not serve initial review periods, and their employment may be terminated by the Seminary with or without prior notice. Employees in student positions may follow the process for resolving employee issues as identified in this handbook.

### **Termination of Employment**

Staff members may terminate their employment with the Seminary by giving a two-week written notice. Their prorated accrued vacation will be included in the termination check. They will not receive severance pay. Upon termination of employment, Seminary keys must be returned to the Business Office or Vice President for Finance before the final payroll check can be issued.

Regular staff members dismissed by the Seminary during their initial review periods will be paid through their last day of work. They will not receive any prorated accrued vacation pay or severance pay.

Staff members in student positions will be paid through their last day of work. They will not receive severance pay.

Regular staff members dismissed by the Seminary will normally be given two weeks notice and will be paid their prorated accrued vacation pay. They will normally also be paid severance pay in a lump sum on the last day of employment. The severance pay will normally be equal to the wages the employee would receive during a two-month period, without overtime. The Seminary may deny payment of severance pay or may adjust the level of severance pay, depending upon the circumstances surrounding the dismissal.

Supervisors have the responsibility and authority to hire and dismiss staff members, in consultation with the Vice President for Finance. Staff members may be dismissed by the Seminary for any reason permitted by law. Employees will

normally be given oral and written communications regarding job-related problems and appropriate opportunities to change, unless they pose a risk to the safety of persons or property of the Seminary, or in other situations where, in the discretion of the Seminary, immediate dismissal, with or without prior notice, is appropriate. Vice Presidents have the responsibility and authority to hire and dismiss administrative employees, in consultation with the President. The President is ultimately responsible for the appointment, terms of employment and termination of employment of all administrators. Administrators may be dismissed by the Seminary for appropriate reasons (e.g., elimination of a position by the Seminary, unsatisfactory performance, insubordination). Administrators will normally be given oral and written communications regarding job-related problems and appropriate opportunities to change, unless they pose a risk to the safety of persons or property of the Seminary, in which case they will be dismissed immediately.

Administrators dismissed by the Seminary will normally be given two weeks notice and will be paid their prorated accrued vacation pay, which will be paid in a lump sum on the last day of employment. The severance pay will normally be equal to the salary the employee would receive during a two-month period. The Seminary may deny payment of severance pay or may adjust the level of severance pay, depending upon the circumstances surrounding the dismissal.

Administrators may terminate their employment with the Seminary by giving a two week written notice. Their prorated accrued vacation will be included in the termination check. They will not receive severance pay.

## Vacations

Vacation pay is accrued by full-time regular staff members. Vacations are scheduled as mutually agreed to by staff members and their supervisors.

The vacation year will begin on January 1 and end on December 31. During the first year of employment, vacation is prorated on a monthly basis on the basis of 10 days per year from the first day of employment through December 31 of the same year; however no vacation will be awarded until an employee completes six months of services. Thereafter, vacation will be awarded on January 1, as specified by the following schedule. Absences caused by illness or injury or approved leaves of absence shall not be considered interruption of continuous service in calculating employees' years of service.

### Accumulation Schedule

Length of service (completed as of January 1 of the current year):

Vacation Accrued:

Less than 1 year

Prorated at .84 days/month from hire date through Dec 31 of same year

1 year

10 working days

2 years

11 working days

3 years

12 working days

4 years

13 working days

5 years

14 working days

6 years

15 working days

7 years

16 working days

8 years

17 working days

9 years

18 working days

10 years

19 working days

11 years

20 working days

12 years

21 working days

13 years or more

22 working days

Staff members may not be paid cash instead of taking vacation time. Vacation earned as of January 1 of the current year must be used by April 30<sup>th</sup> of the next calendar year. At April 30<sup>th</sup>, any unused balance from the previous calendar year will be lost.

Part-time staff members do not receive paid vacation.

An employee who resigns without giving 2 weeks notice or who resigns without having completed 12 months of continuous services will not be paid for accrued vacation.

Administrators are eligible to take up to one month (22 work days) of paid vacation during each year of full-time employment. The vacation year will begin January 1 and end December 31. During the first year of employment, vacation is prorated on a monthly basis of 22 days per year from the first day of employment through December 31 of the same year. Thereafter, vacation will be awarded January 1, and must be used by April 30 of the following year. Unused days as of April 30 of the following year are forfeited. Vacations are scheduled as mutually agreed to by administrators and their supervisors.

Part-time administrators are eligible for prorated paid vacation.

### **Whistleblower Policy**

The Louisville Presbyterian Theological Seminary (hereafter referred to as LPTS) Conflict of Interest Policy (hereafter referred to as the policy) requires trustees, other volunteers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the organization must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. The objectives of the LPTS Whistleblower Policy are to establish policies and procedures for:

- The submission of concerns regarding questionable accounting or audit matters by employees, trustees, officers, and other stakeholders of the organization.
- The receipt, retention, and treatment of complaints received by the organization regarding accounting, internal controls or auditing matters.
- The protection of trustees, volunteers and employees reporting concerns from retaliatory actions.

Each trustee, volunteer and employee of LPTS has an obligation to report in accordance with the whistleblower policy questionable or improper accounting or auditing matters, and violations and suspected violations of LPTS' conflict of interest policy.

All reported concerns will be forwarded to the Finance Committee of the Board of Trustees in accordance with procedures set forth herein. The Finance Committee



shall be responsible for investigating, and making appropriate recommendations to the Board of Trustees, with respect to all reported matters.

The whistleblower policy is intended to encourage and enable trustees, volunteers and employees to raise concerns within the organization for investigation and appropriate action. With this goal in mind, no trustee, volunteer or employee who, in good faith, reports a concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, a volunteer or employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.

#### Reporting Concerns: Employees

Employees should first discuss their concern with their immediate supervisor. If, after speaking with his or her supervisor, the individual continues to have reasonable grounds to believe the concern is valid, the individual should report the concern to the Vice President for Finance. If the individual is uncomfortable speaking with his or her supervisor, or the supervisor is a subject of the concern, the individual should report his or her concern directly to the Vice President for Finance.

If the concern was reported verbally to the Vice President for Finance, the reporting individual, with the assistance of the Vice President for Finance, shall reduce the concern to writing. The Vice President for Finance is required to promptly report the concern to the Chair of the Finance Committee, who has specific and exclusive responsibility to investigate all concerns. If the Vice President for Finance, for any reason, does not promptly forward the concern to the Finance Committee, the reporting individual should directly report the concern to the Chair of the Finance Committee. Contact information for the Chair of the Finance Committee may be obtained through the President's Office. Concerns may also be submitted anonymously. Such anonymous concerns should be in writing and sent directly to the Chair of the Finance Committee.

#### Trustees and Volunteers

Trustees and other volunteers should submit concerns in writing directly to the Chair of the Finance Committee. Contact information for the Chair of the Finance Committee may be obtained from the Vice President for Finance.

#### Handling of Reported Violations

The Finance Committee shall address all reported concerns. The Chair of the Finance Committee shall immediately notify the Finance Committee, the Board

Chair, the President and the Vice President for Finance of any such report. The Chair of the Finance Committee will notify the sender and acknowledge receipt of the concern within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted concerns. All reports will be promptly investigated by the Finance Committee and appropriate corrective action will be recommended to the Board of Trustees, if warranted by the investigation. In addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the concern.

The Finance Committee has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.  
Acting in Good Faith

**Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of the Conflict of Interest Policy. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.**

Confidentiality

**Reports of concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.**

Reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

Revised 04/07



# General Information Section

## *AIDS Policy*

LPTS Policy on HIV/AIDS

[Amended]

The American College Health Association task force on the Acquired Immunodeficiency Syndrome (AIDS) proposed that institutional responses to HIV/AIDS be formulated. The task force concluded “HIV infection is potentially lethal, but absolutely preventable.” The task force concluded that, “every institution of higher education must be accountable to its community to do everything possible to prevent people from being infected, to limit the consequences of established infection, and to provide compassionate care for all concerned individuals.”

Louisville Presbyterian Theological Seminary will provide regular educational experiences for members of the community concerning the Human Immunodeficiency Virus (HIV) and Acquired Immunodeficiency Syndrome (AIDS). These educational opportunities will occur at least once a semester, which knowledgeable leadership coming from students, faculty, staff, and the Women’s Center at LPTS as well as members of the local community. LPTS HIV/AIDS educational activities will address issues regarding transmission of the virus, intricacies of medical treatment and care, methods of prevention, and how pastors, counselors and educators can effectively minister to those infected and affected by HIV/AIDS. In promotion this educational environment, LPTS seeks to encourage community members to:

1. Explore how the spread of HIV relates to issues of self-esteem, gender inequality, sexual abuse, substance abuse, domestic violence, human sexuality, safer-sex, poverty, access to healthcare, racism, and classism.
2. Reflect upon how the stigma, shame and stereotypes often associated with HIV/AIDS can be harmful to those infected and affected as well as harbor a deadly silence that often serves to promote increased infection and further stigmatization.
3. Recognize that the disease often intersects with other complex issues also requiring adequate attention and response.

Our educational activities and curriculum will emphasize that:

1. Even though people may not have symptoms, those with HIV/AIDS may transmit the virus to others through intimate sexual contact, from mother to child during birth or breast-feeding, or exposure to their blood, semen,

- vaginal secretions and breast milk. Persons living with HIV/AIDS should not donate blood, plasma, organs or tissues.
2. Re-using intravenous needles or syringes for any purpose is dangerous and may place one at risk for contracting HIV or other infectious diseases.
  3. Among sexually active people, the consistent and conscientious use of condoms and spermicides containing nonoxynol-9 greatly reduces the chance of transmission of HIV through sexual intercourse.
  4. People with HIV/AIDS pose no risk of transmitting the virus to others through ordinary, casual interpersonal touching or contact.
  5. The need for compassion and care for those infected and affected by HIV/AIDS.
  6. Our institutional policies seek to protect the legal rights and integrity of those infected and affected with HIV/AIDS.

It will be the policy of the Louisville Seminary:

1. Not to deny admission, employment, or regular participation in Seminary activities to persons living with HIV/AIDS. For the purpose of academic and employment related requirements, those living with HIV/AIDS are to be considered as equal to those not infected with HIV. In this respect, those living with HIV/AIDS shall not be dismissed from work or the academic program unless they are unable to perform their duties according to the standards for employees and students at Louisville Presbyterian Theological Seminary.
2. To seek to provide a learning environment that will be conducive to the education of any persons living with HIV/AIDS.
3. To maintain reasonable standards of confidentiality regarding those infected and affected by HIV/AIDS. Members of the Louisville Presbyterian Theological Seminary Community should be warned that sharing information, except in accordance with the confidentiality policy, is not acceptable and that spreading rumors concerning a person with HIV/AIDS is a serious matter which both serves to stigmatize individuals and may under certain aggravated circumstances expose the Seminary to claims in lawsuits. Harassment of those living with HIV/AIDS will be considered intolerable and subject to discipline under the current policy of Rights and Responsibilities of Members of the Louisville Seminary.

4. To assist in providing community members support for testing for HIV/AIDS.

The Seminary expects that these policies be used in a constructive, Christian manner as befits our institutional commitments.

Approved by the Board of Trustees, October 2008

### **Alcoholic Beverage Policy**

Under limited conditions, the Board of Trustees of the Louisville Presbyterian Theological Seminary permits the service, but not the sale, of alcoholic beverages on the Seminary campus. Approved caterers of Seminary events, wedding receptions and other community events, may serve non-distilled spirits (e.g. wine or beer), so long as they employ a bartender who is covered by adequate liquor liability insurance. Non-Seminary events must be approved by the Facilities Programming Director. Approved caterers of non-seminary events, wedding receptions and other rental events may serve alcoholic spirits (both distilled and non-distilled), so long as they employ a bartender who is covered by adequate liquor liability insurance.

With the approval of the President (or, in the absence of the President, a Vice-President) of the Seminary, non-distilled spirits may be served at official Seminary events. Persons in charge of such events must report them in advance to the Facilities Programming Director and also must provide non-alcoholic beverages. Ordinarily, such events must be catered by an approved caterer.

With the permission of the President of the Seminary, Students and their guests may consume their own non-distilled spirits (a) inside the "Tri-C" space in Love-Sherrill Hall, (b) outside the student apartments in the common courtyard area, and (c) around the fire-ring in the valley; provided, however, such beverages are contained in opaque cups that bear no advertisements for alcoholic beverages. With the permission of the President of the Seminary, students and their guests may consume personal quantities of alcoholic beverages (distilled and non-distilled). All of the foregoing activity is deemed to be the sole responsibility of participating students and is neither condoned nor prohibited by the Seminary. Under no circumstances shall alcoholic beverages be served to underage persons nor consumed by persons who are intoxicated.

Approved on 6/25/2012 by the Executive Committee of the Board of Trustees

### **Audio Visual/Media Equipment**

Media services offered include traditional audio-visual support with such equipment as overhead projectors, slide projectors, and microphones. It also pertains to support with using laptop computers with projection devices such as digital monitors and LCD projectors.

When two or more requests are made for the same multimedia equipment of for multimedia support services, priority will be given in the following order:

1. Faculty or administrators employing the equipment for classroom usage or other seminary sponsored events, on a first come, first served basis.
2. Students employing the equipment for classroom usage.
3. Students and staff for seminary sponsored events.
4. Faculty, students and staff for extra curricular events or occasions on officially sponsored by the seminary.

When a student uses equipment in the multimedia lectern for a classroom presentation, either the student or the instructor must have had multimedia lectern training, and the instructor is responsible for requesting any equipment needed for the student's presentation.

More information on multimedia and audio-visual equipment and services can be found at [http://www.lpts.edu/Academic\\_Resources/ITS/default.asp](http://www.lpts.edu/Academic_Resources/ITS/default.asp)

To reserve audio-visual equipment, please complete the multimedia section in the online Facilities Reservation Form, which can be found at: <http://www.lpts.edu/reservations/>

You will receive an email confirmation of your reservation, with any changes, from the Multimedia Department.

Equipment may not be taken off-campus.

### **Automobile Mileage Allowance**

If you drive your own vehicle for Seminary business for which you would normally be paid a travel allowance, the Seminary will pay you at a rate equal to that allowed by the Internal Revenue Service. The actual mileage rate can be verified through the Business Office.

### **Communications Policy**

At times, various news media request information concerning the Seminary, its personnel, students, programs or facilities. In order to keep the lines of communication for these inquiries clear, some guidelines have been developed for these situations:

1. All inquiries should be forwarded to the Office of Communications.
2. The President is the primary spokesperson for the Seminary.
3. In the absence of the President, the following would be the designated person to speak for the Seminary (after consultation with the President, coordinated by the Communications Director):
  - a. For events related to students, graduates, faculty, academic programs, or members of the Board of Trustees, the Dean of the Seminary would be the primary spokesperson.
  - b. For events related to the Seminary's finances, physical plant, non-faculty employees, the Vice President for Finance would be the primary spokesperson.
  - c. For events related to fundraising programs, the Vice President for Development would be the primary spokesperson.
4. If possible, trustees, faculty, administrators, staff and students will be advised of the news developments prior to, or concurrent with, the announcement.
5. If possible, press releases will be prepared so that any announcements made publicly to the press will be covered with a complete press release.
6. All administrators will communicate the information to the Seminary community as soon as possible, so that no one is unaware of the news.

NOTE: This policy is not designed to restrict or inhibit any member of the Seminary community from talking with the media about items that are not directly related to the Seminary, its personnel or its campus. For example, if a faculty member is called by someone who wants an observation about a recent news event, this should not have to be cleared through the above channels. It would be a courtesy, however, to do so.

### **Concealed Weapons Policy**

Any concealed firearm or other item considered a deadly weapon is prohibited from any property owned or controlled by the Seminary, including but not limited to classrooms, offices, other facilities, parking lots, and all outdoor areas. This policy applies to all persons even if they have the proper license to carry a weapon;



the only exception to this policy is for peace officers acting in the course of official duties.

Any student in violation of this regulation can expect disciplinary action which could include expulsion. Any employee in violation of this regulation can face disciplinary action, which could include termination. Any other person will be asked to comply with the regulation or face appropriate legal action that could include arrest.

### **Copiers**

Copiers are located on the ground floor of Nelson Hall, in E. M. White Library and in the basement of Gardencourt. All Seminary copies are charged through the use of an assigned departmental code. Any personal copies should be made on the coin-operated copier.

### **Drug-Free Workplace Policy**

Louisville Presbyterian Theological Seminary makes a good faith effort to establish and maintain a drug-free workplace. To that end, the following policy governs all workplaces of the Seminary.

- A. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (usually referred to as illegal drugs, listed under the Federal Controlled Substance Act) is prohibited in Seminary workplaces and is cause for employee discipline up to and including dismissal from employment.
- B. In compliance with the Drug-Free Workplace Act of 1988, and as a condition of employment with the Seminary, all persons employed by the Seminary are required:
  1. to abide by the prohibition contained in paragraph A, above; and
  2. to notify the President of any criminal drug statute conviction for a violation occurring in a Seminary workplace no later than five days after such conviction.
- C. Any person employed by the Seminary found to be unlawfully under the influence of a controlled substance while in a Seminary workplace is subject to disciplinary action up to and including termination, or may be required by the Seminary to participate satisfactorily in an approved drug abuse assistance or rehabilitation program.

- D. Any employee whose use of controlled substances away from the Seminary can reasonably be established to be the cause of poor attendance or performance problems is to be counseled to seek rehabilitation from available Seminary or community resources.
- E. When notice of a criminal drug statute conviction for a violation occurring in a Seminary workplace is received, the President's office will coordinate compliance with the reporting requirements of the Drug-Free Workplace Act of 1988 including notifying the appropriate federal agency within 10 days of notice of any employee's criminal drug statute conviction.
- F. An employee convicted of a violation of the criminal drug statutes occurring in a Seminary workplace is subject to disciplinary action up to and including termination or may be required by the Seminary to participate satisfactorily in an approved drug abuse assistance or rehabilitation program.
- G. The Vice President for Finance will maintain and periodically publish a list of available Seminary and community resources for drug abuse assistance or rehabilitation programs. In addition, the Seminary's Chemical Dependency Task Force will also provide employees with information about dangers of drug abuse in the workplace, the Seminary policy of maintaining a drug-free workplace and penalties which may be imposed on employees for drug abuse violations occurring in the workplace.
- H. A copy of this policy will be given to each new employee.

### **Emergency Notification System Operating Procedures**

In the wake of recent tragedies at several institutions of higher education related to shootings and other terrorist acts, we have developed a student/employee warning system at Louisville Presbyterian Theological Seminary. Emergencies could include weather emergencies such as tornado warnings, shootings on campus, etc. Emergency declarations will be made through the Vice President for Finance in consultation with the President, Dean of the Seminary, and the Director of Facilities.

This warning system has two primary modes of notification. The first means of notification is through text messages to cell phones sent from the Vice President for Finance's Office. When an emergency is declared that office will send a warning to all individuals who have signed up for the service. (All students and employees are periodically encouraged to sign up for the notification service.) In order to use the service the individual must have cell phone service with the ability to accept text messages. Once an emergency is declared, the text message will be sent

using a data base maintained and updated in the Vice President for Finance's Office. That allows the mass sending of a message to all participants within seconds. Messages will attempt to identify the type of emergency declared and give instructions.

In order to insure that we notify all members of our campus community in the case of an emergency, including those without cell phone service, we have installed an audio emergency warning system. This commercial grade system resides on the roof of Schlegel Hall and is designed to provide sound coverage for the complete campus. This system consists of a siren blast; warning of an emergency followed by a verbal broadcast as to the type of emergency and specific procedures to be followed. These procedures might include going to a safe place in the case of a weather emergency, assuming lock down procedures in the case of a shooting on campus, etc. This system control is housed and activated in the facilities department. Use of this system follows the same emergency declaration procedures as outlined above.

Both of the notification procedures are tested at least quarterly to insure reliability. System tests will be announced clearly and conspicuously in advance. In addition, the test process will announce that it is only a test.

In the case of a tornado warning all students/staff will be instructed as to the danger and notified to take shelter in one of the safe places as outlined in the employee handbook page 37, pages 40 and 41 in the student handbook, and on pages 29 and 30 in the residential handbook.

Should an emergency requiring lock down procedures be declared, all students and staff should stay where they are, lock the doors, turn off all lights and close all window blinds and keep out of view of all window or door openings. When the danger has been cleared a follow up notification will be sent and announced stating the all clear.

Should a member of the campus community notice a dangerous situation he or she should notify the Vice President for Finance or the Director of Facilities. Any person observing a criminal act; should notify the above and also call 911 to report the situation to the police department.

### **Guidelines During Times of Disagreement**

In a spirit of trust and love, we promise we will . . .

1. Treat each other respectfully so as to build trust, believing that we all desire to be faithful to Jesus the Christ;

- we will keep our conversations and communications open for candid and forthright exchange,
  - we will not ask questions or make statements in a way that will intimidate or judge others.
2. Learn about various positions on the topic about which there is disagreement.
  3. State what we think we heard and ask for clarification before responding, in an effort to be sure we understand each other.

*Give them a hearing – listen before we answer.  
John 7:51, Proverbs 18:13*

4. Share our concerns directly with individuals or groups with whom we have disagreements in a spirit of love and respect in keeping with Jesus' teaching.
5. Focus on ideas and suggestions instead of questioning people's intelligence of integrity;
  - we will not engage in name-calling or labeling of other prior to, during, or following the discussion.
6. Share our experiences about the subject of disagreement so that others may more fully understand our concerns.

*Speak the truth in love.  
Ephesians 4:15, Proverbs 12:18*

7. Indicate where we agree with those of other viewpoints as well as where we disagree.
8. Seek to stay in community with each other though the discussion may be vigorous and full of tension;
  - we will be ready to forgive and be forgiven.
9. Follow these additional guidelines when we meet in decision-making bodies;
  - urge persons of various points of view to speak and promise to listen to these positions seriously;
  - seek conclusions informed by our points of agreement;

- be sensitive to the feelings and concerns of those who do not agree with the majority and respect their rights of conscience;
- agree to call the question only after the issue has been adequately discussed;
- abide by the decision of the majority, and if we disagree with it and wish to change it, work that change in ways that are consistent with these guidelines.

*Maintain the unity in the spirit in the bond of peace.  
Ephesians 4:3, Psalms 34:13-14*

10. Include our disagreements in our prayers, not praying for the triumph of our viewpoints, but seeking God's grace to listen attentively, to speak clearly, and to remain open to the vision God holds for us all.

### **Identification Cards**

Identification cards are issued upon employment to all regular full-time employees. At termination of employment, all identification cards should be returned to the Business Office.

### **Intellectual Property Rights Policy**

**Intellectual property**, as used in this policy, is defined as the tangible or intangible result of scholarship, research, development, teaching or other intellectual activity. The term for the purposes of this policy, includes traditional products of scholarship prepared for dissemination outside the Seminary Community, such as books, monographs, articles, reviews, works prepared for worship or use by a church or denomination, and works of art, unless Louisville Presbyterian Theological Seminary (forthwith defined as Louisville Seminary) commissioned the product.

**Commissioned Work**, as used in this policy, is defined as work prepared by an employee within the scope of his or her employment and/or work specifically ordered or commissioned by Louisville Seminary, if the parties understand and agree in a signed agreement before commencement of the work that the work shall be considered commissioned work.

**Intellectual Property and Rights** to institutional works is retained by Louisville Seminary. Institutional works include works that are supported by specific allocation of Louisville Seminary funds, that are created at the direction of

Louisville Seminary for a specific seminary purpose or that are developed in the course of a project arranged, administered or controlled by Louisville Seminary or may have been created over an extended time by multiple authors, such as the Catalog, or the Louisville Seminary Mission Statement.

**Application.** This policy is binding on Louisville Seminary faculty, staff, and students as a condition of their participation in Louisville Seminary research, teaching, and service programs and for their use of Louisville Seminary funds, facilities or other resources.

**Faculty.** In keeping with the long standing practice at Louisville Seminary, members of the faculty (Officers of Instruction, as defined by the By-Laws of Louisville Seminary), retain intellectual property rights to the work created during the course and scope of their employment, including but not limited to copyrightable works such as books, articles, and artistic creations, unless the work is specifically commissioned by Louisville Seminary. If a work is specifically commissioned by Louisville Seminary, ownership of the intellectual property rights will be retained by Louisville Seminary unless negotiated otherwise by the faculty member and Louisville Seminary on a case by case basis.

**Students.** Students shall retain intellectual property rights to all works created while enrolled at Louisville Seminary unless the works were specifically commissioned by Louisville Seminary or are institutional works as defined above.

**Staff.** While Louisville Seminary acknowledges that staff members may create intellectual works outside the scope of their employment, all works created by non-faculty employees during the course and scope of their employment are considered commissioned works. Louisville Seminary retains ownership of all intellectual property rights relative to such works.

(Approved, January 2009)

### **Keys**

The Facilities Support Person assigns seminary keys to employees after approval by the appropriate area's Vice President. Keys should not be transferred from one person or loaned to another person. Keys may not be duplicated. Keys must be returned to the Facilities Support Person or the Business Office up termination of employment from the Seminary.

### **Library**

Employees may borrow materials from the circulating collection of the Seminary Library. A regular employee may also borrow materials from any member library of the Kentuckiana Metroversity upon presentation of a Seminar identification card. Materials are borrowed under the circulation rules of the lending library.

### **Mail and Postage**

Intra-campus and outgoing mail is processed by the Seminary's post office, located on the ground floor of Nelson Hall. Mailboxes are assigned for each department. Package pick-up hours are posted outside the mailroom. Postage stamps for personal mail may be purchased in the Business Office, as personal mail may not be run through the postage meter.

### **Office Supplies**

Office supplies for Seminary use are stocked by each department. Stationery may be charged out at the Seminary's print shop.

### **Payments to Foreign Nationals and Domestic Individuals**

The purpose of these guidelines is to clarify the procedures to be followed surrounding the payment of honoraria to US citizens and Foreign Nationals and the required tax forms to be completed.

#### Definitions

A. Honoraria:

An honorarium is a gratuity given to an individual when law, custom or propriety forbids a set fee. This is a single payment for a service to, but not limited to, visitor lecturers, instructors, editing and other contributions to publications, speakers, and translators.

B. U.S. Citizen:

An individual who is a US citizen has US citizenship, a domestic home address and a US Social Security number.

C. Foreign National:

An individual is a Foreign National if they are not a US citizen. These individuals may be in this country on one of several types of visas and may not be eligible for a US Social Security number.

Website Resources:

[www.irs.gov](http://www.irs.gov)

[www.state.gov/travel/](http://www.state.gov/travel/)

**Honorariums paid to US citizens** will require that individual to complete a W-9 prior to the payment of the honorarium. If the amount of the honorarium is over \$600 US dollars per calendar year, Louisville Seminary will issue the individual a 1099 at the end of the calendar year in which the honorarium is paid.

**Honorariums paid to US citizens for services performed outside the US will be handled as stated above.**

**Non US Citizens who are permanent residents of the United States are taxed as a US Citizen.**

**Honorariums paid to Foreign Nationals** performing services in the US will require that individual to provide to the Louisville Seminary Business office the Foreign Nationals home address and foreign identification or passport number **prior** to the honorarium check being issued. If the visitors country of residence has a tax treaty with the U.S., (This can be found at [www.irs.gov](http://www.irs.gov) Publication 515) the honorarium may be exempted from tax; therefore, the visitor must provide the Louisville Seminary Business office with a completed IRS Form 8233 (Exemption from Withholding on Compensation for Independent Personal Services of a Non Resident Alien Individual) prior to the honorarium check being issued. If the completed form is not received prior to payment, Louisville Seminary will withhold in accordance with IRS guidelines publication 515 30% for taxes. The Foreign National will be issued a 1042S (equivalent to the US 1099) at the end of the calendar year in which the honorarium is paid, indicating the amount of the withholding. The Foreign National may then, if applicable, file for a refund from the IRS.

If the Foreign National provides the Louisville Seminary Business office with a completed Form 8233, they will also receive a 1042S at the end of the calendar year in which the honorarium is paid. There is no need for the Foreign National to file for a refund with the IRS since no taxes were withheld.

**Should the Foreign National reside in a country without a tax treaty with the United States, the amount of honorarium would be taxed at 30%.**

**Honorariums paid to a Foreign National for services provided outside the US, will have no tax reporting requirements.**

In order to ensure the timely payment of an honorarium, the sponsoring department should work with the individual providing the personal service to determine the type of visa needed. Normally a lecturer or speaker will travel using a Business



Visitor Visa (B-1/B-2). Persons using this type of Visa will be treated as outlined in the U.S. Department of State website [Travel.State.Gov](http://Travel.State.Gov). This website can also be used to determine any other type of Visa that may be needed. Persons with a B-1 Visa that are providing lectures and speaking engagements are treated as follows: No salary or income from a U.S. based company, other than expenses incidental to the visit will be provided. If an honorarium will be received, activities can last no longer than nine days at any single institution or organization; payment must be offered by the institution or organization described in INA 212 (g); honorarium is for services conducted for the benefit of the institution or entity; and Visa applicant will not have accepted such payment or expenses from more than five institutions or organizations over the last six months. **Prior to the visit, the sponsoring department should confirm with the speaker that these items are true.**

**Prior to the engagement the sponsoring department should determine the following:**

- Type of Visa that will be granted
- Whether the Foreign National resides in a country with a tax treaty with the United States
- If a treaty does exist, to ensure that a properly completed IRS Form 8233 is completed by the Foreign National prior to the engagement.
- If the individual refuses to complete the form 8233, inform the individual of the 30% tax withholding requirements.
- If the guest is from a country without a tax treaty with the United States, the sponsoring department should inform the Foreign National that their honorarium will be subject to a 30% tax. Should the sponsoring department determine that they want the individual to receive a certain amount for the honorarium, that department must consult with the Seminary Business Office. The Seminary Business Office will determine the gross amount of the honorarium required to net the designated amount after tax. The sponsoring department's budget will be charged with the gross amount of the honorarium.

If a Foreign National is coming from a country with poor diplomatic relations with the United States, the process may be complicated and it may be difficult to find correct information on the websites provided. In such a circumstance, the process should be coordinated through the Dean's Office. The Dean will consult with the Vice President for Finance & Administration to determine if formal legal guidance is warranted from a qualified immigration attorney.

**Travel Policy Related to Use of Personal Auto vs. Rental**

In an effort to be more efficient in our travel expenditures related to automobile travel, it is now necessary when traveling more than 200 miles to compute a comparison cost. This analysis will compare the cost of using one’s personal car for travel as opposed to using a rental car. This will allow for the most economical means of auto travel. The computation should be performed using the worksheet below. It is required that the lowest cost option be used unless otherwise approved in advance by the Vice President for Finance & Administration.

Approximate distance traveled (round trip): \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

**Option 1**

Personal car reimbursement at IRS Rate\* (Estimated miles X IRS rate): \_\_\_\_\_

**Option 2**

Cost of rental car (Estimated Days X Rental Rate Per Day): \_\_\_\_\_

Estimated gas cost: \_\_\_\_\_

**Total \$** \_\_\_\_\_

*\*The IRS reimbursement rate may be obtained in the Business Office; the rate can fluctuate from year to year.*

**“Seminary Times” – Weekly Newsletter**

The “Seminary Times” is a medium for circulating community notices and announcements. Announcements will be listed impartially within the limits of space and publication schedule, and may be edited for style and length. Inclusion of a notice in the Seminary Times does not mean institutional endorsement. A member of the faculty, student body, Board member, or employee should sign all copies submitted for publication in the Times. Official notices should be marked accordingly. Their publication in the Times is considered due notice to all members of the Seminary community.

Revised 5/18

### **Severe Weather Safe Place Locations**

A Safe Place@ severe weather signs are located in all academic buildings to designate those areas as safe places to be in the event of severe weather. The signs are diamond shaped and are bright yellow and red in color. It is very important for all members of our community to know where these "Safe Places" are located. The signs are located in the following areas:

Nelson Hall:	the center hallway of the lower floor;
Library:	the storage area of the bottom level of the stacks;
Caldwell Chapel:	the hallway of the lower level;
Winn Center:	in the cafeteria line area (with the doors shut) and at the rear of the building in the Facilities Department;
Gardencourt:	the basement
Law's Lodge:	the interior hallways and the basement;
White Hall	the lower level by the laundry room;

If you live in the following buildings you should go to these locations in the event of severe weather:

Schlegel Hall:	the center hallway on each floor or the dining area in the basement level;
White Hall:	the center of your apartment or in the bathtub with a heavy blanket over you;
Burnam Hall:	the center of your apartment or in the bathtub with a heavy blanket over you;
Love/Sherrill Hall:	the center of your apartment or in the bathtub with a heavy blanket over you.

Revised 05/08

### **Sexual Assault Policy**

Sexual assault is a serious violent crime. It is a crime of hostility and aggression, as well as a violation of human dignity. Sexual assault is also a very sensitive crime, which is unique in its physical and mental impact upon the victim. When it occurs at Louisville Presbyterian Theological Seminary, it is also a flagrant violation of Seminary standards.

The Seminary community expects its members to treat other persons with respect and dignity and will not tolerate any form of sexual assault. Sexual activity should be explicitly agreed upon by both parties. A person has the right **at any time** to say "no" to sexual activity and to be understood that "no" means "no". Verbal

communications of non-consent, non-verbal acts of resistance or rejection, or mental impairment of the victim due to any cause including the victim's use of alcohol or drugs may constitute a lack of consent. The same holds whether the assailant is a stranger or an acquaintance. The use of alcohol or drugs will not be accepted as an explanation for the actions of any person charged with the violation of this policy. Wanton, unacceptable conduct will and must be addressed severely for the good of the students and the academic community.

Students who violate this policy may be disciplined under the Seminary's sexual harassment policy (Appendix A) as well as prosecuted under Kentucky's criminal statutes. Whether or not a criminal prosecution occurs, the Seminary retains the right to proceed with disciplinary action at any time, and need not await the disposition of any such criminal prosecution. Appropriate disciplinary action may include counseling, educational sanctions, disciplinary probation, suspension, expulsion, and referral to the proper law enforcement authorities for prosecution.

### Grievance Procedure for Sexual Assault

If an assault occurs, it should be reported to the Dean of Community Life, the Dean of the Seminary, the Facilities Director or the Vice President for Finance & Administration. Each of these campus resource persons pledges confidentiality consistent with the wishes of the complainant and the risk of harm inherent in the situation. Information will be shared only with relevant medical and/or therapeutic personnel until such time that a decision is made or temporary, indirect, or direct action taken. Assaults that occur off-campus should be reported to the local police (911). (If law enforcement officials are notified first, it is still recommended to contact a campus resource person so that appropriate measures can be taken and support provided.)

When an alleged sexual assault is reported, campus resource persons will discuss with the victim the range of resources and alternatives available to him/her. The discussion should include encouraging the victim to report the incident to law enforcement authorities. The Seminary can help arrange a meeting with law enforcement authorities and will offer to provide person(s) to accompany and support the victim during the meetings.

### Formal Procedures

The individual is encouraged to file a formal report, not only in order to deter such assaults from happening to others, but also to ensure services that enhance recovery. However, the choice as to how to proceed after the assault belongs solely to the victim.

A student who has been sexually assaulted deserves the right to a complete professional investigation before making a decision about how to proceed with the case. Not all incidents of sexual assault result in criminal proceedings. In some cases, the victim may choose not to press criminal charges. In other cases, the prosecutor may decide that there is insufficient evidence to meet the burden of proof "beyond a reasonable doubt". Whether or not criminal proceedings are initiated, campus disciplinary proceedings will be started when the evidence warrants. Rights and options will be discussed with the student. A victim's identity will be kept confidential. The city of Louisville Police may be involved. **Even if charges are not pursued, reporting the assault is a way to regain a sense of personal power and control by enabling the victim to do something about the crime committed. Furthermore, information provided helps in the prevention of rape and the protection of other potential victims. (Most rapists are repeat offenders.)**

### Campus Disciplinary Procedures

The adjudication of sexual assault cases is complicated by several factors including: the criminal nature of the offense; the fact that the alleged victim and perpetrator may know one another, have classes together, or live in the same residence hall; the event may have occurred some time before it was reported, and many cases involve the use/abuse of alcohol or drugs by either or both individuals.

The Seminary has the authority to discipline a student for sexual assault even though the same student may have been tried in the criminal courts. Seminary disciplinary proceedings do not follow the same rigid procedures as criminal cases. Disciplinary sanctions may be imposed upon findings of a probable violation of Seminary policy, rather than under the higher standards of guilt beyond a reasonable doubt. And, while the accused is generally entitled to know and respond to adverse evidence in cases of serious charges, there is no absolute right to conduct the probing kind of cross-examination of the accuser that plays such a prominent role in criminal prosecutions.

The accuser and the accused are entitled to the same opportunities to have others present during campus disciplinary proceedings and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding alleging a sexual assault. However, in accordance with the provisions of the Family, Educational Right to Privacy Act, the victim must be informed that the information provided may not be shared with any other person without the assailant's signed written consent.

### Recommended Action

The purpose of this material is to provide information and assistance to sexual assault victims and persons who may come into contact with a victim.

Making decisions and regaining control are important to the healing process after an assault. The choice of how to proceed after the assault belongs largely with the victim. The following are a number of factors to consider.

The Seminary encourages reporting all incidents of on-campus sexual assault as quickly as possible to a campus resource person.

### Resources

Dean of Community Life

Dean of the Seminary

Director of Facilities

Vice President for Finance & Administration

The best off-campus resource is the Rape Relief Center, 581-7273. There you can receive counseling and/or be directed to a safe place if you feel you are in danger of further harm.

Emotional Trauma is severe after a sexual assault. The violation, loss of trust, and loss of control can have a serious long-term impact. It is not unusual for a person to withdraw, feel guilty or distrustful. However, there are many people who understand and places where support is available while one is recovering. The Dean of Community Life has a list of resources from which to receive such support.

Medical Attention is critical. Even if the student ultimately decides not to report the assault to the police, it is still very important to seek medical attention immediately for possible internal injuries or sexually transmitted diseases. Also, the collection of medical evidence becomes critical in the event of prosecution. Therefore, it is important to seek medical attention promptly and to refrain from:

1. Taking a shower or washing any part of the body
2. Douching
3. Brushing teeth
4. Drinking liquids
5. Changing clothes or changing sheets before seeking medical help
6. Putting anything in the mouth (gum, cigarettes, mints...)

A particularly well-equipped emergency room is located in University of Louisville Hospital. At the Emergency Room, the doctor will collect hair samples, semen samples, and other evidence, including clothing. (A victim should bring a change of clothing to wear home.) The police will be contacted to take possession of the samples until the victim makes a decision about whether or not to press charges.

Counseling is a very important step in helping someone who has been sexually assaulted to regain control of his/her own life. Sexual assault is an extremely

traumatic experience that requires professional attention. The Seminary urges students involved in a sexual assault to meet with a counselor. Among other things, counselors can help victims decide what further steps should be taken following an assault. The best resources are the Rape Relief Center, and the list of counseling resources maintained by the Dean of Community Life.

#### Note to Friends, Faculty and Staff

If someone who has been sexually assaulted comes to you, encourage the person to report the incident, seek medical attention, and pursue counseling. If the victim will not report the assault, anyone with knowledge of the assault may inform the Dean of Community Life that a sexual assault has occurred.

The following definitions are offered to inform the Louisville Presbyterian Theological Seminary community of the various forms of rape that occur most frequently on academic campuses.

#### Forcible Sex Offenses

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. This includes forcible rape, sodomy, sexual assault with an object, and forcible fondling.

\*Rape - forced sexual intercourse that is perpetrated against the will of the victim, regardless of whether or not the assailant is known by the victim or an acquaintance.

\*Acquaintance or Date Rape - rape that is committed by an acquaintance. The acquaintance may be a date or boyfriend of the victim, or someone the victim knows only casually.

\*Gang or Group Rape - refers to situations in which multiple assailants attack the victim. Gang rape differs from a "train" in that all assailants are usually present for the entire episode of a gang/group rape.

\*Pulling a Train - is similar to a gang rape in that there are multiple assailants, but differs because the assailants usually wait in line (in the hallway, for example) and one by one go into the room to rape the victim. Trains usually occur in the place of residence, and frequently, the students involved have been drinking heavily.

In addition to rape, the following criminal sex offenses may occur.

\*Sodomy - forced anal intercourse.

\*Oral Copulation - a coerced act of copulating in the mouth of one person with the sexual organ or anus of another.

\*Rape by an Object - the forced penetration of genital or anal openings by a foreign object, including a finger.

\*Sexual Battery - unwanted touching of an intimate part of another person, such as a sexual organ, buttocks, or breast.

### Non-forcible Offenses

Non-forcible sex offenses include incest and statutory rape. Depending on the circumstances, acquaintance rape could be in either category.

Rape serves primarily nonsexual needs; regardless of the form, rape is an act of aggression and control, rather than of sexual desire. **\*\*The defining issue in rape is the lack of consent by the victim.**

Campus Statistic. In compliance with the Student Right-to-Know and Campus Security Act and the Higher Education amendments of 1992, Louisville Presbyterian Theological Seminary publishes an annual report that includes statistics on campus crimes, including sexual offenses. This report is distributed to all students and employees of the Seminary and upon request to prospective students.

Educational Programs. To foster an awareness of rape and victims' rights, and to promote responsible behavior, Louisville Presbyterian Theological Seminary offers periodic educational programs on sexual assault to students, faculty, and staff. Educational programs may utilize either campus or off-campus resources, including such agencies as the Rape Relief Center of Louisville.

Living Arrangements. When the victim and the alleged assailant in a sexual assault case live in campus housing, alternative living arrangements for the accused and/or the victim may be made. Unless requested by the victim, the alleged assailant will, most likely, be the one to move as the victim can be further victimized by having to move. The Seminary owes a duty to care for the students within its charge and, for this reason, must make every effort to ensure the safety and well-being of all students. When evidence exists that indicates a student has assaulted another student, the Seminary may remove the alleged assailant from his or her living arrangement, pending the hearing. The appropriate standard of proof will be similar to that used at a preliminary hearing in criminal proceedings, i.e., whether there is sufficient evidence to believe that a crime was committed and that the accused probably committed it. This constitutes 'strong suspicion' or 'probable cause.' In addition, the Dean of Community Life or his/her designee may assist in



obtaining an interim restraining order to help ensure that the victim is not harassed by the alleged assailant.

Academic Considerations. Should the victim and alleged assailant be enrolled in the same class, alternative class assignments may be made.

Sources used in developing the policy statement:

\*American Council on Education and National Association of Student Personnel Administrators (Eds.). (1993). Complying with the New Federal Laws. Sex Offenses on Campus. Washington, D.C.: Author

\*\*Adams, A., & Abarbanel, G. (1988). Sexual Assault on Campus: What Colleges Can Do. Santa Monica, CA: Rape Treatment Center

\*\*\*Burgess, A., & Homstrom, L. (1979). Rape: Crisis and Recovery. Bowie, MD: Prentice-Hall

\*\*\*\* Fortune, M. (1983) Sexual Violence: The Unmentionable Sin, New York, NY: The Pilgrim Press

### **Sexual Harassment**

Louisville Presbyterian Theological Seminary in accordance with Section 703 of the Civil Rights Act of 1964 and in recognition of its role as a theological school of the Presbyterian Church (U.S.A.), will not condone, disregard, or treat lightly incidents of sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a factor in the grade determination of a student's work; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that person or a factor in the grade determination of a student's work; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or learning performance or creating an intimidating, hostile, or offensive working or learning environment.

### **Process for Filing a Formal Complaint**

Any aggrieved person, student, or employee is encouraged to share his or her complaint directly with the individuals with whom he or she has disagreements in accordance with the "Guidelines for Louisville Seminary During Times of Disagreement." If this does not resolve the problem, or if there is some impediment

to this approach, the aggrieved person is encouraged to file a complaint of sexual harassment with either of two people designated by the President of the Seminary to the Sexual Harassment Investigative Panel. Whichever of these individuals first hears the complaint will contact the other designated individual and they will, together, in consultation with the President, choose a third person to serve on an investigative panel to investigate the charge. In appointing the investigating panel, the status and sex of the parties to a complaint shall be taken into account along with any concerns regarding the composition expressed by any party to a complaint. The President shall inform the investigating panel of any past history of similar problems with any party to a complaint and of any other information which may be relevant to its investigation. Confidentiality shall be maintained to the fullest extent possible.

While the ordinary process for reporting sexual harassment is already described, the President of the Seminary has the responsibility and authority to impanel the Sexual Harassment Committee to investigate potential infractions of the policy if and when warranted.

After considering all of the facts and circumstances, the investigating panel shall submit a written recommendation to the President and the parties involved as to what action, if any, should be taken. Unless an appeal of the recommendations of the investigating panel is made to the President, the recommendation of the panel shall become final. If any party to the complaint is not satisfied with the action recommended, that person may appeal in writing within seven (7) days the decision to the President, who shall consult with the Executive Committee of the Board of Trustees to determine a final decision. Within a week from the date of the appeal, the President shall submit a written recommendation as to what action will be taken. Confidentiality shall also be maintained to the fullest extent possible during any appeal.

It shall be the responsibility of the Directors of the Field Education and Marriage and Family Therapy programs to inform all students placed in field education and counseling projects and their supervisors of the LPTS Sexual Harassment Policy.

In the event that the President or either of the members of the Sexual Harassment Investigative Panel is an involved party in a complaint, that person shall not participate in the investigation or appeal, and another employee of the Seminary shall be substituted in that person's place. If the President is involved, the responsibilities of the President for the process outlined above shall be delegated to the Vice President for Academic Affairs and Dean by action of the Executive Committee of the Board of Trustees.

### **Retaliation**

The law prohibits retaliation against individuals who engage in protected activity related to sexual harassment. An individual is protected from retaliation when he/she:

- Files a sexual harassment complaint or testifies, assists, or participates in any manner in an investigation or other proceeding related to such a complaint; or
- Opposes conduct reasonably believed to constitute sexual harassment to one's self or others, even if the individual has not filed a sexual harassment complaint and is not involved in the investigation of such a complaint.

Essentially, any adverse action that is intended to deter or may reasonably be considered likely to deter a complaining party or others from engaging in protected activity is prohibited. Allegations of retaliation will be investigated, and if substantiated, will result in appropriate disciplinary action up to and including termination of employment.

It is the complainant's responsibility to report any retaliatory action against them to the President or Chief Human Resources Officer.

### **Third Party and Anonymous Complaints**

All members of the Seminary community may contact the Chief Human Resources Officer at any time to ask questions about sexual harassment or complaint procedures without disclosing their names and without filing a complaint. However, because of the inherent difficulty in investigating and resolving allegations from unknown persons, individuals are discouraged from making anonymous complaints of sexual harassment.

Although anonymous complaints are discouraged, the Seminary will reasonably respond to all allegations of sexual harassment. In order to determine the appropriate response to anonymous allegations, the Seminary will weigh the following factors:

- The source and nature of the information
- The seriousness of the alleged incident
- The specificity of the information
- The objectivity and credibility of the source of the report
- Whether any individuals can be identified who were subjected to the alleged harassment; and
- Whether those individuals want to pursue the matter.

If based on these factors it is reasonable for the Seminary to investigate the matter, the Chief Human Resources Officer in consultation with the President will conduct an investigation and recommend the appropriate next action to address substantiated allegations.

However, a reasonable response would not include disciplinary action against an alleged harasser if an accuser insists that his or her name not be revealed, if there is insufficient corroborating evidence, and if the alleged harasser could not respond to the charges of sexual harassment without knowing the name of the accuser.

## Consensual Relationships

### Romantic and sexual relationships between Faculty and Students

The teacher-student relationship lies at the foundation of the educational process. As a matter of sound judgment and professional ethics, faculty members have a responsibility to avoid any apparent or actual conflict between their professional responsibilities and personal relationships with students.

Romantic and/or sexual relationships between a faculty member and a student have the potential to pose risks to the faculty member, the student, or third parties. In such relationships, voluntary consent by the student is suspect because of the inherently unequal nature of the relationship. A romantic and/or sexual relationship between a faculty member and a student can lead to a complaint of sexual harassment when the student feels that he or she has been exploited. In addition, other faculty members, staff members, or students may express concerns about undue access or advantage, favoritism, restricted opportunities, or unfavorable treatment as a result of the relationship. These concerns are damaging whether the favoritism is real or perceived. They also arise in cases where the relationship between the faculty member and the student remains amicable, as well as in cases that lead to accusations of exploitation. For all these reasons, the Seminary strongly discourages romantic and/or sexual relationships between faculty members and students.

In spite of these warnings, the Seminary recognizes that sometimes such relationships occur. If a romantic and/or sexual relationship occurs or has occurred between a faculty member and a student for whom the faculty member has supervisory responsibility, an inherent conflict of interest arises. When a conflict of this nature occurs, the faculty member must disclose the relationship so that a resolution to the conflict can be sought.

### Definition

**Supervisory Responsibility** includes, but is not limited to, teaching, research, academic advising, coaching, service on evaluation or thesis committees, grading, recommending in an institutional capacity for employment, fellowships, or awards. This supervision can occur on or off campus, in curricular, co-curricular, or extra-curricular activities.

- A. **Prohibition of Supervision:** A faculty member is prohibited from having supervisory responsibility over a student with whom he or she is currently having a romantic and/or sexual relationship. A faculty member may be prohibited from having supervisory responsibility

over a student with whom he or she has had a romantic and/or sexual relationship in the past.

**B. Faculty-Student Relationships Requiring Disclosure and Conflict Resolution:**

*Disclosure Requirement:* If a faculty member has supervisory responsibility for a student with whom he or she is having or has had a romantic and/or sexual relationship, the faculty member must disclose the relationship to the Dean of the Seminary or to an appropriate administrator at a higher level.

*Development and Approval of a Conflict Resolution Plan (hereafter referred to as the "plan"):* A written plan to resolve the conflict of interest should be developed by the faculty member and the Dean of the Seminary. In most cases, the gist of the plan will be to remove the faculty member's responsibility for supervising the student and to make alternative arrangements. The plan must address the need to preserve and maintain the student's immediate and long-term educational opportunities, ability to meet program requirements, and career progression. For these reasons, the student must find the plan to be acceptable.

At any time, the student, the faculty member, the academic administrator, may consult with the Human Resources Officer. Final approval of the plan is the responsibility of the Dean of the Seminary.

*Determination of Plan Acceptability:* Making alternative arrangements for the faculty member's supervisory responsibility may have a negative impact on other students, other faculty members, administrators, and the Seminary. Therefore, the Dean of the Seminary will have the authority to decide that no acceptable resolution to the conflict can be found. If it is not possible for all the relevant parties to agree on a plan to resolve the conflict of interest, the romantic and/or sexual relationship must be discontinued until the faculty member no longer has supervisory responsibility for the student.

*Record Keeping:* A written record of the approved conflict resolution plan must be placed in the faculty member's personnel file.

- C. **Role of the Academic Administrator:** If the Dean of the Seminary learns that a faculty member has supervisory responsibility for a student with whom the faculty member is having or has had a romantic and/or sexual relationship she/he is obligated to attempt to develop a plan to resolve the conflict of interest. If the Dean of the Seminary learns of a potential conflict of interest from another source (e.g., student or third party), he or she must determine whether a conflict of interest exists and, if so, is obligated to attempt to develop a plan to resolve the conflict of interest.
- D. **Impact on Third Parties:** Any student, faculty member, or staff member who believes he or she has received inappropriately favorable or unfavorable treatment as the result of a romantic and/or sexual relationship between a faculty member and a student may file a complaint with the Dean of the Seminary.

### **Employee-Student Relationships**

An employee is prohibited from making administrative decisions and engaging in administrative actions for a student with whom he or she is currently having a romantic and/or sexual relationship. An employee may be prohibited from making administrative decisions and engaging in administrative actions for a student with whom he or she has had in the past a romantic and/or sexual relationship. Should this situation occur, the relationship must cease or a corrective plan must be developed.

### **Supervisor-Employee Relationships**

Individuals in positions of power must be aware that romantic or sexual relationships with those they supervise are fraught with danger for exploitation and pose a legal risk to both the individual and the institution.

There are special risks in any sexual or romantic relationship between individuals in inherently unequal positions of power. These relationships may be subject to concerns about the validity of consent and unfair treatment of employees. Such relationships can undermine the atmosphere of trust essential to the employment relationship. They may, moreover, be less consensual than the individual whose position confers power believes. The apparent consensual nature of the relationship is inherently suspect due to the fundamental asymmetry of power in the relationship and it thus may be difficult to establish consent as a defense to a charge. Even when both parties consented at the outset to a romantic or sexual involvement, this past consent does not remove grounds for or

preclude a charge or subsequent finding of sexual harassment based upon subsequent unwelcome conduct.

The greater the institutional power differential that exists, the greater risk there is for exploited consent. Exploited consent exists when consent to a relationship is given as a function of the position of power one occupies over another within an institution.

Finally, it is important to be aware that in some cases non-consensual relations may constitute sexual harassment, and allegedly consensual relations that “go bad” may later result in allegations of sexual harassment.

Romantic and/or sexual relationships between individuals in a supervisory role and a subordinate constitute a conflict of interest. The person in the position of higher institutional authority has the responsibility to eliminate the conflict of interest. The conflict of interest must be eliminated in a way which minimizes the potential for harming the person with lower institutional authority.

Employees who are in a position to influence employment decisions about others with whom they are in a romantic or sexual relationship should recuse themselves from such decisions. If this is not possible, the relationship must cease.

In the event of an allegation of sexual harassment, the Seminary will strictly scrutinize a defense based upon consent when the facts establish that an institutional power differential existed within the relationship.

### **False Allegations**

It is a violation of this policy for anyone to knowingly or with reckless disregard for the truth make false accusations of sexual harassment. Failure to prove a claim of sexual harassment is not equivalent to a false allegation. Sanctions may be imposed on individuals who knowingly or with reckless disregard for the truth make false accusations of sexual harassment.

### **Educational Program Goals and Objectives**

The Seminary is committed to eliminating and preventing sexual harassment of faculty, staff, students, and student employees, and to fostering an environment of respect for all individuals. The Seminary

requires an on-line educational program coordinated by the Office of Human Resources to be taken by each employee annually and by each student during first year orientation, to insure that all individuals are informed about their rights and responsibilities through training and dissemination of the sexual harassment policy.

Updated 7/2011

### **Smoke-free Environment**

Louisville Presbyterian Theological Seminary has a smoke-free environment policy. There is no smoking anywhere in Nelson Hall, the Winn Center, Laws Lodge, Gardencourt, the Library or Caldwell Chapel.

### **Social Media Policy (Effective 10/02/2020)**

“Social Media” is defined as any social networking site or other virtual tool by which individuals are able to actively engage in communication with one another that can either automatically, or with discretion, be shared with other known and unknown users. E-mail is a social networking tool which enables access to and use of social media. Facebook, LinkedIn, Twitter, blogs, chat rooms, and web bulletin boards are some forms of social media. The guidelines for personal use of social media are not intended to and do not limit an employee’s right to engage in protected concerted activities related to terms and conditions of employment at Louisville Seminary.

Employees are responsible for what employees post on their personal media accounts. When employees personally engage on social media, a Louisville Seminary affiliation on an employee’s profile has the ability to affect the institution as a whole. If an employee identifies affiliation with Louisville Seminary, others will naturally associate the employee with the institution. It is recommended that employees should include a statement on employees’ personal social media profiles that indicate the employee’s views do not constitute official statements on behalf of Louisville Seminary. An employee’s actions should be in accordance with the mission of Louisville Seminary as well as the [Louisville Seminary Social Media Guidelines](#) as outlined by the Department of Communications.

In accordance with this policy, the following would constitute irresponsible use of social media, and may subject employees to disciplinary action:

1. The intentional or inadvertent disclosure of Louisville Seminary business or confidential information.
2. Criticism or disparagement of competitors, customers, or suppliers of Louisville Seminary.



3. Disclosure of copyrighted materials or other intellectual property of someone other than the employee.
4. Displaying false information about Louisville Seminary, any affiliated business entity, employee, supplier, or customer.
5. The expression of one's own opinion or viewpoint as the position, viewpoint, statements, opinions or conclusions of Louisville Seminary or any affiliated business entity, employee, supplier, or customer.
6. Electronic harassment, bullying, discrimination, or retaliation that would not be permissible in the workplace.
7. Use of social media to make harassing, threatening, discriminatory, profane, obscene, sexually explicit, racially derogatory, or homophobic comments to disparage employees, students, or anyone associated or doing business with Louisville Seminary or the general public.
8. Use of Louisville Seminary's name to endorse or promote any product or commercial enterprise.

If an employee's post or entry identifies or mentions Louisville Seminary, the employee must also self-identify by using one's real name. Links to other websites or locations are also subject to this policy. This policy applies to all blogs and networking sites, whether they are accessible by the public or require a password. An employee is personally responsible for any posting that the employee makes. Louisville Seminary is not responsible for protecting an employee from the consequences of any information that an employee posts. Employees are urged to give careful consideration of messages prior to publishing on both external and internal networking sites. Any employee who discovers a violation of this policy should immediately notify Human Resources.

### **Substance Abuse Policy**

As required by the Federal Drug-free Schools and Communities Act Amendments of 1989, all parent, students and employees are hereby notified by the Louisville Presbyterian Theological Seminary that:

Unauthorized distribution, possession, or use of any illicit drug or controlled substance, as defined by the Kentucky Revised Statutes, Chapter 218A; or

Providing alcoholic beverages to individuals under 21 years of age, or possession or use of alcoholic beverages by individuals under 21 years of age; or

Unauthorized possession of an open container of an alcoholic beverage, public intoxication, unauthorized distribution of alcoholic beverages, or possession of alcoholic beverages for purposes of illegal distribution;

on Seminary premises or at Seminary-sponsored activities is prohibited conduct. In addition to imposition of disciplinary sanctions under Seminary procedures including suspension or separation from the Seminar for such acts, students or employees may face prosecution and imprisonment under Kentucky laws, which make such acts felony and misdemeanor crimes.

The health risks associated with the misuse and abuse of mind-altering drugs, including controlled substances and alcohol, include but are not limited to: physical and psychological dependence; damage to the brain, pancreas, kidneys and lungs; high blood pressure, heart attacks, and strokes; ulcers; birth defects; and diminished immune system; and death.

Louisville Seminary will provide partial financial support for diagnosis and/or treatment of any student or employee with a substance abuse problem. The Dean of Community Life and the Vice President for Finance can provide information to students and employees respectively about available drug and alcohol counseling, rehabilitation and re-entry programs and can authorize the use of Seminary funds for such a purpose.

### **Travel and Entertainment**

All travel expenses incurred for Seminary business must be submitted on an expense report form. These reports can be requested from the Business Office. Completed reports should be submitted to the Business Office, accompanied by corresponding receipts to verify that the payment is not taxable income.

### **Use of Seminary Facilities**

Staff members may reserve Seminary facilities by contacting the Facilities Programming Director. A charge may be assessed by the Seminary to recover its out of pocket costs. Fees will be charged for use of Seminary facilities by outside groups.

### **Weather Closing**

The current policy is effective January 24, 2011:

**In the case of snow or other inclement weather conditions, Louisville Presbyterian Theological Seminary will notify employees and students of the status of the Seminary, Open or Closed or On Delay, through announcements placed on local television stations, the voice message on the Seminary switchboard, and an**

**announcement on the Seminary's web site. Any announcement by JCPS will be taken into consideration but will not determine the status of the Seminary.**

If the Seminary officially closes due to bad weather, the Seminary will pay time double time to all staff members required to work. Those not required to work will receive regular pay for the time the Seminary is closed.

If the Seminary is not officially closed, but severe weather prevents a substantial number of persons from arriving, the Seminary may, at its discretion, pay full pay for all staff employees, whether they arrive or not. Persons requesting permission to leave early when offices are not closed will not be paid unless charged against vacation time. If persons come to work on evenings or weekends to catch up on their work, they will not be paid time and one-half unless they actually work over 40 hours within that same work week.

### **Winn Conference and Resource Center: Use Procedures**

The Winn Center Conference and Resource Center (Old Bookstore space) is meeting space which must be reserved. The space will be on the EMS system and will require a reservation for its use. This is a requirement to insure that the space is available for all constituencies on campus.

The space may only be served for short durations, e.g. a day or shorter increments. This will insure that the space is available for a wide variety of meeting uses. The space may not be reserved for multiple dates throughout the year, e.g. the third Tuesday of every month in advance.

The space is not usable without a reservation to insure that reservations are honored for the time the space was reserved.

Any group or persons using the space must clean up after themselves. The space should be usable by the next group without additional cleanup.

The room configuration is a standard setup. Should a group make any changes to the standard setup, the room must be returned to the original configuration to avoid a setup charge.