

# STAFF MANUAL

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\*\* Policy also applies to faculty.

## Statement of Our Staff Manual

Welcome to the Chicago Theological Seminary community. We hope you will find your work with us stimulating and fulfilling.

The Chicago Theological Seminary (“CTS” or “the seminary”) is committed to implementing fair and effective personnel policies. This Staff Manual contains general guidelines about CTS policies and is not intended to be all-inclusive. This Staff Manual and the policies contained herein do not constitute an express or implied contract or a promise that the policies, procedures, or practices discussed in this Staff Manual will be applied in all cases. CTS reserves the right to add, amend, or revoke policies in this Staff Manual at any time and without notice. Changes to the Staff Manual will be communicated electronically to the entire CTS community.

**This Staff Manual is not a contract of employment, express or implied.** Absent a written employment agreement executed by both staff the member and CTS, all staff members are employed at the will of CTS and are subject to termination at any time and for any reason, with or without cause or notice. Additionally, CTS reserves the right to change the terms and conditions of any at-will staff member’s employment. At the same time, absent any obligation in a written employment agreement to the contrary, a staff member may voluntarily terminate his or her employment at any time and for any reason. Completing any initial assessment period does not change a staff member’s status as an at-will staff member nor does it in any way restrict the rights of CTS to terminate a staff member or change the terms or conditions of the staff member’s employment. Any oral or written statements or promises to the contrary are expressly disavowed and should not be relied upon by any prospective or existing staff members

**Sections of the Staff Manual that apply to faculty are denoted with the “\*\*” symbol within the section heading.**

This Staff Manual specifically supersedes any previous CTS Employee Manuals, handbooks, and unwritten policies or practices.

# Vision, Mission, and Statement of Commitment

## *Vision Statement*

The Chicago Theological Seminary shall be an international force in the development of religious leadership to transform society toward greater justice and mercy.

## *Mission Statement*

The Chicago Theological Seminary, closely related to the United Church of Christ, serves Christ and the churches and the wider faith community by preparing women and men in the understandings and skills needed for religious leadership and ministry to individuals, churches, and society.

## *Statement of Commitment*

In fulfillment of our Vision and Mission Statements and being led by the mission and ministry of Jesus and the Spirit of God, Chicago Theological Seminary is a community of faculty, staff, students, alumni, and supporters joined in learning from each other and in commitment to preparing persons who will be leaders of ecclesial and social transformation in anticipation of the divine reign of justice and mercy.

To this end, we undertake the following specific commitments:

We are committed to a curricular structure in all degree programs that encourages academic excellence and free inquiry, that focuses on the issues of transformative leadership, and that fosters cooperation between communities of faith and other community-based organizations to promote the power of life against the forces of death.

We are committed to confronting the spiritual impoverishment of our time characterized by meaninglessness, lovelessness, and hopelessness with the message of the divine call, love, and promise.

We are committed to enabling communities of faith to effectively engage in public ministry, articulating the cry of the dispossessed, the transcendent claim of true justice and helping to heal the wounds and divisions that disfigure the social body.

We are committed, in conscious response to the Holocaust and in recognition of the toll taken by religious divisions in our world, to fostering better understanding and collaboration among religious traditions, paying particular attention to cooperation among Christianity, Judaism, and Islam toward the end of realizing the aims of the prophetic traditions.

We are committed, in a society riven by racism, to equipping leaders who honor cultural and racial diversity while resolutely combating the forces of division and domination.

We are committed, in a world in which sexism remains a powerful force, to fostering leadership for gender justice, including developing a more mature masculine spirituality and engaging feminist and womanist spiritualities.

We are committed, while church and society are threatened by new forces of division under the banner of homophobia, to developing leadership for a more inclusive church and society.

We are committed, in recognition that the divisions of society are global as well as local and national concerns, to fostering the international collaboration of institutions that have a similar commitment to the transformation of church and society and to the equipping of individuals for this ministry in diverse settings around the world.

We are committed, in a world stratified by social and economic class, to liberation from want, homelessness, hunger, and disease as companions with the poor, challenging structures and decisions that cause poverty, while fostering the year of God's favor for all.

In all of these ways, we are committed to embracing not only the rhetoric but the reality of diversity, to celebrating the costs and joys of discipleship, and to boldly accepting the challenges entailed by this Statement of Commitment.

*The Chicago Theological Seminary Board of Trustees adopted these Vision, Mission, and Commitment Statements in October 2006.*



# Policy Against Discrimination and Harassment\*\*

## **General Policy Statement and Notice of Non-Discrimination and Non-Harassment**

Chicago Theological Seminary is committed to fostering the full humanity of all its members. All forms of discrimination and harassment impugn the full humanity of any human being and for this reason are not tolerated in this seminary. Chicago Theological Seminary does not discriminate, or tolerate discrimination or harassment, against any member of its community on the basis of race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation, or any other status protected by applicable federal, state or local law in matters of employment or admissions or in any aspect of the educational programs or activities it offers.

In furtherance of Chicago Theological Seminary's commitment to the principles of equality and equal opportunity for students, staff, and faculty this policy and the associated procedures are established to provide a means to address complaints of discrimination or harassment based on the protected categories described herein.

The policy has been written with the express goal of protecting the rights and concerns of both complainant and respondent. The seminary will make every effort to assure and protect these rights, and shall undertake no action that threatens or compromises them. Those entrusted with administering this policy are advised to look at the individual situation, the totality of the circumstances, and the nature of the acts involved and to use this policy as a guide on a case-by-case basis.

## **Overview of Prohibited Acts**

### Discrimination

No Chicago Theological Seminary student, faculty, or staff member shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in connection with any Chicago Theological Seminary service, program or activity on the basis of any of the following projected categories: race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation, or any other status protected by applicable federal, state or local law.

Note on Title IX: This policy also addresses the requirements of Title IX of the Education Amendments of 1972 ("Title IX"). Title IX is a federal law that prohibits sex discrimination in federally funded education programs and activities. Title IX states as follows:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Discrimination on the basis of sex (i.e., sex discrimination) includes sexual harassment, sexual assault, and sexual violence. Sexual harassment of employees or other types of sex

discrimination in employment may also be a violation of Title VII of the Civil Rights Act of 1964.

### Harassment

Harassment, including sexual harassment, is a form of discrimination. Chicago Theological Seminary does not tolerate any form of harassment and considers such behavior – whether physical or verbal – to be a breach of standards of conduct. Harassment is unwelcome conduct that is based on: race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation, or any other status protected by applicable federal, state or local law. Harassment becomes unlawful when the conduct is severe or pervasive enough to create a work or learning environment that a reasonable person would consider intimidating, hostile, or abusive.

### Sexual Harassment

Prohibited conduct includes all forms of sex discrimination and sexual harassment, as well as sexual assault and sexual violence. Sexual harassment, which includes sexual assault and sexual violence, may take many forms. Sexual harassment includes, but is not limited to unwelcome sexual advances, requests for sexual favors, and other written or verbal abuse of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
- submission to or rejection of such conduct by an individual is used as the basis of employment decisions or academic decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, academic, or social environment.

Examples may include, but are not limited: to verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; derogatory or demeaning comments of a sexual nature about a woman or a man; leering at, fondling, pinching, or brushing against another body; offensive sexual language; displaying objects or pictures without clear pedagogical context which are sexual in nature in ways that create hostile or offensive environments. When such conduct is coercive and threatening, it creates an atmosphere that is not conducive to teaching, learning or working. Sexual harassment may occur between persons in different seminary status or between persons in the same seminary status.

Sexual assault/sexual violence is a particular type of sexual harassment that includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. This includes, but is not necessarily limited to inappropriate touching, sexual intercourse of any kind without consent, rape, and attempted rape.

## CONSENSUAL RELATIONSHIPS

All members of the community are cautioned against the possible costs of even an apparently consenting sexual relationship in which power differentials exist. For example, a faculty member who enters into a sexual relationship with a student (or a supervisor with an employee) where a professional power differential exists, should realize that if a charge of sexual harassment is subsequently lodged, it may be difficult to maintain innocence on grounds of mutual consent. Codes of ethics for most professional associations forbid professional-client sexual relationships. In the view of the seminary, the professor-student relationship may often be comparable to the relationship of a professional and client.

The seminary cautions its community for the following reasons:

- i. The real power exercised by persons in supervisory positions (administration, professor, and staff) in regard to evaluations, recommendations, scholarships and awards, etc., greatly diminishes the supervisee's actual freedom in regard to consent, should sexual favors be included alongside legitimate demands.
- ii. As with a therapist or clergy person, the problem of transference or counter-transference can occur. In this example, the person in "authority" is an inappropriate object of sexual desire, advances or relationship.
- iii. Power differentials exist in many forms. The theological education community is composed of administrators, professors, staff, students, therapists, case conference leaders, adjunct faculty, field education supervisors, judicatory officials, home church pastors, youth and children (while not inclusive, this list is meant to suggest that power differentials exist in many situations in which the seminary shares or has responsibility). In each relationship, the individual in the position of greater power should be responsible for setting appropriate boundaries.

## Retaliation

The seminary prohibits any form of retaliation against any person for bringing good faith complaint of discrimination or harassment or providing good faith information about discrimination or harassment, even if evidence is not found to substantiate the complaint. Retaliation exists when action is taken against a complainant or participant in the complaint process that (i) adversely affects the individual's opportunity to benefit from the seminary's programs or activities; and (ii) is motivated in whole or in part by the individual's participation in the complaint resolution process. Any person who is found to have engaged in retaliation in violation of this policy is subject to disciplinary action possibly including dismissal from the seminary. Any act of retaliation should be reported in the same manner as acts of discrimination or harassment and will be investigated using the procedures described below.

## **Procedures for Addressing Discrimination and Harassment**

### Steps in Reporting and Inquiry

1. Any person wishing to report an instance of suspected or alleged discrimination or harassment should do so by contacting any Title IX Coordinator, any member of the Anti-Discrimination/Anti-Harassment Task Force, the Academic Dean, or the President, in person, by telephone, by email, or in writing.

Although there is no specific time limit for reporting a suspected violation of this policy, an individual who believes that he or she has been subjected to conduct that violates this policy is encouraged to contact an appropriate official as soon as possible after the alleged act of discrimination, harassment, or retaliation to discuss the available options for proceeding.

2. The seminary will promptly and equitably investigate and resolve all suspected or alleged violations of this policy. Alleged or suspected violations of this policy will be investigated by either an Informal Resolution process, or by a Formal Resolution process as outlined below.
3. The seminary will attempt to complete investigations within 60 days of the filing of a complaint or the date on which the seminary becomes aware of a suspected violation of this policy, unless the seminary determines in its discretion that more time is required to complete the investigation

Chicago Theological Seminary is committed to the prompt and equitable resolution of all alleged or suspected violations of this policy, regardless of whether a complaint alleging a violation of this policy has been filed and regardless of where the conduct at issue occurred.

The seminary's ability to investigate in a particular situation, or the extent of the investigation in any given situation, may be affected by any number of factors, including whether the complainant is willing to file a complaint or to consent to an investigation, the location where the alleged conduct occurred, and the seminary's access to information relevant to the alleged or suspected violation of this policy. The seminary is nonetheless committed to investigating all alleged and suspected violations of this policy to the fullest extent possible under the circumstances.

4. To the extent permitted by law, the confidentiality of all parties involved in the resolution of alleged or suspected violations of this policy will be observed, provided that it does not interfere with the seminary's ability to conduct an investigation and take any corrective action deemed appropriate by the seminary.

Persons should be aware that, under certain circumstances, once an instance of suspected or alleged discrimination or harassment is reported to any of the persons listed above, the seminary may choose to initiate an investigation, even if the person making the report does not wish to proceed with an investigation.

5. The seminary reserves the right to suspend any member of the seminary community suspected or accused of violating this policy or to take any other interim measures the seminary deems appropriate, pending the outcome of the investigation or grievance. Such interim measures can include, but are not limited to, modifying course schedules and issuing a "no contact" order.
6. The seminary also reserves the right to take steps to protect the complainant as deemed necessary during the pendency of the investigation and resolution process (e.g., allowing for a change in academic or work situation, issuing a "no contact" order to the accused, etc.). Any such interim steps will be taken in a manner that minimizes the burden on the complainant to the extent possible.

### Informal Resolution

An informal resolution is a confidential intervention that does not trigger the formal complaint process and does not become part of official record. In cases in which an informal resolution is desired by the complainant and the accused and deemed appropriate by the Title IX Coordinator(s), in consultation with the President, the Title IX Coordinator(s) will name an impartial Informal Resolution Facilitator or Informal Resolution Facilitation Team. This Informal Resolution Facilitator or Informal Resolution Facilitation Team will seek informal resolution of the issues that implicate this policy.

The informal resolution process is as follows:

1. The Title IX Coordinator(s), in consultation with the President, will appoint an Informal Resolution Facilitator or Informal Resolution Facilitation Team.
2. The Informal Resolution Facilitator/Informal Resolution Facilitation Team will speak with the involved parties, first separately, to gather pertinent information about the situation needing resolution.
3. The Informal Resolution Facilitator/Informal Resolution Facilitation Team may then contact both the complainant and the accused, to arrange a time *for both to meet together with the Informal Resolution Facilitator/Informal Resolution Facilitation Team*, for the purpose of seeking informal resolution to the complaint.
4. If informal resolution is met, *to the satisfaction of the complainant and the accused*, the Informal Resolution Facilitator/Informal Resolution Facilitation Team will report back to the Title IX Coordinator(s), and no further action will be necessary.
5. If resolution is *not* achieved, the formal resolution process may be invoked, via written complaint by the complainant or the Title IX Coordinator(s) on her/his behalf. Informal resolution is considered *not* to have been achieved if:
  - a. The complainant reports that her/his complaint has not successfully been resolved via mediation; or
  - b. The accused is dissatisfied with the proposed resolution.

N.B.: *Allegations of physical assault or violence may not be resolved using the informal resolution process.* An allegation of physical assault or violence will automatically invoke the formal investigation process outlined below.

### Formal Resolution

The formal resolution process applies (i) to all matters involving alleged or suspected assault or violence; (ii) when any party so requests in writing; or (iii) when the seminary elects to use the formal resolution process in any matter when the seminary deems doing so appropriate.

When the formal resolution process is invoked, the President shall appoint an Investigation Team from among the members of the Anti-Discrimination / Anti-Harassment Task Force. If members of the Task Force are accused of a violation of this policy, the President will appoint a replacement to the Task Force; if the President is the accused or the complainant, the Chair of The Board of Trustees will take charge of this appointment process.

The function of the Investigation Team is to gather information, make a preliminary determination regarding whether a violation of this policy has or has not occurred, and if, in their judgment, sufficient evidence exists to move to disciplinary procedures, recommend to the appropriate seminary disciplinary body (as described below) for adjudication and final determination of appropriate sanctions or other corrective action.

The following procedures shall apply in all cases in which the formal resolution process is used.

1. The seminary shall provide any individual suspected or accused of violating this policy with a written explanation of the suspected or alleged violations of this policy. Complainants and accused parties shall both be provided with the following in connection with the resolution of suspected or alleged violations of this policy.
  - The opportunity to speak on their own behalf.
  - The opportunity to identify witnesses who can provide information about the alleged conduct at issue.
  - The opportunity to submit other evidence on their behalf.
  - The opportunity to review any information that will be offered by the other party in support of the other party's position (to the greatest extent possible and consistent with FERPA or other applicable law).
  - The right to be informed of the outcome of the process (to the greatest extent possible and consistent with FERPA or other applicable law).
  - The opportunity to appeal the outcome of the process.
2. To help ensure a prompt and thorough investigation, complainants are asked to provide as much information as possible, such as:
  - A description of any relevant incident(s), including the date(s), location(s), and the presence of any witnesses.
  - The alleged effect of the incident(s) on the complainant's opportunity to benefit from the Seminary's programs or activities.
  - The names of other individuals who might have been subject to the same or similar acts of discrimination, harassment, or retaliation.
  - Although it is not required, any steps the complainant has taken to try to stop the discrimination, harassment, or retaliation.
  - Any other information the complainant believes to be relevant to the alleged discrimination, harassment, or retaliation.
3. Oral and written statements shall be gathered from the parties involved in the alleged policy violation, and from others who may have pertinent information.

4. The standard used to determine whether the policy has been violated is whether it is more likely than not that the accused violated this policy. This is often referred to as a “preponderance of the evidence” standard.
5. In a timely manner, both the complaining and the accused party will be informed in writing of the outcome of the investigation, including whether there has been a determination that this policy has been violated. This written notice will be issued concurrently to the complaining and accused parties unless the seminary determines in its discretion that concurrent notification would not be appropriate. If there is a finding that this policy has been violated, the seminary will take such action as it deems necessary to eliminate the policy violation, prevent the recurrence of the violation, and address the effects of the violation.
6. The Investigation Team must deliver written opinion to the appropriate seminary body (see description below) that:
  - in their view no violation of this policy occurred or that the evidence is insufficient to determine whether or not it occurred;
  - in their view a violation of this policy occurred and that disciplinary procedures should be invoked.

The standard used to determine whether the policy has been violated is whether it is more likely than not that the accused violated this policy. This is often referred to as a “preponderance of the evidence” standard.

If there is a finding that this policy has been violated, the seminary shall take such action as it deems necessary to eliminate the policy violation, prevent the recurrence of the violation, and address the effects of the violation. In addition to its written opinion to the appropriate seminary body, the Investigation Team shall make a recommendation to the President as to what actions the seminary should take to eliminate the policy violation, prevent the recurrence of the violation, and address the effects of the violation.

- a. The appropriate seminary bodies are defined as follows:
  - i. Reports regarding students are submitted to the Vice President for Academic Affairs and are addressed according to the Non-Academic Disciplinary Policy as found in the Student Handbook;
  - ii. Reports regarding staff members are submitted to the Vice President for Finance and Administration and are addressed according to the Disciplinary Policy as found in the Staff Manual;
  - iii. Reports regarding faculty members are submitted to the Vice President for Academic Affairs and are addressed according to the Faculty Disciplinary Policy as found in the Faculty Manual;
  - iv. As the seminary deems appropriate, any of these reports may go to judicatory officials and/or supervisors.
- b. If there is a finding that this policy has been violated, these bodies will take action that may include, but is not limited to:
  - i. Formal reprimand, with defined expectations for changed behavior;
  - ii. Recommending or requiring psychological assessment and/or counseling;
  - iii. Mandatory psychiatric assessment and/or treatment;
  - iv. Probationary standing, with the terms of such probation clearly defined;

v. Dismissal from the seminary.

7. Appeals: Normal appeals procedure as outlined in student, staff, administrative and faculty manuals and handbooks of Chicago Theological Seminary will be followed. In matters involving allegations of discrimination or harassment (including sexual assault and sexual violence), both the complaining party and the accused party will be afforded the right to appeal as provided in the applicable manual or handbook.

## **Title IX Coordinators**

The Title IX Coordinators are responsible for implementing and monitoring Title IX compliance on behalf of the seminary. This includes coordination of training, education, communications, and administration of the complaint and grievance procedures for the handling of suspected or alleged violations of Title IX.

Title IX Coordinator  
Deb Derylak  
Director of Theological Field Education  
Office #153  
773-896-2423  
dderylak@ctschicago.edu

Title IX Coordinator  
Michele Carr  
Controller  
Office #135  
773-896-2442  
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## **Anti-Discrimination / Anti-Harassment Task Force**

An Anti-Discrimination/Anti-Harassment Task Force will be established by the initiation of the President at the beginning of each calendar year. This Task Force has its portfolio from January to January to assure continuity over the course of the academic year. The Task Force will be reappointed by November 1 of each academic year and be trained and ready to function by January 1.

The Task Force consists of the following members:

- Title IX Coordinators
- One member of the Leadership Team of the seminary, selected for two years, by the President;
- Director of Community Life;
- One faculty member, nominated by the President and approved by majority vote of the Academic Council for two years;
- One staff member nominated by staff and appointed by the President for two years;



- Two students; the two students will each serve two years, but be appointed by the President on alternate years from among student representatives to Academic Council.

The two main functions of the Task Force are to be available to adjudicate formal charges (by appointment to the Investigation Team) and to develop an educational program for the community around these issues in conjunction with the Title IX Coordinators.

The names of the members of the Anti-Discrimination / Anti-Harassment Task Force will be made available publicly as of January 1<sup>st</sup> each year.

### **Seminary Discretion**

The seminary reserves the right to interpret this policy and modify it as appropriate in the circumstances of particular case, in its discretion.

# Pay Policies

## Staff Member Definitions

An individual is considered a staff member of the Chicago Theological Seminary if that individual is paid directly by CTS through the CTS payroll system in exchange for personal services and does not provide such services as part of an independent business or entity. If an individual is working at, or for, CTS but is paid by a temporary employment agency or is considered an independent contractor, that individual is not a staff member for purposes of staff member status as described in this Staff Manual.

## Employment Status

A staff member is considered a **full-time regular staff member** if that staff member is scheduled to work Monday through Friday for at least 35 hours per week on a regular basis. Full-time regular staff members are eligible for CTS's customary fringe benefits, subject to the terms and conditions of those benefit policies.

A staff member is considered a **part-time regular staff member** if that staff member is scheduled to work for less than 35 hours per week on a regular basis. Part-time regular staff members are eligible for a prorated portion of benefit time. Part-time regular staff members are not eligible for health care, employer retirement contribution, and certain other benefits. Part-time regular staff members may elect to fund staff member contributions in the CTS retirement program subject to the terms and conditions of that program.

An individual is considered an **occasional staff member** if that individual is engaged to work for a specific period of time or through the completion of a specific project. Occasional staff members may work full-time or part-time. Adjunct faculty members and student workers are considered occasional staff members. Occasional staff members are not eligible for any CTS benefits.

## Exempt/Non-Exempt Status

A staff member is considered a **non-exempt staff member** if that staff member's position description meets the requirements of the US Department of Labor ("DOL") for a staff member who is not exempt from overtime pay. Non-exempt staff members may be full-time or part-time. In order to comply with the DOL's overtime reporting and pay requirements, non-exempt staff members must complete a semi-monthly time sheet documenting hours worked and paid time-off claimed and submit this information to their direct supervisor.

A staff member is considered an **exempt staff member** if that staff member's position description meets the DOL's requirements for a staff member who is exempt from overtime pay. Exempt staff members may be full-time or part-time. In order to properly account for exempt

paid time-off accruals, exempt staff members must complete a monthly paid time-off report and submit this information to their direct supervisor.

### **Hours of Work for staff**

The regular business hours of CTS are 8:30 - 4:30, Monday through Friday excluding CTS-recognized holidays. Due to the requirements of their jobs, some staff members' regularly scheduled hours of work occur before or after our regular business hours or are for more than 35 hours per week as specified by their supervisor. Such staff members' letter of hire will usually clearly state these scheduling exceptions. Staff members must have written approval of their supervisor to regularly work hours that differ from the letter of hire.

Permission to work remotely on a regular basis must be approved in writing by the staff member's supervisor following consultation with the leadership team.

### **Direct Deposit of Payroll \*\***

All staff members are encouraged to enroll in the direct deposit of payroll program within two payroll periods of their hire date. Staff members may leave the direct deposit system for up to one pay period at a time if there is a change in their banking arrangements. The designated human resources staff member will provide staff members with information about banking services offered by area institutions available to staff members receiving payroll direct deposit.

### **Payroll Schedule \*\***

All staff members are paid on a semi-monthly basis, on the 15<sup>th</sup> and the last day of each month. When the 15<sup>th</sup> or the last day of the month occurs on a weekend or a holiday, staff members will be paid on the last working day before that date. If staff members are paid on a salary basis, staff members will be paid for work performed up to and including payday. If staff members are paid on an hourly basis, staff members will be paid for the hours worked up to the cut-off date for payroll processing, unless otherwise required by law.

Payroll advances are not permitted for any reason.

### **Time Sheets and Monthly Paid Time-Off Reports**

If a staff member is paid on an hourly basis, the staff member must submit a time sheet, approved by the staff member's supervisor, according to the time reporting schedule issued annually by the designated payroll staff member.

If a staff member is paid on a salary basis, the staff member must submit a Paid Time-Off Report each month indicating any sick leave, personal leave, and vacation leave taken during the month. The report must be signed by the staff member and the staff member's supervisor and

must be turned in to the designated human resources staff member by the 5<sup>th</sup> day of the new month.

If the staff member's supervisor is not available to approve the time sheet or monthly report, the staff member should sign the form and send a copy to the designated human resources staff member when it is due, noting the supervisor's absence. As soon as the supervisor returns, the supervisor should approve and sign the original form and forward to the designated human resources staff member.

If a staff member will not be at CTS when the time sheet or monthly report is due, the staff member should arrange with the staff member's supervisor to forward a copy signed by the supervisor to the designated human resources staff member. When the staff member returns, the staff member should correct any details, sign the original, ask the supervisor to review and sign the original, and forward the original form promptly to the designated human resources staff member.

Any differences between time sheet or monthly report copies and originals will be adjusted in the next pay period.

## **Overtime**

Non-exempt staff members are eligible for overtime pay. Staff members must obtain prior written approval for overtime from their supervisors. Overtime worked in excess of 40 hours in a normal work week will be paid at one and one-half times the regular hourly rate. Holidays and other paid leaves will not be considered as time worked when computing overtime. The normal work week is Monday through Sunday, beginning and ending at midnight on Sunday.

## **Holiday Pay \*\***

Holiday pay is paid in the same manner as a staff member's usual pay rate/wages.

## **Clergy Housing Allowance \*\***

Annually the Trustees will be asked to approve an individually claimed housing allowance for staff members who are ordained clergy, in accordance with the Internal Revenue Code. Staff members who are eligible for Clergy Housing Allowance are responsible for keeping the necessary records of housing expenses and for reporting any unexpended portion of claimed housing allowance as income. CTS encourages eligible staff members to check with their tax advisor to determine if their employment with CTS meets federal guidelines for the clergy allowance.

# Benefit Time and Paid Leave Policies

## Paid Leaves of Absence

Staff members are eligible for a paid leave of absence according to the terms and conditions described within each section below. If a Staff member remains absent without approval for three consecutive days following the end of an approved paid leave, CTS will deem that the Staff member voluntarily terminated their employment.

## Holidays \*\*

CTS observes the following holidays:

- New Year's Day
- Dr. Martin Luther King's Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve
- Christmas Day
- New Year's Eve

When a holiday falls on a Saturday, it is generally observed on the preceding Friday. When a holiday falls on a Sunday, it is generally observed on the following Monday. A calendar of holiday observations is distributed annually.

To be paid for a holiday, a staff member must work the scheduled workday immediately before and after the holiday unless the staff member is on approved sick leave, personal leave, or vacation.

Part-time regular staff members are eligible for holiday pay only if the CTS-recognized holiday falls during the staff member's normal work schedule. Occasional staff members are not eligible for holiday pay.

## Vacation, Sick, and Personal Leave - Eligibility

All regular full-time staff members who have completed at least three months of permanent employment and regular part-time staff members who have completed at least six months of permanent employment begin to accrue vacation, sick, and personal leave.

Paid leave for regular part-time staff members is prorated based upon hours worked. The percentage used to calculate vacation, sick, and personal leave accruals and pay is the same as the percentage of full-time hours that a staff member is regularly scheduled to work. For example, if a staff member is scheduled to work 20 hours per week, that staff member is working a 57% part-time position and will receive 57% of a full-time regular staff member's accrual.

## Vacation Leave

All regular full-time staff members who have completed at least three months of permanent employment and regular part-time staff members who have completed at least six months of permanent employment begin to accrue vacation leave. See vacation, sick, and personal leave – eligibility section for regular part-time staff members' proration policy.

The old policy ("old policy") refers to the vacation leave policy in the Staff Manual dated May 7, 2010.

The new policy ("new policy") refers to the vacation leave policy in the Staff Manual dated May 3, 2013.

Vacation leave is accrued evenly throughout the fiscal year and is based on the following schedule:

### *Staff:*

Year 1 of employment	10 days
Years 2-6 of employment	15 days
Year 7+ of employment	20 days

### *Leadership Team Members:*

Years 1-6 of employment	20 days
Year 7+ of employment	25 days

All staff members hired before January 1, 2013 will be grandfathered into the new policy in the following manner:

In calendar year 2013, staff members accrue vacation leave based upon their length of service using the old policy guidelines. A staff member will continue to earn vacation leave after calendar year 2013 based on the staff member's calendar year 2013 accrual rate until a staff member's length of service meets one of the milestones in the new policy. If a staff member's current accrual rate meets or exceeds the new policy accrual rate, the accrual will remain unchanged. At no time will the vacation leave accrual decrease if the staff member's current accrual exceeds the new policy.

Staff members hired after December 31, 2012 will earn vacation leave based upon the new 2013 policy.

Chicago Theological Seminary believes that vacation is important to the health and well-being of our employees and encourages all employees to utilize their vacation days. Therefore staff must use vacation time within the fiscal year it is earned. With supervisor approval only, up to five vacation days may be carried over into the next fiscal year.

In an effort to accommodate the desires of staff who would like to take their vacations early in the year, staff will be permitted to “borrow” against the vacation they expect to accrue over the course of a fiscal year. Staff will be responsible for reimbursing Chicago Theological Seminary for the amount of used, but not accrued, vacation at time of separation.

Vacation leave must be requested by the staff member and approved by the staff member’s supervisor as far in advance as possible within the online payroll system. Vacations of one week or longer must be approved at least one month in advance. Accrued vacation leave can be used in either half-day or full-day increments.

Staff members do not accrue vacation leave during an unpaid leave.

Upon separation from CTS, staff members will be reimbursed for all accrued, but unused, vacation leave at the staff member’s current rate of pay. Staff members will receive this reimbursement at the time they receive their final paycheck.

## **Sick Leave**

All regular full-time staff members who have completed at least three months of permanent employment and regular part-time staff members who have completed at least six months of permanent employment begin to accrue sick leave. See vacation, sick, and personal leave – eligibility section for regular part-time staff members’ proration policy.

Sick leave is used when staff members are unable to work due to illness, injury, medical appointments, or to care for an ill member of the household or immediate family.

Regular staff members accrue sick leave at the rate of .83 days per calendar month for a maximum fiscal year accrual of ten (10) days. Unused sick leave balances are carried over at fiscal year-end, with a cumulative cap of 60 days.

If a staff member is unable to come to work, the staff member is expected to contact the staff member’s immediate supervisor at least one hour before the scheduled start time.

If a staff member has been out of work for three consecutive days due to illness or injury, CTS requires a signed note from the staff member’s physician (or other qualified health care provider) stating the nature of the illness or condition, its estimated duration, and the date the staff member is expected to return to work. If a staff member needs a waiver of the signed note requirement, a request must be made in writing to the staff member’s supervisor. When the staff member returns to work, the staff member may be required to provide a signed statement from the staff

member's physician (or other qualified health care provider) stipulating whether their return is unconditional (and without restrictions) or conditional.

If a staff member has used all available accrued sick leave, the staff member will be required to use available personal leave and vacation leave to cover additional days the staff member is absent from work due to illness. A staff member must request approval for Disability or Other Unpaid Leave if the staff member is unable to return to work after all benefit time is exhausted. If a staff member either fails to request or is denied Disability or Unpaid Leave and remains absent for three consecutive days after paid leave is exhausted, CTS will deem that the staff member has voluntarily terminated their employment unless the employee is covered under a legally required leave.

Staff members do not accrue sick leave while on an unpaid leave. Accrued sick leave can be used in either half-day or full-day increments. Accrued sick leave is not paid out upon termination.

## **Personal Leave**

All regular full-time staff members who have completed at least three months of permanent employment and regular part-time staff members who have completed at least six months of permanent employment earn personal leave. Regular staff members are eligible for three (3) paid personal leave days at the beginning of each fiscal year.

Personal leave enables staff members to conduct personal business, and deal with emergencies, including inclement weather, or when it is necessary to be absent from work for reasons other than those covered under other leave policies. When possible, it is preferred for personal leave to be approved in advance. Personal leave does not carry over at fiscal year-end and is not paid out upon termination.

## **Bereavement Leave**

In the event of a death in an immediate family, full-time staff members will be allowed up to five days of paid leave annually; part-time staff members will be allowed up to two days of paid leave annually. "Immediate Family" includes the following members of a staff member's family or the family of a staff member's partner/spouse: partner, spouse, grandparents, parents, aunts, uncles, brothers, sisters, children, child's partner/spouse, grandchildren.

If a longer leave is required, a staff member may use either accrued and unused personal leave or vacation to cover the additional time off. Staff members will not receive paid bereavement leave for days they are not otherwise scheduled to work. For example, staff members will not be paid bereavement leave if one of the days is an approved holiday.

## **Jury Duty and Subpoenas**



If a staff member is called for jury duty, receives a subpoena to be a witness in a judicial proceeding, or is asked to be deposed in lieu of receiving a subpoena, the staff member will be granted a paid leave for the time spent away from work because of jury or witness obligations. The staff member should present a copy of the legal notification to their supervisor as soon as possible after it is received.

Staff members must show evidence of having served to be paid regular compensation by CTS, or the time off will be treated as vacation time or personal time. If a staff member is unable to show evidence of having served and has no benefit time available, the time off will be unpaid.

### **Voting Leave**

Any staff member who is an eligible voter is allowed up to two hours of paid leave while polls are open on election day for voting in a general or special election or elections at which propositions are submitted to popular vote, provided that the staff member requests such leave before the day of the election. The Seminary may specify the hours during which this leave may be taken.

### **Blood Donation**

Full-time staff members who have worked for the Seminary on a full-time basis for at least six months are permitted to take up to one hour of leave for the purpose of donating blood every 56 days. Staff members who wish to take leave for this purpose must receive advance written permission from the Seminary.

# Unpaid Leave Policies

## School Visitation Leave

Illinois law provides regular full-time staff members who have been employed on a full-time basis for at least 6 months and who have exhausted all accrued vacation and personal leave to take up to eight hours of unpaid leave during a school year to attend school conferences or classroom activities related to the staff member's child that the staff member cannot schedule during nonworking hours. The staff member may not take more than four hours in one workday under this provision.

To take this leave, the staff member must give their supervisor seven days notice of the need for school visitation leave and must receive written approval from the staff member's supervisor. Where the need for the leave is an emergency, 24 hours will suffice. Upon completion of the school visitation, the staff member must obtain documentation of the visit from the school administrator and provide a copy to the staff member's supervisor and the designated human resources staff member.

## Military Leave and Reemployment \*\*

Chicago Theological Seminary proudly supports staff members who serve in the military and fully complies with all applicable laws relating to military leave and reemployment. If a staff member needs time off for any military service, including periodic training in the National Guard or Reserves, please contact the designated human resources staff member as soon as possible for information regarding rights and responsibilities relating to military leave.

Chicago Theological Seminary will not discriminate or retaliate against any staff member or applicant with regard to hiring, retention, promotion, or reemployment because of past, present, or future membership, application for membership, or performance of military duty in any of the uniformed services.

## Military Family Leave \*\*

Under the Illinois Family Military Leave Act, eligible staff members who are the spouses or parents of a person called to state or federal military service lasting longer than thirty days are eligible for leave up to 30 days.

A staff member is eligible if he or she has worked at least twelve months and at least 1,250 hours in the twelve months immediately preceding the requested leave. Furthermore, a staff member must first exhaust all of his or her accrued vacation, personal and compensatory leave (except sick and/or disability leave) before he or she is eligible for family military leave under the Act.

Staff members must provide at least 14 days' notice before starting family military leave of 5 or more consecutive workdays. Staff members must provide notice of leave lasting less than 5 days as soon as practicable. Leave must be scheduled, where possible, so as not to unduly disrupt the Seminary's operations. Staff members may be required to provide certification from an appropriate military authority to verify the staff member's eligibility for leave. Please contact the designated human resources staff member to request military family leave or for further information about leave under the Act.

### **Nursing Mothers \*\***

Reasonable unpaid breaks will be provided to staff members requiring time during their regular work hours for the purpose of expressing breast milk to nurse a child. Staff members are eligible to receive such an unpaid break for up to 3 years following the birth of a child. Please contact the designated human resources staff member with any questions or for more information about this policy.

### **Family And Medical Leave Act (FMLA) Generally Defined \*\***

The Seminary is committed to compliance with the Family and Medical Leave Act of 1993 (the "FMLA"). The FMLA allows eligible staff members to take up to 12 weeks of job-protected, unpaid leave per year for certain specified reasons, and up to a total of 26 workweeks of leave to care for a family member who is a "covered service member" recovering from injury or illness incurred during active duty military service.

FMLA leave is generally unpaid. However, if a staff member has any accrued, unused paid time off, including vacation or sick days, this paid time off must be used concurrently with a staff member's FMLA leave, and must be exhausted before unpaid portion of a staff member's FMLA leave commences.

A description of the Seminary's specific policies and procedures relating to FMLA is included in Appendix A at the end of this handbook.

### **Support for Victims of Domestic or Sexual Violence \*\***

The *Illinois Victims' Economic Security and Safety Act*, ("VESSA"), provides unpaid leave and certain other benefits to eligible staff members who are, or whose family or household members are, victims of domestic or sexual violence. The Seminary fully complies with VESSA.

#### **Leave Entitlement**

The Seminary permits staff members who are, or whose family or household members are, victims of domestic or sexual violence (as defined below) to take up to 12 work weeks of unpaid leave during a rolling 12-month period, measured backward from the date on which any leave is taken. Available leave is determined by subtracting the number of weeks of VESSA leave taken during the 12 month "look back" period from the 12 week total allowed.

A “family or household member” includes any person related by blood, or by present or prior marriage, a domestic partner, and any other person who shares a relationship through a son or daughter.

For VESSA purposes, CTS defines an employee and another individual as domestic partners if:

They are each other’s primary domestic partner and intend to remain so indefinitely

They are not legally married to anyone

They are both age 18 or older and mentally competent to consent

They are jointly responsible for each other’s common welfare and share financial obligations that could be demonstrated upon request.

Specifically, a staff member may take VESSA leave to:

- Seek medical attention for, or recovery from, physical or physiological psychological injuries caused by domestic or sexual violence to the staff member or staff member’s family or household member;
- Obtain victim services for the staff member’s or staff member’s family or household member;
- Obtain psychological physiological or other counseling for the staff member or the staff member’s family or household member;
- Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence; or
- Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

VESSA leave may be taken intermittently or on a reduced work schedule. Staff members may request further information about these options from the designated human resources staff member.

Whenever a staff member is granted leave for reasons which would entitle the staff member to leave under VESSA, the leave will be counted against a staff member’s 12-week VESSA leave entitlement. Any FMLA leave taken by a staff member will also be counted against the staff member’s available leave under VESSA. VESSA leave will be counted against a staff member’s available leave under the FMLA if the reason for the VESSA leave would also entitle the staff member to take FMLA leave.

### **Requesting Leave**

Staff members who wish to take VESSA leave must notify their supervisor and the designated human resources staff member in writing of their intent to take leave at least 48 hours before the start of the leave, unless such notice is not practicable. Reasonable accommodations will be

made in terms of any notice required. Staff members must contact the designated human resources staff member to obtain the proper paperwork and forms for requesting leave.

Staff members may be required to provide certification that VESSA leave is being taken for one of the purposes listed above, and that the staff member or staff member's family or household member is a victim of domestic or sexual violence. Such documentation may include a sworn statement from the staff member, documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from whom the staff member or the staff member's family or household member has sought assistance; a police or court record, or other corroborating documentation. If staff members do not provide this information, VESSA leave may not be granted and/or maintained and their absence may be considered unexcused.

### **Pay and Benefits During VESSA Leave**

VESSA leave is unpaid. However, staff members may elect to use accrued, unused sick, vacation or compensatory leave concurrently with VESSA leave to receive pay for the leave period. Staff members may elect to continue their health and life insurance coverage during VESSA leave. Staff members on VESSA leave will not be charged more than other staff members for health insurance premiums.

Staff members on unpaid VESSA leave will be instructed on how to pay their share of the insurance premiums during leave. Staff members who fail to pay insurance premiums in a timely manner as instructed during VESSA leave may be dropped from coverage until they return to work at the conclusion of the VESSA leave.

If a staff member informs the Seminary of an intent not to return to work from VESSA leave, or otherwise fails to return to work upon completion of the leave, the Seminary may recover from the staff member the premiums paid by the Seminary during the leave to maintain the staff member's group insurance coverage, unless the failure to return to work was due to the recurrence or onset of a serious health condition, or was otherwise beyond the staff member's control.

### **Reporting During Leave and Return From Leave**

During VESSA leave, staff members will be required to maintain contact with the Seminary to verify their status and their intent to return to work. The staff member is responsible for timely requesting any desired extension of a previously-approved VESSA leave. Extension of a leave should be requested, if practicable, at least forty-eight hours before the expiration of the initial leave.

A staff member who timely returns from VESSA leave will generally be reinstated to the same position that the staff member would have held had the staff member not taken leave, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. A staff member's use of VESSA leave will not result in the loss of any employment benefit that the staff member earned or was entitled to before using VESSA leave.

However, a staff member has no greater right to reinstatement or to other benefits and conditions of employment than if the Seminary had continuously employed the staff member during the

VESSA period. Therefore, a staff member who would have been terminated, laid off or reassigned had he or she been on active status may not be reinstated.

### **Reasonable Accommodation**

The Seminary will provide reasonable accommodations to otherwise qualified staff members who have known limitations resulting from circumstances relating to being a victim of domestic or sexual violence, as defined below, unless doing so would impose an undue hardship upon the operations of the Seminary.

Staff members who require a reasonable accommodation under this policy should notify their supervisor and must cooperate with the Seminary's efforts to determine whether an accommodation is necessary, and, if so, to identify an appropriate accommodation.

### **Prohibited Conduct**

The Seminary will not tolerate discrimination or harassment against any staff member because of such staff member's actual or perceived status as a victim of domestic or sexual violence, or family or household member of a victim of domestic or sexual violence. Staff members who feel that they have been subjected to discrimination or harassment in violation of this policy must immediately report such discrimination or harassment as described in the Anti-Discrimination/Anti-Harassment Policy.

Additionally, the Seminary will neither retaliate nor tolerate any form of retaliation against any staff member for making a good-faith request for leave or accommodation under this policy or exercising any right under VESSA. If any staff member believes that he or she has been retaliated against for exercising his or her rights under this policy or the FMLA, the staff member must report such conduct. Because false accusations may have serious impact upon the person accused, a staff member who makes a complaint that he or she knows to be false will be subject to disciplinary action, up to and including termination of employment.

### **Disability or Other Unpaid Leave**

In addition to the leaves described elsewhere in this handbook, staff members may request a leave of absence for disability or personal reasons. The following conditions and procedures apply to any leave of absence not covered by another Seminary policy, unless otherwise required by applicable law.

All leaves of absence are subject to approval of the Seminary, and the Seminary reserves sole discretion to grant or deny any request for a leave of absence under this policy, to the extent permitted by applicable law.

Unless specifically designated otherwise, leaves of absence under this policy are unpaid, though leave under this policy may run concurrently with a staff member's receipt of Workers' Compensation or disability benefits.

Staff members who wish to take leave under this policy must apply in advance, as provided in the Seminary's policy on absences.

A staff member whose request for a leave of absence under this policy is granted may elect to continue his or her current group health insurance benefits if permitted by the applicable plan or policy, but will be responsible for promptly paying 100% of applicable premiums. The staff member must make arrangements with the Seminary for advance payment of the health insurance premium for the leave period. Except to the extent required by applicable law, no other benefits will be paid or accrue during the leave period, and no paid time off will be provided.

Leaves of any type will generally not be extended beyond twelve months from the actual start date of the leave, excluding legally-required leave. Staff members on a leave who do not return to work on or before the expiration of the twelve month period will be regarded as having resigned their employment, except where a moderate extension of this period constitutes a reasonable accommodation for a disability required by applicable law. Terminated staff members can reapply for employment with the Seminary at a future date if they wish, but future employment with the Seminary is not guaranteed.

Reinstatement following a leave of absence under this policy is not guaranteed unless required by applicable law. Staff members who return from a leave under this policy may be restored to their former job, or to a comparable job, if such a position is available. If the staff member's former job or comparable job is no longer available, the staff member may be offered another job, in the Seminary's sole discretion. If the Seminary determines that conditions do not allow the reinstatement of the staff member, then the staff member's employment will be terminated.

Staff members who wish to apply for a leave of absence or want further information should contact the designated human resources staff member.

## Other Staff Benefits

### Group Insurance Benefits & Retirement Program \*\*

Chicago Theological Seminary provides full-time regular staff members access to various group insurance and retirement benefit programs as determined by the Board of Trustees. Staff member benefits are described in the Summary Plan Document and actual benefit plan documents. Those documents – and not this handbook – are controlling.

The following programs may be available to staff members, per plan terms:

- Health Insurance
- Dental Insurance
- Benefits Continuation (COBRA)
- Life Insurance
- Accidental Death and Dismemberment Insurance
- Long Term Disability Insurance
- Flexible Spending Accounts
- Retirement Benefits
- Qualified Transportation Fringe Benefits (Commuter Expense Reimbursement)

As with most policies, CTS' benefits coverage is subject to change. For more information about the benefits offered, please speak with the designated human resources staff member or consult the plan documents.

### Workers' Compensation Insurance \*\*

If a staff member sustains an injury arising out of or in the course of performing Seminary work, medical expenses and income benefits may be provided to the staff member as specified under the applicable Workers' Compensation Law. Staff members who sustain work-related injuries or illnesses, no matter how minor, must inform the designated human resources staff member in writing immediately. Consistent with applicable state law, failure to report an injury within a reasonable time may affect a staff member's claim for Workers' Compensation benefits. CTS will not take any adverse action against a staff member in retaliation for filing a workers' compensation claim. Contact the designated human resources staff member for more information about Workers' Compensation Benefits.



## **Enrolling in or Auditing CTS Classes \*\***

All regular full-time staff members and regular part-time staff members scheduled to work at least 20 hours per week may take classes offered through CTS at no charge. Staff members may take a class as a graded student or as an auditing student. Staff members must obtain the prior written approval of their supervisor and the course instructor in order to take any classes during regularly scheduled work hours, which may not be considered as part of hours worked.

CTS staff members may not take more than half of the classes required for any degree under this program. CTS staff members are subject to the same requirements and procedures for admission and academic standing as other students.

IRS regulations restrict the amount of tax-free tuition benefit that CTS may provide in a calendar year. Any benefit over the threshold set by the IRS will be included in the staff member's taxable gross income. Staff members should contact the designated human resources staff member if they wish to obtain information regarding the current benefit limit.

## **Fitness Benefits \*\***

Faculty and staff of CTS are eligible to purchase a membership at the University of Chicago gymnasium. Staff members may contact the Ratner Athletics Center for more information.

## **Payroll Taxes \*\***

As part of a staff member's comprehensive benefits package, CTS pays half of the staff member's total Social Security and Medicare payroll taxes or 7.65% of the staff member's federal taxable income.

CTS offers a number of benefit programs to reduce staff members' tax liability. They are described in the separate Summary Plan Document. Please feel free to speak with the designated human resources staff member regarding specific questions.

## General Policies

### **Support of Vision, Mission, and Commitment Statements \*\***

The Chicago Theological Seminary does not have as a condition of employment that our staff members subscribe to particular religious tenets. We do require that our staff members support by their words and actions the fundamental principles of justice and equality embodied in our Vision, Mission, and Commitment Statements.

### **Accommodations for Disabilities**

Chicago Theological Seminary is committed to complying with the American with Disabilities Act (ADA) and other applicable statutes protecting staff members with disabilities. In accordance with the ADA, the Seminary will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. If a staff member is disabled and needs an accommodation to perform his or her job functions, the staff member should make a written request to his or her supervisor or the Designated human resources staff member.

### **Accommodations for Religious Practices**

Chicago Theological Seminary will attempt to make accommodations for observance of religious holidays and sincerely held religious beliefs, unless doing so would cause an undue hardship on the Seminary. If a staff member desires a religious accommodation, the staff member should make a written request to his or her immediate supervisor as far in advance as possible.

### **Appearance and Decorum \*\***

Staff members are expected to dress and maintain a personal appearance appropriate to a professional work setting and to the staff member's job. Staff member behavior is also expected to befit a professional setting and to reflect positively on CTS in interactions with the public and CTS colleagues.

### **Attendance**

A staff member must notify, in writing, their supervisor as far in advance as possible if they know they will be late, if they wish to request to leave early, or if they will be unable to report for work. If a staff member is going to be absent for more than one day, their written notice to their supervisor should include when the staff member can be expected to return to work.

Staff members will be compensated for absences approved in writing as described in this Staff Manual. Unauthorized, excessive, or regular absences or tardiness will result in disciplinary action.

Staff members are expected to report to work during inclement weather if CTS offices remain open for business. Staff members should call the main number (773-896-2400), refer to the website ([ctschicago.edu](http://ctschicago.edu)) or refer to the Emergency Closing Center website ([emergencyclosingcenter.com](http://emergencyclosingcenter.com)) to confirm whether CTS will be open on a day of inclement weather. If CTS is closed, staff members will be paid for the day. On days when CTS is open but staff members are unable to report to work because of the weather, staff members may use accrued personal leave or vacation leave to cover time off.

Unless contrary to applicable state and federal leave or disability laws, if a staff member is absent for three consecutive days without approval, the staff member will be considered to have voluntarily resigned employment with CTS.

### **Confidential and Proprietary Information \*\***

Staff members frequently will be exposed to confidential and proprietary Chicago Theological Seminary information in the course of their work. Such information may include, but is not limited to, Seminary documents, computer programs, databases, business and expansion plans, student records, parent and family information, client documents, client lists, research reports, and training materials. Staff members should assume that all nonpublic or unpublished information created, obtained or received during the course of employment with the Seminary is strictly confidential.

Staff members have an obligation to safeguard confidential information whether generated internally or acquired from other sources and to use it only in the performance of their employment responsibilities. Protecting the Seminary's information and student information is the responsibility of every staff member and we all share a common interest in making sure this information is not improperly or accidentally disclosed.

If a staff member receives an inquiry or any other communication from a governmental agency, or other entity or individual regarding CTS confidential information, he or she must notify his or her supervisor, in writing, immediately.

### **Confidential Student Information \*\***

In accordance with the Family Educational Rights and Privacy Act (FERPA), staff members may not disclose personally identifiable information from a student's educational record without the prior written consent of the student unless the disclosure is authorized by one of FERPA's several exceptions to the written consent requirement. In addition to FERPA's restrictions on the disclosure of student information, staff members may not disclose information, even if not contained in the student's record, if that information is of a nature that would be considered

confidential and came into the possession of the staff member solely in connection with his or her employment by the Seminary. Certain information obtained in an educational record may be disclosed without student consent in certain limited circumstances specifically set forth in FERPA, such as in cases where a court order directs the Seminary to disclose such information, in a health or safety emergency, and to other Seminary staff members or other representatives who have a legitimate educational interest in the information. A legitimate educational interest essentially means a need to know the information to perform one's job function. Disclosures of information from a student's education records should be made only with the approval of the staff member's supervisor.

In addition, staff members must adhere to the following rules to protect student confidentiality:

1. Do not request information from a student's educational record without a legitimate educational interest.
2. Do not disclose to any other staff member any part of a student's educational record unless that official or staff member has identified a legitimate educational interest.
3. Do not disclose to anyone outside the Seminary any part of a student's educational record without the prior written consent of the student absent the express authorization of Seminary management.

Questions concerning FERPA or student confidentiality should be addressed to the staff member's supervisor.

### **Conflicts of Interest \*\***

Staff members have an obligation to conduct business within guidelines that prohibit actual, potential, or perceived conflicts of interest.

An actual, potential, or perceived conflict of interest occurs when a staff member is in a position to influence a decision that may result in personal gain for a staff member or a staff member's immediate family because of CTS' business dealings.

If a staff member has any involvement with or influence on transactions or business operations involving CTS, the staff member must disclose any actual or potential conflicts of interest to the staff member's department director as soon as possible so that safeguards can be established to protect all parties.

### **Disciplinary Action (Related to Work Performance)**

A staff member is accountable for producing work in accordance with the expectations of their position and job description. If a staff member is not performing his or her job in an acceptable manner, the staff member's immediate supervisor is responsible for letting the staff member

know what is being done incorrectly, what performance standards are not being met, and what corrective actions are expected.

Initial warnings of noncompliance may be oral. After any initial warning(s), disciplinary action may be in writing and may be discussed further with the staff member. The staff member may be asked to sign the written warning acknowledging that it has been received. If the staff member disagrees with the information in the warning, the staff member may state the nature of the disagreement on the warning. The staff member will receive a copy of the signed document and a copy will be placed in the staff member's personnel file.

The staff member's supervisor will generally follow a progressive disciplinary approach as outlined below. However, these steps are guidelines only. Depending on the nature and severity of the problem, any or all of the steps described below may be omitted. CTS reserves the right to terminate based on a staff member's first offense, despite the progressive disciplinary process outlined below.

The staff member's supervisor may issue oral warning(s) and determine if assistance or re-training is necessary.

The staff member's supervisor will issue and discuss a written warning, including examples, criteria for improvement, and time frames for corrective action.

The staff member's supervisor will observe and monitor the staff member's performance and document improvements and/or continuing concerns.

- If problem areas have been rectified, positive documentation of this progress will be placed in the staff member's personnel file and the matter will be dropped.
- If some progress has been made but problem areas still exist, the staff member's supervisor will document positive accomplishments and address remaining problems. The discussion of remaining problems may include new or different goals and objectives and/or time frames. The period of disciplinary action may be extended.
- If no progress or unsatisfactory progress has been made, further disciplinary action may be taken, up to and including termination.

### **Drugs & Alcohol \*\***

CTS is fully committed to maintaining a workplace that is free of illegal drug activity. The use and/or manufacture, distribution, possession, or dispensation of any controlled substance or possession of drug-related paraphernalia while on CTS property is specifically prohibited. Any supervisor who observes unexplained and unusual behavior patterns in any of his/her staff members indicative of illegal drug use in the workplace must notify the Vice President for Finance & Administration who may require the staff member to have a fitness-for-duty or drug screening examination performed at the expense of CTS. Violation of the drug free policy or refusal to undergo an examination or test will result in disciplinary action.

Inebriation on the job may be a cause for disciplinary action.

## **Employing Partners and Other Family Members \*\***

CTS strongly discourages the hiring of a current staff member's other family members. If a current staff member's family member possesses the qualifications normally required and is the only applicant or is the applicant judged best for the position, then the President may approve the hire and may impose additional conditions of employment, such as not assigning work that requires the current staff member or the applicant to direct, review, or further process the work of the other, and prohibiting either person access to any records maintained by CTS regarding the other.

## **Employment Verification \*\***

Upon request, the designated human resources staff member will confirm current and former staff members' dates of employment, salary history and job title. Any staff member who receives a request for an employment reference regarding a current or former staff member should forward the request to the designated human resources staff member.

## **Expense Reports \*\***

Staff member expense reports must be submitted, with appropriate documentation, on the appropriate CTS form within two weeks after the expenses are incurred. CTS-related expenses will be reimbursed only upon approval by the staff member's department director. Because the timely processing of expense reports is necessary for proper review and approval and is required for accurate bookkeeping, staff members who consistently submit their expense reports late may be subject to disciplinary action.

Out-of-pocket expenses greater than \$20 must be supported with a receipt attached to the expense report.

## **Grievance Procedure**

Chicago Theological Seminary seeks to resolve staff member grievances in an effective and timely manner by encouraging communication between supervisors and staff members. Complaints of unfair treatment may be addressed using this grievance procedure, except that this procedure may not be used to challenge management decisions regarding wages or salaries, performance evaluations, or decisions regarding promotions or terminations. CTS shall not be required to hear any grievances filed after a staff member's termination or separation from the Seminary or after a staff member is notified of such termination or separation.

Grievances concerning the President will be addressed by the Executive Committee of the Board of Trustees, whose decision with respect to such matters shall be final. Such grievances should be presented in writing to the Chair of the Executive Committee, who will present the grievance to the Executive Committee. The decision of the Executive Committee will be reported in writing to the employee presenting the grievance.

Grievances concerning staff other than the President shall proceed through the following steps:

**Step 1:** The first step is to request an appointment with the staff member's supervisor to discuss concerns and, if possible, resolve them. If the situation concerns the staff member's supervisor, the staff member should request a meeting with the next higher level of management in the staff member's direct reporting line.

**Step 2:** If the staff member's grievance is not resolved using Step 1 of this procedure, the staff member may request a meeting with the Vice President for Finance & Administration, who may, in his or her discretion, render a decision. At any point along the way, the Vice President for Finance and Administration may refer the matter to the President.

**Step 3:** If the staff member disagrees with the decision at Step 2 of this procedure, the staff member may request a meeting with the President who will render a decision. The decision at Step 3 of this procedure shall be final.

**Confidentiality and Non-Retaliation:** The acts of a grievance will be disclosed only to those who have a legitimate need to know or who may be needed to supply necessary background information. CTS will not tolerate any form of retaliation against individuals who use or participate in the grievance process. If any staff member engages in retaliation or bad faith in connection with this procedure, or otherwise abuses this procedure, CTS reserves the right to take disciplinary action.

## **Immigration Law Compliance \*\***

Chicago Theological Seminary is committed to employing only United States citizens and other individuals who are legally authorized to work in the United States, and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new staff member, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present proper documentation establishing identity and employment eligibility. Such documentation must be presented by the staff member within 3 business days of hire, or on the first day of any employment that is less than 3 business days. Former staff members who are rehired must also complete the form. Current staff members whose work authorization has expired also will be required to re-verify their employment authorization.

Staff members with questions or seeking more information on immigration law issues are encouraged to contact the designated human resources staff member. Staff members may raise questions or complaints about immigration law compliance without fear of retaliation or reprisal.

## **Information Retention \*\***

It is illegal to destroy any potentially relevant documents - emails, electronic documents, voicemail messages, or otherwise - in anticipation of, or in the midst of, a lawsuit or any federal,



state, or local governmental investigation or proceeding. Violations of this policy are subject to disciplinary action and may also result in additional legal consequences for the responsible party including possible civil and criminal sanctions.

## **Information Technology and Electronic Communications \*\***

Electronic communication systems and equipment, including computers, e-mail, phone, voice mail, fax, and Internet access, are provided by CTS to allow staff members to communicate business information in an efficient and effective manner. All electronic communications are considered the property of CTS. CTS reserves the right to access, audit, and disclose the contents of electronic messages even after they have been deleted but will do so only when, in our discretion, there is a legitimate business need to do so. Authority to either access or to disclose the contents of faculty computer files and electronic messages requires the concurrence of the Academic Dean and the President and the good faith effort to give prior notification to the faculty member concerned.

No confidential or proprietary information of CTS may be transmitted in any format without proper authorization. No anonymous e-mails may be sent using CTS equipment. In addition, staff members must comply with all applicable laws regarding the duplication or downloading of software and materials. Staff members should keep password information confidential.

Staff members are expected to use electronic communications in a courteous and professional manner. Staff members should bear in mind that electronic communications carry the same significance and force in law as printed communications. While e-mail can be a powerful and effective tool, oftentimes insufficient care is taken to ensure that the tone and manner of e-mail messages are appropriate. Staff members should take the same care in creating an e-mail message as would be taken in creating a printed message or in conducting a telephone or face-to-face discussion.

## **Media Inquiries**

From time to time, the Seminary may receive inquiries from the media (newspapers, television, etc.) regarding issues relating to the Seminary. Staff members should refer all such inquiries to their supervisor, who will contact the appropriate Seminary spokesperson. Only staff members who have specifically been designated as Seminary spokespeople may communicate with the media on behalf of the Seminary.

## **Other Employment**

Full-time staff members are expected to view their employment with CTS as their primary employment. External employment may be permitted as long as the staff member's supervisor believes it does not directly conflict with the staff member's performance of the primary CTS job and the supervisor has provided, in writing, approval for external employment.



## Performance Evaluations

It is the policy of the Chicago Theological Seminary to evaluate each staff member's work performance on an annual basis. The primary purpose of the evaluation process is to improve work effectiveness of our staff members and their supervisors. CTS will use the evaluation process to:

- Measure the staff member's strengths and weaknesses against performance goals and standards set by CTS;
- Determine the staff member's performance goals and work objectives for specified time periods;
- Provide guidance for the staff member's developmental objectives;
- Provide documentation of the staff member's performances that will serve as a guide in determining eligibility for merit increases, promotions and other matters affecting the staff member's job assignments; and
- Assess the staff member's ability to work effectively and harmoniously with the staff member's CTS colleagues.

CTS hopes that through the effective supervisor-staff member communication engendered by the performance evaluation system, all staff members will realize maximum job satisfaction, minimal uncertainty, and lower stress.

### Evaluation Schedule

Evaluations for the previous calendar year of staff members will be conducted annually. Annual evaluations will be conducted at the department's discretion but must be completed by June 15, absent unusual circumstances. In addition to annual evaluations, staff members will have an initial-performance review approximately three months after their date of hire, promotion, or transfer to a different position. Retention after an initial performance review does not alter the at-will nature of the employment relationship. Supervisors also may discuss work performance with staff members on an informal basis whenever a supervisor considers it appropriate to do so.

## Personal Business During Work Hours

Staff members are expected to keep personal phone calls, texts, and emails to a minimum during office hours. Staff members should refrain from using CTS supplies and equipment for personal use. Staff members who abuse this policy may subject to disciplinary action.

### Personnel Records \*\*

CTS complies with Illinois law regarding staff members' requests to review their personnel records. Current staff members may review certain personnel records twice per calendar year at reasonable intervals. If a staff member wishes to inspect their personnel records, the staff member must make a written request to the Vice President for Finance and Administration, who will schedule an appointment for the staff member to access the personnel record. Personnel

records must be reviewed in the presence of designated human resources staff member staff and may not be removed from the premises. Staff members may request a single photo copy of any portion of their personnel records and CTS may impose a reasonable fee for these copies.

## **Pre-Employment Background Investigations**

Every offer of employment at Chicago Theological Seminary is contingent upon the successful completion of the Seminary's pre-employment screening process, which may include an application form and investigative background check (including a credit check). CTS will determine, in its sole discretion, whether the screening process has been fully completed. All pre-employment and other background investigations are conducted in accordance with federal, state and local laws.

Chicago Theological Seminary relies upon the accuracy of information presented in the pre-employment screening, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the Seminary's exclusion of the individual from further consideration for employment, or if the person has been hired, disciplinary action.

## **Termination**

Employment at Chicago Theological Seminary is "at will" and may be terminated at any time by the staff member or the Seminary with or without cause or notice.

### **Voluntary Termination**

Should a staff member decide to leave employment with CTS, the staff member should provide the staff member's supervisor with at least two (2) weeks' advance notice (or more, if requested in the staff member's offer letter).

### **Exit Interviews and Updated Information**

All staff members must complete a brief exit interview prior to leaving in order to review insurance conversion rights, retirement accounts, return of Seminary property, and other miscellaneous matters as may be necessary. All Seminary property, including this handbook, should and must be returned upon termination.

Please notify the Seminary of address changes during the calendar year in which termination occurs, so that the staff member's tax information will be sent to the proper address.

## **Travel Policy \*\***

A staff member's supervisor must approve, in writing and in advance, any travel for a CTS-related meeting or event. While traveling on CTS business, the staff member is representing CTS and is expected to maintain a high level of professionalism at all times.

Non-exempt staff members will be paid for hours of travel only in connection with out-of-town travel, beginning one hour before scheduled departure times and ending upon the staff member's arrival at the hotel or meeting site. Travel time to local events or functions is unpaid.

## **Weapons \*\***

Chicago Theological Seminary prohibits all persons who enter Seminary property from carrying a handgun, firearm, knives with a blade larger than that of a folding pocket knife, chemical, explosive, or detonating device or other weapon of any kind, regardless of whether the person is licensed to carry the weapon.

Pursuant to 430 ILCS 66/65, a State of Illinois concealed carry licensee shall not knowingly carry a firearm on or into a higher education campus building. The only exception to this policy will be police officers, security guards, or other persons who have been given written consent by CTS to carry a weapon, and individuals who are required to carry a weapon pursuant to state law. Any staff member who violates this policy will be subject to immediate termination.

## **Whistle-blower Policy \*\***

CTS is committed to the highest possible standards of ethical, moral and legal business conduct. In line with this commitment and CTS's commitment to open communication, this policy aims to provide an avenue for staff members to raise concerns and reassurance that they will be protected from reprisals or victimization for whistle-blowing in good faith.

The whistle-blowing policy is intended to cover serious concerns over actions that could have a large impact on CTS. Such actions include those that:

1. May lead to incorrect financial reporting;
2. Are unlawful;
3. Are not in line with seminary policy; or
4. Otherwise amount to serious improper conduct.

CTS will not make, adopt, or enforce any rule, regulation or policy preventing a staff member from disclosing information to a government or law enforcement agency if the staff member has reasonable cause to believe that the information discloses a violation of a municipal, State, or federal law, rule or regulation.

CTS will not retaliate against a staff member for disclosing information to a government or law enforcement agency where the staff member has reasonable cause to believe that the information discloses a violation to a municipal, State, or federal law, rule, or regulation. In addition, CTS will not retaliate against a staff member for refusing to participate in an activity that would result in a violation of a municipal, State, or federal law, rule or regulation.

Every effort will be made to protect the complainant's identity consistent with the need to fully and fairly investigate the complainant's allegations.

Anonymous complaints may be made to the Board of Trustees' Audit Committee Chair.

### **Timing**

The earlier a concern is expressed, the easier it is to take appropriate action.

### **Evidence**

Although the staff member is not expected to prove the truth of an allegation, the staff member needs to demonstrate to the person contacted that there are sufficient grounds for concern.

### **How the Complaint Will Be Handled**

The action taken will depend on the nature of the concern. Senior management at CTS will receive a report on each complaint, except when the complaint involves that member of senior management, and a follow up report on actions taken.

In order to report a concern, complainants should use the following reporting structure:

- His/her direct supervisor
- His/her area vice president (Academic Dean, VP-Development, VP-Finance & Administration)
- Human Resources Director (currently, the VP-Finance & Administration)
- CTS President
- Board of Trustees' Audit committee Chair (contact information is available in the published and widely-distributed Board of Trustees meeting books)

If the concern directly involves someone in the reporting structure, the complainant should skip to the next level of reporting (e.g. making the initial complaint to the area vice president if his/her supervisor is involved).

If the Report to the Complainant (see below) is unsatisfactory, the complainant should report his/her concern to the next level.

### **Initial Inquiries**

Initial inquiries will be made to determine whether an investigation is appropriate, and the form that it should take. Some concerns may be resolved by agreed action without the need for investigation.

### **Report to Complainant**

The complainant will be given the opportunity to receive follow up on his or her concerns promptly after submitting the complaint including:

- Acknowledging that the concern was received;
- Indicating how the matter will be dealt with;
- Giving an estimate of the time that it will take for a final response;
- Indicating whether initial inquiries have been made;
- Indicating whether further investigations will follow, and if not, why not.

The amount of contact between the complainant and the body investigating the concern will

depend on the nature of the issue and the clarity of information provided. Further information may be sought from the complainant. Subject to legal constraints and confidentiality and privacy concerns, the complainant will receive information about the outcome of any investigations.

## **Workplace Violence \*\***

Chicago Theological Seminary will not tolerate any acts or threats of violence in the workplace, at social or business functions sponsored by the Seminary (regardless of location), or while any individual is engaged in business with or on behalf of the Seminary. If a staff member receives or becomes aware of any threatening communications from a staff member or other person, the staff member is required to report it to the staff member's supervisor or the designated human resources staff member immediately. Staff members are not to engage in either physical or verbal confrontation with a potentially-violent individual.

If a staff member encounters an individual who is threatening immediate harm to a student, staff member, or visitor, the staff member should contact an emergency agency (such as 911) immediately.

Workplace violence includes, but is not limited to:

- Threats of any kind;
- Threatening, physically aggressive, or violent behavior;
- Defacing Seminary property or causing physical damage to the facilities; or
- With the exception of security personnel, bringing weapons, ammunition, explosives, or firearms of any kind on Seminary premises or while conducting Seminary business.

Staff members must report any suspected or actual violations of this policy to their supervisor or the designated human resources staff member immediately and are expected to cooperate in any investigation of any suspected or actual incidents of workplace violence. All reports of work-related threats will be kept confidential to the extent possible and will be investigated and documented.

Violations of this policy, including a staff member's failure to report or fully cooperate in the Seminary's investigation of any reported incident, may result in disciplinary action.

Chicago Theological Seminary will not retaliate against any staff member who in good faith reports a violation of this policy. Any staff member who retaliates against someone who has reported a violation in good faith is subject to disciplinary action.

## Appendix 1 – Family and Medical Leave Act (FMLA) Seminary Policies and Procedures \*\*

The Seminary is committed to compliance with the Family and Medical Leave Act of 1993 (the “FMLA”). The FMLA allows eligible staff members to take up to 12 weeks of job-protected, unpaid leave per year for certain specified reasons, and up to a total of 26 workweeks of leave to care for a family member who is a “covered service member” recovering from injury or illness incurred during active duty military service.

The following is a description of the Seminary’s specific policies and procedures relating to FMLA leave. This policy is not a contract of employment, is not intended to confer any contractual rights or other legal rights beyond those provided by the FMLA, and does not alter the “at-will” status of any staff member.

### **Eligibility**

FMLA leave is available only to certain eligible staff members. To be an “eligible staff member” under the FMLA, a staff member must:

1. have been employed by the Seminary for a total of at least 12 months;
2. have worked at least 1,250 hours for the Seminary during the twelve months before the date on which a staff member’s leave is to begin; and

### **Reasons for FMLA Leave**

If a staff member is an eligible staff member, a staff member may take leave under the FMLA for the following reasons:

- For a serious health condition that makes a staff member unable to perform the essential functions of a staff member’s job;
- For the birth of a staff member’s child, and to care for a staff member’s newborn child;
- For the placement with a staff member of a child for adoption or foster care;
- To care for a staff member’s spouse, domestic partner, child (who is under 18 years of age or incapable of self-care due to a physical or mental disability), or parent (not a parent-in-law), who has a serious health condition;
- To address “qualifying exigencies” that arise because a staff member’s spouse, domestic partner, son, daughter, or parent is a member of the Armed Forces who is on or has been notified of an impending covered active duty deployment to a foreign country;
- To care for a spouse, domestic partner, son, daughter, parent, or next of kin who is a “covered service member,” while the covered service member is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list.

For FMLA purposes, CTS defines an employee and another individual as domestic partners if:

They are each other's primary domestic partner and intend to remain so indefinitely

They are not legally married to anyone

They are both age 18 or older and mentally competent to consent

They are jointly responsible for each other's common welfare and share financial obligations that could be demonstrated upon request.

### **Amount of Leave**

Generally, eligible staff members are entitled to take up to 12 weeks of leave in a single 12-month period for the reasons specified above.

For the purposes of this policy, the Seminary will use a "rolling" 12-month period measured backward from the date a staff member uses any FMLA leave. Available leave is determined by subtracting the number of weeks of FMLA leave taken during this 12-month "look back" period from the 12-week total allowed.

Any leave taken for the birth or care of a child or the placement of a child for adoption or foster care must be completed within one year after the date of birth or placement.

If both a staff member and a staff member's spouse or domestic partner are employed by the Seminary and eligible for FMLA leave, a staff member will be permitted to take only a combined total of 12 weeks of leave during a 12-month period if leave is for the birth and care of a child, the placement of a child for adoption or foster care, or to care for a parent (not a parent-in-law) with a serious health condition.

Eligible staff members are also entitled to up to 26 workweeks of leave in a single 12-month period to care for a spouse, domestic partner, son, daughter, parent, or next of kin who is a "covered service member." The 12-month period for leave to care for a covered service member begins on the first day that a staff member takes leave to care for a covered service member. During this period, the staff member is entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason, no more than 12 weeks of which may be for reasons other than to care for a covered service member. This leave is applied on a per-covered-service member, per-injury basis, meaning that a staff member is entitled to only one 26-workweek allotment of leave per covered service member (unless the covered service member is later re-injured in the line of active duty). If both a staff member and a staff member's spouse or domestic partner are employed by the Seminary and are eligible for FMLA leave, a staff member will be permitted to take only a combined total of 26 workweeks of leave during the single 12-month period.

### **How To Request FMLA Leave**

If a staff member need to take time off for reasons that a staff member believe qualify for FMLA leave, a staff member must comply with the Seminary's usual and customary policies and procedures for reporting absences, including submitting a completed and signed Leave Request Form to the Designated human resources staff member. If necessary, Human Resources will contact a staff member to request additional information or documentation regarding a staff member's absence. Failure to comply with the Seminary's absence reporting policies and

procedures or to provide documentation or information requested by Human Resources may result in delay or denial of requested time off, and/or discipline up to and including termination of employment.

When reporting a staff member's absence for a reason that may qualify as FMLA leave, it is a staff member's responsibility to inform the Seminary of the specific reason for a staff member's leave request and provide the Seminary with sufficient information to determine whether the FMLA applies to a staff member's leave request. Calling in "sick" without providing further information is not acceptable.

### **Intermittent and Reduced Schedule Leave**

When taking FMLA leave for a staff member's own serious health condition, to care for a family member with a serious health condition, or to care for a covered service member, a staff member may take FMLA leave on an intermittent or reduced schedule basis, if the required health care provider's certification indicates that this is medically necessary. FMLA military family leave may also be taken on an intermittent or reduced schedule basis when necessary due to a qualifying exigency.

If a staff member requires foreseeable intermittent or reduced schedule leave, a staff member will be expected to consult with Human Resources to work out a schedule for such leave that meets a staff member's needs without unduly disrupting the Seminary's operations, subject to approval by the health care provider.

Likewise, if a staff member need FMLA leave due to planned medical treatment for a staff member's own or a family member's serious health condition, a staff member will be expected to consult with Human Resources to work out a treatment schedule that best suits a staff member's needs and the needs of Organization, subject to approval by the health care provider. In some circumstances, the Seminary may alter a staff member's existing job (while maintaining existing pay and benefits), or may temporarily transfer a staff member to a different position with equivalent pay and benefits, to better accommodate a staff member's intermittent or reduced schedule leave.

The Seminary may consider requests for intermittent or reduced schedule leave due to the birth, adoption or foster placement of a child, but is not obligated to grant such requests, and will do so only at its sole discretion.

### **Certification**

It is a staff member's responsibility to provide the Seminary with any information needed to determine whether a staff member's leave qualifies as FMLA leave. The FMLA requires a staff member to respond to reasonable requests for information regarding a staff member's leave, and a staff member's failure to do so may result in delay or denial of a staff member's requested leave. In addition, a staff member may be required to provide the certifications described below. It is a staff member's obligation to provide a complete and sufficient certification form to the Seminary within 15 calendar days after the Seminary requests it. If it is not practicable for a staff member to provide a completed, sufficient certification form within 15 days despite a staff



member's diligent, good faith efforts to do so, a staff member must contact Human Resources to explain the situation.

If a staff member return a certification form but it is incomplete (i.e., one or more items are left blank) or insufficient (i.e., responses are vague, illegible, ambiguous, or non-responsive), the Seminary will notify a staff member of the deficiency. A staff member will then have 7 calendar days to provide a complete, sufficient certification. If it is not practicable for a staff member to provide a completed, sufficient certification form within 7 days despite a staff member's diligent, good-faith efforts to do so, a staff member must contact the Seminary to explain the situation.

### ***Certification of a Serious Health Condition***

If a staff member is requesting FMLA leave due to a staff member's own serious health condition, or to care for a family member with a serious health condition, a staff member will be required to provide a health care provider's certification on a form that will be provided by the Seminary.

### ***Authentication and Clarification***

The Seminary may contact the health care provider to authenticate a completed certification form by providing the health care provider a copy of the form and requesting verification that the information contained on the form was written or authorized by the health care provider who signed the document.

Additionally, the Seminary may request clarification of information on the certification form, and may ask a staff member to sign, or have a staff member's family member sign, a release form authorizing the health care provider to communicate with the Seminary for the purpose of clarifying the certification. If the certification is unclear and a staff member fails to provide a signed authorization or otherwise clarify the certification, the Seminary may deny a staff member's request for FMLA leave.

### ***Second and Third Opinions***

The Seminary may require a staff member to obtain a second certification at the Seminary's expense from a health care provider designated by the Seminary. If the second health care provider's certification differs from a staff member's health care provider's certification, the Seminary may require a staff member to obtain certification from a third health care provider, again at the Seminary's expense. The third health care provider will be designated or approved jointly by a staff member and the Seminary. A staff member and the Seminary are required to act in good faith to attempt to reach agreement on a third health care provider. The third opinion will be final and binding.

### ***Recertification***

If a staff member takes leave due to a staff member's own or a family member's serious health condition, a staff member may be required to submit a complete and sufficient recertification from a staff member's health care provider as often as every 30 days in conjunction with an absence. If a staff member's health care provider's initial certification specifies that the minimum duration of the condition for which a staff member are taking leave is longer than 30 days, a staff member may be required to submit a recertification in conjunction with an absence

when the minimum duration expires, or every six months, whichever is less. A staff member also may be required to provide a recertification if a staff member request an extension of leave, the circumstances described in the original certification have changed significantly, or the Seminary receives information raising doubt as to the stated reason for a staff member's leave or the continuing validity of the previously-provided certification. The Seminary will provide a staff member with the required recertification form when a recertification is required.

#### ***Certification of a Qualifying Exigency***

If a staff member request FMLA leave due to a qualifying exigency arising out of the active duty deployment of a member of the Armed Forces, a staff member will be required to submit a complete and sufficient certification form provided to a staff member by the Seminary, and to provide the documentation requested therein. If the qualifying exigency for which a staff member are taking leave involves a meeting or appointment with a third party, the Seminary may contact the third party for purposes of verifying the meeting or appointment and the nature of the meeting or appointment. The Seminary also may contact an appropriate unit of the Department of Defense to request verification that the covered military member is on active duty or call to active duty status.

#### ***Certification for a Covered Service Member***

If a staff member request leave to care for a covered service member with a serious injury or illness, a staff member will be required to obtain a certification from the service member's authorized health care provider on a form provided to a staff member by the Seminary. Any one of the following may complete this certification: A U.S. Department of Defense ("DOD") health care provider; a U.S. Department of Veteran's Affairs health care provider; a DOD TRICARE network authorized private health care provider; or a DOD non-network TRICARE authorized private health care provider.

The Seminary may contact the health care provider to authenticate a completed certification form by providing the health care provider a copy of the form and requesting verification that the information contained on the form was written or authorized by the health care provider who signed the document.

Additionally, the Seminary may request clarification of information on the certification form, and may ask that the covered service member sign a release authorizing the health care provider to communicate with the Seminary for the purpose of clarifying the certification. If the certification is unclear and a staff member fails to provide a signed authorization or otherwise clarify the certification, the Seminary may deny a staff member's request for FMLA leave.

#### ***While A Staff Member Is On FMLA Leave***

##### ***Unpaid Leave and Substitution of Paid Leave***

FMLA leave is generally unpaid. However, if a staff member has any accrued, unused paid time off, including vacation or sick days, this paid time off must be used concurrently with a staff member's FMLA leave, and must be exhausted before unpaid portion of a staff member's FMLA leave commences.

If a staff member are taking FMLA leave due to a staff member's own serious health condition that renders a staff member unable to work, any disability benefits for which a staff member are otherwise eligible under a disability benefit plan or workers' compensation law may be used in conjunction with paid vacation or sick time, provided that total payments do not exceed 100% of a staff member's normal base pay, and provided that a staff member comply with all applicable terms and conditions of the disability benefit plan or workers' compensation law.

### ***Health Benefits***

If a staff member are enrolled in the Seminary's group health insurance plan and wish to continue this coverage while a staff member are on FMLA leave, a staff member will be responsible for paying the staff member share of the premiums during any period of FMLA leave. The Seminary will provide a staff member with instructions for paying health insurance premiums during a staff member's leave. The Seminary will continue to pay its share of the premiums for a staff member's group health insurance coverage while a staff member are on FMLA leave, unless a staff member notify the Seminary of a staff member's intent not to return to work following leave. If a staff member does not pay a staff member's share of health insurance premiums while a staff member are on FMLA leave, a staff member may be dropped from plan coverage until a staff member return to work.

A staff member will have a grace period of 30 days from the date that a staff member's premium payment is due to make the payment. If a staff member's payment has not been received, a staff member will be notified in writing at least 15 days before a staff member's coverage terminates. In accordance with Seminary policy for other forms of unpaid leave, the termination will be retroactive to the date the unpaid premium payment was due.

If a staff member do not return to work upon completion of a staff member's FMLA leave, a staff member may be required to repay the Seminary for any premiums paid by it to maintain a staff member's group health insurance coverage during a staff member's leave, unless the failure to return to work was due to the recurrence or onset of a serious health condition or injury or illness of a covered service member, which would otherwise entitle a staff member to FMLA leave, or due to other circumstances beyond a staff member's control.

### ***Other Benefits***

The Seminary is not obligated to maintain life insurance or other benefits while a staff member are on FMLA leave. To continue such benefits during any period of unpaid FMLA leave, a staff member will be required to pay the entire cost of such benefits. The Seminary will provide a staff member with instructions for making these payments.

Consistent with Seminary policy for all types of leave, a staff member will not accrue vacation or other benefits while a staff member are on FMLA leave. Additionally, a staff member will not be paid for holidays that occur during any period of unpaid FMLA leave. However, the leave period will be treated as continuous service (*i.e.*, no break-in-service) for purposes of vesting and eligibility to participate in the Seminary's retirement plan.

Staff members cannot make voluntary contributions to the Seminary's retirement plan while on unpaid FMLA leave. Payments for outstanding retirement plan loans will not be required while

the staff member is on unpaid FMLA leave. Upon return to work, the loan amortization schedule will be recalculated to reflect increased payments necessary to repay the loan by the original repayment date.

### **Reporting Requirements During Leave**

While on FMLA leave for a period of more than one work week at a time, a staff member will generally be required to contact Human Resources at least once per week to report on a staff member's status and confirm a staff member's intention to return to work on the scheduled date, as required under the Seminary's Absence Notification Policy.

A staff member must notify the Vice President of Finance and Administration of any change in a staff member's expected return to work date (i.e., if a staff member will require more leave than originally anticipated, or if a staff member will return to work earlier than expected) within two business days after a staff member learns of such a change. If this is not possible due to an unforeseen change in circumstances, a staff member must notify the Vice President of Finance and Administration of the change as soon as practicable under the circumstances.

### **Reinstatement at the Conclusion of Leave**

If a staff member timely return from FMLA leave and used the leave for the stated purpose, a staff member generally will be reinstated to the same position a staff member held when a staff member began a staff member's leave, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. However, a staff member may not be reinstated if a staff member's employment would have terminated for reasons unrelated to a staff member's FMLA leave, or if a staff member are unable to perform any essential functions of a staff member's job (with or without any required accommodations).

Additionally, the FMLA provides a limited exception to the Seminary's reinstatement obligation for "key" staff members. A "key" staff member is a salaried, FMLA-eligible staff member who is among the highest-paid 10% of staff members. Under limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, the Seminary may deny reinstatement to a key staff member after FMLA leave. The Seminary will notify a staff member if a staff member is a "key" staff member at the time leave is requested, will notify a staff member if it decides to deny restoration, and will provide a staff member a reasonable opportunity to return to work after providing such notice.

Before returning to work from FMLA leave due to a staff member's own serious health condition lasting more than three consecutive work days (or for an absence of a shorter duration that gives rise to a reasonable safety concern regarding a staff member's ability to safely perform a staff member job), a staff member will be required to submit a certification from a staff member's health care provider that a staff member are able to resume work. If requested, this certification must specifically confirm that a staff member is able to perform the essential functions of a staff member's position, as set forth in the job description provided to a staff member by the Seminary.

### **Prohibitions**

The following conduct is strictly prohibited:

- Engaging in fraud, misrepresentation or providing false information to the Seminary or any health care provider in connection with a request for FMLA leave.
- Working for any other employer during the leave, without prior written approval from the Seminary.
- Failure to comply with the staff member's obligations under this policy.
- Failure to timely return from the leave.

Staff members who engage in such conduct will be subject to loss of benefits, denial or termination of leave, and discipline, up to and including discharge.

### **The Seminary's Commitment**

The Seminary will not interfere with, restrain, or deny the exercise of any right provided by the FMLA, nor will it discharge or discriminate against any individual for opposing any practice or involvement in any proceeding relating to the FMLA. The Seminary recognizes the co-existence of state and/or local laws regarding family and medical leave. Where such laws apply and provide greater family and medical leave rights than the FMLA, the Seminary will comply with those laws.

## Receipt of Employee Manual

I acknowledge receiving a copy of the March 15, 2016 edition of the Staff Manual on the date written below. I agree to read the Staff Manual and follow its policies and procedures.

I understand and acknowledge that I am employed at will, meaning that I may resign from employment for any reason at any time, with or without cause or notice, and that CTS may terminate my employment or change the terms and conditions of my employment for any reason at any time, with or without cause or notice. I understand that neither the Staff Manual nor any CTS policy or procedure is an express or implied contract.

I understand that the Staff Manual replaces and supersedes any previous employee manuals and other similar documents that I may have received from CTS. I understand that the Staff Manual is distributed as a guide and summary of CTS' current policies and procedures, any of which may be changed or revoked by CTS at any time, with or without notice to employees.

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Employee's signature

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Date

