The Asbury Story

The Asbury College was founded in 1890 as a fulfillment of a pledge the Reverend John Wesley Hughes, a Methodist evangelist, had made as a student at Vanderbilt University a decade earlier. He chose Wilmore as the school’s location because it was situated within his evangelistic preaching circuit and because the townspeople had shown a willingness to cooperate by raising $1,600 toward the financing of the initial physical plant.

Originally named Kentucky Holiness College, the school changed its name to honor the founder of American Methodism, Bishop Francis Asbury. Asbury was directly responsible for the organization of Bethel Academy in the 1790’s. The site of this pioneering Methodist school, the first of its kind west of the Allegheny Mountains, is on the banks of the Kentucky River approximately two miles from the present Asbury campus. It was John Wesley Hughes’ intention to pay tribute to Bishop Asbury’s educational and spiritual efforts by naming the school in his honor. As he noted in his autobiography, for all who know the history and character of Bishop Asbury, know that he contended earnestly for the faith which was once delivered to the saints. That is—freedom to all men and full salvation from all sin, the secret of Asbury College’s origin and success.

Asbury opened its doors for instruction on September 2, 1890, stating in its bulletin that, “While we give prominence to the religious, we give equal prominence to thorough mental training, thus giving liberal culture of mind and soul.” Since 1893 the College has graduated more than 10,000 students. Asbury is proud to note that among these graduates are college presidents, judges, bishops of the United Methodist Church, many outstanding business executives, doctors, lawyers, school administrators, and professors. Numerous pastors, missionaries, evangelists, and other full-time Christian workers are also among the alumni who have placed the Asbury imprint on every corner of the country.

The religious beliefs to which Asbury College is dedicated are the underlying principles that not only during your years at Asbury, but also throughout the rest of your life. We are aware that these underlying principles and faith to Him are its members and love one another out of pure hearts. He, the only sacrifice for the whole human race, and that whosoever repents and believes through faith in Him is justified and regenerated and saved from the dominion of sin. That Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man. That Jesus Christ died for our sins according to the Scripture, that His atonement is for the whole human race, and that whosoever repents and believes through faith in Him is justified and regenerated.

6. That man was created in the image of God, that man fell into sin through disobedience and “so death passed upon all men for they are all sinners”—Romans 5:12, that all human beings are born with a bent toward sinning, and in the case of those who reach moral responsibility, become sinners in need of being converted.
7. That entire sanctification is the act of divine grace, through the baptism with the Holy Spirit, by which the heart is cleansed from all sin and filled with the pure love of God. This is a definite, instantaneous work of grace, subsequent to regeneration, wrought in the heart of a believer, resulting from full consecration and faith in the cleansing blood of the Lord Jesus Christ.
8. That the Holy Spirit bears witness both to the new birth and to entire sanctification, enables the Christian to live a godly life, to grow in the graces of the Spirit, and to walk blamelessly in His holy commandments.
9. That the church is the body of Christ and that all who are united by faith to Him are its members and love one another out of pure hearts.
10. That the crucified body of the Lord was resurrected, that He ascended into heaven, and that His return will be personal and is imminent.
11. That there will be the bodily resurrection of the just to everlasting blessedness and of the unjust to everlasting punishment.

STATEMENT OF MISSION

Our global mission, as a Christian Liberal Arts College in the Wesleyan-Arminian and Holiness Traditions, is to equip men and women, through a commingled academic and spiritual vitality, for a lifetime of learning, leadership, and service to the professions, society, family, and the Church.

STATEMENT OF PURPOSE

Asbury College is an independent college, providing education guided by the classical tradition of orthodox Christian thought. Foundational to this endeavor is a high view of scripture as God’s infallible word, particularly with its teaching that the world was created by God and that persons are created in the image of God. The total educational program of the College reflects a liberal arts character. The College believes in the humanizing value of broad exposure to our Western cultural heritage, the “great tradition” as a classical body of knowledge, and seeks to develop students’ God-given potentials as physical, social, moral, rational, and spiritual beings.

Every facet of College life is shaped by the Wesleyan-Arminian understanding of sin, grace, and the possibility of full salvation. By its very nature the College seeks to encourage among its students a commitment to Jesus Christ as personal Savior, to holiness of heart and life, and to the cause of world redemption.

FOUNDATION PRINCIPLES OF COMMUNITY LIFE

The concept of community at Asbury College is built on ten foundational principles which we believe are essential for success, not only during your years at Asbury, but also throughout the rest of your life. We are aware that these underlying principles and
may seem so obvious that we may at times forget to identify their vital impact on everyday living within our setting. However, it is important to understand that these foundational tenets are at the heart of all we do at Asbury College whether student, admin-
istrator, faculty, or staff.

We recognize that these are not the only principles upon which our community can be founded, but they are the ones that we have found to be effective through the years for the promotion of a unique partnership of faith, living, and learning. It is in such a climate that people move beyond simply preparing for life, and learn how to live.

If you struggle with one or more of these principles but are committed to what they represent, we enthusiastically invite you to join our community. If however, you cannot appreciate or commit to these principles, Asbury may not be the right place for you. From experience we have found that your fit within our setting is critical to your academic, social, and personal develop-
ment. In order for you to make an informed decision about Asbury, we present the following foundational principles:

1. Asbury College is committed to following biblical mandates for living.
2. Asbury College promotes a radical commitment to Jesus Christ as both Savior and Lord.
3. Asbury College encourages a balanced lifestyle.
4. Asbury College is committed to a life-style characterized by integrity.
5. Asbury College is a learning community.
6. Asbury College is a respectful and inclusive community.
7. Asbury College is a redemptive community.
8. Asbury College is a disciplined community.
9. Asbury College is an accepting community.
10. Asbury College is a celebrating community.

The Asbury College community intentionally promotes a community which is characterized by three interdependent functions: Cooperating, Care, Correction.

LIFESTYLE STANDARDS OF THE ASBURY COMMUNITY

The high expectations of a disciplined life-style are worthy but should not be confused with the means of salvation. Salvation comes through a personal relationship with Jesus Christ. The standards espoused in this handbook reflect Biblical imperatives, traditions, and commitments which we believe will contribute to the growth and maturity of our students. Members are expected to demonstrate a responsible attitude toward authority. Consequently, insubordination to and disre-
spect for authority and refusal to accept the correction of those in authority is not acceptable.

It is expected that all members of the Community will be treated with honor, dignity, and respect.

EMPLOYEE CLASSIFICATION

All employees of Asbury College make major contributions to our daily operations. Each individual has a part in the equipping of our students to make external contributions to their families, cul-
ture, and the Kingdom of God. Asbury College’s goal is to strive to operate as one body with many parts (1 Corinthians 12). Each part of the Body has its role and purpose.

EMPLOYMENT STATUS

At the time of employment, a prospective employee may be required to take a medical examination. If such an examination is requested, then it is for the employee’s own protection as well as fellow workers. This will assure that the employee does their work safely and efficiently. In addition, an employee may be requested to take an examination at any time during their employment at the College’s request. If an examination is required, it will be paid for by the College and no employment will be final until the physical exam is completed. The requirement for a physical exam will be totally at the discretion of Asbury College.

RELATIVES AND FRIENDS (NEPOTISM)

If an employee has or knows of any relatives or friends looking for work, who may not have the qualifications of our team, they may be directed to the Human Resources Office. Both husband and wife or close relatives may work at Asbury College, provided their work areas are separated. It is College policy that spouses and close relatives do not supervise each other so that no sen-
sitive situations exist.

If such a situation should develop to place an employee in the position as mentioned above, then Asbury College may require one spouse to make a decision to transfer, if possible, or to resign.

EMPLOYMENT OF MINORS

Asbury College complies with all state and federal regulations concerning the employment of minors.

PHYSICAL EXAMINATION

At the time of employment, each prospective employee may be required to take a medical examination. If such an examination is requested, then it is for the employee’s own protection as well as fellow workers. This will assure that the employee does their work safely and efficiently. In addition, an employee may be requested to take an examination at any time during their employment at the College’s request. If an examination is required, it will be paid for by the College and no employment will be final until the physical exam is completed. The requirement for a physical exam will be totally at the discretion of Asbury College.

QUALIFICATION OR DEGREE

Asbury College does not discriminate on the basis of race, color, gender, national or ethnic origin, or disability in the admis-
sion of students, educational policies and programs, employment practices, and activities. In addition, Asbury College does not discriminate on the basis of religion in the admission of students or employment of faculty and administrative programs. The fol-
lowing per-
son has been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources and Risk Management, Asbury College, Wilmore, KY 40390, (859) 858-3511 ext. 2397.
or any other personal issues. The Human Resources Office exists to provide comprehensive service to the College community in the areas of:

- Employee recruitment and processing
- Employee relations
- Benefit administration
- Training and employee development
- Employee job placement
- Safety and risk management.

The Human Resources Office is designed to help the employee. It should be the first and last stop on Asbury’s campus.

PERSONNEL RECORDS
Asbury College maintains personnel records and information for each applicant, employee, and former employee. These records are retained in the Office of Human Resources. Employees are responsible for keeping their records up to date (e.g., address, telephone number, etc.) and are allowed to inspect their own personnel records. A request should be made in writing to the Office of Human Resources and Risk Management who will then schedule a mutually convenient time for the inspection. Record inspection will occur in the presence of a designated College official. A reasonable charge may be made for any copies made for an employee or former employee.

RIGHT TO WORK VERIFICATION (I-9)
It is necessary for all employees to complete a form I-9 to verify U.S. citizenship within three days of the commencement of employment. The employee will need either a US Passport or a driver’s license and a social security card (or other identification such as a birth certificate). Either the passport or the other two items must be shown at time of employment. No exceptions will be made.

IDENTIFICATION
When an employee has been hired by Asbury College they will be photographed and will receive an identification card. This card is for identification purposes when needed to cash checks, receive access to the Luce Physical Activities Center, perform business around the campus, and receive a discount in the College cafeteria and bookstore. The ID center is located in the basement of the Kinlaw Library in the Information Services Office. Upon termination from employment at the College, the card must be turned in to the Human Resources Office.

KEYS
Employees requiring keys may obtain them through the Physical Plant Office upon filling out the proper form and upon approval of the departmental supervisor. Keys must be turned in upon termination of employment and may not be transferred to another employee. Under no circumstances are employees to have their own keys made for College use.

SCHEDULES
The regular workday is from 8 AM to 5 PM Monday through Friday for most offices and departments. Hours for the Physical Plant are 7:30 AM to 4:30 AM.

Most other Support Staff work on the regular schedule. Security, switchboard, and various other positions may work other shifts as determined by the department head, executive officer, and human resources.

Administrative and Professional employees are expected to work the normal 40-hour workweek at minimum and be present during normal office hours as much as possible. It is expected that employees be present to attend time/comp-time requirements. Because of the nature of the duties of these positions they are considered exempt from overtime.

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PAYDAY Support Staff are paid for the hours worked between 12:01 AM Monday to 12:00 AM the following Sunday. Payday occurs bi-weekly on Friday. All other employees are paid monthly on the last working day of each month. For employee convenience, direct deposit of paychecks can be arranged with most local banks and credit unions.

OVERTIME Since the College believes that time off for leisure is important, an employee will be asked to work overtime only when absolutely necessary. Unless specifically authorized by the supervisor, an employee is not permitted to work overtime.

If an employee is paid on an hourly basis, they will receive overtime pay for hours worked over 40 hours per week at one and one-half times the regular rate. For the purpose of this policy, overtime calculations will include actual work hours, vacation time and holiday time. Overtime worked in one pay period cannot be averaged out by working fewer hours in a corresponding pay period to obtain the minimum 40 hours standard. Overtime is available only for Support Staff.

COMPENSATORY TIME If an employee desires, time-off can be given for hours worked above their normal shift. This time is called compensatory time. However, compensatory time cannot be accumulated or used outside of the pay week. Compensatory time is not available for exempt employees.

TIME CLOCKS AND TIME CARDS All support staff employees are expected to complete a time card by either writing hours in or by use of a time clock. In general, hours worked includes all the time an employee is required to be on duty on the campus or at a prescribed work place.

A workweek is a regularly recurring period of 168 hours in the form of 7 consecutive 24-hour periods. Employment for 2 or more workweeks cannot be averaged for the sake of figuring overtime or minimum wages.

For computation purposes, the workweek begins at 12:01 AM Monday. Payroll record cards should be completed bi-weekly, signed by the employee and supervisor, and sent to the Payroll Office in the Administration Building no later than noon on the first Monday after the ending of the bi-weekly pay period. It is important that all full-time employees record not only the hours worked in each day but also account for the time they are required to spend on their assigned duties. Absences from regular working time should be accounted for by code.

PAY STUBS Most paycheck deduction descriptions are self explanatory, but some may be confusing. The following is an abbreviated list of the most common descriptions and a sample pay stub.

Deduction Types:
- **Sick/Vacatn**—Shows accumulated sick and vacation hours. These codes only appear for bi-weekly employees.
- **CompDent**—Deduction for the federal tax on group life insurance coverage.
- **CompDent—Dental**—Deduction for the federal tax on dental insurance coverage.
- **Retirement plan**—Deduction for employee elected contributions to the retirement plan.
- **Asbury College**—Deduction for contributions to Asbury College.
- **TIAA-match**—Deduction for contributions to the retirement plan.
- **Blue Access/Blue Preferred**—Deduction for employee elected health insurance coverage.
- **Amer Family-Health**—Deductions for AFLAC supplemental insurance. Some of these plans can be done tax deferred and some cannot. Therefore, this code may appear twice depending upon the types of plans you have elected.
- **Unemployment**—Deduction for unemployment coverage. Group Life—Deduction for the federal tax on group life insurance amounts over $50,000. If this code appears you should also see a corresponding amount added back into your salary on the same check.
- **Pay Garnishment**—Deduction for court ordered pay garnishments.
- **TIAA-addtl**—Deduction for voluntary contributions to the regular retirement plan.
- **TIAA-SRA**—Deduction for voluntary contribution to a supplemental retirement annuity.
- **Deduction for employee elected accidental death coverage.**
- **UNUM-Life**—Deduction for employee elected additional life insurance coverage.
- **Deduction for employee elected health insurance coverage.**
- **Deduction for employee elected dental coverage.**

**PAYROLL DEDUCTIONS** Monthly payroll salary deductions may include taxes (federal and state income, social security, Jessamine County [1%] and Wilmore [2%] payroll), insurance (medical, cancer, life, and accidental death); retirement, rent, and contributions to the College and United Way. Most insurance premiums are deducted one month in advance.

* A special reminder to benefits eligible employees who are paid over nine months to continue insurance over the summer break the employer must contact the Payroll Office in advance to arrange payment.

The time card would appear as shown.
EMPLOYEE BENEFITS

ENROLLMENT
New employees have the opportunity to enroll in insurance plans within the first 30 days of employment (initial enrollment period).

At the time of orientation, the Human Resources Office will explain the options available to the employee. If an employee chooses not to enroll during the initial enrollment period, they lose their right to enroll in the plans except during the annual open enrollment period. During open enrollment, employees may change their plan choices. The plan choices cannot be changed until the next open enrollment period without the occurrence of a qualifying event (i.e., death, birth, marriage, loss of coverage due to employment changes, etc.). Any qualifying event change to health coverage must be directly related to the nature of the event.

HEALTH INSURANCE
Asbury College provides several medical plans for choice by benefit-eligible employees. The College pays an equal amount toward all plan choices. Specific cost amounts will be given at the time of enrollment. Details are in the orientation packet. Provisions for employees who retire or leave employment for other reasons are able to continue the medical coverage. Upon retirement or resignation, the Human Resources Office will discuss choices for continuation of benefits. Health insurance will continue until the last day of the month in which the employee's last day of employment occurs.

COST CONTAINMENT
In an effort to try to contain rising health care costs and provide a more stable environment, Anthem, as well as other insurance companies, have incorporated into their health insurance plans certain cost-containment features. There are many others which are in the plan certificate. Before any major planned services, the employee may want to seek help from the Human Resources Office or check the plan before making sure of coverage with the cost-containment provisions in the policy. The failure to do so could reduce your coverage as much as 50% in some cases. The Blue Preferred Primary Plan (an HMO by nature) already contains the cost by the employee through payroll deduction.

LIFE INSURANCE
At the time of orientation, the Human Resources Office will discuss the cost of life insurance. The College fully pays for this coverage. There are differing periods of elimination before benefits begin. If a full-time employee is on extended sick leave for a period equivalent to the maximum for each class (3 months for support staff, 6 months for faculty, executive, administrative, and professional employees), then that person may qualify for the long-term disability benefit.

At the time an employee begins to receive long-term disability benefit payments, active employment is considered to have ceased. Cessation of active employment will be considered termination of employment. In such cases, the employee will have the same rights and privileges of any person leaving the employment of Asbury College.

TRAVEL INSURANCE
All benefit-eligible employees are insured in the amount of $100,000 against accidental death while traveling on behalf of the College. The total premium for the coverage is paid by the College.

DENTAL INSURANCE
Dental coverage is optional and available to benefit-eligible employees at low group rates. The total premiums are paid by the employee through payroll deduction.

CANCER/INTENSIVE CARE INSURANCE
This optional coverage is also available to benefit-eligible employees at low group rates. The total premiums are paid by the employee through payroll deduction.

TERM LIFE INSURANCE
Additional term life insurance coverage is available for benefit-eligible employees and dependents. This coverage can insure both spouse and children. Information on rates and terms is available through the Human Resources Office. Premiums are paid by the employee through payroll deduction.

ACCIDENTAL DEATH/DISMEMBERMENT
Accidental death insurance is available to all benefit-eligible employees in amounts from $25,000 to $100,000. The insurance provides complete 24-hour coverage. The premium is paid totally by the employee through payroll deduction.

FLEXIBLE BENEFIT PLAN (SECTION 125)
Asbury College offers benefit-eligible employees the option of assigning specific salary amounts under Section 125 of the IRS code which will not be taxed by federal, state, or FICA taxes. There are three options available under this benefit:

- Premium Contributions
- Health Care Expenses
- Dependent Care Expenses

Insurance premiums for health, dental, and cancer policies are deducted before taxes. Employees may also shelter pre-tax dollars for reimbursement of health and dependent care expenses.

SOCIAL SECURITY AND INCOME TAXES
Asbury College carries Worker’s Compensation insurance for all employees. The purpose of this insurance is to provide for payment of medical and/or disability costs to an employee injured while on the job. Asbury College pays the full amount of this premium.

WORKER’S COMPENSATION
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RETIREMENT PLAN
All benefit-eligible employees are eligible to participate in the College retirement plan with the Teachers Insurance and Annuity Association (TIAA) and College Retirement Equities Fund (CREF) after one year of full-time employment at the College without contributing in service. Support Staff may elect to participate after 2 years of service and attaining age 21. Mandatory participation is required for executive, administrative, professional staff and faculty after 1 year of service and attainment of age 25. Employees who change classifications will be expected to abide by the eligibility provisions of their new employment classification.

However, employees in eligible categories of employment who have credit for years of service at other post-secondary institutions and whose years of credit meet the minimum standard of 1 or 2 years may begin participation in this retirement plan following employment at the College.

SUPPLEMENTAL RETIREMENT ANNUITY (SRA)
The SRA is an annuity designed for those who want to set aside tax-deferred funds over and above the amounts being accumulated under the Asbury College retirement plan. The allowance of early distribution (of an SRA) has been the major difference between the SRA and the regular TIAA-CREF retirement plan. All employees are eligible to participate and may contact Asbury’s Human Resources Office for a salary reduction of any amount within the limits of sections 403(b) and 415 of the Internal Revenue Code. The Business Office will send that amount to TIAA-CREF’s SRA program.

VACATION
Having time off is important to everybody. Vacation time is an added benefit of compensation. All benefit eligible employees begin accumulating vacation hours upon completion of the orientation period.

Vacation may be used at any time, dependent on the workload in the department and with the approval of the supervisor. It is suggested that in the larger offices planning and scheduling be accomplished in order to maintain efficiency and smooth operation during absences.

Upon termination of employment an employee will receive remuneration for unused vacation, including remaining carry-over from the previous year if the exit interview is completed as required. If the employee has used vacation time over the pro-rated amount for the year they are obligated to repay Asbury College for the excess vacation days utilized.

Except: For 9 or 10-month employees, accrued vacation must be used during the 9 or 10-month scheduled work period. It is not permissible to schedule the vacation during the summer period when the employee is not scheduled to work.

Support Staff vacation hours are accrued at the rate of 2 hours for each 40 hours worked. No more than 120 hours can be accrued. For those employees with 5 years or more of service to the College, vacation time is accrued at the rate of 3 hours per 40 hours worked. In this case, no more than 176 hours can be accrued. Paid leave time must be accrued by the prior pay period in order to be used in the current period.

Administrative and Professional employees receive vacation according to the following schedule:

<table>
<thead>
<tr>
<th>Level</th>
<th>Category</th>
<th>Vacation</th>
<th>Maximum</th>
<th>Carryover</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Executive</td>
<td>22 days</td>
<td>10 days</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Administrators</td>
<td>22 days</td>
<td>5 days</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Professional</td>
<td>22 days</td>
<td>0 days</td>
<td></td>
</tr>
</tbody>
</table>

Vacation time for Administrative/Professional employees who work 36 hours per week or less, and the pro-rated schedule is 22 days.

The pro-rated is based on the percentage of full time work. Administrative and professional employees are required to complete a vacation slip at the end of each month for the Payroll Department indicating the number of vacation days taken during months.

If an employee changes from a professional to a hourly staff position, the number of days accumulated at the time of transfer will be credited to the employee based on the maximum hourly credit.

While administrative/professional vacation time begins at the start of the calendar year for current employees usage is encouraged on a pro-rated basis. Upon termination of employment vacation time payment will be based upon a pro-rated scale from the beginning of the year. Any over usage will be deducted from the employee’s final paycheck. New hires will receive vacation time on a pro-rata basis from their first day of work and are requested to use no more than one-half of their time during their first six months of employment.
LEAVES OF ABSENCE
A request for a leave of absence may be made through your supervisor. There are several kinds of leaves.

FUNERALS—Benefit-eligible employees who suffer a death in their immediate family will be granted three days off with pay to travel and to attend the funeral. Immediate family is considered to be spouse, children, brothers, sisters, parents, grandparents and grandchildren. One day off with pay will be allowed to attend the funeral of other family members.

 LEAVE WITHOUT PAY: Leaves of absence without pay are discouraged and should be requested only in an emergency. Approval must be obtained from the immediate supervisor and executive officer ahead of time.

SICK LEAVE: All benefit-eligible employees are eligible for sick time. Sick leave is granted for illness, injury, or dental/medical exams. It can be used for care of the employee, their spouse, unmarried children at home, employee’s parents (either living in the home or independently), or other relatives living in the household and under the employee’s care. Sick time may be used for the care of other immediate family members (brothers, sisters, grandparents or grandchildren) only under extreme emergency situations. Pre-approval from an Executive Officer is necessary for such situations.

Sick leave is never to be used for other than illness or doctor’s orders. Sick leave must be taken within the year it is earned. Sick time is required for absences greater than 2 days. In addition, the College may request, at any time, a doctor’s statement to support sick pay.

There is no cash payment for unused sick leave either during the time of employment or upon termination. Abuse of these conditions may result in termination of employment.

Support Staff sick leave is based on the number of hours worked from the date hired. Employees with less than 5 years of service earn 3 hours per 100 hours worked. This increases to 3 hours per 40 hours worked for employees with 5 or more years of service to the College. Sick leave may accumulate from one year to the next, however, maximum accrual is 520 hours.

Paid leave must be accrued in the prior pay period to be used in the current period. Administrative and Professional employees receive the following sick-leave allowances:

<table>
<thead>
<tr>
<th>Level</th>
<th>Category</th>
<th>Sick-leave Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive</td>
<td>1 Executives</td>
<td>6 months</td>
</tr>
<tr>
<td></td>
<td>2 Administrators</td>
<td>4 months</td>
</tr>
<tr>
<td></td>
<td>3 Professional</td>
<td>4 months</td>
</tr>
</tbody>
</table>

All sick time is considered as “short-term disability” to serve as income protection during the waiting periods for the long-term disability plan. Therefore, employees are encouraged to utilize sick leave in case of an extended illness or injury. All maximum accumulations relate to the expected waiting periods for that plan.

MATERNITY LEAVE: Asbury College offers maternity leave of up to 12 weeks from the day the baby is born. Maternity leave is considered Family and Medical Leave and is subject to the requirements of the FMLA. This leave is available if the employee intends to continue employment following the leave. Maternity leave will then be treated as a sick leave situation. The employee may utilize accumulated sick and vacation time during the twelve weeks. When length of leave exceeds the six weeks, the remainder of the leave will be taken without pay.

When an employee’s pregnancy is verified, she should notify her supervisor of any necessary changes in the work schedule, as approved by her physician. By the eighth month, the employee should let her supervisor know in writing whether or not she intends to return to work. A copy of this letter should be sent to the Human Resources Office.

The employee has the right to return to College employment following the equivalent of FMLA leave within 12 months of the date of designation. If the employee does not intend to return to work their employment will be considered terminated.

ADOPTION LEAVE: Asbury College offers adoption leave of up to 12 weeks to a benefit eligible employee who is the parent of a newly adopted child. Adoption leave is considered Family and Medical Leave and is subject to the requirements of the FMLA. The leave is without pay after the use of accrued vacation days.

JURY DUTY: If a full-time employee is called to serve on a jury, Asbury College will pay regular salary to the employee from losing income for the time served. However, if the employee is a part-time employee, the College will provide compensation only for those days the employee would normally worked according to the employee’s regular schedule.

In either case, whether full or part-time, it will be required that the employee repay the College for whatever the court pays during the time off since the employee will be receiving salary from the College. If the court’s payment would be more than the employee would regularly earn, Asbury will only require that portion paid to the employee as regular pay.

NATIONAL GUARD AND RESERVE LEAVE: Full-time employees of Asbury College are allowed to participate in National Guard and Reserve leave. Employ should be expected to participate in such programs will be granted unpaid leave of absence for training, exclusive of earned vacation time. In addition, the employees’ jobs and career opportunities will not be limited or reduced because of their service in the National Guard or Reserve.

FAMILY MEDICAL LEAVE
Eligibility/Definition
As required by FMLA, Asbury College offers up to 12 weeks of unpaid, job-protected leave in any 12-month period to “eligible” employees for a serious health condition of the employee or of the employee’s spouse, child, or parent, who has a serious health condition.

Unpaid leave is granted for any of the following reasons:
1. To care for the employee’s own serious health condition.
2. To care for the serious health condition of the employee’s spouse, son or daughter, or parent, who has a serious health condition.
3. For a serious health condition that makes the employee unable to perform their job.

In order to receive FMLA leave, there must be a serious health condition which is defined as:
• A chronic health condition (e.g. severe morning sickness).
• But if the employee takes leave for a family or medical reason and the leave was not designated as FML by Asbury College, the employee designated it as FML by not requesting time off under FMLA or Human Resources Office within 2 business days or returning to work. The employee loses protection under the FMLA for the absence if timely notification is not provided.

Conditions of Return from FMLA Leave
In accordance with the FMLA, vacation leave or accrued sick leave (in accordance with existing sick and maternity leave policies) as part or all of the 12-week period.

Definition of Related Terms—
A. Serious health condition: an illness, injury, impairment, or physical or mental condition that involves:
1. Any period of incapacity of more than 3 days (e.g. asthma, chronic obstructive pulmonary disease).
2. Any period of incapacity of more than 3 consecutive calendar days, that also involves continuing or subsequent treatment by a health care provider.
3. A chronic severe health condition which may last for a significant length of time and may be intermittent.
4. A serious health condition and do not qualify for FML.

B. Continuing treatment by health care provider: a serious health condition involving continuing treatment by a health care provider includes any of the following:
1. Any period of incapacity or treatment in connection with or consequent to inpatient care in a hospital, hospice, or residential medical care facility.
2. Any period of incapacity of more than 3 consecutive calendar days, that also involves continuing or subsequent treatment by (or under the supervision of) a health care provider.

A chronic health condition also qualifies as a serious health condition even if an employee or family member does not require continuing treatment and it does not last three days (e.g. asthma, severe morning sickness).

Complications arise, ailments such as the common cold, flu, ear aches, upset stomach, minor ulcers, headaches others than migrane; etc. generally are not considered a serious health condition and do not qualify for FML.

B. Continuing treatment by health care provider: a serious health condition involving continuing treatment by a health care provider includes any of the following:
1. Any period of incapacity or treatment in connection with or consequent to inpatient care in a hospital, hospice, or residential medical care facility.
2. Any period of incapacity of more than 3 consecutive calendar days, that also involves continuing or subsequent treatment by a health care provider.

A chronic severe health condition which may last for a significant length of time and may be intermittent.

Unpaid leave is granted for any of the following reasons:
1. To care for the employee’s own serious health condition.
2. To care for the serious health condition of the employee’s spouse, son or daughter, or parent, who has a serious health condition.
3. For a serious health condition that makes the employee unable to perform their job.

In order to receive FMLA leave, there must be a serious health condition which is defined as:
• A chronic health condition (e.g. severe morning sickness).
• But if the employee takes leave for a family or medical reason and the leave was not designated as FML by Asbury College, the employee designated it as FML by not requesting time off under FMLA or Human Resources Office within 2 business days or returning to work. The employee loses protection under the FMLA for the absence if timely notification is not provided.

Conditions of Return from FMLA Leave
In accordance with the FMLA, vacation leave or accrued sick leave (in accordance with existing sick and maternity leave policies) as part or all of the 12-week period.

Use of Paid Leave during FMLA Leave
The College requires that the employee substitute any accrued, unused vacation leave or accrued sick leave (in accordance with existing sick and maternity leave policies) as part or all of the 12-week period.

Definition of Related Terms—
A. Serious health condition: an illness, injury, impairment, or physical or mental condition that involves:
1. Any period of incapacity or treatment in connection with or consequent to inpatient care in a hospital, hospice, or residential medical care facility.
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2. Any period of incapacity of more than 3 consecutive calendar days, that also involves continuing or subsequent treatment by a health care provider.

A chronic severe health condition which may last for a significant length of time and may be intermittent.
Christmas Day

Asbury College honors eight paid holidays which include the following: New Year’s Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. As the college observes its two mid-year breaks, additional time off may be arranged at the Thanksgiving and Christmas holiday each year. The exact schedule is announced by the Human Resources Office.

HOLIDAYS

Asbury College honors eight paid holidays which include the following:

- New Year’s Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Asbury College operates on a year-round calendar. All benefit-eligible employees are eligible for holiday pay. If the benefit-eligible employee’s work schedule does not fall on the holiday, appropriate holiday time will be awarded based on the hours worked.

In the event of a mandatory work schedule, employees will be provided with the appropriate amount of holiday time lost. Please contact the Human Resources Office for the specifics of this policy.

RELIGIOUS OBSERVANCES

All benefit-eligible employees are encouraged to attend on-campus chapel services during the school year. This time will be paid if chapel falls during the regularly scheduled work hours.

Administrative, professional, and staff members meet together for devotions one-half hour each Monday morning in the Administration Building. All employees are invited to attend with pay. Some departments have departmental devotions; any interested employee may contact the department to find out the time.

PERSONAL ITEMS

Insurance is provided to employees to cover personal items in their offices (up to $10,000 limit per employee). The employee must submit to the Office of Business Affairs an itemized list of personal property, with values stated that in the office before coverage can begin.

ASBURY COLLEGE TUITION REMISSION POLICY

To provide all full-time faculty, administrators, professionals, and hourly staff employees of Asbury College are entitled to a tuition remission program in accordance with the following policy:

1. Children, married or single, natural or legally adopted, of all full-time faculty, administrators, professional, and staff employees will receive a tuition remission in the amount of 50% of the tuition after two years of service. After four years of service the scholarship will be increased to 100%.

2. Years of service for faculty employees under contractual agreement with Asbury College for the academic year will be based on the course offerings of Asbury College.

3. Years of service for faculty employees under contractual agreement with Asbury College for the academic year will be based on the course offerings of Asbury College.

4. Years of service at other post-secondary institutions will be counted towards the waiting periods for tuition waiver

5. Sponsors of all full-time faculty, administrator, professionals, and staff employees will receive a 100% tuition scholarship after the employee has completed 4 years of service to Asbury College.

6. Employees and/or spouse in accordance with the following policy:

- The tuition waiver provides for completion of a bachelor’s degree. The maximum number of waived credit hours will be 140 in both on-campus and off-campus programs for new students enrolling Fall 1995 and thereafter. With the typical degree requiring 120 to 128 credit hours, this limit should enable the student to complete the degree.

7. Part-time employees who have a 3 FTE basis for at least 10 years will be eligible for 50% tuition remission for their spouse or their children, married or single.

8. In case an administrator, faculty, professional, or staff member eligible under the provisions of this policy dies while in the employment of the College, after having completed six years of service, their minor child(ren), married or single, will be eligible under this portion for four years of college education.

9. Children, married or single, or spouse of a retired administrator, faculty, or staff member, living or deceased, who was employed for at least six years at the College, are eligible for benefits under the provisions of this policy.

10. Full-time employees may receive tuition waiver for one course in each of fall and spring semesters excluding books and fees so long as it does not interfere with the fulfillment of their duties and is approved by their supervisors and appropriate officials. Time absent from work will be made up at the supervisors’ discretion. This program specifically excludes courses taken in summer and fall and spring semesters.

11. Asbury College and Asbury Theological Seminary enjoy a reciprocal agreement for tuition waiver for on-campus programs. Copies of the policy may be obtained by all employees from the Human Resources Office.

The employee tuition waiver will cover academic programs either on or off campus under the following conditions:

- 1. UK Joint Nursing Program courses offered and registered for on the UK campus.
- 2. UK Joint Engineering Program courses offered and registered for on the UK campus.
- 3. Medical Technology Program courses offered on other campuses.
- 4. Kenya Highlands Bible College
- 5. University of East London program
- 6. Graduate Program in Education
- 7. Consortium for Overseas Teaching

Examples of programs ineligible for the employee tuition waiver are the following:

- 1. UK Joint Nursing Program courses offered and registered for on the UK campus.
- 2. UK Joint Engineering Program courses offered and registered for on the UK campus.
- 3. Medical Technology Program courses offered on other campuses.
- 4. Kenya Highlands Bible College
- 5. University of East London program
- 6. Graduate Program in Education

Please contact Human Resources for updated policies.

ATS RECIPROCAL SCHOLARSHIP

A reciprocal scholarship arrangement with Asbury Theological Seminary is also provided. Details and forms are available in the Human Resources Office.

CONSORTIUM/COALITION TUITION WOPER SCHOLARSHIP

A tuition waiver exchange program for employee children operates through both the Coalition for Christian College and Universities and the Christian College Consortium. Contact the Provost’s Office for details.

GRADUATE SCHOOL ASSISTANCE PROGRAM

Asbury College recognizes the importance of continuing education for personnel. This program has been designed to financially assist administrative and professional employees who show potential for expanded responsibilities or advancement. Funding will be available in a post-baccalaureate program of study. The program is open by application for up to 10 employees at one time.

Approval of application for this program will be based on the following:

- Must be a full-time regular employee, with a minimum of 3 years of full time service.
- Consideration will be given to employee performance and potential for advancement.
- Must apply for admission to the program.
- Courses must be taken at an accredited, post-secondary institution.
- Administrator applicants will be considered first, Professional Staff applicants second.
- Employee must have prior approval from their supervisor and Executive Officer.
- Recommendation for any application for final approval shall be at the sole discretion of the supervisor and Executive Officer.

Doctoral Loan: Full-time Administrative and Professional Staff members who are enrolled in a doctoral program that has been approved by the appropriate vice president as being a terminal
degree, which will enhance the work of the staff member in the specific department of service, may apply for financial assistance for direct costs associated with the degree program. Expenses can include tuition, fees, books, and supplies. The maximum amount an individual can borrow is $9,000. Documentation of projected and actual expenses to be covered by the loan must be provided by the staff member. The amount borrowed will be amortized at a rate of $1,500 per year of service beginning after the degree is completed. If the staff member leaves the college before the loan is amortized, the remainder of the loan must be repaid to the college with interest according to the Repayment Guidelines.

**Repayment Guideline:s**

1. If the staff member withdraws from active pursuit of the degree program with approval of the college administration and continues to work at Asbury, the amount loaned will be amortized at a rate of $800 per year of full-time employment.
2. If the staff member leaves the college before the loan balance is amortized, the college and the staff member will negotiate a repayment schedule for the unamortized balance of the loan. Interest reflective of prevailing rates will be charged on the unpaid balance.
3. If the staff member completes the degree and the amortization process has begun, the balance of the loan must be repaid. The college and the staff member will negotiate a repayment schedule for the unamortized balance of the loan. Interest reflective of prevailing rates will be charged on the unpaid balance.

**RELATION EXPENSE**

Asbury College will reimburse any new Faculty, Executive, Administrator, or Professional employee up to 1/12 of their gross annual salary. These expenses can include actual moving expenses, utility hook-ups, service deposits, required meal or hotel expenses related to moving or house hunting trips, mileage for automobiles, related long distance phone calls, packing materials and services, or other expenses related to moving. All receipts must be submitted within 90 days of the date of employment. Any exceptions to this must be approved by the Vice President for Business Affairs.

If the employee voluntarily leaves Asbury College before the completion of three years of service, a prorated refund will be due the College equal to 1/3 of the total reimbursement for each year not completed. Under current IRS regulations, reimbursed moving expenses are considered taxable income to the employee.

**HOUSING**

Some rental housing is available for full-time employees. These include single-family homes, duplex apartments and townhouse apartments. The apartments can be occupied for no more than three years unless special arrangements are made with the Vice President for Business Affairs and Treasurer. Deposits are required before occupancy. Questions may be directed to the Office of Business Affairs.

**XEROX COPIES**

Full-time employees are provided $10.00 of free Xerox copies per year (July—June). Part-time employees who are eligible for benefits are provided with $8.00 of Xero copies per year. Any personal use of copy equipment over this amount will require immediate cash payment.
RETIREMENT BENEFITS

RETIREMENT
All benefit-eligible employees are eligible to participate in the College retirement plan with the Teachers Insurance and Annuity Association (TIAA) and College Retirement Equities Fund (CREF) after meeting certain requirements. However, employees in eligible categories of employment who have credit for years of service at other educational organizations and whose years of credit meet the minimum standard may begin participation in this retirement plan, following employment at the College.

If upon retirement an employee of Asbury College has been eligible for benefits for a minimum of ten (10) years, the College will maintain the following benefits:
- $5,000 of Life Insurance Coverage (for 5 years);
- Health insurance coverage that costs the retiree the same as that of an active employee (for 5 years);
- Tuition Waiver: Children, married or single, or spouse of a retired administrator, faculty, or staff member, living or deceased, who have been employed for at least six years at the College are eligible for tuition benefits under the provisions of the Tuition Waiver Policy.

DISABILITY RETIREMENT
If a full-time employee is age 55 when eligible for long-term disability and has been a full-time employee of Asbury College for at least ten years, then that employee may be eligible for benefit continuation as an early retiree. If the employee is eligible for Medicare, the employer will pay the cost for a Medicare Supplement equivalent to, but not exceeding the same amount as paid on single coverage for regular health insurance for five years.

RETIREMENT RECOGNITION
Asbury College honors retiring employees for faithful service. A retirement gift is given by the institution based on years of service. Specific guidelines have been established which are based on years of employment. Each retiree is officially recognized by the institution at either the Staff Appreciation/Christmas Banquet (for staff) or Faculty Banquet (for faculty).

RETIRE IDENTIFICATION CARD
Identification cards for all retirees and their spouses are available. The basic requirement or eligibility is completion of ten years of service. The card entitles retired employees to library privileges, Luce Center membership, and discounts in the bookstore, athletic events, and to certain campus events.

RETIREE HEALTH INSURANCE
If you qualify for retirement benefits under the previously listed retirement section, you will be eligible to participate in Asbury College’s health insurance program. This means that Asbury College will continue to contribute to your health insurance for 5 years following your retirement and you will have the same enrollment rights as an active employee.

Once you are Medicare eligible you will convert from your current insurance to Medicare. Supplement to be handled as directed by the Life Contract as consistent with other employees in a terminating or retirement situation except that upon long-term disability, the waiver of premium option will be initiated for such employees.

EARLY RETIREMENT
If an employee is at least age 55 and has been a full-time employee of Asbury College for at least ten years, then that employee may be eligible for benefit continuation as an early retiree as specified above. If the employee is eligible for Medicare, the employer will pay the cost for a Medicare Supplement equivalent to, but not exceeding the same amount as paid on single coverage for regular health insurance for five years.

DISABILITY RETIREMENT
If a full-time employee is age 55 when eligible for long-term disability and has been a full-time employee of Asbury College for at least ten years, then that employee may be eligible for benefit continuation as an early retiree. If the employee is eligible for Medicare, the employer will pay the cost for a Medicare Supplement equivalent to, but not exceeding the same amount as paid on single coverage for regular health insurance for five years.

REQUIREMENTS

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<thead>
<tr>
<th>EMPLOYEE STATUS</th>
<th>REQUIREMENTS</th>
<th>ACTION</th>
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<tbody>
<tr>
<td>65 years of age, actively working in a benefit-eligible status and eligible for Medicare</td>
<td>Must stay on Asbury’s health insurance benefits; Asbury College insurance is primary.</td>
<td>May defer Medicare Part B until no longer working.</td>
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<tr>
<td>65 years of age, not working or working in a part-time status that does not provide benefits</td>
<td>May stay on present insurance or sign up to a Medicare Supplement plan. Asbury will pay the same amount toward supplements as other insurance coverage if retired employee is eligible through 5 year period.</td>
<td>Must sign up for both Parts A &amp; B of Medicare. Supplement to be handled through the Human Resources Office.</td>
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SPousAL COVERAGE
At the time of retirement, an employee’s spouse may continue with coverage under the provisions listed above. The spouse’s plan type will be dependent on their Medicare eligibility.

If a retiree should die during the 5-year benefit period the spouse has two options regarding health insurance. If the retiree/spouse are enrolled in a Medicare supplement at the time of death Asbury College will continue contributions through to the spouse’s supplement the remainder of the 5-year period. If the retiree/spouse is enrolled in the regular group plan at the time of death, the spouse will have the right to exercise continuation of insurance through COBRA for up to 36 months. Asbury College will contribute an amount equal to the single plan contribution rate through the remainder of the 5-year benefit period (not to exceed the 36-month COBRA period).

MEDICARE ENROLLMENT
Medicare is provided to retired and disabled individuals based on federal eligibility regulations. Medicare is divided into two parts. Part A of Medicare provides coverage for hospitalization. It currently has no monthly cost and is provided to individuals once they meet the age requirement. Part B of Medicare provides coverage of outpatient services such as physician visits. Enrollment in Part B is optional but there are potential penalties for late enrollment.

Current Medicare regulations state that, in order to avoid penalties, you must enroll in Part B of Medicare within 8 months of (1) the termination of your group health insurance, or (2) the termination of your employment, whichever comes first. Failure to properly enroll in Medicare part B can limit the time of year in which you can enroll and will subject you to a 10% increase in the cost of Medicare part B premiums.

The preceding regulations are based on the present Medicare regulations and allowances. Since these regulations can change on an annual basis, employees must refer to the US Department of Health and Human Services publication, The Medicare Handbook for each year’s regulations. They also have an 800 number available: 1-800-772-1213.
GRIEVANCE PROCEDURE
Ashbury College recognizes that any time people work together closely conflict may arise. As such, the College recognizes an employee’s right to express grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices, or differences of interpretation of policy that might arise between the institution and its employees.

If an employee has a problem that is affecting job performance the employee first needs to discuss this problem with the direct supervisor. In a reasonable amount of time (5 working days specified) the supervisor should give a reply to your problem. If the employee does not receive a satisfactory reply to the problem the employee may present, in writing, the problem or the complaint to the Department Head or Administrator. If the problem or complaint regards pay and/or job classification, the employee should direct the correspondence to the Vice President and its employees.

At any time during this process, the Human Resources Office will serve as an objective advisor to the employee. This procedure is not necessarily a pre-requisite for termination. Termination can be immediate depending on the offense and employment is at will.

COMMUNICATIONS
From time to time, the Human Resources Office will post pertinent information on bulletin boards located at the Physical Plant and in the copy room of the Administration Building. Information will also be distributed through a bi-monthly newsletter. The Circuit, published by the Human Resources Office. Various policy information is also available from the Administrative Policy Manual, Ashbury College Safety Program Manual, Emergency Response Manual, and Secretaries Handbook.

SAFETY
It is expected that all employees on Ashbury’s campus will strive to use good judgment and safety precautions to help prevent accident and injury. Accidents, which are work related, not only cost the individual distress and pain associated with the injury but also raise the cost of insurance rates since rates are directly related to the cost of claims. Since Ashbury College is concerned with the safety of our employees, it is expected that supervisory personnel will do all possible to comply with safety standards and encourage their employees to do so. Failure to comply with a direct order in connection with the wearing of safety apparel or actions relative to safety will be considered insubordination.

It is vitally important that the employee develop a safety ethic and learn the habits of using safety equipment when necessary for protection from dangers. It takes a cooperative team effort for the College campus to be safe—free from straigthening a rag in a hallway to keeping fingers out of the paper cutter. Safety is everyone’s responsibility, and the College asks that the employee be very conscious of safety on the campus.

ACCIDENT REPORTING
WORK RELATED ACCIDENTS: If an accident does occur, there is provision for the coverage under Worker’s Compensation insurance. The College pays the entire cost of this insurance, and it’s purpose is to provide for payment of medical and/or disability costs for employees injured while on the job. To make sure coverage is available, an employee must notify the supervisor immediately upon an accident. A report form will be completed and signed by the supervisor and submitted to the Human Resources Office. The accident will then be reported to Worker’s Compensation at 1-877-594-8781 so that the appropriate treatment can be administered. If an employee does not follow these guidelines, the employee may be responsible to pay for any treatment received.

NON-WORK RELATED ACCIDENTS: All accidents that occur on campus should be reported to the employee’s immediate supervisor whether they are work related or not. Completion of an accident report form is necessary for both appropriate review and follow-up of an accident. A completed accident report form should be forwarded to the Human Resources Office as quickly as possible. This will allow the Safety Committee to review the accident and determine any corrective measures that may be necessary.

FIRES AND EMERGENCIES
If a fire alarm sounds in the building that the employee is working in, the employee should proceed in an orderly fashion to the nearest exit. Exit routes are posted in every building. Please refrain from the use of elevators as a means of exit; use stairs and doors only. Once outside the building, please move at least 50 feet from the building to an area that is clear of all fire hydrants. Contact switchboard immediately of the incident. An operator will process any phone calls to local officials as necessary.

NON-WORK RELATED ACCIDENTS: All accidents that occur on campus should be reported to the employee’s immediate supervisor whether they are work related or not. Completion of an accident report form is necessary for both appropriate review and follow-up of an accident. A completed accident report form should be forwarded to the Human Resources Office as quickly as possible. This will allow the Safety Committee to review the accident and determine any corrective measures that may be necessary.

SAFETY & HEALTH
Open flames, such as candles and burning incense, are not permitted in any building on campus. Space Heaters are also prohibited.

TORNAO ALARMS
The severe weather sirens will sound in the case of a tornado drill or warning. The siren will sound a long sustained pitch as if it is “stuck” on a note. The signal goes up to the highest pitch and continues to maintain that pitch for two or three minutes. In the event of hearing the tornado siren, follow these directions quickly and calmly:
1. Keep away from windows.
2. If you are in a building, quickly and calmly proceed to the basement or lowest level and stay near the center of the building. If a basement is not available a small interior room such as a closet or bathroom is preferable, or under sturdy furniture.
3. If you are outdoors, quickly move to the nearest building for shelter or lie down in the nearest ditch or depression if no better shelter is available.

Everyone should remain in his or her protected area until the “All Clear” signal is given or until you are sure the tornado is past. The “all-clear” signal is one-cycle of the siren’s pitch up and then back down again.

BLOODBORNE PATHOGENS
Asbury College is committed to providing a safe and healthful working environment for all students and employees. The College has developed an Exposure Control Plan for protecting employees against bloodborne pathogens. This plan is available for review in the Office of Human Resources and Risk Management. The plan focuses on the implementation of universal precautions that prevent exposure to infectious material that may contain Hepatitis B Virus (HBV) or Human Immunodeficiency Virus (HIV).

While all employees with occupational exposure have been identified, trained, and offered vaccination against HBV, any employee could potentially become exposed to materials that may be infectious. To minimize this risk each employee must adhere to the following guidelines:

• Contact the Clinic whenever a first aid procedure is involved.
• Conduct the prescribed contamination procedures if you voluntarily administer first aid. These are as follows:
  1. Remove, decontaminate, and/or dispose of clothing.
  2. Wash contaminated skin thoroughly with soap and water.
  3. Submit to a post-exposure evaluation & follow-up by Human Resources.
• Isolate any area where there is an incident involving blood exposure until it has been decontaminated by the clinic staff or custodial services.

1. Check content of disinfectant to determine its ability to destroy bloodborne pathogens.
HAZARD COMMUNICATION

Upon beginning employment at Asbury College, the employee will receive training concerning Hazard Communication and any chemical hazards that exist in the employee’s work area. This training will be done during the orientation program. MSDS (Material Safety Data Sheets) exist for all chemicals in each employee’s work area. These sheets are housed in the employee’s work area, Physical Plant, chemistry laboratories, cleaning closets, and the switchboard. If an employee is exposed to a chemical and is unaware of its properties, the employee may refer to these sheets for cautions, treatments, and other important information. The employee may refer to these sheets at any point during employment at Asbury College.

SAFETY TRAINING

During employment the employee will receive periodic safety training. This training will be either through formal lecture, videotape series or through information circulation of employee newsletters and memos. If at any point the employee identifies training needs or has suggestions for training programs, please alert the immediate supervisor or the Human Resources Office.

HAZARD COMMUNICATION

This training will be done during the orientation program. MSDS (Material Safety Data Sheets) exist for all chemicals in each employee’s work area. These sheets are housed in the employee’s work area, Physical Plant, chemistry laboratories, cleaning closets, and the switchboard. If an employee is exposed to a chemical and is unaware of its properties, the employee may refer to these sheets for cautions, treatments, and other important information. The employee may refer to these sheets at any point during employment at Asbury College.

ALTERNATIVE WORK ASSIGNMENTS

Asbury College is committed to residential education. As a part of that philosophy it is our expectation that all positions will have work responsibilities that are primarily located on campus. Faculty and Administrative Staff have the option to perform work functions after hours, outside of their regular office time, or away from the office. Any permanent change in schedule of work location for salaried employees must be pre-approved through this policy. It is our expectation that alternative work assignments for Support Staff will be limited to special situations where an employee is temporarily unable, because of unusual circumstances, to perform their job duties on site. For more information regarding this policy and approval procedures, please refer to the Administrative Policy Manual, page 300.4.14.

AMERICANS WITH DISABILITIES ACT

Asbury College does not discriminate in the interviewing, hiring, or promotion of individuals on the basis of disability. We are committed to compliance with the Americans with Disabilities Act of 1990 and its related section 504 of the Rehabilitation Act of 1973. We shall endeavor to provide reasonable accommodations requested by all employees with documented disabilities who are otherwise able to perform the essential functions of their job. The Office of Human Resources and Risk Management will work with all employees and their supervisors in determining the most effective accommodations that can be reasonably provided on an individual basis. It will maintain records of such requests and accommodations in a confidential manner. All requests for accommodations should be made in writing to the Office of Human Resources and Risk Management.

ATTENDANCE

The College team is incomplete without each employee; thus the College naturally expects each employee to be here when scheduled to work. The College does not expect the employee to come in if there is illness, but the College does expect the employee to telephone the department prior to the beginning of the shift to let the supervisor know as soon as possible that the employee will not be coming in.

If an employee does not report to work for three consecutive days without notification, automatic termination will result unless the employee is providentially hindered and unable to phone.

BENEFITS FOR RETURNING EMPLOYEES

If an employee terminates employment with Asbury College and later returns to work, previous years of service will count toward determining eligibility for various benefits (retirement, vacation, sick leave, tuition waiver, etc.) and accumulated institutional benefits (such as accumulated sick leave) will be restarted at zero at the time of rehire.

CHILDREN IN THE WORKPLACE

Children of employees are normally not present at the workplace (i.e., office, classroom, shop, etc.) during an employee’s work hours or when the College is in normal operations. Emergency and occasional visitations are permitted with approval from the supervisor. These visits must not be frequent or for an extended period of time when the employee is on duty. If a child is present, it is the employee’s responsibility to see that the child is appropriately supervised, does not interfere with anyone’s work, and is not disruptive. It is inappropriate for children to be in the workplace in lieu of regular childcare arrangements.

COBRA

On April 7, 1986, a Federal law was enacted (Public Law 99-272, Title X] requiring that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called “continuation coverage”) at group rates in certain instances where coverage under the plan would otherwise end. The employee has a right to choose this continuation coverage if they lose group health coverage because of a reduction in hours of employment or the termination of employment (for reasons other than gross misconduct on the employee’s part).

As the spouse of a covered employee in Asbury College’s group health medical plan, they have the right to choose continuation coverage if they lose group health coverage for any of the following four reasons:

1. The death of a spouse;
2. A termination of spouse’s employment (for reasons other than gross misconduct) or reduction in spouse’s hours of employment;
3. Divorce or legal separation from spouse; or
4. Spouse becomes eligible for Medicare.

In the case of a dependent child of an employee covered by the group health plan, he or she has the right to continuation coverage if group health plan is lost for any of the following five reasons:

1. The death of a parent;
2. The termination of a parent’s employment (for reasons other than gross misconduct) or reduction in a parent’s hours of employment with Asbury College;
3. Parent’s divorce or legal separation;
4. A parent becomes eligible for Medicare; or
5. The dependent comes to be a “dependent child” under the health plan.

Under the law, the employee has at least 60 days from the date they would lose coverage because of one of the events described above to inform the College plan administrator that the employee wants continuation coverage. If the employee does not choose continuation coverage, the group health insurance coverage will end.

If the employee chooses continuation coverage, Asbury College is required to offer the employee coverage that is identical to the coverage provided under the plan available to similarly situated employees or family members. The law requires that the employee be afforded the opportunity to maintain continuation coverage for 3 years unless the employee lost group health coverage because of a termination of employment or reduction
in hours. In that case, the required continuation coverage period is 18 months. However, the law also provided that continuation coverage may be terminated for any of the following five reasons:

1. Asbury College no longer provides group health coverage to any of its employees; 
2. The premium for continuation coverage is not paid; 
3. The employee becomes an employee covered under another group health plan; 
4. The employee becomes eligible for Medicare; 
5. The employee was divorced, or remarries, or is covered under the new spouse’s group health plan.

Current law will also allow for extension of coverage in the event a COBRA-covered individual becomes disabled as determined by the Social Security Administration on the date of the event a COBRA-covered individual becomes disabled as determined by the Social Security Administration on the date of the event. Any employee—staff, faculty, administrator, or officer—who is insured, possesses, distribute or promote in any way the use, possession, or distribution of illicit drugs and alcohol will be subject to immediate termination. If, upon a case-by-case evaluation and individual assessment, an employee, office, employee, or faculty member be subject to immediate termination, they must be allowed to enroll in an individual continuation health plan. The employee may direct questions concerning this law to the Benefits Office. At the time of termination, employees receive a copy of the details of the regulations in the Exit Interview.

CONCEALED WEAPONS
It is the policy of Asbury College to prohibit employees from carrying concealed weapons on the property of Asbury College. Anyone carrying such weapons must be subject to removal from the premises and further disciplinary action including termination.

CONFIDENTIALITY
Because Asbury College deals with substantial personal information, every employee holds a position of trust. All phases of work will involve information that should be regarded as confidential. Discussion relating to records, reports, and correspondence which cross an employee’s desk is to be strictly limited to co-workers who are directly involved in that particular area on the “need to know” basis. Confidentiality is a condition necessary for employees to maintain the capacity to work. Asbury College requires that confidential material be held in confidence. Any employee, faculty, or staff member who releases confidential material will be subject to the following:

- A desire to do good.
- Responsibility to fellow believers.
- Respect for others that includes a sensitivity not to offend.
- Personal standards appropriate to one’s being a creation.

Some specific guidelines for offices in the environment are as follows:

BETTER PROFESSIONAL DRESS: Business Professional Dress is expected during the normal work week and where appropriate when representing the institution. As appropriate, individual departments may request employees to dress in a prescribed form. Business Professional Dress is expected during the regular work week and where appropriate when representing the institution. As appropriate, individual departments may request employees to dress in a prescribed form. Business professional dress clothes are permitted only on designated days. All employees are expected to dress modestly and neatly at all times, with hair clean, neat and well styled. Unkempt hair or body rings are not considered appropriate for the office. Long hair and earrings for men is not considered acceptable attire.

Inappropriate business casual attire can be provided with shirts and/or slack (up to 3 pairs a year) as part of their work- ing apparel upon request. Otherwise attire that is appropriate for the nature of the work being performed is acceptable. Blue jeans and similar casual attire (non-casual shirts), tank tops, T-shirts, and other casual attire are not acceptable for work. A coordinating suit or sport coat is recommended when representing the institution in a social context.

Women: Appropriate office attire consists of a dress, dress slacks, or slacks, dress shirts, blouses, or blouses, sweater, dress, and other similar attire. Women’s office attire is expected to enhance a professional appearance. Shirts that are too short or other casual attire are not acceptable for work. A coordinating suit or sport coat is recommended when representing the institution in a social context.

Women: Appropriate office attire consists of a dress, dress slacks, or slacks, dress shirts, blouses, or blouses, sweater, dress, and other similar attire. Women’s office attire is expected to enhance a professional appearance. Shirts that are too short or other casual attire are not acceptable for work. A coordinating suit or sport coat is recommended when representing the institution in a social context.

Women: Appropriate office attire consists of a dress, dress slacks, or slacks, dress shirts, blouses, or blouses, sweater, dress, and other similar attire. Women’s office attire is expected to enhance a professional appearance. Shirts that are too short or other casual attire are not acceptable for work. A coordinating suit or sport coat is recommended when representing the institution in a social context.

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to meet financial obligations may impose an administrative and financial burden on the College in terms of extra bookkeeping and the need to respond to and comply with court processes.

No employee will be terminated because his/her earnings have been subjected to garnishment for one indebtedness. However, repeated garnishments may result in disciplinary action up to and including termination, depending on the circumstances.

Asbury College will not deny employment to, or terminate the employment of, any person solely because that person has filed a petition for bankruptcy (The Amendments of 1984 - Public Law 98.853, Title III, July 10, 1984).

Employee financial information will be handled in the strictest of confidence. No verification relative to finances will be given over the telephone or by letter without express written permission of the employee.

RELATIONSHIPS: EMPLOYEE/STUDENT

Asbury College is committed to creating an atmosphere of trust and respect in which all members of the community can work together freely to accomplish the mission of the College. All employees must recognize that our mission is to educate and serve students in a spirit as expressed in the Handbook for Academic Environment.

In light of this commitment, dating or amorous relationships between employees and students are considered to be inappropriate and are strongly discouraged. The College acknowledges, however, that such relationships may develop. In such instances, employees should be aware that comments or conduct that a person finds merely amusing may offend or upset another person.

WHAT TO DO IF YOU BELIEVE SEXUAL HARASSMENT HAS OCCURRED: Any person who believes that he/she has been the recipient of, or witness to, harassment is strongly encouraged to report the alleged occurrence(s) as soon as possible to institutional complaint coordinators listed below and, if they desire, to the local law enforcement authorities. If a student is more comfortable reporting the incident to a resident advisor, associate dean, or faculty member, he/she is encouraged to do so immediately and then that person should inform the appropriate complaint coordinator.

Complaints against Asbury College students:

1. Submit a written complaint to the appropriate coordinator.

2. The complaint coordinator will forward a copy of the complaint to the accused.

3. The complaint coordinator will interview witnesses and the accused.

4. The complaint coordinator will make a decision to proceed with the complaint.

5. The complaint coordinator will provide a written decision to the complainant and the accused.

6. The complaint coordinator will recommend and the President of the College will impose a disciplinary action.

7. The complaint coordinator will notify the complainant and the accused of the decision.

SOLICITATION

Asbury College prohibits direct solicitation of products or services to its employees during working hours. The application of this policy means office-to-office solicitation, by employees or outside vendors, is not allowed. This restriction also pertains to other employees who are performing activities on behalf of the College.

Posting of sale announcements is permitted in designated areas only. These include bulletin boards in the CPO and Administration buildings. Employees may post announcements regarding items or catalogues in their work areas and allow others to inquire, but may not directly solicit other employees. A public folder within the campus e-mail network has been created for the posting of such announcements. Other use of college e-mail for direct solicitations or sale announcements is prohibited.

Asbury also prohibits the sale of products to the College by members of the administration, faculty, or staff. In addition, students may not be used for sales in business conducted by administration, faculty, or staff members.

TECHNOLOGY USAGE POLICY

GENERAL INFORMATION: Asbury is experiencing a dramatic increase in computer resources. Technology is changing very rapidly. We need to understand what resources are available and how to use them.

COMPUTER ACCOUNTS AND PASSWORDS: You may not give instruction, either in a classroom or work setting, is not permitted.

1. Submission to such conduct is made a term or condition of person's employment or academic progress, or

2. Submission to or rejection of such conduct by a person is taken into consideration in academic or employment decisions affecting the person, or

3. Such conduct has the purpose or effect of substantially interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive work or academic environment.

Sexual harassment includes, but is not limited to, unwelcome, visual, verbal, or physical behaviors. These behaviors may occur as sexual comments or advances, sexual slurs or jokes, teasing, displays of sexually suggestive objects or pictures, sexually suggestive gestures, touching, pinching, physical abuse or sexual assault. The difference between voluntary sexual relationships and sexual harassment are the elements of coercion, threat and/or unwanted attention that exist in a non-reciprocal relationship.

Individuals should be aware that comments or conduct that a person finds merely amusing may offend or upset another person.

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COMPUTER ACCOUNTS AND PASSWORDS: You may not give instruction, either in a classroom or work setting, is not permitted.
Do not disclose passwords to anyone including Information Services personnel. If your password must be changed, Information Services staff will assign you a temporary password and require you to change the password the first time you login to the network. Passwords should also be changed periodically to enhance the security of your files.

SPAM: SPAM is defined as unsolicited E-mail sent to persons who do not wish to receive the message. Asbury College discourages all campus-wide E-mail messages. Administrative Departments and Faculty are permitted to send campus messages that contain information that is pertinent to everyone. Advertising announcements and lost and found messages are two specific examples of SPAM that is not permitted. Anyone who SPAMS the campus with an inappropriate message will be contacted and given one warning. Subsequent violations will result in lost E-mail privileges for an appropriate period of time. Public E-mail folders are available to post these announcements. If you have questions about public folders, please call the Help Desk ext. 2177.

UNLAWFUL ACCESS TO A COMPUTER: Unlawful Access to a Computer is a legal offense, defined in Section 434.840-860 of the Kentucky Code as follows:
1. A person is guilty of unlawful access to a computer when she/he knowingly and willfully, directly or indirectly accesses or attempts to access any computer software, data, computer system or network to defraud or damage another computer system, program or network. (KRS 434.845)
2. A person is guilty of misuse of computer information when she/he receives, conceals, or uses or aids another in doing so, any books, records, documents, property, financial instrument, computer software, computer program, or other material, property, or objects, knowing the same to have been used in or obtained from a violation of KRS 434.845. Unlawful access to a computer will result in cancellation of privileges as well as other disciplinary action. Specific acts of computer tampering include changing the network configuration of your computer, uploading or creating computer viruses or password cracking programs, or attempting to use any account without proper authorization.

TERMINATION OF ACCOUNTS: You may terminate your account on the College’s Information systems by sending notice to Information Services. Termination will be effective on the day that a system administrator receives the notice or on a future date if so specified in the Notice. Accounts for graduating seniors are normally removed the next working day after graduation. System administrators reserve the right to suspend or terminate your access to the College’s Information systems upon any breach of the Memorandum of Understanding. Prior to a suspension or termination or as soon after as is practicable, system administrator will inform you of the suspected breach and give you an opportunity to present an explanation. You may request a review hearing within seven (7) days of such suspension or termination if you feel that such action was unjust. After the review, access may be restored if your appeal is upheld.

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To appeal the decision of a system administrator, you must file a written request with appropriate information to the Director of Information Services. The director will discuss the appeal with other staff of Information Services during their staff meeting and decide whether to grant the appeal. If you are not satisfied with the Director of Information Services response, you may appeal the Director’s decision to a special Vice Presidential committee composed of the VP for Student Development, the VP for Business Affairs and the Provost.

VOLUNTEERISM
Employees are encouraged to become actively involved with the broader campus by participating in activities with students and others. Participation in these types of activities is on a volunteer basis. At no point may a support staff employee volunteer time in activities directly related to their regular work assignment.